



**AGENDA
REGULAR MEETING**

**City Council of the Town of Colma
Colma Community Center
1520 Hillside Boulevard
Colma, CA 94014**

**Wednesday, September 28, 2016
7:00 PM**

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

PRESENTATIONS

- Recreation Volunteer Recognition
- Proclamation in honor of the 75th Anniversary of the Cow Palace

PUBLIC COMMENTS

Comments on the Consent Calendar and Non-Agenda Items will be heard at this time.
Comments on Agenda Items will be heard when the item is called.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the September 14, 2016 Regular Meeting.
2. Motion to Adopt an Ordinance Amending Colma Municipal Code Subchapter 5.12 Related to Inclusionary and Affordable Housing Pursuant To CEQA Guideline 15061(b)(3) (Second Reading).

PUBLIC HEARING

3. **APPOINTING CITY MANAGER AS CITY TREASURER**
 - a. *Consider:* Motion to Introduce an Ordinance Amending Colma Municipal Code Section 1.03.105, Regarding the City Treasurer's Duties, and Waive a Further Reading of the Ordinance.
 - b. *Consider:* Motion to Adopt a Resolution Appointing Sean Rabé as City Treasurer.

NEW BUSINESS

4. GRANT FUNDING REQUEST FOR DALY CITY PUBLIC LIBRARY ASSOCIATES

Consider: Motion to Adopt a Resolution Approving a Grant to Daly City Public Library Associates, Finding That the Grant Serves a Public Purpose, and Authorizing a Contract With Daly City Public Library Associates for the Use of Town Funds.

5. FY 2016-17 NON-PROFIT FUNDING

Consider: Motion to Adopt a Resolution Determining Eligibility for Grant Funding, Approving Grants to Eligible Organizations, Finding that Each Approved Grant Serves a Public Purpose, and Authorizing Contracts with Each Eligible Organization for the Use of Town Funds.

COUNCIL CALENDARING

REPORTS

Mayor/City Council

City Manager

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review at the Colma Town Hall, 1188 El Camino Real, Colma, CA during normal business hours (Mon – Fri 8am-5pm). Persons interested in obtaining an agenda via e-mail should call Caitlin Corley at 650-997-8300 or email a request to ccorley@colma.ca.gov.

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**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Colma Community Center, 1520 Hillside Boulevard
Colma, CA 94014

Wednesday, September 14, 2016

7:00 p.m.

CALL TO ORDER

Mayor Diana Colvin called the Regular Meeting of the City Council to order at 7:03 p.m.

Council Present – Mayor Diana Colvin, Vice Mayor Helen Fisicaro, Council Members Raquel “Rae” Gonzalez, Joseph Silva and Joanne F. del Rosario were all present.

Staff Present – City Manager Sean Rabé, City Attorney Christopher Diaz, Chief of Police Kirk Stratton, Recreation Services Director Brian Dossey, Director of Public Works Brad Donohue, City Planner Michael Laughlin, and City Clerk Caitlin Corley were in attendance.

ADOPTION OF THE AGENDA

Mayor Colvin asked if there were any changes to the agenda. None were requested. The Mayor asked for a motion to adopt the agenda.

Action: Vice Mayor Fisicaro moved to adopt the agenda; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel “Rae” Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

PRESENTATION

- Mayor Colvin read excerpts from a proclamation in honor of the 25th Anniversary of CSG Consultants, Inc.
- Police Chief Kirk Stratton introduced new dispatcher Maria Scafani-Gomez.
- City Manager Sean Rabé presented commendations to Mary Brodzin, John Goodwin and Ken Varner for their participation in the Waste Hauler Selection Community Committee.
- Council presented the Town’s Honor Roll Students with gifts and a certificate in honor of their academic achievements.

There was a brief break for coffee and cake from 7:20 p.m. to 7:40 p.m.

PUBLIC COMMENTS

Mayor Colvin opened the public comment period at 7:40 p.m. and seeing no one come forward to speak, she closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the July 27, 2016 Regular Meeting.
2. Motion to Approve Report of Checks Paid for July 2016.
3. Motion to Approve Report of Checks Paid for August 2016.
4. Motion to Adopt a Resolution Adopting an Amended Appendix of the Conflict of Interest Code Pursuant to the Political Reform Act of 1974.
5. Motion to Adopt a Resolution Approving and Authorizing the City Manager to Purchase of One TYMCO Model 435 Street Sweeper.
6. Motion to Receive and File the Fourth Quarter (April 2016 – June 2016) Financial Report and Direct Staff to Post a Copy on the Town Website.

Action: Council Member Gonzalez moved to approve the Consent Calendar items #1-6; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

PUBLIC HEARING

7. HAZARD MITIGATION PLAN ADOPTION

City Planner Michael Laughlin presented the staff report. Mayor Colvin opened the public hearing at 7:49 p.m. Residents Pat Hatfield and William Deguia made comments. The Mayor closed the public hearing at 7:49 p.m. Council discussion followed.

Action: Council Member Silva moved to adopt a Resolution Adopting All of Volume 1 and Colma's Portion of Volume 2 of the San Mateo County Hazard Mitigation Plan Pursuant to CEQA Guideline 15061(b)(3); the motion was seconded by Council Member Gonzalez and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

8. HOUSING ORDINANCE AMENDMENTS AND HOUSING IMPACT FEES

City Planner Michael Laughlin presented the staff report. Mayor Colvin opened the public hearing at 8:22 p.m. HEART Executive Director Armando Sanchez and Residents Pat Simpson and Tom Taylor made comments. The Mayor closed the public hearing at 8:28 p.m. Council discussion followed.

Action: Vice Mayor Fisicaro moved to introduce an Ordinance Amending Colma Municipal Code Subchapter 5.12 Related to Inclusionary and Affordable Housing Pursuant To CEQA Guideline 15061(b)(3), and Waive a Further Reading of the Ordinance; the motion was seconded by Council Member Silva and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

Action: Vice Mayor Fisicaro moved to adopt a Resolution Amending Colma Administrative Code, Subchapter 1.10, Master Fee Schedule, Establishing Affordable Housing Impact Fees for Residential and Nonresidential Development Pursuant to CEQA Guideline 15378(b)(4); the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

9. 999 SERRAMONTE BOULEVARD – FORD EXTERIOR REMODEL AND ADDITION

Associate Planner Turhan Sonmez presented the staff report. Mayor Colvin opened the public hearing at 8:37 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed.

Action: Council Member del Rosario moved to adopt a Resolution Approving an Amended Conditional Use Permit and Project Design for an Automobile Dealership Addition and Exterior Remodel at 999 Serramonte Boulevard, Pursuant to CEQA Guideline 15301(e); the motion was seconded by Vice Mayor Fisicaro and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

NEW BUSINESS

10. DEL CARMEN GONZALEZ RECYCLER'S PERMIT

Associate Planner Turhan Sonmez presented the staff report. Mayor Colvin opened the public comment period at 8:47 p.m. Citizen Pat Simpson and resident Mary Brodzin made comments. The Mayor closed the public comment period at 8:55 p.m. Council discussion followed. Council asked that the resolution stipulate that the collected cardboard may not be stored in the city limits of the Town.

Action: Council Member Gonzalez moved to adopt a Resolution Approving a Recycler's Permit for the Collection of Cardboard from Commercial Businesses Pursuant to CEQA Guideline 15061(b)(3), with the requested change; the motion was seconded by Council Member del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fisicaro	✓				
Raquel "Rae" Gonzalez	✓				
Joseph Silva	✓				
Joanne F. del Rosario	✓				
	5	0			

11. GRANT FUNDING REQUEST FOR DALY CITY PUBLIC LIBRARY ASSOCIATES

12. FY 2016-17 NON-PROFIT FUNDING

City Manager Sean Rabé asked that items 11 and 12 be continued to the September 28, 2016 Regular Council Meeting, in order to give Council sufficient time to consider all the grant applications.

COUNCIL CALENDARING

The next Regular City Council Meetings will be Wednesday, September 28, 2016 at 7:00 p.m. and Wednesday, October 12, 2016 at 7:00 p.m.

REPORTS

Diana Colvin

Business to Consumers Showcase, 9/10
Town Picnic, 9/10

Helen Fisicaro

Business to Consumers Showcase, 9/10
Town Picnic, 9/10

Raquel "Rae" Gonzalez

Adolescent Mental Wellness Conference, 8/5-6
Education Summit 2016, 8/25
Town Picnic, 9/10

Joseph Silva

Council of Cities dinner, hosted by Belmont, 7/29
Town Picnic, 9/10

Joanne F. del Rosario

Town Picnic, 9/10

City Manager Sean Rabé gave a report on the following topics:

- The Colma Police Department will be participating in Walk Like MADD, a fundraising event for Mothers Against Drunk Driving.
- The Town received six Beacon Awards recognizing achievements in sustainability.
- The Historical Association Fundraising Dinner will be on Friday, September 16 at 5:00 p.m.

ADJOURNMENT AND CLOSE IN MEMORY

The meeting was adjourned by Mayor Colvin at 9:12 p.m. and closed in memory of Mary Griffin Ramsuer, former San Mateo County Supervisor, Mayor of Millbrae; Marie Pariani, mother of Mike Pariani, contractor who completed Hillside Blvd; and Phillip Sigmund, brother of Vice Mayor Fisicaro.

Respectfully submitted,

Caitlin Corley
City Clerk



ORDINANCE NO. ____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**AN ORDINANCE AMENDING COLMA MUNICIPAL CODE SUBCHAPTER 5.12
 RELATED TO INCLUSIONARY AND AFFORDABLE HOUSING
 PURSUANT TO CEQA GUIDELINE 15061(B)(3)**

The City Council of the Town of Colma does ordain as follows:

ARTICLE 1 SUBCHAPTER 5.12 AMENDED.

Subchapter 5.12, entitled "Inclusionary and Affordable Housing" shall be and hereby is amended to read as follows:

Subchapter 5.12 Inclusionary and Affordable Housing

5.12.010 Purpose

The purposes of this Subchapter are to:

- (1) Encourage the development and availability of housing affordable to a broad range of Households with varying income levels as mandated by State Law, California Government Code Sections 65580.
- (2) Promote the City's goal to add affordable housing units to the housing stock
- (3) Provide housing to all income categories through the encouragement of higher densities near major regional transportation facilities;
- (4) Offset the demand on housing that is created by new development and mitigate environmental and other impacts that accompany new residential and Commercial Development by protecting the economic diversity of the City's housing stock, reducing traffic, transit and related air quality impacts, promoting jobs/housing balance and reducing the demands placed on transportation infrastructure in the region;
- (5) Provide housing accessible to persons with special needs and the elderly; and
- (6) Assist citizens in locating and retaining affordable housing and promote equal housing opportunity and Fair Housing.

[History: ORD. 639, 1/11/06]

5.12.020 Findings

- (a) Both California and the City face a serious housing problem that threatens their economic security. Lack of access to affordable housing has a direct impact upon the health, safety and welfare of the residents of the City. The City will not be able to contribute to the attainment of State housing goals or to retain a healthy environment without additional affordable housing. The housing problem has an impact upon a broad range of income groups including many who are not impoverished by standards other than those applicable to California's and the City's housing markets, and no single housing program will be sufficient to meet the housing need.
- (b) There is a "affordability gap" between the median price of housing in San Mateo County and the price of housing that a lower income household can afford to purchase or rent as documented in the 2016 Colma Residential Impact Fee Nexus Study. This affordability gap can be bridged, in part, by adoption of this ordinance.
- (c) A lack of new Inclusionary Units will have a substantial negative impact on the environment and economic climate because (i) housing will have to be built elsewhere, far from employment centers and therefore commutes will increase, causing increased traffic and transit demand and consequent noise and air pollution; and (ii) City businesses will find it more difficult to attract and retain the workers they need. Inclusionary housing policies contribute to a healthy job and housing balance by providing more affordable housing close to employment centers.
- (d) Development of market-rate housing encourages new residents to move to the City. These new residents will place demands on services provided by both the public and private sectors. Some of the public and private sector employees needed to meet the needs of the new residents earn incomes only adequate to pay for affordable housing. Because affordable housing is in short supply within the City, these employees may be forced to live in less than adequate housing within the City, pay a disproportionate share of their incomes to live in adequate housing within the City, or commute ever-increasing distances to their jobs from housing located outside the City. These circumstances harm the City's ability to attain goals articulated in the City's General Plan and strain the City's ability to accept and service new market-rate housing development.
- (e) The California Legislature has required each local government agency to develop a comprehensive, long-term general plan establishing policies for future development. As specified in the Government Code (at Sections 65300, 65302(c), and 65583(c)), the plan must: (i) "encourage the development of a variety of types of housing for all income levels, including multifamily rental housing;" (ii) "[a]ssist in the development of adequate housing to meet the needs of low- and moderate-income households;" and (iii) "conserve and improve the condition of the existing affordable housing stock, which may include addressing ways to mitigate the loss of dwelling units demolished by public or private action."

- (f) This ordinance is consistent with the Town's General Plan. Section 5.01.205 of the Colma General Plan provides that it is the policy of the Town to maintain the availability of affordable housing units, both rental and for sale, for all income groups. This ordinance will create affordable housing for lower income groups with provisions to maintain those units as affordable for 45 years or longer.
- (g) The citizens of the Town seek a well-planned, aesthetically pleasing and balanced community, with housing affordable to Very Low-, Low- and Moderate-Income Households. Affordable housing should be available throughout the Town, and not restricted to a few neighborhoods and areas. However, there may also be trade-offs where constructing affordable units at a different site than the site of the principal project may produce a greater number of affordable units without additional costs to the project applicant. Thus, the Town finds that in certain limited circumstances, the purposes of this Subchapter may be better served by allowing the Developer to comply with the inclusionary requirement through alternative means, such as the payment of in-lieu fees, development of offsite housing or dedication of land. For example, if a project applicant can produce a significantly greater number of affordable units off-site, then it may (but not always) be in the best interest of the Town to permit the development of affordable units at a different location than that of the principal project.
- (h) Federal and state funds for the construction of new affordable housing are insufficient to fully address the problem of affordable housing within the Town. Nor has the private housing market provided adequate housing opportunities affordable to Moderate-, Low- and Very Low-Income Households.
- (i) The Town is aware that there may be times when the inclusionary housing requirements make market-rate housing more expensive. In weighing all the factors, including the significant need for affordable housing, the Town has made the decision that the community's interests are best served by the adoption of the inclusionary housing ordinance.

[History: Ord. 639, 1/11/06]

5.12.030 Definitions

For the purposes of this Subchapter, the following terms shall have the meanings set forth herein. Words not defined shall be given their common and ordinary meaning.

- (1) "Affordable rent" means: (1) monthly rent that does not exceed thirty percent (30%) of the qualifying limits for lower income households applicable to San Mateo County, adjusted for family size and other factors by the California State Department of Housing and Community Development, as published annually in Title 25 of the California Code of Regulations, Section 6932 (or its successor provision) and (2) monthly rent that does not exceed thirty percent (30%) of the qualifying limits for very-low income households applicable to San Mateo County, adjusted for family size and other factors by the California State Department of

Housing and Community Development, as published annually in Title 25 of the California Code of Regulations, Section 6932 (or its successor provision). Affordable rent shall be based on presumed occupancy levels of one person in a studio unit, two persons in a one-bedroom unit, three persons in a two-bedroom unit, and one additional person for each additional bedroom thereafter.

- (2) "Affordable sales price" means the maximum purchase price that will be affordable to the specified target income household. A maximum purchase price shall be considered affordable only if the owner-occupied monthly housing payment is equal to or less than one-twelfth of 30% of income for the specified target income household. Affordable sales price shall be based upon presumed occupancy levels of one person in a studio unit, two persons in a one-bedroom unit, three persons in a two bedroom unit, and one additional person for each additional bedroom thereafter.
- (3) "Annual household income" means the combined gross income for all adult persons living in a dwelling unit as calculated for the purpose of the Section 8 program under the United States Housing Act of 1937, as amended, or its successor.
- (4) "Building permit" means a permit issued pursuant to Subchapter Four of Chapter Five of the Colma Municipal Code.
- (5) "Building Official" means the chief building official of the Town of Colma, or the designee of such individual.
- (6) "Concession" or "incentive" shall have the same meaning and applicability as set forth in Government Code Section 65915.
- (7) "Construction cost index" means the San Francisco Building Cost Index published by Engineering News-Record.
- (8) "Developer" means every person, firm, or corporation constructing, placing, or creating residential development directly or through the services of any employee, agent, independent contractor or otherwise.
- (9) "Dwelling unit" shall have the meaning set forth in section 5.01.080 of the Town of Colma Municipal Code.
- (10) "Housing Fund" means the Town of Colma Affordable Housing Trust Fund established pursuant to Section 5.12.170.
- (11) "Housing In-lieu Fee" means the fee established pursuant to Sections 5.12.040 and 5.12.090 for for-sale Residential development projects.

- (12) "Housing Impact Fee" means the fee established pursuant to Section 5.12.050, 5.12.060 and 5.12.090 for for-rent Residential development projects and Non-Residential/Commercial Development.
- (13) "Inclusionary Housing Plan" means a plan for a residential or commercial development submitted by a developer as provided by Section 5.12.130(d).
- (14) "Inclusionary Housing Agreement" means a written agreement between developer and the Town as provided by Section 5.12.130(e).
- (15) "Inclusionary Unit" means a dwelling unit that must be offered at an affordable housing sales price to Moderate-, Low- and Very Low-Income Households.
- (16) "Low-income household" means a household with an income of up to the qualifying limit for low-income households applicable to San Mateo County, adjusted for family size and other factors by the California State Department of Housing and Community Development, as published annually in Title 25 of the California Code of Regulations, Section 6932 (or its successor provision).
- (17) "Market rate unit" means a dwelling unit in a residential development that is not an Inclusionary Unit, or a unit restricted pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D).
- (18) "Median income" means the median income applicable to San Mateo County, adjusted for family size and other factors by the California State Department of Housing and Community Development, as published annually in Title 25 of the California Code of Regulations, Section 6932 (or its successor provision).
- (19) "Moderate income household" means a household with an incomes of up to 120% of median income applicable to San Mateo County, adjusted for family size and other factors by the California State Department of Housing and Community Development, as published annually in Title 25 of the California Code of Regulations, Section 6932 (or its successor provision).
- (20) "Non-Residential/Commercial Development" means the new construction of any commercial use, including but not limited to, retail, restaurants, office, medical office, hotel, and research and development, or the conversion of a residential use to a nonresidential use.
- (21) "Non-Residential/Commercial Development Floor Area" shall be calculated using the gross floor area of net new nonresidential space, excluding structured parking.
- (22) "Owner-occupied monthly housing payment" means the sum equal to the principal, interest, property taxes, homeowner's insurance and homeowner's association dues paid on an annual basis divided by 12.

- (23) "Residential development project" means the construction of any residential dwelling units where the tentative map, parcel map or, for project not processing a map, the building permit was received after February 11, 2006.
- (24) "Residential Floor Area" shall be calculated as follows:
- (A) For Single-Family Detached Homes, Townhomes, Duplexes, and Triplexes includes all horizontal areas of the several floors of such buildings measured from the exterior faces of exterior walls or from the center line of party walls separating two (2) buildings, minus the horizontal areas of such buildings used exclusively for parking.
- (B) For Apartments and Condominiums includes all horizontal areas of the several floors of such buildings measured from the exterior faces of exterior walls or from the center line of party walls separating two (2) buildings, minus the horizontal areas of such buildings used exclusively for covered porches, patios, or other outdoor space, amenities and common space, parking, elevators, stairwells or stairs between floors, hallways, and between unit circulation.
- (25) "Very low-income household" means a household with incomes of up to 50% of median income applicable to San Mateo County, adjusted for family size and other factors by the California State Department of Community Development, as published annually in Title 25 of the California Code of Regulations, Section 6932 (or its successor provision).

[History: Ord. 639, 1/11/06]

5.12.040 For-Sale Residential Development

- (a) *Inclusionary Units Requirement.* For all for-sale Residential Developments of five or more units, at least twenty percent of the total units must be Inclusionary Units restricted for occupancy by Moderate-, Low- or Very Low-Income Households. For for-sale residential developments of fewer than fifteen units, the developer may elect, as an option, to satisfy the requirements of this section by paying the in-lieu fee described in section 5.12.090 or performing an Alternative Equivalent Action pursuant to section 5.12.1000 of this ordinance.
- (b) *Time of Determination.* The number of Inclusionary Units required for a particular project will be determined only once, at the time of tentative or parcel map approval, or, for developments not processing a map, prior to issuance of a Conditional Use Permit. If a Conditional Use Permit is not required, the number of units required shall be determined at the time of building permit application. If a change in the subdivision design results in a change in the total number of units, the number of Inclusionary Units required will be recalculated to coincide with the final approved project.
- (c) *Calculation.* For purposes of calculating the number of inclusionary units required by this Section, any additional units authorized as a density bonus under Section 5.12.120 of this

ordinance and California Government Code Section 65915(b)(1) or (b)(2) will not be counted in determining the required number of Inclusionary Units. In determining the number of whole Inclusionary Units required, any decimal fraction shall be subject to In-Lieu Housing Fees as described in Section 5.12.090.

(d) *Type of Inclusionary Units.* At least twenty percent (20%) of the Inclusionary Units (or 4 percent of the total development) must be restricted to occupancy by Very Low-Income Households. An additional twenty percent (20%) of the Inclusionary Units (or 4 percent of the total development) must be restricted to occupancy by Low-Income Households. The remaining 60% (or 12 percent of the total development) to Moderate Income Households.

(e) *Timing of Occupancy.* All Inclusionary Units must be constructed and occupied concurrently with or prior to the construction and occupancy of market-rate units or development. In phased developments, Inclusionary Units may be constructed and occupied in proportion to the number of units in each phase of the residential development.

5.12.050 For-Rent Residential Development

(a) *Housing Impact Fee Payment Required.* For all for-rent Residential Development of five or more units, a Housing Impact Fee is required to be paid pursuant to Section 5.12.090.

5.12.060 Non-Residential/Commercial Development

(a) *Housing Impact Fee Payment Required.* For all Non-Residential/Commercial Development over 5,000 square feet, a Housing Impact Fee is required to be paid pursuant to Section 5.12.090.

5.12.070 Exemptions

The requirements of section 5.12.040, 5.12.050, and 5.12.060 do not apply to:

- (1) A residential development project to the extent it has received a vested right to proceed without payment of housing impact fees pursuant to state law.
- (2) Building permits for residential development projects if compliance with this section for such project has already been satisfied including, but not limited to, building permits on newly created lots where the subdivider has built affordable units or otherwise satisfied this section.
- (3) Any dwelling unit or residential development project which is damaged or destroyed by fire or natural catastrophes so long as the use of the reconstructed building and number of dwelling units remains the same, and the square footage of the reconstructed building is not increased or reduced by more than 10%.
- (4) Residential Development consisting of four or fewer units.

- (5) Non-Residential/Commercial Development that is 5,000 square feet or less.
- (6) Public Uses, including, but not limited to parks, playgrounds, and administrative and service facilities.
- (7) Child Care Centers, including Family Child Care Homes.
- (8) Recreational facilities for public use and enjoyment within commercial or industrial developments.
- (9) Cemetery developments of any type
- (10) Housing for the Elderly, residential care facilities, and skilled nursing facilities.
- (11) Property eligible for the California Property Tax Welfare Exemption in that it is (1) used exclusively for charitable purposes, and (2) owned or held in trust by nonprofit organizations operating for those purposes and that have a current tax exempt letter from the Internal Revenue Service or the Franchise Tax Board.

[History: Ord. 639, 1/11/06; Ord. __, __/__/16]

5.12.080 Basic Requirements for Inclusionary Units

- (a) *Applicable Standards.* All Inclusionary Units built under this subchapter shall conform to the standards set forth in this section.
- (b) *Exterior Design.* Inclusionary units shall be comparable in number of bedrooms, exterior appearance, infrastructure (including sewer, water and other utilities) and overall quality of construction to market rate units in the same residential project. With the approval of the City Manager, inclusionary units may be smaller in aggregate size and need not contain more than four bedrooms.
- (c) *Interior Design.* Subject to the approval of the City Manager, interior finishes in inclusionary units may not be the same as or equivalent to those in market rate units in the same residential project, so long as they are durable, of good quality and are consistent with contemporary standards for new housing.
- (d) *Disbursal.* Affordable units shall be dispersed throughout the residential project, or, subject to the approval of the City Manager, may be clustered within the residential project when this furthers affordable housing opportunities.
- (e) *Agreement Required.* Prior to the issuance of certificates of occupancy or approval of the final inspection for affordable units, regulatory agreements, resale restrictions, deed restrictions, deeds of trust and/or other documents, all of which must be acceptable to the City Manager and consistent with the requirements of this Subchapter, shall be recorded against parcels

having such affordable units and shall be effective for a minimum of 45 years for owner-occupied units.

[History: Ord. 639, 1/11/06]

5.12.090 In-Lieu Fees and Housing Impact Fees

(a) *Applicability.*

- (1) For For-Sale Residential development projects of fewer than fifteen units, including Inclusionary Units, the requirements of this Subchapter may be satisfied by paying an in-lieu fee to the Affordable Housing Trust Fund as provided in this section.
- (2) For For-Rent Residential development projects of five or more units, a Housing Impact Fee is required to be paid based on net new square footage of Residential Floor Area, excluding the square footage of units that are rented at an affordable rent to Moderate, Low or Very Low income households, so long as such units are deed restricted as such.
- (3) For Non-Residential/Commercial Developments over 5,000 square feet, a Housing Impact Fee is required to be paid based on net new square footage of Non-Residential/Commercial Development Floor Area.

(b) Housing In-lieu Fee shall be in an amount equal to the Housing Impact Fee as set forth in the Town's Master Fee Schedule, and shall be imposed based on net new square footage of Residential Floor Area, excluding the square footage of units that are sold at an affordable sale price Moderate, Low or Very Low income households, so long as such units are deed restricted as such.

(c) *Housing Impact Fee.* The Housing Impact Fee shall be the fee established by the City to offset the impacts from the development of For-Rent Residential development and Non-Residential/Commercial development, as adopted by resolution of the City Council and set forth in the Town's Master Fee Schedule.

(d) *Timing of Payment.* The In-lieu fee or Housing Impact Fee must be paid prior to the Town's issuance of a building permit for the Development. For phased developments, payments may be made for each portion of the Development prior to Building Permit issuance for that phase.

(e) *Effect of No Payment.* No building permit will be issued unless fees required under this Section have been paid in full to the City.

[History: Ord. 639, 1/11/06]

5.12.100 Alternative Equivalent Actions

(a) A developer of a For-Sale Residential development project of fewer than fifteen units that is not, and has not been, part of a larger residential development project, may propose to meet the requirements of section 5.12.040 by an alternative equivalent action, subject to the review and approval by the City Council. The developer may propose an alternative equivalent action by submitting at the time of application for a discretionary or building permit, whichever comes first, a description of the proposed alternative equivalent action along with a report identifying:

- (1) How the alternative will further affordable housing opportunities in the Town to an equal or greater extent than compliance with the express requirements of Section 5.12.040(a), and that an over concentration of affordable housing in one area will not occur;
- (2) All overriding conditions impacting the project that prevent developer from meeting the requirement to construct the affordable units;
- (3) Sufficient independent data, including appropriate financial information, that supports the developer's claim that it is not feasible to construct the required affordable units; and,
- (4) A detailed analysis of why the concessions and incentives identified in section 5.12.110 and the density bonuses identified in section 5.12.120 will not mitigate the identified overriding conditions that are preventing the construction of the affordable units.

(b) An alternative equivalent action may include, but is not limited to:

- (1) *Land Donation.* An applicant may donate land to the Town or to a non-profit housing developer in place of actual construction of required affordable units. The dedicated land must be appropriately zoned, buildable, free of toxic substances and contaminated soils. The fair market value of the donated land shall be equivalent to the value of the construction and land costs of the required affordable units. The land that is donated shall include lots that are fully improved with infrastructure, adjacent utilities, and grading, and fees paid. Land donated for the purpose of constructing units affordable to very-low income households may be eligible for a density bonus, as specified in Government Code Section 69515.
- (2) *Off-site Construction.* Inclusionary Units may be constructed off-site if the Inclusionary Units will be located in an area where, based on the availability of affordable housing, the City Council finds that the need for such units is greater than the need in the area of the proposed development.

- (3) *Combination.* The City Council may accept any combination of on-site construction, off-site construction, in-lieu fees and land dedication that at least equal the cost of providing Inclusionary Units on-site as would otherwise be required by this chapter.

[History: Ord. 639, 1/11/06]

5.12.110 Concessions and Incentives

(a) *Eligibility.* For For-Sale Residential development projects that meet the requirements of sections 5.12.040 through the construction of inclusionary units, or for For-Rent Residential development projects that choose to restrict certain units pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D), the Town shall follow the procedures below to provide the concessions or incentives described in this section.

(b) *Application.* If requested by the applicant, within ninety (90) days of submittal by the developer of a written preliminary conceptual development proposal describing and specifying the number, type, location and size of the housing development, and identifying any requests for incentives, concessions, or waivers or modification of development or zoning standards, necessary to make construction feasible for the proposed development, prior to the submittal of any formal application for a discretionary approval (e.g., general plan amendment, rezoning, use permit, tentative subdivision or parcel map or other permit or entitlement), and meet with the applicant to discuss the proposed concessions or incentives.

(c) *Findings.* The City Council, at the time it hears any entitlement application, shall grant the concessions or incentives requested by the applicant unless the Council makes a written finding, based upon substantial evidence, of either of the following:

- (1) The concession or incentive is not required in order to provide for affordable housing costs;
- (2) The concession or incentive would have a specific adverse impact, as defined in paragraph (2) of subdivision (d) of Government Code Section 65589.5, upon public health and safety or the physical environment, or on any real property that is listed in the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low- and moderate-income households; or
- (3) The incentive or concession would be contrary to state or federal law.

(d) *Concessions or Incentives Granted.* The City Council may provide one or more of the following concessions or incentives to a developer who elects to construct inclusionary housing units, or restrict certain units pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D), in accordance with this subchapter by constructing or producing rental units or owner-occupied units on the site of a Residential Development.

- (1) A full or prorated reduction in the number or type (covered or uncovered, tandem, etc) of off-street parking spaces required per dwelling unit;
- (2) Expedited Processing by all Town departments before other residential land use applications regardless of the original submittal date;
- (3) Deferred payment of all city-required fees on a residential development project until issuance of a certificate of occupancy;
- (4) Approval of mixed use zoning;
- (5) Financial assistance; or
- (6) Any other concession or incentive authorized by state law.

[History: Ord. 639, 1/11/06]

5.12.120 Density Bonuses

(a) *Residential Development Project.* A Residential development project shall be eligible for a density bonus, as specified by Government Code Section 69515, if the project includes at least any one of the following:

- (1) Ten percent of the total units are affordable to low income households.
- (2) Five percent of the total units are affordable to very-low income households.
- (3) Ten percent of the total units in a for-sale project are affordable to moderate income households.
- (4) Senior citizen housing, as defined in Sections 51.3 and 51.12 of the Civil Code.
- (5) A child-care facility, subject to the criteria identified in Government Code Section 69515.

(b) *Land Donation.* An applicant for a tentative subdivision map, a parcel map, or other residential development approval shall be eligible for a density bonus, as specified by Government Code Section 69515, if the applicant donates land to the Town for the development of units affordable to very-low income households, in addition to land donated in accordance with the provisions of this ordinance.

[History: Ord. 639, 1/11/06]

5.12.130 Compliance Procedures

(a) *General.* Approval of an Inclusionary Housing Plan and implementation of an approved Inclusionary Housing Agreement is required for any For-Sale Residential development project

that includes Inclusionary Units. It is also required for any For-Rent Residential development project that chooses to restrict certain units pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D). It is not required, however, for exempt projects or for projects where the requirements of this subchapter are completely satisfied by payment of a fee under section 5.12.090.

(b) *Time for Compliance.* An applicant for any Development required to comply with this Section, shall submit a preliminary plan to the Town detailing how the Development intends to comply with the requirements of this subchapter, at the time of submittal of application materials for a tentative map, parcel map, or any other discretionary permit or entitlement needed for the project. No application for a tentative map, parcel map or building permit to which this Chapter applies may be deemed complete until a preliminary plan is submitted to the Town. The Town shall impose, as a condition of approval, the requirement that the Development seek the approval of an Inclusionary Housing Plan and implementation of an approved Inclusionary Housing Agreement. The Inclusionary Housing Plan shall be required to be submitted, reviewed, and approved prior to final map approval and recordation, or prior to the first building permit issuance, whichever comes first.

(c) *Inclusionary Housing Plan.* The City Council must approve, conditionally approve or reject the Inclusionary Housing Plan within 60 days of the date of a complete application for that approval. If the Inclusionary Housing Plan is incomplete, the Inclusionary Housing Plan will be returned to the Developer along with a list of the deficiencies or the information required. At any time during the review process, the Town may require from the Developer additional information reasonably necessary to clarify and supplement the application or determine the consistency of the proposed Inclusionary Housing Plan with the requirements of this Chapter. The Inclusionary Housing Plan must include:

- (1) The location, structure (attached, semi-attached, or detached), proposed tenure (for sale or rental), and size of the proposed market-rate, commercial space and/or Inclusionary Units and the basis for calculating the number of Inclusionary Units;
- (2) A floor or site plan depicting the location of the Inclusionary Units;
- (3) The income levels to which each Inclusionary Unit will be made affordable;
- (4) The mechanisms that will be used to assure that the units remain affordable for the desired term, such as resale and rental restrictions, deeds of trust, and rights of first refusal and other documents;
- (5) For phased Development, a phasing plan that provides for the timely development of the number of Inclusionary Units proportionate to each proposed phase of development.
- (6) A description of any incentives that are requested of City;

- (7) Any alternative equivalent actions proposed for the Development along with information necessary to support the findings required by this Subchapter for approval of such alternatives;
- (8) The sequence in which the different levels of Inclusionary Units shall be built and occupied, for example, the first Inclusionary Unit may only be occupied by a Very-Low Income Household, the second Inclusionary Unit by a Low-Income Household, etc.
- (9) Any other information reasonably requested by the City to assist with evaluation of the Plan under the standards of this Chapter.

(d) *Inclusionary Housing Agreement.* The forms of the Inclusionary Housing Agreement, resale and rental restrictions, deeds of trust, rights of first refusal and other documents authorized by this subsection, and any change in the form of any such document which materially alters any policy in the document, must be approved by the City Manager or his or her designee prior to being executed with respect to any Residential Development or Affordable Housing Proposals. The form of the Inclusionary Housing Agreement will vary, depending on the manner in which the provisions of this Chapter are satisfied for a particular development. All Inclusionary Housing Agreements must include, at minimum, the following:

- (1) Description of the development, including whether the Inclusionary Units will be rented or owner-occupied;
- (2) The number, size and location of Very Low-, Low- or Moderate-Income Units;
- (3) Inclusionary incentives by the City (if any), including the nature and amount of any local public funding;
- (4) Provisions and/or documents for resale restrictions, deeds of trust, rights of first refusal or rental restrictions;
- (5) Provisions for monitoring the ongoing affordability of the units, and the process for qualifying prospective resident Households for income eligibility; and aAny additional obligations relevant to the compliance with this Chapter.

(e) *Recording of Agreement.* Inclusionary Housing Agreements that are acceptable to the City Manager must be recorded against owner-occupied Inclusionary Units and Residential development projects that choose to restrict certain units pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D). Additional rental or resale restrictions, deeds of trust, rights of first refusal and/or other documents acceptable to the City Manager must also be recorded against owner-occupied Inclusionary Units. In cases where the requirements of this Chapter are satisfied through the development of Off-Site Units, the Inclusionary Housing Agreement must simultaneously be recorded against the property where the Off-Site Units are to be developed.

(f) *Annual Monitoring and Transfer Fees.*

- (1) For each rental unit restricted pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D), the then current owner may be required to pay an annual monitoring fee for the term of required affordability. Such fee shall be specified in the regulatory agreement(s) required hereunder.
- (2) For each owner-occupied inclusionary unit provided under this section, the then current owner may be required to pay a transfer fee for any change of ownership during the term of required affordability. Such fee shall be specified in the Inclusionary Housing Agreement required hereunder.

(g) *Requirements for Certificate of Occupancy/Final Inspection.*

- (1) No temporary or permanent certificate of occupancy shall be issued or final inspection approval for any dwelling unit in a Residential development project until the developer has satisfactorily completed the requirements hereunder, i.e., on-site construction of affordable units, alternative equivalent action(s), or payment of the housing in-lieu fee or housing impact fee.
- (2) No temporary or permanent certificate of occupancy shall be issued or final inspection approved for a dwelling unit described as exempt from the requirements of this Subchapter in section 5.12.070 above until the developer has made a showing acceptable to the City Manager that such an exemption is appropriate.

[History: Ord. 639, 1/11/06; Ord 738, 1/14/15]

5.12.140 Eligibility for Inclusionary Units

(a) *General Eligibility.* No Household may occupy an Inclusionary Unit, or rent a unit restricted pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D), unless the City Manager has approved the Household's eligibility, or has failed to make a determination of eligibility within the time or other limits provided by an Inclusionary Housing Agreement or resale restriction. If the City or its designee maintains a list or identifies eligible Households, initial and subsequent occupants will be selected first from the list of identified Households, to the maximum extent possible, in accordance with any rules approved by the City Manager. If the City has failed to identify a Household as an eligible buyer for the initial sale of an Inclusionary Unit that is intended for owner-occupancy 90 days after the unit receives a completed final inspection for occupancy, upon 90 additional days' notice to the City and on satisfaction of such further conditions as may be included in City-approved restrictions (which may include a further opportunity to identify an eligible buyer), the owner may sell the unit at a market price, and the unit will not be subject to any requirement of this Subchapter thereafter.

(b) *Conflict of Interest.* The following individuals are ineligible to purchase an Inclusionary Unit, or rent a unit restricted pursuant to the requirements of Government Code Section

65915(b)(1)(A)-(D): (i) City employees and officials (and their immediate family members) who have policy-making authority or influence regarding City housing programs and do not qualify as having a remote interest as provided by California Government Code Section 1091; (ii) the Project Applicant and its officers and employees (and their immediate family members); and (iii) the Project Owner and its officers and employees (and their immediate family members).

(c) *Occupancy.* Any Household who purchases an Inclusionary Unit, or rents a unit restricted pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D), must occupy that unit as a principal residence.

[History: Ord. 639, 1/11/06]

5.12.150 Owner-Occupied Units

(a) *Initial Sales Price.* The initial sales price of the Inclusionary Unit must be set so that the eligible Household will pay an Affordable Sales Price.

(b) *Transfer.* Renewed restrictions will be entered into on each change of ownership, with a 45-year renewal term, upon transfer of an owner-occupied Inclusionary Unit prior to the expiration of the 45-year affordability period.

(c) *Resale.* The maximum sales price permitted on resale of an Inclusionary Unit designated for owner-occupancy shall be the lower of: (1) fair market value or (2) the seller's lawful purchase price, increased by the lesser of (i) the rate of increase of Area Median Income during the seller's ownership or (ii) the rate at which the consumer price index increased during the seller's ownership. To the extent authorized in any resale restrictions or operative Inclusionary Housing Agreement, sellers may recover at time of sale the market value of capital improvements made by the seller and the seller's necessary and usual costs of sale, and may authorize an increase in the maximum allowable sales price to achieve such recovery.

(d) *Changes in Title.* Title in the Inclusionary Unit may change due to changes in circumstance, including death, marriage and divorce. Except as otherwise provided by this Subsection, if a change in title is occasioned by events that changes the financial situation of the Household so that it is no longer income-eligible, then the property must be sold to an income-eligible Household within 180 days. Upon the death of one of the owners, title in the property may transfer to the surviving joint tenant without respect to the income-eligibility of the Household. Upon the death of a sole owner or all owners and inheritance of the Inclusionary Unit by a non-income-eligible child or stepchild of one or more owners, there will be a one year compassion period between the time when the estate is settled and the time when the property must be sold to an income-eligible Household. Inheritance of an Inclusionary Unit by any other person whose Household is not income-eligible shall require resale of the unit to an income-eligible Household as soon as is feasible but not more than 180 days.

[History: Ord. 639, 1/11/06]

5.12.160 Rental Units

(a) *Rental Requirement.* Rental units restricted pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D) shall be offered to Households consistent with the applicable restriction provided for in subsection (A) through (D) in Government Code Section 65915(b)(1). The owner of such units shall certify each tenant Household's income to the City or City's designee at the time of initial rental and annually thereafter. The owner must obtain and review documents that demonstrate the prospective renter's total income, such as income tax returns or W-2s for the previous calendar year, and submit such information on a form approved by the City.

(b) *Selection of Tenants.* The owners of rental units restricted pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D) may fill vacant units by selecting income-eligible Households from the Section 8 Housing Choice Voucher Waiting List maintained by the City or City's designee. Alternatively, owners may fill vacant units through their own selection process, provided that they publish notices of the availability of the rental units according to guidelines established by the City Manager.

(c) *Annual Report.* The owner shall submit an annual report summarizing the occupancy of each rental unit for the year, demonstrating the continuing income-eligibility of the tenant. The City Manager may require additional information if he or she deems it necessary.

(d) *Subsequent Rental to Income-Eligible Tenant.* The owner shall apply the same rental terms and conditions to tenants of rental units restricted pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D) as are applied to all other tenants, except as required to comply with this Subchapter (for example, rent levels, occupancy restrictions and income requirements) or with other applicable government subsidy programs. Discrimination against persons receiving housing assistance is prohibited.

(e) *Changes in Tenant Income.* If, after moving into an Inclusionary Unit, a tenant's Household income exceeds the limit for that unit, the tenant Household may remain in the unit as long as his or her Household income does not exceed 140 percent of the income limit. Once the tenant's income exceeds 140 percent of the income limit, the following shall apply:

- (1) If the tenant's income does not exceed the income limits of other Inclusionary Units in the Residential Development, the owner may, at the owner's option, allow the tenant to remain in the original unit and re-designate the unit as affordable to Households of a higher income level, as long as the next vacant unit is re-designated for the income category previously applicable to the tenant's Household. Otherwise, the tenant shall be given one year's notice to vacate the unit. If during the year, another rental unit becomes available and the tenant meets the income eligibility for that unit, the owner shall allow the tenant to apply for that unit.
- (2) If there are no units designated for a higher income category within the Development that may be substituted for the original unit, the tenant shall be

given one year's notice to vacate the unit. If within that year, another unit in the Residential Development is vacated, the owner may, at the owner's option, allow the tenant to remain in the original unit and raise the tenant's rent to market-rate and restrict the newly vacated unit as affordable at the income-level previously applicable to the unit converted to market rate. The newly vacated unit must be comparable in size (for example, number of bedrooms, bathrooms, square footage, etc.) as the original unit.

[History: Ord. 639, 1/11/06]

5.12.170 Housing Fund

(a) *Establishment.* The Town of Colma Affordable Housing Fund (the "Housing Fund") shall be and is hereby established. Separate accounts within such Housing Fund may be created from time to time to avoid commingling as required by law or as deemed appropriate to further the purposes of the Fund.

(b) *Administration.* The Housing Fund shall be administered by the City Manager, who shall have the authority to govern the Housing Fund consistent with this Subchapter, and to make recommendations on the use of the Fund, subject to review and approval by the Council.

[History: Ord. 639, 1/11/06]

5.12.180 Purposes and Use of Housing Fund

(a) Monies deposited in the Housing Fund along with any interest earnings on such monies shall be used solely to increase and improve the supply of housing affordable to households of moderate-, low- and very low-income households.

[History: Ord. 639, 1/11/06]

5.12.190 Delegation of Authority

The City Manager shall be and hereby is authorized to delegate his or her authority under this ordinance.

[History: Ord. 639, 1/11/06]

5.12.200 Minimum Requirements

The requirements of this Chapter are minimum and maximum requirements, although nothing in this Section limits the ability of a private person to waive his or her rights or voluntarily undertake greater obligations than those imposed by this Chapter.

[History: Ord. 639, 1/11/06]

5.12.210 Adjustments, Waivers

(a) A developer of any project subject to the requirements of this Chapter may appeal to the City Council for a reduction, adjustment, or waiver of the requirements based upon the absence of any reasonable relationship or nexus between the impact of the development and either the amount of the fee charged or the inclusionary requirement, except where the requirements are imposed by law.

(b) A developer subject to the requirements of this Chapter who has received an approved tentative subdivision or parcel map, use permit or similar discretionary approval and who submits a new or revised tentative subdivision or parcel map, use permit or similar discretionary approval for the same property may appeal for a reduction, adjustment or waiver of the requirements with respect to the number of lots or square footage of construction previously approved, except where the requirements are imposed by law.

(c) Any such appeal shall be made in writing and filed with the City Clerk not later than ten (10) calendar days before the first public hearing on any discretionary approval or permit for the development, or if no such discretionary approval or permit is required, or if the action complained of occurs after the first public hearing on such permit or approval, the appeal shall be filed within ten (10) calendar days after payment of the fees objected to.

(d) The appeal shall set forth in detail the factual and legal basis for the claim of waiver, reduction, or adjustment. The City Council shall consider the appeal at the public hearing on the permit application or at a separate hearing within sixty (60) calendar days after the filing of the appeal, whichever is later. The appellant shall bear the burden of presenting substantial evidence to support the appeal including comparable technical information to support appellant's position.

(e) No waiver shall be approved by the City Council for a new tentative subdivision or parcel map, use permit or similar discretionary approval on property with an approved tentative subdivision or parcel map, use permit or similar discretionary permit unless the Council finds that the new tentative subdivision or parcel map, use permit or similar discretionary approval is superior to the approved project both in its design and its mitigation of environmental impacts. The decision of the Council shall be final. If a reduction, adjustment, or waiver is granted, any change in the project shall invalidate the waiver, adjustment, or reduction of the fee or inclusionary requirement.

[History: Ord. 639, 1/11/06]

5.12.220 Enforcement Provisions

(a) *Penalty for Violation.* It shall be a misdemeanor to violate any provision of this Chapter. Without limiting the generality of the foregoing, it shall also be a misdemeanor for any person to sell or rent to another person an inclusionary unit, or a unit restricted pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D) under this Chapter at a price or rent exceeding the maximum allowed under this Chapter or to sell an inclusionary unit, or rent

a unit restricted pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D), to a Household not qualified under this Chapter or state law. It shall further be a misdemeanor for any person to provide false or materially incomplete information to the City or to a seller of an Inclusionary Unit, or lessor of a unit restricted pursuant to the requirements of Government Code Section 65915(b)(1)(A)-(D), to obtain occupancy of housing for which he or she is not eligible.

(b) *Legal Action.* The City may institute any appropriate legal actions or proceedings necessary to ensure compliance with this Chapter, including: (i) actions to revoke, deny or suspend any permit, including a Building Permit, certificate of occupancy, or discretionary approval; (ii) actions to recover from any violator of this Chapter civil fines, restitution to prevent unjust enrichment from a violation of this Chapter, and/or enforcement costs, including attorneys fees; (iii) eviction or foreclosure; and (iv) any other appropriate action for injunctive relief or damages. Failure of any official or agency to fulfill the requirements of this Chapter shall not excuse any person, owner, Household or other party from the requirements of this Chapter.

[History: Ord. 639, 1/11/06]

ARTICLE 2 SEVERABILITY.

Each of the provisions of this Ordinance is severable from all other provisions. If any article, section, subsection, paragraph, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

ARTICLE 3 NOT A CEQA PROJECT.

The City Council finds that adoption of this Ordinance is not a "project," as defined in the California Environmental Quality Act because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and concerns general policy and procedure making.

ARTICLE 4 EFFECTIVE DATE.

This ordinance, or a summary thereof prepared by the City Attorney, shall be posted on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and is to take force and effect thirty (30) days after its passage.

Certificate of Adoption

I certify that the foregoing Ordinance No. ____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on September ____, 2016 and duly adopted at a regular meeting of said City Council held on September ____, 2016 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor					
Helen Fisicaro					
Raquel "Rae" Gonzalez					
Joseph Silva					
Joanne F. del Rosario					
<i>Voting Tally</i>					

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Christopher J. Diaz, City Attorney
 VIA: Sean Rabé, City Manager
 MEETING DATE: September 28, 2016
 SUBJECT: Appointing City Manager as City Treasurer

RECOMMENDATION

Staff recommends that the City Council:

Introduce:

AN ORDINANCE AMENDING COLMA MUNICIPAL CODE SECTION 1.03.105, REGARDING THE CITY TREASURER'S DUTIES, AND WAIVE FURTHER READING

Adopt:

A RESOLUTION APPOINTING SEAN RABÉ AS CITY TREASURER

EXECUTIVE SUMMARY

Staff recommends that the City Council amend Section 1.03.105 of the Colma Municipal Code ("CMC") to vest all authority over the City Treasurer in the City Council. Staff also recommends that the City Council adopt a resolution appointing Sean Rabé as City Treasurer in order to ensure continuity in who holds that position. With this amendment to the CMC, the offices of City Manager and City Treasurer will not be incompatible, and Mr. Rabé can assume the duties of both offices.

FISCAL IMPACT

None

BACKGROUND

At the General Municipal Election conducted in the Town of Colma on Tuesday, November 2, 2010, the voters of the Town of Colma passed Measure Q and adopted Ordinance 693-A, "An Ordinance Amending the Colma Municipal Code to Make the City Treasurer an Appointive Office." Said ordinance was codified as Section 1.03.100 of the Colma Municipal Code, and took effect on expiration of the term of office of the incumbent City Treasurer, on December 9, 2014 when the City Council of the Town of Colma declared the results of the November 4, 2014 election. At that time, Charlie Francis, an outside consultant, and former Town Finance

Director, was appointed by the City Council to serve as City Treasurer. He served in that position until he left the consulting business and stopped working with the Town.

ANALYSIS

In order to ensure continuity in who serves as the City Treasurer, it is recommended that the City Council appoint an employee as City Treasurer, with the City Manager being the best person to fill that position.

The City Manager can also serve as the City Treasurer based on California law. However, it is recommended that the Municipal Code be amended to eliminate any oversight the City Manager has over the City Treasurer to ensure there is no incompatibility in the two offices. Under California law, Government Code Section 1099, there is a prohibition against holding incompatible offices which concerns a potential clash of two public offices held by a single official. Typically, the prohibition manifests itself when one office exercises jurisdiction over the other office. Thus, the prohibition concerns a conflict between potentially overlapping public duties residing in a single officer.

The Municipal Code currently grants the City Manager limited authority over the City Treasurer in Section 1.03.105. To ensure there is no incompatibility between the offices of City Manager and City Treasurer, staff recommends the City Council amend the CMC to vest any authority over the City Treasurer in the City Council.

Staff also recommends Sean Rabé be appointed as City Treasurer.

Values

By introducing the ordinance and adopting the resolution, the City Council is being both *responsible* and *visionary* by looking towards the future and ensuring stability in the City Treasurer position thereby ensuring the safekeeping of the Town's funds.

Alternatives

The City Council could choose not to amend the CMC and instead appoint another individual to the position of City Treasurer. Doing so is not recommended, however, as no other staff person at the Town exists to readily fill the position.

ATTACHMENTS

- A. Ordinance
- B. Resolution

ORDINANCE NO. ____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**AN ORDINANCE AMENDING COLMA MUNICIPAL CODE SECTION 1.03.105,
REGARDING THE CITY TREASURER'S DUTIES**

The City Council of the Town of Colma does ordain as follows:

ARTICLE 1. RECITALS.

(a) At the General Municipal Election held and conducted in the Town of Colma, County of San Mateo, California on Tuesday, November 2, 2010, the voters of the Town of Colma passed Measure Q and adopted Ordinance 693-A, "An Ordinance Amending the Colma Municipal Code to Make the City Treasurer an Appointive Office." Said ordinance was codified as section 1.03.100 of the Colma Municipal Code and took effect on expiration of the term of office of the incumbent City Treasurer, i.e. on December 9, 2014 when the City Council of the Town of Colma declared the results of the November 4, 2014 election.

(b) Pursuant to said ordinance, the City Council desires to appoint City Manager Sean Rabé as City Treasurer.

(c) The offices of City Manager and City Treasurer are not incompatible because the City Manager does not exercise supervisory authority over the City Treasurer. Rather, that authority is vested in the City Council.

(d) The current Colma Municipal Code ("CMC") grants the City Manager limited authority over the City Treasurer pursuant to CMC Section 1.03.105. To ensure there is no incompatibility between the offices of City Manager and City Treasurer, the City Council desires to amend Section 1.03.105 to vest any authority over the City Treasurer in the City Council.

(e) This ordinance also amends the applicable provisions of the Colma Municipal Code to remove other additional language that is best suited for the Colma Administrative Code.

ARTICLE 2. INCORPORATION OF RECITALS.

The City Council hereby finds that all of the foregoing recitals and the staff report presented herewith are true and correct and are hereby incorporated and adopted as findings of the City Council as if fully set forth herein.

ARTICLE 3. CMC SECTION 1.03.105 AMENDED.

Section 1.03.105 shall be and hereby is amended as follows:

1.03.105 City Treasurer's Duties.

(a) *City Council.* The City Council has ultimate authority and direction over all Town finances and investments.

(b) *City Manager.* The City Manager is responsible for the overall management of the financial affairs of the Town.

(c) *City Treasurer.* Subject to the City ~~Manager~~Council's overall management and supervision, the City Treasurer shall manage the day-to-day accounting and cash management functions of the Town; receive and safely keep Town funds; transfer Town funds from or to the different Town accounts; pay Town obligations; receive and hold bonds or other security instruments; establish and maintain a system of internal controls over Town assets; ~~and~~ submit financial reports to the City Council on a timely basis, and have the ability to appoint a Deputy Treasurer(s) who can act in the absence of the City Treasurer. ~~The City Council has assigned specific investment authority to the City Treasurer, as specified in the Colma Administrative Code. The City Treasurer may establish accounts at banks, on conditions approved by the City Council, to pay the principal and interest of bonds, to pay any warrant that has been presented for payment, or to fund any electronic disbursement of funds from the treasury of the local agency. The City Treasurer may, with Council approval, deposit other funds and transfer deposits among City accounts. The City Treasurer may make an annual report to the City Council on the City's investment policy. He or she may also make quarterly reports to the City Manager, the City's auditor and the City Council on the Town's investments.~~

ARTICLE 4. SEVERABILITY.

Each of the provisions of this Ordinance is severable from all other provisions. If any article, section, subsection, paragraph, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

ARTICLE 5. NOT A CEQA PROJECT.

The City Council finds that adoption of this Ordinance is not a "project," as defined in the California Environmental Quality Act because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and concerns general policy and procedure making.

ARTICLE 6. EFFECTIVE DATE.

This ordinance, or a summary thereof prepared by the City Attorney, shall be posted on the three (3) official bulletin boards of the Town of Colma within 15 days of its passage and is to take force and effect thirty (30) days after its passage.

Certificate of Adoption

I certify that the foregoing Ordinance No. ____ was duly introduced at a regular meeting of the City Council of the Town of Colma held on September 28, 2016 and duly adopted at a regular meeting of said City Council held on October ____, 2016 by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor					
Helen Fisicaro					
Raquel "Rae" Gonzalez					
Joseph Silva					
Joanne F. del Rosario					
<i>Voting Tally</i>					

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk



RESOLUTION NO. 2016-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

RESOLUTION APPOINTING SEAN RABÉ AS
CITY TREASURER

The City Council of the Town of Colma does hereby resolve as follows:

1. Background

(a) At the General Municipal Election held and conducted in the Town of Colma, County of San Mateo, California, on Tuesday, November 2, 2010, the voters of the Town of Colma passed Measure Q and adopted Ordinance 693-A, "An Ordinance Amending the Colma Municipal Code to Make the City Treasurer an Appointive Office." Said ordinance was codified as section 1.03.100 of the Colma Municipal Code, and took effect on expiration of the term of office of the incumbent City Treasurer, i.e., on December 9, 2014 when the City Council of the Town of Colma declared the results of the November 4, 2014 election.

(b) Charlie Francis, an outside consultant and the Town's previous Finance Director, served as the City Treasurer until his departure with the Town.

(c) In an effort to ensure continuity in who serves in the City Treasurer position, it is recommended that City Manager Sean Rabé serve as the City Treasurer with the assistance of our Finance staff.

(d) In order to appoint City Manager Sean Rabé as City Treasurer, a Municipal Code amendment is being brought forth to amend the Municipal Code to eliminate any control or oversight the City Manager previously had over the City Treasurer position.

(e) The offices of City Manager and City Treasurer are not incompatible under the law because the City Council will continue to maintain control and oversight over the City Treasurer position and the City Manager does not have any legal control over the City Treasurer position with the pending Municipal Code amendment.

2. Order

(a) The City Council hereby appoints Sean Rabé as City Treasurer of the Town of Colma.

(b) The term of office shall continue until such time that the Council makes a new appointment, or the City Manager indicates a desire to no longer serve in the position.

(c) The City Treasurer's duties shall be fulfilled without any additional compensation beyond that provided for in the duties of City Manager.

3. Effective Date

(a) This resolution shall not be effective until such time that the corresponding Ordinance No. __ amending Municipal Code Section 1.03.105 is deemed effective which shall be 30 days after the date of adoption (anticipated to be November 11, 2016).

Certification of Adoption

I certify that the foregoing Resolution No. 2016-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on September 28, 2016 by the following vote:

Name	Voting			Present, Not Voting	
	Aye	No	Abstain	Present, Recused	Absent
Diana Colvin, Mayor					
Helen Fisicaro					
Raquel "Rae" Gonzalez					
Joseph Silva					
Joanne F. del Rosario					
Voting Tally					

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Sean Rabé, City Manager
 MEETING DATE: September 28, 2016
 SUBJECT: Grant Funding Request for Daly City Public Library Associates

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION APPROVING A GRANT TO DALY CITY PUBLIC LIBRARY ASSOCIATES, FINDING THAT THE GRANT SERVES A PUBLIC PURPOSE, AND AUTHORIZING A CONTRACT WITH DALY CITY PUBLIC LIBRARY ASSOCIATES FOR THE USE OF TOWN FUNDS

EXECUTIVE SUMMARY

The proposed resolution would find that the Daly City Public Library Associates has met all the criteria and is therefore eligible for grant funding from the Town of Colma, that the approved grant serves a public purpose and is not a gift of public funds, and that the grant should be approved and authorized as follows:

Grantee	Proposed Grant Amount
Daly City Public Library Associates	\$2,000

The proposed grant amount is an increase of \$1,000 from last year's funded amount due to a drop in funding from Daly City.

This separate action is required for Daly City Public Library Associates due to a conflict of interest for one Council Member. Other funding requests will be heard under a separate agenda item.

FISCAL IMPACT

The 2016-17 budget includes a total of \$103,000 for grant funding (spread through various departments).

BACKGROUND

The Town's process for non-profit funding requests, as outlined in subchapter 4.03 of the Colma Administrative Code, spells out several requirements for organizations to be funded by the Town.

Grants may be made to three types of eligible organizations: 501(c)(3) charities, government entities, and the Chamber of Commerce. In addition, the organization must meet a basic rough proportionality requirement which means: the organization's mission must include providing a benefit to a defined geographical area that encompasses the Town of Colma (for example, a food pantry that serves residents of San Mateo County); the organization's governing board must reflect the diverse interests of the community; and the organization must have policies and procedures to assure that the grant's purposes are met.

Grants cannot be given to fund existing debts; to a religious organization unless it is for a general need and the project does not promote the teachings of a particular church; or to support a political campaign. Grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee.

To help guide the nonprofits in identifying a public purpose in their requested program and assist the Council in making that determination, five categories of qualifying programs or projects are established in the Administrative Code. To qualify for a grant, the program or project to be funded must:

- (1) Provide shelter, food, or clothing to persons in need of the *Necessities of Life*;
- (2) Provide physical or mental health services to persons with special needs, or *Integrated Care Services*;
- (3) *Educate* and engage residents;
- (4) Promote *Economic Development* or support businesses located or doing business in the Town; or
- (5) Provide, support, or enhance a *Complementary Service*, e.g., a service that the Town could provide to its residents or businesses.

The \$103,000 in available funding is broken down into three discrete budget line items: \$45,000 allocated to the General Services budget specifically for economic development promotion (line item *Grants*); \$50,000 allocated to the City Council budget under the line item *Donations*; and \$8,000 allocated to the Planning Department budget under the line item *Legal Mandates*.

ANALYSIS

The Council must make two determinations with respect to this application: first, that the applicant meets the criteria for an eligible organization set forth in section 4.03.030 of the Colma Administrative Code, and second, that each proposed use of funds will serve a public

purpose, as set forth in section 4.03.020 of the Colma Administrative Code. There is substantial evidence in the application to support findings on each of these determinations.

Findings of Organizational Eligibility

Daly City Public Library Associates ("Library Associates") is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to raise private funds to supplement public funding of the four branch libraries in Daly City. The Town of Colma is located within its service area. Colma residents may borrow materials from any of the Daly City branch libraries. Thus, Colma residents are benefited by the support provided to the Daly City Library by Library Associates.

Library Associates has adopted and follows policies and procedures to ensure that the terms and conditions of all grants are satisfied. Further, it has not participated or intervened in any political campaign (including publishing or distributing campaign statements) on behalf of or in opposition to any candidate for public office within the past 36 months.

Findings of Public Purpose

The expenditure of public funds to assist in the purchase of basic library materials for the library system, as requested by the *Daly City Public Library Associates*, could be provided by the Town but the Town has chosen otherwise. Specifically, the Town could provide these same services through its Recreation Services program. In that case, the Town would likely expend the amount of the grant to provide these services.

Values

By providing public funds for charitable purposes, the Council is being compassionate to the needs of others. At the same time, by adhering to the Council's policies and procedures, the Council is acting with *responsibility*.

Alternatives

The Council could fund the Daly City Public Library Associates at a level higher or lower than the requested amount. Increasing the funding, however, could impact the available grant funding.

CONCLUSION

Staff recommends the Council approve the attached resolution which sets grant funding levels at the requested amount for the Daly City Public Library Associates.

ATTACHMENTS

- A. Resolution
- B. Funding request



**RESOLUTION NO. 2016-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING A GRANT TO DALY CITY PUBLIC LIBRARY
ASSOCIATES, FINDING THAT THE GRANT SERVES A PUBLIC PURPOSE, AND
AUTHORIZING CONTRACT WITH DALY CITY PUBLIC LIBRARY ASSOCIATES
FOR THE USE OF TOWN FUNDS**

The City Council of the Town of Colma does hereby resolve as follows:

1. Background

(a) Pursuant to subchapter 4.03 of the Colma Administrative Code and the police power granted to cities by the California Constitution, the Town of Colma may expend public money by making grants upon finding that the organization is eligible for grant funding, the expenditure will serve a public purpose, and for an expenditure that provides benefits to the public and private persons at the same time, there is a direct and substantial benefit to the public with only an incidental benefit to private persons.

(b) To be eligible, an organization must be an IRC 501(c)(3) charity, a governmental entity, or a chamber of commerce. In addition, the organization's mission must include providing a benefit to a defined geographical area that encompasses the Town of Colma, the organization's governing board must reflect the diverse interests of the community, and the organization must have policies and procedures to assure that the grant's purposes are met.

(c) Grants cannot be given to fund existing debts; to a religious organization unless it is for a general need and the project does not promote the teachings of a particular church; or to support a political campaign. Grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee.

(d) An organization may submit a request for determination of eligibility for grant funding, which shall include documents and information described in section 4.03.050 of the Colma Administrative Code. Each year after a determination of eligibility has been made, an organization need only update each item of new or changed information.

(e) An organization may submit an application for a charitable donation for each program or project to be funded.

2. Findings of Eligibility for Grant Funding

The City Council has reviewed the funding requests from Daly City Public Library Associates and finds as follows:

(a) Daly City Public Library Associates ("Library Associates") is eligible for grant funding from the Town of Colma.

Discussion. Library Associates is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to raise

private funds to supplement public funding of the four branch libraries in Daly City. The Town Colma is located within its service area. Colma residents may borrow materials from any of the Daly City branch libraries. Thus, Colma residents are benefited by the support provided to the Daly City Library by Library Associates.

(b) Library Associates has adopted and follows policies and procedures to ensure that the terms and conditions of all grants are satisfied, and none has participated or intervened in any political campaign (including publishing or distributing campaign statements) on behalf of or in opposition to any candidate for public office within the past 36 months.

3. Findings of Public Purpose

The City Council has reviewed the application for grant funds from the Daly City Public Library Associates and finds as follows:

(a) A grant in the amount of \$2,000 to the Daly City Public Library Associates will serve a public purpose.

Discussion. The expenditure of public funds to pay for basic library materials, as requested by the Daly City Public Library Associates could be provided by the Town but for the fact that the Town has chosen otherwise. Specifically, the Town could provide these same services through its Recreation Services Department. In that case, the Town would likely expend the amount of the grant to provide these services.

(b) None of these grants will be used to fund existing obligations, debts or liabilities, national and regional charitable organizations, religious organizations, a political campaign, or lobbying activities. The grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee and that the grantee will not discriminate on the basis of race, color, religion, gender, age, weight, height, sexual orientation, marital status, national origin, disability or other characteristic protected by law.

4. Order

(a) The City Council approves grant funding of \$2,000 to the Daly City Public Library Associates.

(b) The Grantee must execute a Grant Agreement with the Town before any funds may be paid. The Grant Agreement shall include a statement of the goal or purpose of the Grant, a time within which the goal is expected to be achieved, and reporting requirements.

Certification of Adoption

I certify that the foregoing Resolution No. 2016-## was duly adopted at a regular meeting of said City Council held on September 28, 2016 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Diana Colvin, Mayor					
Helen Fiscaro					

Raquel Gonzalez					
Joseph Silva					
Joanne F. del Rosario					
Voting Tally					

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk



(Please attach additional sheets of paper if you need more space.)

4. Describe reason for request and how funds will be used:

The City of Daly City's 2016-17 budget cut almost \$200,000 out of the library's budget. We are raising funds (\$10,000) from our members and with grant applications in order to enable library staff to purchase books etc for all four branch libraries.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

This request is higher and for a different reason. We are trying to prevent a portion of cuts. Families, seniors, business people rely on the libraries for ebooks, children books, DVDs, business/non fiction resources. Attached is a detail re: cuts to the libraries.

6. Describe the benefit to the Town derived from funding your organization:

All residents and businesses have access to the multitude of library resources and programs. Storytime, Summer Learning, Computers, maker space programs, newly refurbished children's area at Serramonte etc.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

The libraries are available to all Colma residents & businesses. The four branch libraries are located

in the 4 quadrants (Serramonte, Westlake, Bayshore
+ Hillside neighborhoods). DCPA educates residents by
tabling at events & with our annual St. Patrick's Day
lunch at the Colma Community Center.

8. Provide a detailed account of how the FY 2015-16 contribution was used:

the \$1000 grant received in 2015-16 was bundled
with other grants to fully fund the \$17,500 needed
to purchase digital media equipment for the
libraries.

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

None

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No ☒

If yes, please provide details.

11. Charitable Trust # or EIN # 27-3262898

Please attach a copy of the following:

- ☐ Proof of organization's tax exempt status
- ☐ Roster of current governing board
- ☐ Completed IRS 990 form for the last fiscal year
- ☐ Current Year Annual Operating Budget



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Sean Rabé, City Manager
 MEETING DATE: September 28, 2016
 SUBJECT: FY 2016-17 Non-profit Funding

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION DETERMINING ELIGIBILITY FOR GRANT FUNDING, APPROVING GRANTS TO ELIGIBLE ORGANIZATIONS, FINDING THAT EACH APPROVED GRANT SERVES A PUBLIC PURPOSE, AND AUTHORIZING CONTRACTS WITH EACH ELIGIBLE ORGANIZATION FOR THE USE OF TOWN FUNDS

EXECUTIVE SUMMARY

The proposed resolution would find that each of the following organizations has met all the criteria and is therefore eligible for grant funding from the Town of Colma, that each approved grant serves a public purpose and is not a gift of public funds, and that grants should be approved and authorized as proposed by Staff:

Grantee	Amount Funded FY 2015-16	FY 2016-17 Grantee Request	FY 2016-17 Staff Proposed Grant Amount
Clinic by the Bay	\$2,000	\$2,000	\$2,000
Colma - Daly City Chamber of Commerce	\$45,000	\$45,000	\$45,000
Community Gatepath	\$5,000	\$5,000	\$5,000
Daly City Peninsula Partnership Collaborative	N/A	\$25,000	\$10,000
Daly City Youth Health Center	\$5,000	\$5,000	\$5,000
Human Investment Project (HIP Housing) ¹	\$5,000	\$5,000	\$5,000
LifeMoves (formerly InnVision Shelter Network) ²	\$3,000	\$5,000	\$3,000
Jefferson Union School District (Wilderness School)	\$7,000	\$3,000	\$3,000
North Peninsula Food Pantry & DCDC	\$12,500	\$12,500	\$12,500

¹ Funding to come from Legal Mandates line item in Planning Department budget

² Funding to come from Legal Mandates line item in Planning Department budget

Peninsula Conflict Resolution Center	\$1,312	\$1,313	\$1,313
Peninsula Television	N/A	\$3,000	\$0
Sitike Counseling Center	\$6,000	\$8,000	\$6,000
San Mateo Community College Foundation (Skyline College President's Innovation Fund)	\$600	\$600	\$600
SMC Jobs for Youth	\$500	\$500	\$500
Sustainable San Mateo County	\$3,000	\$4,000	\$3,000
West Bay Alano Club	\$3,000	\$5,000	\$0
TOTALS	\$99,912³	\$131,913⁴	\$101,913⁵

A total of \$131,913 has been requested by the various entities (including the Daly City Public Library Associates, which was addressed in the previous agenda item due to a conflict of interest for one Council Member), while only \$103,000 was allocated in the budget. This leaves a \$32,913 deficit in funding.

If Council approves the funding levels as proposed by Staff, a \$913 deficit will occur. Staff anticipates enough cushion in the General Services budget (where the grant for the Chamber of Commerce is funded) to accommodate this overage.

FISCAL IMPACT

The 2016-17 budget includes a total of \$103,000 for grant funding (spread through various departments).

BACKGROUND

The Town's process for non-profit funding requests, as outlined in subchapter 4.03 of the Colma Administrative Code, spells out several requirements for organizations to be funded by the Town.

Grants may be made to three types of eligible organizations: 501(c)(3) charities, government entities, and the Chamber of Commerce. In addition, the organization must meet a basic rough proportionality requirement which means: the organization's mission must include providing a benefit to a defined geographical area that encompasses the Town of Colma (for example, a food pantry that serves residents of San Mateo County); the organization's governing board must reflect the diverse interests of the community; and the organization must have policies and procedures to assure that the grant's purposes are met.

Grants cannot be given to fund existing debts; to a religious organization unless it is for a general need and the project does not promote the teachings of a particular church; or to support a political campaign. Grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee.

³ Note this amount includes \$1,000 in funding for DCPLA.

⁴ Note this amount includes \$2,000 in funding requested by DCPLA.

⁵ Note this amount does not include the funding for DCPLA, which was addressed in the previous agenda item.

To help guide the nonprofits in identifying a public purpose in their requested program and assist the Council in making that determination, five categories of qualifying programs or projects are established in the Administrative Code. To qualify for a grant, the program or project to be funded must:

- (1) Provide shelter, food, or clothing to persons in need of the *Necessities of Life*;
- (2) Provide physical or mental health services to persons with special needs, or *Integrated Care Services*;
- (3) *Educate* and engage residents;
- (4) Promote *Economic Development* or support businesses located or doing business in the Town; or
- (5) Provide, support, or enhance a *Complementary Service*, e.g., a service that the Town could provide to its residents or businesses.

The \$103,000 in available funding is broken down into three discrete budget line items: \$45,000 allocated to the General Services budget specifically for economic development promotion (line item *Grants*); \$50,000 allocated to the City Council budget under the line item *Donations*; and \$8,000 allocated to the Planning Department budget under the line item *Legal Mandates*.

This is the first year where requested funds have exceeded the available, budgeted amount. Staff's proposed grant amounts reflect the same level of funding as was approved in Fiscal Year 2015-16 for those entities that were funded that year. Of course the City Council has ultimate discretion regarding the actual amount of funding granted; however, if City Council opts to increase the proposed funding beyond the available budget, a budget amendment will need to be processed at a future meeting. The only available source of additional funding at this time would be reserves.

ANALYSIS

The Council must make two determinations with respect to each application: first, that the applicant meets the criteria for an eligible organization set forth in section 4.03.030 of the Colma Administrative Code, and second, that each proposed use of funds will serve a public purpose, as set forth in section 4.03.020 of the Colma Administrative Code. There is substantial evidence in each application to support findings on each of these determinations.

Findings of Organizational Eligibility

Clinic by the Bay is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to understand and serve, with dignity and respect, the health and wellness needs of the medically underserved in the San Francisco Bay Area. The Town of Colma is within its service area. The Town benefits by having low income adults, in the Town and in the surrounding area, served by free primary medical care from Clinic by the Bay. The Town also benefits as Clinic by the Bay provides residents with

meaningful volunteer opportunities to be part of a neighborhood solution to health care issues. The grant funds will be used to expand primary care, continue to offer Saturday hours, and expand chronic disease management programs.

Greater Colma-Daly City Chamber of Commerce, aka Colma/Daly City Chamber of Commerce ("Chamber"), is registered with the California Attorney General as a mutual benefit nonprofit corporation and has provided the Town with a copy of a letter from the Internal Revenue Service ("IRS") stating that it is exempt from tax under Internal Revenue Code ("IRC") section 501(c)(6). Its mission is to encourage business development and networking, and to provide members with useful information and services. The Chamber serves commercial establishments within the Town of Colma and the City of Daly City. The Town of Colma is located within the Chamber's membership area. The Chamber takes an active leadership role in promoting economic, professional, commercial and civic vitality for the Town of Colma and surrounding communities. The Chamber's programs and activities benefit its members by providing them with business development and networking opportunities as well as educational materials. These programs and activities improve the quality of services rendered to the public by the Chamber's members and help increase its members' sales. In turn, improved services and increased sales will increase the Town's tax revenues, which ultimately inure to the benefit of all residents and businesses located in the Town.

Community Gatepath is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide greater independence for persons with special needs and disabilities through education and support services that empower them. The Town of Colma is within its service area. The Town benefits by having people with disabilities becoming active members of the community, spending money at local businesses, volunteering and working in the Town.

Daly City Peninsula Partnership Collaborative is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to guide collaborative efforts and connect the community to services that promote well-being. The Partnership runs two programs that would receive funding through the granting process: The Daly City Community Service Center and the Partnership's Family Resource Center. The Community Center serves low income individuals and families in danger of becoming homeless and those needing assistance through emergency shelter or housing assistance grants. The Family Resource Center works with families, early childhood education professionals and caregivers to promote healthy development, academic readiness and safety for children.

Daly City Youth Health Center, as part of the Jefferson Union High School District (JUHSD), is a California governmental entity. The school-linked program's mission statement is to provide safe, respectful, comprehensive health services and education to underserved teens and young adults, preparing them for a healthy adulthood. The community wellness center's activities are directed by the JUHSD Board of Directors and Advisory Council. The Center served 13 Colma youth and their families two or more times during the 2014-15 school year. The Town of Colma is within its service area. The Town benefits by the Center providing accessibility and availability of integrated wellness services to youth, especially those who belong to the low-income and immigrant populations residing in Colma. The Town also benefits by the Center providing

counseling for Colma youth who are suffering from mental health issues, substance use and abuse, and suicidal ideation to help youth better cope with their challenges in life.

HIP Housing Development Corporation is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to improve the housing and lives of people in the community. HIP Housing enables people with special needs to live independent, self-sufficient lives in decent, safe, low-cost homes. The Town of Colma is within its service area.

LifeMoves (formerly InnVision Shelter Network) is a nonprofit corporation and has provided the Town with a copy of a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to help homeless families and individuals in the area and assist them in returning to permanent housing and self-sufficiency. The Town of Colma is located within LifeMoves' service area. The Town benefits from LifeMoves' work as low-income and homeless individuals and families in the area are provided support services to reduce the homeless population in the area.

Jefferson Union High School District (Wilderness School Program) is a California governmental entity. The Wilderness School Program - Susan B. Anthony School Project is a joint program administered by Jefferson Union High School District. Its mission is to teach high school students leadership skills and responsibility and to provide elementary school children with field trip chaperones, on-site tutors, and positive role models. The project consists of field trips, hiking and camping. Many students from the Town of Colma attend Jefferson High School or Susan B. Anthony Elementary School, and the number varies from year to year.

North Peninsula Food Pantry and Dining Center of Daly City ("Food Pantry") registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide nutrition and sustenance to anyone in need. The Town Colma is located within its service area. Any Colma resident in need may obtain food from the Food Pantry, but the Food Pantry does not track the residency locations of its clients.

Peninsula Conflict Resolution Center ("PCRC") is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to promote positive collaboration and active engagement among people. It facilitates group discussions and trains people in conflict resolution. The Town of Colma is located within its service area, which is all of San Mateo County. PCRC will provide free or low-cost information and referral services, mediation services, and training to all Colma residents.

Sitike Counseling Center ("Sitike") is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide community-based substance-abuse counseling and education services. The Town of Colma is located within its service area. Sitike has not provided any information about the residency locations of its clients.

San Mateo Community College Foundation (Skyline College President's Innovation Fund) is registered with the Attorney General as a public benefit nonprofit corporation and has provided

the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to promote student success and nourish project innovation and excellence by providing special financial support for the three community colleges in the District. In particular, the Foundation seeks grant funds for the President's Innovation Fund which is to provide start-up funding and financial support to faculty and staff devising innovative programs and services. The Town of Colma is within the geographic area that the Foundation serves. The Foundation estimates that 24% of students registered at Skyline College live in the Colma/Daly City region.

San Mateo County (Jobs for Youth Program) is a California governmental entity. Jobs for Youth is a program sponsored by San Mateo County. Jobs' mission is to provide all youths with employment services that will assist in gaining necessary job skills. The Town of Colma is located within its service area. Jobs for Youth has not provided any information about the residency locations of its clients.

Sustainable San Mateo County is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to stimulate community action on economic, environmental and social issues by providing accurate, timely and empowering information. In general, the funds will be used to support the research and production of the Indicators for a Sustainable San Mateo County Report. The Indicators Report evaluates the health of San Mateo County and its cities in terms of sustainability and provides a mean for city officials, non-profits, and business leaders, to make educated decisions when considering sustainable policies. The Town of Colma is within the geographic area served by Sustainable San Mateo County and the Indicators Report covers the area where the Town is located.

Each of these organizations has adopted and follows policies and procedures to ensure that the terms and conditions of all grants are satisfied, and none has participated or intervened in any political campaign (including publishing or distributing campaign statements) on behalf of or in opposition to any candidate for public office within the past 36 months.

Peninsula Television did not meet the Town's legal standards for funding non-profit entities. As such, the Town cannot legally consider its application.

West Bay Alano Club did not meet the Town's legal standards for funding non-profit entities. As such, the Town cannot legally consider its application.

Findings of Public Purpose

The expenditure of public funds to pay for healthcare services to low income, working and uninsured adults, as requested by *Clinic by the Bay*, will provide an identifiable benefit to the community at large. The Town and the community at large will benefit from increased healthcare services in the form of expanded primary care, Saturday hours for services, and an expansion of the chronic disease management program. Low income, working and uninsured adults will have better access to medical care, ensuring the health and vitality of the community and of Town residents. All of these services are readily accessible to Colma residents and the public benefit is substantial as the Town and the community all benefit from a healthy populace.

The expenditure of public funds to pay for networking opportunities, business grand openings, business promotions, facilitating workshops for businesses, and operational costs, as requested by the *Greater Colma-Daly City Chamber of Commerce, aka Colma/Daly City Chamber of Commerce* could be provided by the Town but the Town has chosen otherwise. Specifically, the Town could provide these same services as part of its economic development program. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services.

The expenditure of public funds to pay for education and support services offered by *Community Gatepath* to persons with special needs will provide an identifiable benefit to the Colma community at large. The Town benefits by having people with disabilities become active members of the community through recreational, educational and volunteer opportunities with businesses in the Town. The services offered by Community Gatepath are readily accessible to Colma residents and the public benefit is substantial as people with disabilities have the opportunity to learn and thrive.

The expenditure of public funds to pay for shelter and supportive services, as requested by *Daly City Peninsula Partnership Collaborative*, could be provided by the Town but the Town has chosen otherwise. In that case, the Town would likely exceed the amount of the grant in staff time and incidental materials to provide these services. The services offered by Daly City Partnership are readily accessible to individuals in Colma as the Town is located within the Partnership's service area. Further, the public benefit is substantial as Partnership services ensure Colma residents have family support services that are not readily accessible elsewhere.

The expenditure of public funds to pay for comprehensive health services and education to underserved teens and young adults from Colma, as requested by the *Daly City Youth Health Center*, will provide an identifiable benefit to the community at large. Specifically, this program will help youths by providing accessibility and availability of integrated wellness services, which will make them better, more informed, and more productive citizens. These services are readily accessible to Colma youth, and provide a substantial public benefit by ensuring the health and vitality of Colma's youth.

The expenditure of public funds to support its Home Sharing program, as requested by *HIP Housing Development Corporation*, could be provided by the Town but the Town has chosen otherwise. The services offered by HIP Housing are readily accessible to Colma residents, with HIP Housing providing direct assistance and resources to nine clients in Colma in 2015. Finally, the public benefit is substantial as providing housing to help people live independent lives is important for a well-functioning society.

The expenditure of public funds to pay for walking field trips, Bay Area field trips, nature lessons, and an overnight camping trip on the mountain, as requested by *Jefferson Union High School District for the Wilderness School Program/Susan B. Anthony School Project*, will provide an identifiable benefit to the community at large. The public benefit provided by these services is substantial as the services provide education to the Town's youth, which will make them better, more informed, and more productive citizens.

The expenditure of public funds to pay for shelter and supportive services, as requested by *LifeMoves (formerly the InnVision Shelter Network)* could be provided by the Town but the Town has chosen otherwise. In that case, the Town would likely expend the amount of the

grant in staff time and incidental materials to provide these services. The services offered by LifeMoves are readily accessible to individuals in Colma as the Town is located within LifeMoves' service area. Further, the public benefit is substantial as LifeMoves' services ensure Colma residents, or anyone traveling through LifeMoves' network, have shelter and other support services.

The expenditure of public funds to pay for nutrition and sustenance (e.g., three days of staple groceries and a hot meal three nights each week) to needy persons as requested, as requested by *North Peninsula Food Pantry and Dining Center of Daly City* will provide an identifiable benefit to the community at large. The Food Pantry provides services that are readily accessible to Colma residents as groceries and hot meals would be available to anyone living or traveling through Colma. Overall, the benefit to the public is substantial as the services offered by the Food Pantry prevent the public from going hungry.

The expenditure of public funds to support a staff position to work with its trained volunteers, as requested by *Peninsula Conflict Resolution Center*, will provide an identifiable benefit to the community at large. The services offered by PCRC are readily accessible to Colma residents and business owners. Further, the benefit to the public is substantial as the services offered by PCRC help avoid conflict issues that may exist between members of the Colma community.

The expenditure of public funds to pay for counselling persons with substance abuse and mental health disorders, as requested by *Sitike* will provide an identifiable benefit to the Colma community at large. Sitike offers a First Offender Drinking Driver program, an outpatient treatment program, a Women's Intensive Day treatment program, and an Anger Management program. Sitike does not track the residency locations of its clients. Specifically these programs will help stop the spiral of dependency, which will make the clients better, more informed, and more productive citizens. The services offered by Sitike are readily available to Colma residents and the public benefit is substantial as Sitike helps stop the cycle of dependency and mental health issues.

The expenditure of public funds to pay for innovative programs and services for the College District's Foundation, as requested by the *San Mateo Community College Foundation*, will provide educational opportunities to engage citizens that are students at Skyline College. The Town and the community at large will benefit from increased educational opportunities by ensuring a well-educated public and citizen base. A better educated community will advance the Town economically, politically, and socially. The services offered by the San Mateo Community College Foundation are readily accessible to any Colma residents attending Skyline College. Further, the public benefit is substantial as college students are able to experience new and unique educational opportunities.

The expenditure of public funds to pay for job preparation workshops, counseling, job placement and internships, as requested by the *San Mateo County Jobs for Youth Program*, will provide an identifiable benefit to the Colma community at large. Specifically, this program will help youths transition into adulthood and gain work experience, which will make them better, more informed, and more productive citizens. The services offered by San Mateo County Jobs for Youth are readily accessible to Colma youth as last year, two Colma residents participated in this program.

The expenditure of public funds to pay for the research and production of the Indicators for a Sustainable San Mateo County Report, as requested by *Sustainable San Mateo County*, will provide a much needed resource and educational tool regarding the economy, environment, and social issues facing the County. This report will support the Town's Sustainable Community Strategies and educate and engage citizens, the City Council, and the business community in the Town in implementing sustainability policies and objectives. The Sustainable San Mateo County Report provides a substantial public benefit by providing the public, private sector, and Colma elected officials, with pertinent information regarding sustainability and how it can be better met in the County.

None of these grants will be used to fund existing obligations, debts or liabilities, national and regional charitable organizations, religious organizations, a political campaign, or lobbying activities. The grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee and that the grantee will not discriminate on the basis of race, color, religion, gender, age, weight, height, sexual orientation, marital status, national origin, disability or other characteristic protected by law.

Values

By providing public funds for charitable purposes, the Council is being compassionate to the needs of others. At the same time, by adhering to the Council's policies and procedures, the Council is acting with *responsibility*.

Alternatives

The Council could fund some entities at a different level than staff's proposed amount. Doing so, however, could result in the need to identify additional funding sources as the Adopted 2016-17 Budget includes only \$103,000 in available grant funding.

CONCLUSION

Staff recommends the Council approve the attached resolution which sets grant funding levels as proposed by staff.

ATTACHMENTS

- A. Resolution
- B. Funding request summary
- C. Historical funding levels
- D. Funding requests



**RESOLUTION NO. 2016-##
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION DETERMINING ELIGIBILITY FOR GRANT FUNDING,
APPROVING GRANTS TO ELIGIBLE ORGANIZATIONS, FINDING THAT EACH
APPROVED GRANT SERVES A PUBLIC PURPOSE, AND AUTHORIZING
CONTRACTS WITH EACH ELIGIBLE ORGANIZATION FOR THE USE OF TOWN
FUNDS**

The City Council of the Town of Colma does hereby resolve as follows:

1. Background

(a) Pursuant to subchapter 4.03 of the Colma Administrative Code and the police power granted to cities by the California Constitution, the Town of Colma may expend public money by making grants upon finding that the organization is eligible for grant funding, the expenditure will serve a public purpose, and for an expenditure that provides benefits to the public and private persons at the same time, there is a direct and substantial benefit to the public with only an incidental benefit to private persons.

(b) To be eligible, an organization must be an IRC 501(c)(3) charity, a governmental entity, or a chamber of commerce. In addition, the organization's mission must include providing a benefit to a defined geographical area that encompasses the Town of Colma, the organization's governing board must reflect the diverse interests of the community, and the organization must have policies and procedures to assure that the grant's purposes are met.

(c) Grants cannot be given to fund existing debts; to a religious organization unless it is for a general need and the project does not promote the teachings of a particular church; or to support a political campaign. Grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee.

(d) An organization may submit a request for determination of eligibility for grant funding, which shall include documents and information described in section 4.03.050 of the Colma Administrative Code. Each year after a determination of eligibility has been made, an organization need only update each item of new or changed information.

(e) An organization may submit an application for a charitable donation for each program or project to be funded.

2. Findings of Eligibility for Grant Funding

The City Council has reviewed the funding requests from each of the following organization and finds as follows:

(a) Clinic by the Bay is eligible for grant funding from the Town of Colma.

Discussion. Clinic by the Bay is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to understand and

serve, with dignity and respect, the health and wellness needs of the medically underserved in the San Francisco Bay Area. The Town of Colma is within its service area. The Town benefits by having low income adults, in the Town and in the surrounding area, served by free primary medical care from Clinic by the Bay. The Town also benefits as Clinic by the Bay provides residents with meaningful volunteer opportunities to be part of a neighborhood solution to health care issues. The grant funds will be used to expand primary care, continue to offer Saturday hours, and expand chronic disease management programs.

- (b) Greater Daly City - Colma Chamber of Commerce, aka Colma/Daly City Chamber of Commerce ("Chamber"), is eligible for grant funding from the Town of Colma.

Discussion: The Chamber is registered with the California Attorney General as a mutual benefit nonprofit corporation and has provided the Town with a copy of a letter from the Internal Revenue Service ("IRS") stating that it is exempt from tax under Internal Revenue Code ("IRC") section 501(c)(6). Its mission is to encourage business development and networking, and to provide members with useful information and services. The Chamber serves commercial establishments within the Town of Colma and the City of Daly City. The Town of Colma is located within the Chamber's membership area. The Chamber takes an active leadership role in promoting economic, professional, commercial and civic vitality for the Town of Colma and surrounding communities. The Chamber's programs and activities benefit its members by providing them with business development and networking opportunities as well as educational materials. These programs and activities improve the quality of services rendered to the public by the Chamber's members and help increase its members' sales. In turn, improved service and increased sales will increase the Town's tax revenues, which ultimately inure to the benefit of all residents and businesses located in the Town.

- (c) Community Gatepath is eligible for grant funding from the Town of Colma.

Discussion. Community Gatepath is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide greater independence for persons with special needs and disabilities through education and support services that empower them. The Town of Colma is within its service area. The Town benefits by having people with disabilities becoming active members of the community, spending money at local businesses, volunteering and working in the Town.

- (d) Daly City Peninsula Partnership Collaborative is eligible for grant funding from the Town of Colma.

Discussion: The Daly City Peninsula Partnership Collaborative's mission is to guide collaborative efforts and connect the community to services that promote well-being. The Town of Colma is within its service area. Providing funding to the Partnership benefits the Town by providing financial resource to continue operation of the Daly City Community Service Center and the Partnership's Family Resource Center. The Community Center serves low income individuals and families in danger of becoming homeless and those needing assistance through emergency shelter or housing assistance grants. The Family Resource Center works with families, early childhood

education professionals and caregivers to promote healthy development, academic readiness and safety for children.

- (e) Daly City Youth Health Center is eligible for grant funding from the Town of Colma.

Discussion: As part of the Jefferson Union High School District (JUHSD), the Daly City Youth Health Center is a California governmental entity. The school-linked program's mission statement is to provide safe, respectful, comprehensive health services and education to underserved teens and young adults, preparing them for a healthy adulthood. The community wellness center's activities are directed by the JUHSD Board of Directors and Advisory Council. The Center served 13 Colma youth and their families two or more times during the 2014-15 school year. The Town of Colma is within its service area. The Town benefits by the Center providing accessibility and availability of integrated wellness services to youth, especially those who belong to the low-income and immigrant populations residing in Colma. The Town also benefits by the Center providing counseling for Colma youth who are suffering from mental health issues, substance use and abuse, and suicidal ideation to help youth better cope with their challenges in life.

- (f) HIP Housing Development Corporation ("HIP Housing") is eligible for grant funding from the Town of Colma.

Discussion. HIP Housing is registered with the Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to improve the housing and lives of people in the community. HIP Housing enables people with special needs to live independent, self-sufficient lives in decent, safe, low-cost homes. The Town of Colma is within its service area.

- (g) LifeMoves (formerly InnVision Shelter Network) is eligible for grant funding from the Town of Colma.

Discussion: LifeMoves is a nonprofit corporation and has provided the Town with a copy of a letter from the Internal Revenue Service ("IRS") stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to help homeless families and individuals in the area and assist them in returning to permanent housing and self-sufficiency. The Town of Colma is located within LifeMoves' service area. The Town benefits from LifeMoves' work as low-income and homeless individuals and families in the area are provided support services to reduce the homeless population in the area.

- (h) Jefferson Union High School District (Wilderness School Program) is eligible for grant funding from the Town of Colma.

Discussion. Jefferson is a California governmental entity. Wilderness School Program - Susan B. Anthony School Project) is a joint program administered by Jefferson Union High School District. Its mission is to teach high school students leadership skills and responsibility and to provide field trip chaperones, on-site tutors, and positive role models for the elementary school children. The project consists of field trips, hiking and camping. Many students from the Town of Colma attend Jefferson High School or Susan

B. Anthony Elementary School, and the number varies from year to year.

- (i) North Peninsula Food Pantry and Dining Center of Daly City ("Food Pantry") is eligible for grant funding from the Town of Colma.

Discussion. The Food Pantry is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide nutrition and sustenance to anyone in need. The Town Colma is located within its service area. Any Colma resident in need may obtain food from the Food Pantry, but the Food Pantry does not track the residency locations of its clients.

- (j) Peninsula Conflict Resolution Center ("PCRC") is eligible for grant funding from the Town of Colma.

Discussion. PCRC is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to promote positive collaboration and active engagement among people. It facilitates group discussions and trains people in conflict resolution. The Town of Colma is located within its service area, which is all of San Mateo County. PCRC will provide free or low-cost information and referral services, mediation services, and training to all Colma residents.

- (k) Sitike Counseling Center ("Sitike") is eligible for grant funding from the Town of Colma.

Discussion. Sitike is registered with the California Attorney General as a public benefit nonprofit corporation and has provided Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide community-based substance-abuse counseling and education services. The Town of Colma is located within its service area. Sitike has not provided any information about the residency locations of its clients.

- (l) San Mateo Community College District Foundation is eligible for grant funding from the Town of Colma.

Discussion. San Mateo Community College District Foundation is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to promote student success and nourish project innovation and excellence by providing special financial support for the three community colleges in the District. In particular, the Foundation seeks grant funds for the President's Innovation Fund which is to provide start-up funding and financial support to faculty and staff devising innovative programs and services. The Town of Colma is within the geographic area that the Foundation serves. The Foundation estimates that 24% of students registered at Skyline College live in the Colma/Daly City region.

- (m) San Mateo County (Jobs for Youth Program) is eligible for grant funding from the Town of Colma.

Discussion. San Mateo County is a California governmental entity. Jobs for Youth is a program sponsored by San Mateo County. Jobs' mission is to provide all youths with employment services that will assist in gaining necessary job skills. The Town of Colma is located within its service area. Jobs for Youth has not provided any information about the residency locations of its clients.

- (n) Sustainable San Mateo County is eligible for grant funding from the Town of Colma.

Discussion. Sustainable San Mateo County is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to stimulate community action on economic, environmental and social issues by providing accurate, timely and empowering information. In general, the funds will be used to support the research and production of the Indicators for a Sustainable San Mateo County Report. The Indicators Report evaluates the health of San Mateo County and its cities in terms of sustainability and provides a mean for city officials, non-profits, and business leaders, to make educated decisions when considering sustainable policies. The Town of Colma is within the geographic area served by Sustainable San Mateo County and the Indicators Report covers the area where the Town is located.

- (o) Each of these organizations has adopted and follows policies and procedures to ensure that the terms and conditions of all grants are satisfied, and none has participated or intervened in any political campaign (including publishing or distributing campaign statements) on behalf of or in opposition to any candidate for public office within the past 36 months.

3. Findings of Public Purpose

The City Council has reviewed the applications for grant funds from each of the following organization and finds as follows:

- (a) A grant in the amount shown in section 4(a) to Clinic by the Bay will serve a public purpose.

Discussion. The expenditure of public funds to pay for healthcare services to low income, working and uninsured adults, as requested by Clinic by the Bay, will provide an identifiable benefit to the community at large. The Town and the community at large will benefit from increased healthcare services in the form of expanded primary care, Saturday hours for services, and an expansion of the chronic disease management program. Low income, working and uninsured adults will have better access to medical care, ensuring the health and vitality of the community and of Town residents. All of these services are readily accessible to Colma residents and the public benefit is substantial as the Town and the community all benefit from a healthy populace.

- (b) A grant in the amount shown in section 4(a) to the Greater Daly City - Colma Chamber of Commerce will serve a public purpose.

Discussion. The expenditure of public funds to pay for networking opportunities, business grand openings, business promotions, facilitating workshops for businesses, and operational costs, as requested by the Greater Daly City - Colma Chamber of Commerce could be provided by the Town but the Town has chosen otherwise. Specifically, the Town could provide these same services as part of its economic development program. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services.

- (c) A grant in the amount shown in section 4(a) to Community Gatepath will serve a public purpose.

Discussion: The expenditure of public funds to pay for education and support services offered by *Community Gatepath* to persons with special needs will provide an identifiable benefit to the Colma community at large. The Town benefits by having people with disabilities become active members of the community through recreational, educational and volunteer opportunities with businesses in the Town. The services offered by Community Gatepath are readily accessible to Colma residents and the public benefit is substantial as people with disabilities have the opportunity to learn and thrive.

- (d) A grant in the amount shown in section 4(a) to the Daly City Peninsula Partnership Collaborative will serve a public purpose.

Discussion: The expenditure of public funds to pay for shelter and supportive services, as requested by *Daly City Peninsula Partnership Collaborative*, will provide an identifiable benefit to the Town of Colma. The services offered by Daly City Partnership are readily accessible to individuals in Colma as the Town is located within the Partnership's service area. Further, the public benefit is substantial as Partnership services ensure Colma residents have family support services that are not readily accessible elsewhere.

- (e) A grant in the amount shown in section 4(a) to the Daly City Youth Health Center will serve a public purpose.

Discussion: The expenditure of public funds to pay for comprehensive health services and education to underserved teens and young adults from Colma, as requested by the *Daly City Youth Health Center*, will provide an identifiable benefit to the community at large. Specifically, this program will help youths by providing accessibility and availability of integrated wellness services, which will make them better, more informed, and more productive citizens. These services are readily accessible to Colma youth, and provide a substantial public benefit by ensuring the health and vitality of Colma's youth.

- (f) A grant in the amount shown in section 4(a) to HIP Housing Development Corporation will serve a public purpose.

Discussion. The expenditure of public funds to pay for housing for persons with special needs, as requested by HIP Housing could be provided by the Town except that the Town has chosen otherwise. In that case, the Town would likely expend the amount of

the grant to provide these services. The services offered by HIP Housing are readily accessible to Colma residents, with HIP Housing providing direct assistance and resources to nine clients in Colma in 2015. Finally, the public benefit is substantial as providing housing to help people live independent lives is important for a well-functioning society.

- (g) A grant in the amount shown in section 4(a) to the Jefferson Union High School District (Wilderness School Program) will serve a public purpose.

Discussion. The expenditure of public funds to pay for walking field trips, Bay Area field trips, nature lessons, and an overnight camping trip on the mountain, as requested by the applicant, will provide an identifiable benefit to the community at large. The public benefit provided by these services is substantial as the services provide education to the Town's youth, which will make them better, more informed, and more productive citizens.

- (h) A grant in the amount shown in section 4(a) to LifeMoves (formerly InnVision Shelter Network) will serve a public purpose.

Discussion. The expenditure of public funds to pay for shelter and supportive services, as requested by LifeMoves could be provided by the Town but the Town has chosen otherwise. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services. The services offered by LifeMoves are readily accessible to individuals in Colma as the Town is located within LifeMoves' service area. Further, the public benefit is substantial as LifeMoves' services ensure Colma residents, or anyone traveling through LifeMoves' network, have shelter and other support services.

- (i) A grant in the amount shown in section 4(a) to North Peninsula Food Pantry and Dining Center of Daly City ("Food Pantry") will serve a public purpose.

Discussion. The expenditure of public funds to pay for nutrition and sustenance (e.g., three days of staple groceries and a hot meal three nights each week) to needy persons as requested by the Food Pantry will provide an identifiable benefit to the community at large. The Food Pantry provides services that are readily accessible to Colma residents as groceries and hot meals would be available to anyone living or traveling through Colma. Overall, the benefit to the public is substantial as the services offered by the Food Pantry prevent the public from going hungry.

- (j) A grant in the amount shown in section 4(a) to the Peninsula Conflict Resolution Center ("PCRC") will serve a public purpose.

Discussion. The expenditure of public funds to support a staff position to work with PCRC's trained volunteers, as requested by PCRC, will provide an identifiable benefit to the community at large. The services offered by PCRC are readily accessible to Colma residents and business owners. Further, the benefit to the public is substantial as the services offered by PCRC help avoid conflict issues that may exist between members of the Colma community.

(k) A grant in the amount shown in section 4(a) to the Sitike Counseling Center ("Sitike") will serve a public purpose.

Discussion. The expenditure of public funds to pay for counseling persons with substance abuse and mental health disorders, as requested by Sitike will provide an identifiable benefit to the Colma community at large. Sitike offers a First Offender Drinking Driver program, an outpatient treatment program, a Women's Intensive Day treatment program, and an Anger Management program. Sitike does not track the residency locations of its clients. Specifically these programs will help stop the spiral of dependency, which will make the clients better, more informed, and more productive citizens. The services offered by Sitike are readily available to Colma residents and the public benefit is substantial as Sitike helps stop the cycle of dependency and mental health issues.

(l) A grant in the amount shown in section 4(a) to the San Mateo Community College Foundation will serve a public purpose.

Discussion. The expenditure of public funds to pay for innovative programs and services for the College District's Foundation, as requested by the San Mateo Community College Foundation, will provide educational opportunities to engage citizens that are students at Skyline College. The Town and the community at large will benefit from increased educational opportunities by ensuring a well-educated public and citizen base. A better educated community will advance the Town economically, politically, and socially. The services offered by the San Mateo Community College Foundation are readily accessible to any Colma residents attending Skyline College. Further, the public benefit is substantial as college students are able to experience new and unique educational opportunities.

(m) A grant in the amount shown in section 4(a) to the San Mateo County Jobs for Youth Program will serve a public purpose.

Discussion. The expenditure of public funds to pay for job preparation workshops, counseling, job placement and internships, as requested by the San Mateo County Jobs for Youth Program, will provide an identifiable benefit to the Colma community at large. Specifically, this program will help youths transition into adulthood and gain work experience, which will make them better, more informed, and more productive citizens. The services offered by San Mateo County Jobs for Youth are readily accessible to Colma youth as last year, two Colma residents participated in this program.

(n) A grant in the amount shown in section 4(a) to the Sustainable San Mateo County will serve a public purpose.

Discussion. The expenditure of public funds to pay for the research and production of the Indicators for a Sustainable San Mateo County Report, as requested by Sustainable San Mateo County, will provide a much needed resource and educational tool regarding the economy, environment, and social issues facing the County. This report will support the Town's Sustainable Community Strategies and educate and engage citizens, the City Council, and the business community in implementing sustainability policies and objectives. The Sustainable San Mateo County Report provides a substantial public

benefit by providing the public, private sector, and Colma elected officials, with pertinent information regarding sustainability and how it can be better met in the County.

(o) None of these grants will be used to fund existing obligations, debts or liabilities, national and regional charitable organizations, religious organizations, a political campaign, or lobbying activities. The grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee and that the grantee will not discriminate on the basis of race, color, religion, gender, age, weight, height, sexual orientation, marital status, national origin, disability or other characteristic protected by law.

4. Order

(a) The City Council approves grant funding to each of the following organizations in the amounts shown:

Grantee	Amount
Clinic by the Bay	\$2,000
Colma - Daly City Chamber of Commerce	\$45,000
Community Gatepath	\$5,000
Daly City Peninsula Partnership Collaborative	\$10,000
Daly City Youth Health Center	\$5,000
Human Investment Project (HIP Housing)	\$5,000
LifeMoves (formerly InnVision Shelter Network)	\$3,000
Jefferson Union School District (Wilderness School)	\$3,000
North Peninsula Food Pantry & DCDC	\$12,500
Peninsula Conflict Resolution Center	\$1,313
Sitike Counseling Center	\$6,000
San Mateo Community College Foundation (Skyline College President's Innovation Fund)	\$600
SMC Jobs for Youth	\$500
Sustainable San Mateo County	\$3,000
TOTAL	\$101,913

(b) Each Grantee must execute a Grant Agreement with the Town before any funds may be paid. The Grant Agreement shall include a statement of the goal or purpose of the Grant, a time within which the goal is expected to be achieved, and reporting requirements.

Certification of Adoption

I certify that the foregoing Resolution No. 2016-## was duly adopted at a regular meeting of said City Council held on September 28, 2016 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Diana Colvin, Mayor					
Helen Fisticaro					
Raquel Gonzalez					
Joseph Silva					
Joanne F. del Rosario					
Voting Tally					

Dated _____

Diana Colvin, Mayor

Attest: _____
Caitlin Corley, City Clerk

Attachment B

[illegible]







Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Volunteers in Medicine - San Francisco d.b.a. Clinic by the Bay

Contact Person: David Goldschmid, MD, Medical Director and Interim Executive Director

Address:	4877 Mission Street	San Francisco	CA	94112
	Street Address	City	State	Zip Code

Phone Number: 415-405-0207 Email Address: david@clinicbythebay.org

1. Mission Statement: Clinic by the Bay's mission is to understand and serve with dignity and respect, the health and wellness needs of the medically of the medically underserved in the San Francisco Bay. Additionally, we provide meaningful opportunities for volunteerism and civic engagement to provide a caring medical home to our working uninsured neighbors.
2. Amount of Request: \$2,000.00
 - a. Total Agency Annual Budget: \$1,187,562 (\$784,635 cash; \$402,927 in kind)
 - b. Number of Agency Employees: 7
 - c. Payroll is 58 % of the Agency's total Annual Budget.
3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:
 - A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
 - B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
 - C. Educate and engage residents;
 - D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

The requested funding will help Clinic By The Bay to provide health services to people in need (Category B, Integrated Care Services). To support and strengthen families in need, Clinic by the Bay—a volunteer-powered health clinic--provides timely and free healthcare to low-income,

working uninsured adults in San Francisco and San Mateo Counties. As one of 94 Volunteers in Medicine clinics, we are supported largely by in-kind contributions of pro bono services and supplies. We engage retired and practicing doctors, nurses, and other volunteers to provide free medical care in English, Spanish, Chinese, and Tagalog. Through our medical partnerships, we connect patients with needed diagnostic and ancillary services pro bono or at discounted rates. Monthly health education for patients and community members focuses on nutrition, exercise and other lifestyle interventions. We also partner with numerous community-based organizations to provide our patients with a range of psychosocial supportive services.

4. Describe reason for request and how funds will be used:

Support from the Town of Colma will help Clinic by the Bay expand the primary care safety net for our working uninsured neighbors. We will continue to provide medical visits 19 hours per week, including two evenings and one Saturday morning per month, while planning to expand our hours over the next few years until we are operating at full capacity which will be 6 days per week.

Clinic by the Bay is also conducting a needs assessment of our service area in the fall of 2016; it will be the first comprehensive health needs assessment of the area since the one we conducted when the Clinic was being established in 2008. We expect to have even more insight in how to best use our resources to continue to care for our working uninsured neighbors after the new needs assessment (provided pro bono through Oliver Wyman) is complete sometime by the end of the fiscal year.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

We are requesting the same amount as in FY 2015-2016, because the number of Colma residents who are active patients of Clinic By The Bay has remained consistent.

6. Describe the benefit to the Town derived from funding your organization:

Clinic by the Bay seeks to reduce preventable emergency room visits, add to the capacity of the primary care safety net and improve health outcomes among poor, low-income uninsured and underinsured adults. There continues to be a significant primary care capacity problem in San Mateo County making it difficult for uninsured adults to have access to needed primary and preventive care. In response, Clinic by the Bay offers free primary care to poor and low-income

adults living in Colma.

We also offer to Colma residents meaningful volunteer opportunities to be part of a neighborhood solution to the health care crisis. Our volunteer program includes more than 125 volunteers who deliver care to our patients (50,500+ hours of service as of June 2016, valued at over \$2.1 million). Some of our volunteers are retired and others give time to the clinic in addition to their careers or academic pursuits. Many are students exploring or preparing for careers in the health professions.

Clinic by the Bay is particularly proud of our efforts to educate professionals and students in the medical field. At any given time, our volunteer base includes several residents, nursing students/recent graduates, pre-med students, and other young people who are exploring the possibility of entering the field, or who are completing their education and putting their new skills to use on behalf of our target population of uninsured working adults. One hospital residency director that we work with on an ongoing basis recently praised our program as producing some of the best residents he has encountered. We also fill an important niche for new nurses, many of whom have completed their education but have been unable to secure employment without additional on-the-ground experience with patients. At Clinic by the Bay, they not only gain that experience, but also learn what it is like to work with people with multiple needs who have been uninsured and without care for long time periods.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. Clinic By The Bay has 19 patients (17 active, and 2 pending but eligible and thus expected to become active) who are Colma residents.

B. Services are provided at Clinic By The Bay, which is located at 4877 Mission Street in the southern part of San Francisco (specifically, the Excelsior neighborhood) and is easily accessible from Colma by public transportation or car.

C. Community outreach is performed through resource fairs, flyers, and referrals from our wider network of community partners, including other medical and social service providers. We are currently in the process of placing a newspaper ad for outreach to Colma specifically in the next few weeks, and will likely place others over the course of the next year depending on the

response.

8. Provide a detailed account of how the FY 2015-16 contribution was used:

In 2015-2016, Clinic By The Bay continued to see patients for medical visits 19 hours each week, which was an expanded schedule from the prior year, that the Town of Colma helped us maintain with last year's contribution. A comprehensive review of individual medical charts from the last three years shows that Clinic by the Bay is significantly improving lab results and blood pressure levels among patients diagnosed with diabetes, hypertension, and hyperlipidemia. As a result of their care at Clinic by the Bay, 93% of patients report improved health and 93% report improved ability to work. 100% of patients would recommend Clinic by the Bay to a friend or family member.

Our impact is even more evident in the stories of our patients. Below are some success stories from those who benefitted from our services in the past year:

- PD came to Clinic by the Bay at the age of 28 after having foregone medical care for over 5 years. She and her mother live together, and between rent, food, and other living expenses, little was left over for medical care. However, PD had become worried by a lump in her breast, which she had first noticed 3 months before. PD was examined by one of the Clinic's volunteer doctors, who requested further testing. Unfortunately, the lump was malignant, and PD was diagnosed with breast cancer. However, because of the free services of Clinic by the Bay, her diagnosis came early enough for her to receive effective treatment through one of our medical partners, and she is currently in remission and doing very well.
- BP, an immigrant from the Phillippines, visited Clinic by the Bay for a routine medical exam—her first with us—and underwent lab work, which we order for all new patients. The results showed that she was in kidney failure. She had felt fine, and was unaware that her health was so gravely endangered. Clinic by the Bay diagnosed her and gave her the resources that she needed to access dialysis, which saved her life.

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

We received no contributions from other cities in FY 2015-2016 and do not anticipate any in 2016-17.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate

for public office within the past 36 months (please select one)?

Yes _____ **No** **XX**

If yes, please provide details.

Not applicable.

11. Charitable Trust # or EIN # 26-2593712

Please attach a copy of the following:

- ☐ Proof of organization's tax exempt status
- ☐ Roster of current governing board
- ☐ Completed IRS 990 form for the last fiscal year
- ☐ Current Year Annual Operating Budget





Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Colma/Daly City Chamber of Commerce

Contact Person: Georgette Sarles

Address: 355 Gellert Blvd. Suite 138
Street Address

Daly City
City

CA.
State

94015
Zip Code

Phone Number: 650-755-3900 Email Address: gsarles@dalycity-colmachamber.org

1. Mission Statement:

The role of the Chamber of Commerce shall be to encourage business development and networking, providing members with useful information and service. The Chamber shall take an active leadership role in promoting economic, professional, commercial, and civic vitality for our communities, while seeking to preserve the unique qualities that are good for business, and make Colma and Daly City special places to live, work and do business.

2. Amount of Request: \$45,000

- a. Total Agency Annual Budget: \$242,433
- b. Number of Agency Employees: 3
- c. Payroll is 25% of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

See attached Activities Schedule

4. Describe reason for request and how funds will be used:

These funds acquired from the Town of Colma are used to operate the Colma-Daly City Chamber of Commerce which maintains certain covenants with the Town of Colma. Such as:

- provide networking opportunities for local business
- ribbon cuttings and grand openings, directory and newsletters
- maintain and make available to Town an automated list of Chamber members that includes the number of employees, contact person, officers and etc.
- to partner with the Colma Historical Association
- to promote the various points of interest, such as selling the City of Souls books and bring publicity to local cemeteries
- continuing to maintain a Colma presence on the internet, which includes the Chamber's website that provides civic information, events and photos
- participating in Mayoral walks
- facilitating business mixers and workshops for the Colma business community
- maintaining a log of incoming request and inquiries regarding the Town of Colma

5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

6. Describe the benefit to the Town derived from funding your organization:

Provides the Town with in incubator, that connects with other North San Mateo County Chambers of Commerce, and their local business communities. Thereby, developing a healthy resource center for businesses in Colma, as well as those looking for other locations and relocations. Therefore, the Colma-Daly City Chamber of Commerce attracts more commerce and funds to the Town of Colma.

7. Describe the following:

A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;

B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and

C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. Number of Colma residents served : 1441

B. Number of Colma businesses served : ALL

Colma Address Range

B Street	401 -	540		F Street	417 -	629		
C Street	401 -	564		Hillside Blvd	1450 -	2710		
Clark Ave	350 -	580		Hoffman Court	301 -	321		
D Street	429 -	579		Mission Road	1431 -	1655		
E Street	401 -	490		Isabelle Circle	1221 -	1359		
El Camino	1180 -	1222		Mission Road	1263 -	1377		

8. Provide a detailed account of how the FY 2015-16 contribution was used:

See Activity Schedule that is attached.

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

Fy 2015 - 2016 : \$45,126.62 from the City of Daly City

Fy 2016 - 2017 : \$45,126.62 from the City of Daly City

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X

If yes, please provide details.

11. Charitable Trust # or EIN # 501 (C)(3) Scholarship Foundation 20 - 2654808

FIN #

Chamber of Commerce 23 - 7253580

Please attach a copy of the following:

- X Proof of organization's tax exempt status
- X Roster of current governing board
- X Completed IRS 990 form for the last fiscal year
- X Current Year Annual Operating Budget





Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Community Gatepath

Contact Person: Kim Malhotra, Director of Annual Fund & Giving
Kim is on maternity leave through mid-October; in Kim's absence please
contact Jeanne Berube @ 650.259.0160 or jberube@gatepath.org.

Address: 350 Twin Dolphin Dr. Redwood City, CA 94065
Street Address City State Zip Code

Phone Number: 650-259-0157

Email Address: kmalhotra@gatepath.org

1. Mission Statement: Gatepath's mission is to empower people with special needs to achieve their full potential through innovative, inclusive programs and community partnerships.
2. Amount of Request: \$ 5,000.00
 - a. Total Agency Annual Budget: \$13,854,035
 - b. Number of Agency Employees: 180
 - c. Payroll is 58 % of the Agency's total Annual Budget.
3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:
 - A. Provide shelter, food, or clothing to persons in need of the Necessities of Life; ☐
 - B. Provide physical or mental health services to persons with special needs, or Integrated Care Services; ☒
 - C. Educate and engage residents; ☐
 - D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

The request will address category B by providing life skills education and pre-vocational skill building for adults with developmental disabilities. Groups of four participants engage in activities under the supervision of a Community Access Instructor. Our request addresses healthy eating and lifestyles – especially important for adults with disabilities given that

obesity rates for adults with disabilities are approximately 57% higher than for adults without disabilities (CDC, 2008 Behavioral Risk Factor Surveillance System). Participants will utilize kitchen space at the Colma Community Center to learn the importance of healthy meals, and the basics of food preparation, cooking and clean up, and the importance of exercise.

Participants will also continue to volunteer, patronize local businesses, visit historical sites, and engage in recreational activities in Colma. Activities are designed to help participants learn day-to-day living skills, including how to access community resources, use public transportation, make financial transactions (e.g., purchase goods at a restaurant or store), participate in the community, and properly communicate in social interactions.

4. Describe reason for request and how funds will be used:

Funding from the Town of Colma will offer participants the opportunity to learn the importance of healthy eating through the basics of menu planning, food preparation, and cooking. Additionally, funding will support transportation costs to the Colma Community Center as Community Access groups meet at a location in Daly City or South San Francisco (before embarking on their activities for the day), expenses for the class activities, and a portion will support instructor wages. We will explore the possibility of renting the kitchen at Colma Community Center, which will allow us to provide nutrition education and hands-on cooking training for participants in a well-designed and spacious kitchen. Participants and staff will shop at the local Target in Colma, (where Bernard, a Gatepath participant is employed) to purchase ingredients and supplies to be used in the Healthy Eating program.

Participants will also continue to volunteer, patronize local businesses, visit historical sites, and engage in recreational activities in Colma. Activities are designed to help participants learn day-to-day living skills, including how to access community resources, use public transportation, make financial transactions (e.g., purchase goods at a store), participate in the community, and properly communicate in social interactions.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

N/A

6. Describe the benefit to the Town derived from funding your organization:

When Gatepath participants learn about activities available in Colma and how to access and enjoy them using public transportation, they will be supporting the local businesses and organizations. In addition, they are more likely to utilize these resources and contribute to the local economy by supporting Colma businesses on an ongoing basis. In addition, Colma residents and businesses will be increasingly exposed to people with developmental disabilities, increasing understanding, acceptance and ensuring inclusion. Colma residents who have family members with disabilities will also see a future of inclusion in their local community for their family members.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application; ☐ L ☐ SEP
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and ☐ L ☐ SEP
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. In years prior to the grant application, Gatepath has served at least seven businesses and 18 residents. In addition, the entire Colma community benefits through interactions with our participants.

B. Our Community Access program plans to visit/utilize the following: Metro Center Complex, Holy Cross Italian Cemetery, Colma Historical Museum, Cypress Golf Course, Kohl's, and BART. We are also exploring how we can utilize resources at Colma Community Center.

C. Our staff has already reached out to Colma Community Center to explore the possibility of renting the kitchen in order to provide our participants the opportunity to engage in a "Healthy Eating & Exercise" program. Our Instructors also explore the area in person to identify new locations for activities. We also continue to research volunteer opportunities in Colma.

8. Provide a detailed account of how the FY 2015-16 contribution was used:

With funding from the Town of Colma, 68 adults with developmental disabilities participated in activities on approximately 125 outings to Colma. Participants' utilized public transportation, volunteered, visited historical sites, exercised, and patronized businesses in Colma. They

learned social skills, financial transactions and working with money, pre-vocational, and other day-to-day living skills. Please see attached full report on the FY2015-16 funding.

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

FY2015-16: \$4,000 City of Burlingame (received), \$5,000 Town of Colma (received)

FY2016-17: \$4,100 City of Burlingame (received), \$5,000 Town of Colma (pending)

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X _____

If yes, please provide details.

11. Charitable Trust # or EIN # 94-1156502

Please attach a copy of the following:

- ☐ Proof of organization's tax exempt status
- ☐ Roster of current governing board
- ☐ Completed IRS 990 form for the last fiscal year
- ☐ Current Year Annual Operating Budget



Request for Determination of Eligibility for Grant Funding

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Daly City Peninsula Partnership Collaborative (a.k.a. Daly City Partnership)

Contact Person: Pat Bohm, Executive Director

Address: 725 Price Street Daly City CA 94014
Street Address City State Zip Code

Phone Number: 650-301-3305 or 650-438-9335 (cell) Email Address: pat@dcpartnership.org

1. Check the appropriate box, and provide the ID number for the organization:

☒ **501(c)(3) charity** Calif. Charitable Trust # _____

☐ Government entity FEIN # _____

☐ Chamber of Commerce FEIN # _____

2. Mission Statement or Goals:

The Daly City Partnership (DCP) was formed in 1995 with a mission ***to guide collaborative efforts and connect our community to services that promote well-being.***

Annually, over \$1 Million in quality programs and services are provided locally through the Partnership's collaborative efforts. DCP serves our residents with programs and services in the following core areas:

- ☐ **Our Second Home (OSH):** a ***Family Resource Center*** providing health services, parent and provider education, onsite preschool, ESL classes, family therapy/support groups, developmental screenings, and activities for providers and caregivers with children aged pre-natal through nineteen. OSH's Mission is to help families raise healthy children, prepared for school. Annually, over 800 families are served.
- ☐ **After School Academic Programs (ASAP):** serving Pre-Kindergarten through Eighth Grade students with high-quality after school programs in *Tutoring, Homework Assistance, Enrichment Classes, Summer STEM* and *School Readiness* programs. ASAP's mission is to help students reach grade level proficiency through extended school day learning. Annually, over 2000 students are served at 16 public elementary and 4 middle schools in the Daly City / Colma / South San Francisco area, including Susan B Anthony, JFK Elementary, and TR Pollicita Middle Schools, all of which serve Colma residents.
- ☐ **Daly City ACCESS -Healthy Aging Response Team (HART):** **ACCESS** is a collaboration of community based organizations, government agencies, and civic leaders serving older adults and persons with disabilities. They created the **HART** Program, a team of peer volunteers and Case

workers who provide information, referral, and assistance in applying for resources, and connect seniors and disabled persons to peers and programs that enhance wellness, build trust, and encourage self-sufficiency. Annually over 400 new clients are served, and nearly 2000 calls made on a senior's behalf. HART's newest feature is an in-home "Friendly Visiting" and "Meals Express" program, where weekly visits and food deliveries help isolated and disabled seniors age well in place.

- **Community Action Response Team (CART):** providing local support from the community for families in need of support. In partnership with Children and Family Services of San Mateo County, referred families are linked with CART case workers for a differential response to crisis situations. Families are connected to available services and resources designed to strengthen dynamics and improve function. Annually, over 300 families are served over a 6 month period.
- **Daly City Community Service Center (DCCSC):** connecting individuals and families in need to emergency shelter, food, income-eligible housing assistance programs, clothing, counseling, and other economic supports. Backpack drives, Thanksgiving meals, and Operation Santa Claus toy distributions have been center features for over 30 years. Annually, over 1500 are served.
- **Daly City Peninsula Partnership Collaborative (DCPPC):** over 100 community members, agencies, businesses, and institutions comprise the Daly City Partnership's Membership. Collaborative meetings are held on a bi-monthly basis to network, share information, foster open, respectful communication, and identify key community issues. Partnership members collaborate in providing high-quality, effective programs for our community, while avoiding duplication of services. Our vision is ***to empower a community of people to learn, grow and achieve a fulfilling life.***

3. Outline the geographic area where persons who benefit from your organization are located:

Over 90% of those served by Daly City Partnership's five direct programs reside in Daly City, Broadmoor, and Colma, and the Daly City Community Service Center (DCCSC) is specifically marketed as serving these three communities. The Healthy Aging Response Team and Community Action Response Teams are funded through Aging and Adult Service and Differential Response County Contracts respectively, and therefore must serve residents as far south as Millbrae and Montana. However, their primary reach is to Daly City / Colma seniors and families (over 90%). After School Academic Programs are a feature at 18 Daly City schools serving Colma, and 2 schools within the South San Francisco Unified School District.

4. Is the Town of Colma located within this geographic area? ☒ X_ Yes ☐ No

5. Summarize the organization's history:

The Daly City Partnership began in 1995 as a community collaboration between Peninsula Community Foundation, the County of San Mateo, the City of Daly City, and the four school districts serving the area. Our primary mission at that time was to provide direct services for elementary school students so that they would attain reading proficiently by third grade, and ultimately achieve success in school and in life. After school small group literacy and math tutoring with credentialed teachers, homework assistance centers, and enrichment programs in the arts and sciences were and continue to be offered at all elementary and middle schools. In 2002, DCP received First 5 and capital campaign funding to develop an Early Childhood Family Resource Center "Our Second Home", and broke ground on the facility in 2006. In 2008, DCP became the North County provider of Differential Response services. Families who

have been reported to Child Protective Services, but where it has been determined that the children are not at risk of abuse or neglect, are paired with a community case worker in order to help strengthen parenting skills and connect to community resources. In 2010, the Healthy Aging Response Team began as a group of peer volunteers manning a 40 hour-per-week help line to connect seniors and the disabled to services that promote aging well at home. It now also features the Friendly Visiting/ Meals Express program, with funds from Measure A. In June 2015, DCP was asked by the City of Daly City to manage the Daly City Community Service center, with a directive to run and staff the center with Partnership employees beginning July 2016.

6. Describe the population served by the organization, including where the population resides.

As mentioned, over 90 % of those served by DCP reside in Daly City, Broadmoor or Colma. The ethnicity of our clients reflects that of the local school districts, which is primarily comprised of 39% Filipino, 38% Hispanic, and 12 % Asian families. The Daly City Community Service Center has a higher proportion of Caucasian (10%) and African American (9%) families and individuals in need of services.

7. Describe the policies you have adopted and/or the procedures you follow to ensure that the terms and conditions of all grants are satisfied.

Daly City Partnership holds 6 county contracts (one contract has been consistently granted over the past 20 years, even during the cutbacks of the 2008 recession) and multiple foundation grants. We have a strong record of evidence-based positive outcomes that affect a broad base of residents in the Daly City / Colma communities. Each year, we produce quarterly, bi-annual, and/or annual reports with high quality quantitative and qualitative data, in keeping with contractual agreements. We also capture success stories. The following is a story from our quarterly report to the county on our Daly City Community Service Center...

“Francine” is a frail senior citizen trying to make ends meet each month on \$950.00 from Social Security and SSI. Fortunately, she is renting a subsidized apartment for only \$256.00. In June, Francine had an unexpected car repair bill of \$456.00. She also is currently trying to pay off a ‘Rent to Own’ washing machine, and her medication bills are very high. This made it impossible to make the rent for July, and she came to the center for assistance. We currently help balance her food bill with SHFB Family Harvest and Brown Bag distributions, and she has been able to maintain her rent for over a year and half, ever since receiving Season of Sharing funds from the center for her first and last month’s rent. By helping her this one time with her rental payment, she was able to avoid eviction from her affordable, subsidized apartment.

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No ☒ If yes, please provide details.

As a non-profit 501c3 community based organization, the Daly City Partnership is prohibited from participating or intervening in any political campaign. That being said, both the Daly City /Colma Chamber of Commerce and the Daly City Partnership hosted a Candidate’s Forum recently for all four candidates running for Supervisor Adrienene Tissier’s County seat. All four

candidates were in attendance, and each was able to answer every question posed as coordinated by the League of Women Voters. The intent was for all community members present to learn each of the candidate's platforms.

9. Please attach a copy of the following:

- ☐ Articles of Incorporation or similar organizational document
- ☐ IRS letter of tax-exempt status, if applicable



Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Daly City Peninsula Partnership Collaborative (a.k.a Daly City Partnership)

Contact Person: Pat Bohm, Executive Director

Address: 725 Price Street Daly City, CA 94014
Street Address City State Zip Code

Phone Number: 650-301-3305 cell: 650-438-9335 Email Address: pat@dcpartnership.org

1. Mission Statement: The Daly City Partnership (DCP) was formed in 1995 with a mission ***to guide collaborative efforts and connect our community to services that promote well-being.***

2. Amount of Request: \$ 25,000.00

a. Total Agency Annual Budget: \$ 1.5 million

b. Number of Agency Employees: 17 Full Time, 40 Part Time, 30 Volunteers

c. Payroll is 94 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. **Provide shelter, food, or clothing to persons in need of the Necessities of Life;**
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. **Educate and engage residents;**
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

4. Describe reason for request and how funds will be used:


The purpose of this grant request is to support two programs serving our neediest, lowest-income individuals and families. The ideal grant funding amount requested is \$25,000.00. General operating funds are needed to support base staffing and operations, so we may continue to serve Colma and Daly City residents with emergency safety net services, education, mental health programs and social services.

Rec. 8/1/16

The first program to be supported with \$15,000.00 is the Daly City Community Service Center, one of 8 CORE safety net service agencies in San Mateo County serving low-income individuals and families in danger of becoming homeless, and needing assistance with emergency shelter or housing assistance grants (emergency rental assistance, first and last month's rent, security deposits, etc. for those who can show an ability to maintain housing payments in the months to come). The center, located at 350 90th Street, also has an emergency food pantry and bi-monthly produce distribution for anyone who is hungry and in need, food gift cards, clothing, and a monthly Family Harvest food distribution in the Bayshore district of Daly City. Other services include utility assistance and emergency car repairs, bus passes and emergency taxi vouchers for those meeting income eligibility. Each week, the center also plays host to Legal Aid's Tennent's Rights Clinic, Restraining Order Clinics, Second Harvest Food Bank CalFresh & Food Connections, and HIP Shared Housing services. In 2015-16, forty-five Colma residents were helped through the center. And our current Backpack and School Supply Drive is being supported by Officer Dawn Marchetti and the Colma Police Department as well as the Colma Starbucks store. Last year, we distributed over 350 backpacks to students in need, including a dozen given directly to JFK, TRP, and SBA schools for Principals to issue directly to students.

This coming fiscal year, the center will be managed and staffed exclusively by Daly City Partnership staff. Three long-time Daly City case workers retired as of July 1, 2016 because the City of Daly City is no longer able to support the center. This has resulted in an overall budget reduction of 60% over the previous year. Current funding is primarily through county contract (98%), and only 2% from Daly City 'seed money' contribution. The city also is providing in-kind office space and phone service, but has had to eliminate internet, network and other supports due to current and expected budget deficits.

The second program requested to be supported by this grant in the amount of \$10,000.00 is the Partnership's Family Resource Center, known as "Our Second Home", and located on the John F. Kennedy School Campus, less than a few blocks from the Colma city limit. This beautiful, home-like community center is dedicated to the needs of children and the adults in their lives. Our Second Home works with families, ECE professionals, and caregivers to promote healthy development, academic readiness and safety for children in Daly City, Colma and Northern San Mateo County. Many of our programs are designed for families with children from 0 to 5 yrs. However, our vision is to serve parents and children aged 0 to 19 years with education, group support, Marriage and Family Therapy programs, so all children and teens that have adverse childhood experience or trauma can find wellness. Current free (or very low cost) programs include the following, with many offered in collaboration with community partners:

- **"Learning Together" Parent Education:** in partnership with  StarVista, families may enroll in educational playgroups at Our Second Home or sign-up for in home parent support services.
- **Preschool:** 4 or 5 year olds from low income families may enroll in Our Second Home's morning Pre-K, state-subsidized and operated in partnership with Bayshore Childcare / Peninsula Family Services.
- **Bi-Lingual Play Groups:** Parents and Caregivers with children aged one through five are welcome to drop in for fun and socialization.
- **English as a Second Language Class:** Adults may drop-in for FREE English language lessons on Mon, Tues., Wed., & Thurs. afternoons- childcare provided (Sponsored in partnership with JUHSD Adult Education)
- **'Ages and Stages' Developmental Screenings:** Parents can discover if their child (aged 3 months to 5 years) is reaching their developmental milestones.
- **Speech and Learning Delay Screenings:** Follow-ups on an ASQ assessment, as needed, are provided to children aged 3 months to five years with a preliminary speech screening - courtesy Speech Goals.

- **Individual, Child, and Family Therapy:** Families with Children ages 0-19 may be referred for free family well-being counseling with Daly City Partnership's Mental Health Clinician (MFTi).
- **Childcare Provider/Early Childhood Educator Trainings:** Our Second Home's schedules professional development for ECE providers on various training topics. ECE Professional Development Growth Hours available.
- **Parent Education Workshops:** Our Second Home's monthly calendar features classes and workshops designed to enhance parenting skills, such as "Play to Grow" and "Circle of Security".
- **Kinship Support Group:** Adults caring for another relative's child or teen are welcome to drop-in Wednesday evenings for free dinner and group support – childcare provided. Sponsored by Edgewood.
- **Pacific Island Parent's Support Group:** Meets the first Friday evening of each month for support & friendship –dinner provided. Sponsored by Asian American Recovery Services. (Non P.I. Parents welcome)
- **Domestic Violence Survivor Supports:** Survivors can enroll in Star Vista's program for parents who have experienced past partner abuse, or inquire regarding Daly City Partnership's DV group support programs.
- **Nutrition and Exercise Programs:** Scheduled each month for health and well-being (Zumba, Yoga) Healthy Cooking & Nutrition Programs (most are fee based)
- **Baby Sign Language:** Learn to communicate with your infant with visual clues (fee based)
- **Access to Community Resources:** Drop-ins, calls or e-mails received daily for info and assistance connecting to childcare, preschools, and social services such as CalFresh, health benefits, and more.
- **Libre- Legal Aide Services:** Offers connections to services for immigrants on the first Friday morning each month: Call 650-517-8936 to schedule an appointment.
- **Multi-Lingual Resource Library and Computer Station:** Check out Books, DVDs, or access the Internet.

Our Second Home is open weekdays from 8 am until 4 pm at 725 Price St. in Daly City on the John F. Kennedy Elementary School Campus. Services are offered in English and Spanish. Our Administrative Assistant, Nely Martinez, is the 2011 "Spotlight on Excellence" Award from First 5 of San Mateo County. Daly City Partnership is the 2013 recipient of the J, Russell Kent Award from the San Mateo County Board of Education for program excellence for our Family Literacy and Health Day, now in its fourteenth year at Susan B. Anthony School. Annually, over 1000 family members are in attendance. DCP has been awarded over a dozen commendations from city, county and state government officials, including a Commendation from the Town of Colma on the occasion of DCP's 20th Anniversary. DCP chose the beautiful Colma Community Center as the setting for our 20th Anniversary Fundraising Luncheon on October 16, 2015.

- 5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

Not Applicable – This is our First Application

6. Describe the benefit to the Town derived from funding your organization:

The Town of Colma has always been an integral part of Daly City Partnership's programs and services. In 1995, our original tutoring, homework assistance, and summer "Kindergarten Readiness" programs were piloted at Colma Elementary and John F, Kennedy School. Our on-

site preschool has always had 4 and 5 year Colma students in attendance each year. This past summer, many incoming Kindergarten and First grade students from Colma participated in the "Inspiring Summers' program at JFK School...a high quality summer school readiness program sponsored by the "Big Lift' county program and co-lead by DCP and Jefferson Elementary School District. With additional promotion in partnership with the Town of Colma, the multiple services available at Our Second Home, DCP's Family Resource center, can easily be accessed by Colma families. And Colma's support will help us keep the doors open, the lights on, and programs growing for all Colma families. Colma families will benefit from childcare opportunities, emotional parent support groups, parent education, and connections to community resources.

The Daly City Community Service Center has served Colma residents in need for over 46 years, even before additional county support funding became available. Multiple printed brochures from both the county and the Daly City department have always included prominent verbiage that Colma is a part of the service area. New, more community friendly marketing cards are being produced to replace the cumbersome tri-fold brochures, and will be made available at Colma Community Centers and offices. Our team has scheduled meetings with Police and Fire in order to acquaint Daly City departments with our Emergency and crisis services, and the same will be done with Colma Fire and Police Departments. The benefit of knowing where to send families and individuals in need of emergency support should help alleviate crisis situations that Colma residents may experience.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

- A. Of the 1500 individuals and families served in fiscal 2015-16, Forty-Five clients listed their current residence as Colma. Although this may seem to be a small proportion of the 1,600 living residents of the town, the services are specific to the lowest income families and individuals seeking emergency rent, shelter, food, or other services. In 2015-16, twenty of our clients at Our Second Home listed Colma as their residence.
- B. The Daly City Community Service Center is located at 350 90th Street near Sullivan Avenue. Our Second Home is located at 725 Price Street, on the John F Kennedy School Campus, and just a few short blocks to the Town of Colma.
- C. Currently DCP produces a monthly newsletter which is e-mailed to 2,550 community members and agency partners. We also have an actively used web site: www.dcppartnership.org and have Facebook and twitter links. Our intent is to expand all of these marketing venues, and partner with the Town of Colma on marketing and awareness of both programs services.

8. Provide a detailed account of how the FY 2015-16 contribution was used:

Not Applicable – This is our First Grant Application

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

2015-16: City of Daly City - \$69,714.00 annual support of DCP Community Collaborative

2016-17: City of Daly City - \$69,714.00 -annual support of DCP Community Collaborative

2015-16: City of Daly City - \$120,000.00 to support operations of D C Community Service Center

2016-17: City of Daly City - \$6,000.00 in seed money for support of D C Community Service Center

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____

No ☒ X

As a non-profit 501c3 community based organization, the Daly City Partnership is prohibited from participating or intervening in any political campaign. That being said, both the Daly City /Colma Chamber of Commerce and the Daly City Partnership hosted a Candidate's Forum recently for all four candidates running for Supervisor Adrienene Tissier's County seat. All four candidates were in attendance, and each was able to answer every question posed as coordinated by the League of Women Voters. The intent was for all community members present to learn each of the candidate's platforms.

11. Charitable Trust # or EIN # 06-1734338

Please attach a copy of the following:

- ☐ Proof of organization's tax exempt status
- ☐ Roster of current governing board
- ☐ Completed IRS 990 form for the last fiscal year
- ☐ Current Year Annual Operating Budget





Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Daly City Youth Health Center

Contact Person: Kimberly Gillette

Address: 2780 Junipero Serra Blvd. Daly City CA 94015
Street Address City State Zip Code

Phone Number: 650-985-7013 Email Address: kgillette@dalcityyouth.org

1. Mission Statement:

The Daly City Youth Health Center (DCYHC) is a community wellness center providing excellent primary health care, counseling services, vocational internships, and comprehensive sexual health education for youth, ages 12-24. Our mission is to provide safe, respectful, comprehensive health services to underserved teens and young adults, preparing them for a healthy adulthood. DCYHC was founded in 1990 in response to a study that showed low-income teens in our community had significantly lower health status and less access to health services than the general population.

Our Primary Care Clinic offers low-cost or no-cost services including physicals, immunizations, tuberculosis skin test and treatment, vision and hearing screening, and reproductive health exams including Pap test and breast exams, contraceptives, pregnancy tests, and sexually transmitted infection tests and treatment. Our Behavioral Health Counseling program provides individual, family, couples, and group counseling to youth and their families. Project PLAY is a reproductive health and pregnancy prevention education program encouraging teens to make informed, healthy decisions. The Elements for Success is a year-round school-to-career program that helps youth who struggle with high school completion and gaining employment.

DCHYC is a unique collaboration between the county health care system and the school district. We are a school-linked program of the Jefferson Union High School District (JUHSD) and our clinic is a satellite facility of the San Mateo Medical Center (SMMC). Our collaboration provides teens and young adults with the information and guidance they need to make healthy choices, to stay safe in school, and achieve financial stability.

For 26 years, we have helped more than 52,000 underserved teens and young adults, living in Daly City, Broadmoor, Pacifica, Colma, Brisbane, South San Francisco and San Bruno. The ethnicity of the youth we serve includes: 34% Latino, 28% Filipino, 13% Caucasian, 6% African-American, 5% Chinese, 2% Pacific Islander, 1% Native American, and 11% Mixed Race/Other/Unknown. Many of the teens we work with have complex problems and needs such as English language acquisition, learning disabilities, unplanned pregnancy, domestic violence, alcohol/drug abuse, unemployment, crowded housing, and lack of health insurance.

2. Amount of Request: \$5,000.00
 - a. Total Agency Annual Budget: \$1,057,216
 - b. Number of Agency Employees: 24
 - c. Payroll is: 81% of the Agency's total Annual Budget.
3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:
 - A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
 - B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
 - C. Educate and engage residents;
 - D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

The funding request from the Town of Colma will be used to support the Behavioral Health Program which provides counseling to youth suffering from mental health and substance abuse. The DCYHC is a perfect fit for category B, providing mental services with special needs and integrated care services.

DCYHC's behavioral health program in high schools has been helping youth who are immigrants and economically at risk. In school year 2015-16, 11.6% of the total enrolled students are English Learners and 36.3% of the total student population were qualified for free or reduced meals.

The program will increase access to intensive behavioral health counseling to youth from all races, specially the cultural minority, regardless of their gender preferences. Of the 4,906 students enrolled, 30.7% were Filipinos, 28.7% were Hispanic or Latino, 14.6% were White, 14.5% were Asian, 7.2% belonging to 2 or more races, 2.5% were African American, 1.4% were Pacific Islander, 0.3% were American Indian or Alaska Native, and 0.2% no ethnicity data reported.

Last fiscal year, we counseled 160 youth two or more times for counseling for issues of substance abuse, physical/sexual violence, family and relationships issues, depression, and anxiety. Out of the 160 youth, 49 had intensive counseling sessions due to history of a substance abuse and 24 with a history of physical abuse. Of the total youth we counseled, 57 were males, 103 were females.

This fiscal year, our program objectives are to provide:

- 1) access to behavioral health and substance abuse screening to at least 200 youth in schools and onsite;
- 2) access to behavioral health services by counseling two or more times at least 160 youth;
- 3) behavioral health services to 50 youth (from the 160 target) with history of substance abuse and/or physical abuse.

While we cannot change someone's history with substances and abuse, we can improve their symptoms and responses. Often those who have experienced abuse are depressed, anxious, and/or abuse substances. Therefore, we will track the progress of those manifestations.

The expected outcomes are for youth seen three or more months:

- 75% of individuals with **substance abuse** improved at least one step;
- 75% of individuals with **anxiety** improved at least one step;
- 75% of individuals with **depression** improved at least one step.

We will utilize DSM-5 Self Rated Level 1 Cross-Cutting Symptom Measure in evaluating the impact of our services. It is approved by the American Psychiatric Association and found to be clinically useful with good test-retest reliability. The tool is a self-rated measure that assesses 12 psychiatric domains for the child category (11 to 17) while the adult category (above 17) assesses 13 psychiatric domains. Domains include depression, anxiety, substance use, anger, mania, suicidal ideation, psychosis, sleep problems, and others. It will be administered on the first visit of the client then every three months that follow, to measure their level of improvement in the course of their counseling treatment.

We will continue using our counseling Progress Report Outcomes form as adjunct tool and collect narratives from our youth on decreased use of substances, reports on better handling daily life challenges, getting along better with family/friends, better handling school challenges, and ability to cope when things go wrong.

4. Describe reason for request and how funds will be used:

Past surveys show disturbing behavioral health illness of youth enrolled in JUHSD. From school year 2011-2013, the California Health Kids Survey result showed 14.9% of 9th grade using marijuana 7 or more times, 23.7% for the 11th grade students, and continuation school students with 33.2%. When asked if they consumed alcohol in their lifetime, 12.6% of 9th grade students had alcohol seven or more times, 31.4% of 11th grade drinks alcohol, and 33% of the students from continuation school drinks alcohol. On cigarette use, 4.3% of 9th grade students reported using cigarettes, 11th grade had 11.2% and continuation school students had 17.9% of the population use cigarettes.

In the same year, the JUHSD staff were surveyed on the behavioral health of the students and 70.8% reported student's alcohol and drug use is a mild to moderate problem in the schools and a big majority or 86.5% conveyed that student depression or mental health is a mild to severe problem in schools.

Lately, we saw an increase need in schools for counseling support from DCYHC to provide more intense treatment to students suffering from substance use and abuse and those with history of physical and/or sexual abuse. There was a significant increase in the number of counseling visits from 508 in fiscal year 2014-15 to 654 counseling visits in 2015-16, indicating intense treatments on the said issues of the clients.

We also received more client referrals and requests for deployment of additional counseling interns in the schools. Although each school has a Wellness Counselor, they are in charge of the entire student population. With their case load, school Wellness Counselors can only respond to crisis situations, students needing intense treatments are referred to DCYHC onsite counseling services. However, transportation from school to our center has always been a challenge for the

students especially those from Terra Nova High School in Pacifica who consume an hour or more just for bus rides.

With the help of Town of Colma, the DCYHC will increase accessibility to intensive counseling services to students suffering from substance use and abuse, and those with history of physical violence. We will provide counseling interns in four of the high schools once a week starting September 2016 until June 2017 for students who needed counseling sessions and those who cannot come in to our facility due to transportation issues.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

The DCYHC is very grateful for the support of the Town of Colma in the previous fiscal year. This year, we are asking for the same amount of grant, \$5,000 to continue providing behavioral health counseling to underserved teens and young adults enrolled at the Jefferson Union High School District, especially those residing in Colma.

6. Describe the benefit to the Town derived from funding your organization:

The benefits of the DCYHC services to the Town of Colma are:

- *Accessibility and availability of integrated wellness services in our clinic for youth, especially to those who belong to the low-income and immigrant population residing in Colma.

- *Accessibility and availability of intensive counseling treatment for Colma youth residents enrolled in one of the JUHSD high schools.

- *Availability of counseling for Colma youth who are suffering from mental health issues such as depression, anxiety, family and relationship problems, substance use and abuse, and suicidal ideation to prevent suicide and help youth to better cope with their challenges in life.

7. Describe the following:
- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
 - B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
 - C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. In school year 2015-16, JUHSD had a total of 80 students who are residents from the Town of Colma and are benefiting from our comprehensive sexuality health education and in school behavioral health counseling.

In addition, the grant from Town of Colma provided counseling services on site to three youth residing from Colma. These youths were also provided with workshop on job readiness skills, career exploration and resume writing through our college and vocational assistance program. With the help of our other program partners, we trained another 5 youth from Colma with leadership skills to become peer health educators, to help with critical outreach activities, and to teach comprehensive sexuality health education.

B. Our therapists are located at Jefferson, Westmoor, Thornton, and Terra Nova High Schools. Many Colma residents attend these schools. In addition, Colma residents may receive counseling at the Health Center, conveniently located between Westmoor and Jefferson High Schools.

C. We provide outreach and education at all of the JUHSD schools and El Camino High School. We present in the health classes, primarily taken by freshmen, and notify them about our services. We are at many other community meetings sharing information about the healthcare we offer teens and young adults.

8. Provide a detailed account of how the FY 2015-16 contribution was used:

The grant from the Town of Colma for FY 2015-16 amounting to \$5,000, was used to support staff cost for our Marriage and Family Therapist (MFT) counselor for \$4,500 and the cost of supplies for \$500 that include writing journals, workbooks to cope with trauma on child sexual abuse, stress relief balls, pamphlets, and art materials for therapy sessions and at home.

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

In FY 2015-16, we requested and received a grant of \$6,000 from the Community Development Block Grant of the City of Daly City. For fiscal year 2016-17, we received the same amount of grant from the City of Daly City.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

No. DCYHC did not participate or intervene in any political campaign.

If yes, please provide details.

11. Charitable Trust # or EIN # Federal Tax ID #94-3083772 and NCES ID #0618930

Please attach a copy of the following:

- ☐ Proof of organization's tax exempt status
- ☐ Roster of current governing board
- ☐ Completed IRS 990 form for the last fiscal year
- ☐ Current Year Annual Operating Budget





**Non-Profit Funding Request Form
FY 2016-17**

(Please attach additional sheets of paper if you need more space.)

Name of Organization: HIP Housing

Contact Person: Clarice Veloso

Address: 364 South Railroad Ave. San Mateo, CA 94401
Street Address City State Zip Code

Phone Number: 650-348-6660 ext. 308 Email Address: cveloso@HIPHousing.org

1. Mission Statement: HIP Housing's mission is to invest in human potential by improving the housing and lives of people in our community. Our agency has been serving the Town of Colma and its' residents since 1972, by providing creative, affordable, housing solutions that directly address the needs of the City's unique and diverse population. We accomplish this mission through our three programs: Home Sharing, Self Sufficiency, and Property Development.

These programs provide desperately needed stable, affordable housing to low-income individuals and families, persons with disabilities, those who are living on a fixed income and seniors who want to continue to live independently in their own home.

2. Amount of Request: \$5,000
- a. Total Agency Annual Budget: \$1,725,253
 - b. Number of Agency Employees: 20
 - c. Payroll is 54% of the Agency's total Annual Budget

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:
- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
 - B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
 - C. Educate and engage residents;
 - D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

HIP Housing is requesting funding in support of its' Home Sharing Program, which has been serving the residents of The Town of Colma since 1979. The program prevents homelessness, provides desperately needed stable and affordable housing to low-income individuals and families, and helps seniors and those with special needs to remain independent in their home.

The Home Sharing Program matches people who have room in their home to share with individuals who need a place to live at an affordable price. By utilizing existing housing, which is readily available, the Home Sharing Program finds affordable housing for low-income

residents, and provides a realistic solution that enables seniors, and persons with special needs to maintain both their home and their independence.

By utilizing the existing inventory of homes in the area, HIP Housing's largest program, Home Sharing, provides the low-income residents of The Town of Colma with safe, permanent and affordable housing. With this creative approach to a very complex issue, the program prevents homelessness, promotes independence, and provides security for seniors. It also enables the city's vital workforce to find sustainable residency in and around The Town of Colma.

The Home Sharing Program also arranges service exchanges, in which one person provides services, such as cooking, cleaning, and companionship, for seniors and/or persons with disabilities, in exchange for lower or no rent.

4. Describe reason for request and how funds will be used:

The Town of Colma residents who apply to the Home Sharing Program for assistance will have peace of mind because the activities carried out by the Home Sharing Counselors, ensure that the application process is both thorough and secure. Clients first complete a detailed application to make sure that they are matched in compatible living arrangements. Counselors will then conduct thorough interviews to establish each client's specific needs, after which, they carry out local background checks. If a client is homebound, a home visit is scheduled.

When clients are matched, Counselors facilitate a discussion between both parties to help them outline their expectations and to agree on rights and responsibilities. This information is then documented in a Living Together Agreement, which is signed by both parties.

Program staff provides valuable follow up support to clients. Home share matches involving seniors are typically contacted every three months (sometimes more frequently if needed), while others involving non-seniors are contacted twice a year. The result of this incredibly thorough and in-depth process, is that the average home share match lasts more than two years, with others lasting between five and twenty years.

HIP Housing's Home Sharing Program is the only home sharing program offered in San Mateo County, is the largest program in the United States, and one of the few sources of readily available affordable housing in the County. This unique and irreplaceable program, has evolved into what is now a critical resource for people of all ages and backgrounds, who are struggling to find decent, affordable housing, or to maintain their existing housing.

5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

N/A

6. Describe the benefit to the Town derived from funding your organization:

In FY **2015-2016**, HIP Housing's Home Sharing Program interviewed **1,888** individuals for the program and matched **228** clients in home sharing. The staff also continue to follow up with over **372** additional clients who were matched in home sharing arrangements from previous fiscal years. Over **4,066** persons contacted the agency for information about affordable housing.

In the Town of Colma during FY **2015-2016**, the Home Sharing Program interviewed and provided direct assistance and resources to **nine** clients who live or work in Colma, while **five** additional Colma residents called our offices to receive information about affordable housing options.

Recently, we worked with Jennifer, a senior who has been working at the Home Depot in Colma for the past 5 years. Unfortunately, due to a recent knee replacement surgery, Jennifer has been on workers' compensation and has been receiving food stamps. To make matters worse, Jennifer was evicted from her apartment as a family member of the landlord was taking over her apartment.

Jennifer hopes to stay in the Colma area close to work and to the activities she does at her church. Currently, she is working with HIP Housing's North County Housing Coordinator to locate housing within her \$750 a month housing budget.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. HIP Housing Prevented homelessness and provided housing services to **nine** Colma clients in need of housing or a housemate, by interviewing, screening and providing other resources, potentially placing them in home share matches.

B. Colma residents could come to HIP Housing's main office for their intake interview. A lot of the correspondence also goes on with the Home Seekers and the Home Providers and their Home Sharing Counselors over the phone.

C. Within the last yer, we have been able to increase our presence within the community through presentations, partnerships, and media representation. Our agency has been featured in a number of newsletters and websites for local nonprofits, faith based communities, and state-wide nonprofit organizations.

Our Outreach Coordinator will be conducting a presentation with Colma's local Police and Fire department personnel Aug. 16 and 17, 2016 on the Home Sharing program, educating them on this valuable resource. This is info on Home Sharing can be important to disseminate to Colma residents in distress.

Several months back an outreach mailing was sent to Starbucks (in Colma) and we have distributed flyers in the Colma Community Center.

8. Provide a detailed account of how the FY 2015-16 contribution was used:

HIP Housing is pleased to report that our dedicated home sharing staff have achieved the objectives outlined in our original grant proposal. During Fiscal Year 2015-2016, Home Sharing Program staff have:

- Prevented homelessness and provided housing services to **1,888** clients (**9** Colma clients) in

need of housing or a housemate, by interviewing, screening and providing other resources, potentially placing them in home share matches.

- Significantly reduced housing costs for **228** individuals (in San Mateo County) by matching them in affordable home sharing arrangements.

- Maintained affordable housing arrangements for **372** (in San Mateo County) clients matched in previous years, providing case management and follow up services

- Made home visits to **30** frail, disabled, or homebound seniors around San Mateo County.

- Provided housing and counseling services throughout the community in English, Spanish, Mandarin, German, and Tagalog.

- Educated **over 4,000** people about HIP Housing, with an emphasis on attracting new home providers. There was a **25%** increase in the number of potential Home Providers who contacted HIP Housing in FY 15-16.

- Sent out **7,052** educational materials on home sharing and conducted presentations where **2,854** people attended

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2015-16:

Atherton - \$2,500 – FY 15-16 received; FY 16-17 funding approved

Belmont - \$5,000 – FY 15-16 received; FY 16-17 funding approved

Brisbane - \$5,000 – FY 15-16 received; FY 16-17 funding approved

Burlingame - \$2,600 – FY 15-16 received; FY 16-17 funding approved (for \$29,000)

Daly City - \$12,000 – FY 15-16 received; FY 16-17 funding approved

Foster City - \$5,000 – FY 15-16 received; FY 16-17 funding approved

Half Moon Bay - \$1,000 – FY 15-16 received; FY 16-17 funding approved

Hillsborough - \$2,500 – FY 15-16 received; FY 16-17 funding approved

Menlo Park - \$17,500 – FY 15-16 received; FY 16-17 applied

Millbrae - \$5,000 – FY 15-16 received; FY 16-17 funding approved

Portola Valley - \$3,000 – FY 15-16 received; FY 16-17 funding approved

Redwood City - \$15,000 – FY 15-16 received; FY 16-17 funding approved

San Carlos - \$20,000 – FY 15-16 received; FY 16-17 applied

San Bruno - \$30,000 – FY 15-16 received; FY 16-17 funding approved

San Mateo - \$15,000 – FY 15-16 received; FY 16-17 funding approved

South San Francisco - \$10,000 – FY 15-16 received; FY 16-17 funding approved

Woodside - \$1,000 – FY 15-16 received; FY 16-17 funding approved

County of San Mateo - \$58,500 – FY 15-16 received; FY 16-17 funding approved

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes ____ No X

If yes, please provide details. N/A

11. Charitable Trust # or EIN # 94-2154614

Please attach a copy of the following:

- ✓ Proof of organization's tax exempt status
- ✓ Roster of current governing board
- ✓ Completed IRS 990 form for the last fiscal year
- ✓ Current Year Annual Operating Budget



Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Community Environmental Education Program

Contact Person: Edward Lopez

Address: 115 First Ave Daly City CA 94014
Street Address City State Zip Code

Phone Number: 650-550-7847/4158061818 Email Address: elopez@juhsd.net

1. Mission Statement: _____

Our elementary school students gain field trip chaperones, on-site tutors and positive role models. Our Wilderness students learn and practice leadership skills and responsibility to younger children. Both groups together develop greater community awareness

2. Amount of Request: \$3000.00

a. Total Agency Annual Budget: \$ _____

b. Number of Agency Employees: _____

c. Payroll is _____% of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

Our projects will educate and engage residents children through activities they would otherwise not have the opportunity to engage. Through our activities we expose students to experiences that the Bay Area has to offer.

4. Describe reason for request and how funds will be used:

1. Continue our field trips

2. Buy chicken and garden supplies

3. Support shared meals and camping trip supplies

4. Audio-visual supplies

5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

N/A

6. Describe the benefit to the Town derived from funding your organization:

All of our activities contribute to better community awareness and responsibility for all students involved. Youth of our community are learning to trust and take care of each other and together they are also taking care of their community. San Bruno Mountain is a community resource right in our backyard; our students will understand how to access and protect this neighborhood resource. Over the years several high school students have used the skills they develop in the program to be hired by the Colma Park and Recreation Department as well as other jobs connecting with youth. In 2012 our efforts with our San Bruno Mountain Overnight program was awarded the J. Russell Kent Award.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

The number of Colma residents is 50 students. They will receive services through their enrollment at Susan B. Anthony School. We make concerted effort to purchase and

conduct business in Colma

8. Provide a detailed account of how the FY 2015-16 contribution was used:

Contracted transportation & Public transportation: \$2942.05

Entrance Fees	\$1230.00
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Chicken & Garden supplies	\$169.68
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Miscellaneous (picnic & food supplies)	\$1766.23
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Total =	\$6102.96
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9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

N/A

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X _____

If yes, please provide details.

11. Charitable Trust # or EIN # 94-3083772

Please attach a copy of the following:

- ☐ Proof of organization's tax exempt status
- ☐ Roster of current governing board
- ☐ Completed IRS 990 form for the last fiscal year
- ☐ Current Year Annual Operating Budget



Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: LifeMoves (formerly InnVision Shelter Network)

Contact Person: Katherine Finnigan, Senior Director, Grants & Contracts

Address: 181 Constitution Drive Menlo Park CA 94025

Street Address City State Zip Code

Phone Number: 650-685-5880 ext. 129 Email Address: kfinnigan@lifemoves.org

1. Mission Statement: LifeMoves is the largest and most effective non-profit committed to ending the cycle of homelessness for families and individuals in Silicon Valley. Started in 1987, our mission is to provide safe, dignified interim housing and supportive services that create opportunities for homeless families and individuals to rapidly return to stable housing and long-term self-sufficiency.

2. Amount of Request: \$5,000

a. Total Agency Annual Budget: \$19,567,466

b. Number of Agency Employees: 222

c. Payroll is 45 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

A. **Provide shelter, food, or clothing to persons in need of the Necessities of Life;**

B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;

C. Educate and engage residents;

D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

Funding from Town of Colma will support LifeMoves programs and services, bringing critically-needed emergency, interim, and permanent supportive housing to the area's homeless individuals and families.

JUL 19 '16 PM 4:59

4. Describe reason for request and how funds will be used:

Despite notable efforts, homelessness continues to plague our nation. Last year, the United States Council on Homelessness identified 578,424 individuals experiencing homelessness on a given night. Amidst the Bay Area's affluence, the situation is particularly grim, with homelessness ranking the seventh highest per capita in the nation.

In the midst of this on-going crisis, LifeMoves is experiencing unprecedented demand for shelter and supportive services. With waitlists averaging between 50-70 families and individuals each night, it is imperative that LifeMoves shelters continue to provide critical supportive services for this vulnerable subsection of our community.

Underpinning all LifeMoves programming is our innovative therapeutic service model continuously proven to break the cycle of homelessness by driving transformation at the source of homelessness rather than treating the symptoms. This successful model combines clean, modern housing with intensive supportive services that promote dignity and motivate our clients to achieve autonomy.

Through our program, clients receive safe housing and all basic necessities, including food, clothing, toiletries, and laundry supplies. In addition, our comprehensive supportive services and therapeutic programming enable our homeless clients to address the unique root causes of their homelessness. Each client works closely with their Case Manager, who helps them create and execute concrete plans to secure jobs, affordable child care, permanent housing, and the skills and resources needed to maintain them. The LifeMoves innovative therapeutic program model sets the foundation for our shelter-based programs and is the main catalyst of change for LifeMoves clients. Unique service components of our therapeutic program model include:

- BehavioralMoves: free, on-site, mental health assessment and treatment for children, single adults, couples, and families; and addiction and recovery support services
- HousingMoves: housing locator specialists; short-term rental subsidies and one-time move-in costs; and links to market-rate housing
- CareerMoves: job search, interview preparation, and resume development assistance
- FinancialMoves: financial literacy training and savings incentives programs
- HealthMoves: parenting, smoking cessation, and wellness and nutrition workshops
- LearningMoves: intensive life skills workshops and education programs for children including Science, Technology, Engineering, and Mathematics (STEM).

Because homelessness severely impacts children, LifeMoves also offers a robust children's program to bridge any achievement gaps brought about by homelessness, with the goal of disrupting intergenerational poverty. Our unique children's program includes academic assistance with supplemental STEM programming, Summer Adventure Camp, special needs screening, and psychological treatment through our unique mental health program specifically designed for this vulnerable population.

Last year, with the support of 36,000 dedicated volunteers, LifeMoves provided nearly 9,000 homeless individuals, including families with children, with food, clothing, intensive case management, comprehensive supportive services, and approximately 273,200 nights of shelter. Most importantly, our therapeutic service model is effective: last year, 97% of families and 82% of individuals

completing an interim shelter program successfully returned to stable housing, equipped with the life skills and competencies needed to maintain long-term self-sufficiency.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

LifeMoves is requesting an additional \$2,000 this year in order to meet the growing challenge of combatting homelessness in San Mateo County. According to 2015 (the most recent) homeless point-in-time census data, there are an estimated 1,500 homeless individuals in San Mateo County on the street at any given time. The majority are homeless due to unemployment and lack of affordable housing, and many others are underemployed in service sector jobs, which, when combined with our region's soaring rents and lack of affordable housing, put them at substantial risk of becoming homeless. For example, the average rent for a one-bedroom apartment in San Mateo County has increased in 2016 to \$2,629/month, an approximate rise of 15% from the previous year. The escalating cost of living and critical shortage of affordable housing in the Bay Area continue to make it increasingly difficult for low-income families and individuals to survive financially.

The spike in our clients from Town of Colma this year to 21 individuals speaks to this critical problem and growing challenge. Thank you very much for your consideration.

6. Describe the benefit to the Town derived from funding your organization:

LifeMoves served 21 residents from Town of Colma in Fiscal Year 2016, up from serving one resident in Fiscal Year 2015.

LifeMoves ensures that homeless residents in Town of Colma continue to have access to critically-needed programs and services that help to rapidly re-establish stable housing and long-term self-sufficiency.

7. Describe the following:

A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;

Number of Town of Colma residents served: 21 residents from the Town of Colma in FY 2016 and 1 resident in FY 2015

B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and

Family Crossroads in Daly City, First Step for Family in San Mateo County, Maple Street Shelter in Redwood City, Redwood Family House in Redwood City, and Haven Family House in Menlo Park. Clients from Town of Colma are referred to our shelter through San Mateo County's nine Core Services Agencies.

C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and

businesses.

The LifeMoves Homeless Outreach Team (HOT) is part of the agency's continuum of services specifically for unsheltered homeless individuals in San Mateo County. An Outreach Case Manager connects unsheltered homeless clients throughout the County (including Town of Colma) with housing and supportive services, in addition to helping clients access primary and behavioral healthcare. Outreach Case Managers collaborate with local Police Departments and other community-based agencies to identify high users of emergency medical care and other municipal services and to connect these individuals to housing and supportive services. A significant number of those served are Veterans and/or chronically homeless.

8. Provide a detailed account of how the FY 2015-16 contribution was used:

Funding from Town of Colma supported staff salaries and facility operating costs at the LifeMoves shelter First Step for Families. With support from Town of Colma in FY2016, LifeMoves provided comprehensive services to 21 Town of Colma residents. Among various positive outcomes, in FY16: 94% of all families graduating a transitional housing program successfully returned to stable housing, 100% of individuals and families received food and shelter and had a Case Manager, and 100% of clients had access to the LifeMoves Behavioral Health program.

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

CITY	FY15 Received	FY16 Anticipated/Pending
Burlingame	\$5,600	\$7,500
Colma	\$3,000	\$3,000
Daly City	\$16,000	\$16,000
Foster City	\$3,000	\$3,000
Menlo Park	\$20,000	\$20,000
Palo Alto	\$72,009	\$35,592
Redwood City	\$75,554	\$17,000
San Carlos	\$20,000	0

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No ☒ X _____

If yes, please provide details.

11. Charitable Trust # or EIN #

77-0160469

Please attach a copy of the following:

- ☒ Proof of organization's tax exempt status
- ☒ Roster of current governing board
- ☒ Completed IRS 990 form for the last fiscal year
- ☒ Current Year Annual Operating Budget





Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: North Peninsula Food Pantry & Dining Center of Daly City

Contact Person: Denise Kelly

Address: 31 Bepler Street, Daly City CA 94014 - PLEASE NO MAIL

Street Address

City

State

Zip Code

Phone Number: 650-994-5150 Email Address: fooddc@comcast.net

1. Mission Statement: _____

Provide nutrition and sustenance to anyone in need

2. Amount of Request: \$ 12,500.00

a. Total Agency Annual Budget: \$ 97,021.00

b. Number of Agency Employees: 2 Part Time

c. Payroll is 33.5 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- *** A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
C. Educate and engage residents;
D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

We are a small organization serving the hungry in our community. Funds received provide us

with the opportunities to continue our mission.

4. Describe reason for request and how funds will be used:

Hunger is still a very important global issue especially in communities, like ours, where the cost of living is high. Incomes in Daly City, Colma, and Broadmoor continue to be lower than in other areas of the Bay Area. Families continue to struggle especially seniors on fixed incomes. Any funding received from Town of Colma will be used to purchase meals for our Dining Center. Meals are purchased from Samaritan House at a cost of \$4.50 each.

5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

We are requesting the same amount as 2015-2016.

6. Describe the benefit to the Town derived from funding your organization:

Residents of Colma are eligible, encouraged, and welcome to receive groceries or participate in our hot meal program. Supporting this service reduces the need for Town of Colma to directly provide food to those in need in Colma.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. We are unable to provide the number of Colma residents served as Colma shares a zip code with Daly City.

B. We are located at 31 Bepler Street, Daly City 94014

C. Colma residents are advised of our services through outreach to local civic/service organizations;
we are also listed on many San Mateo County Social Services resource listings.

8. Provide a detailed account of how the FY 2015-16 contribution was used:

The \$12,500.00 granted to NFPDCCDC in 2015-16 was used to purchase meals for our Dining Center
in October 2015, November 2015, December 2015, and part of January 2016. During those four
months we purchased 3,480 hot meals at a total cost of \$13,552.00.

9. List contributions requested and received from other cities in FY 2015-16 and requested
or expected in FY 2016-17:

We have not applied for funding from other cities. City of Daly City provides the facility for our
use at a cost of \$1.00 annually.

10. Did the organization participate in or intervene in any political campaign (including the
publication or distribution of statements) on behalf of (or in opposition to) any candidate
for public office within the past 36 months (please select one)?

Yes _____ No ☒ _____

If yes, please provide details.

11. Charitable Trust # or EIN # 94-3164510

Please attach a copy of the following:

- ☐ Proof of organization's tax exempt status
- ☐ Roster of current governing board
- ☐ Completed IRS 990 form for the last fiscal year
- ☐ Current Year Annual Operating Budget



Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Peninsula Conflict Resolution Center (PCRC)

Contact Person: Michelle Vilchez

Address: 1660 So. Amphlett Blvd., Ste. 219, San Mateo, CA 94402

Street Address

City

State

Zip Code

Phone Number: 650 513 0330

Email Address: mvilchez@pcrcweb.org

1. Mission Statement: The mission of the Peninsula Conflict Resolution Center (PCRC) is to partner with individuals, groups and institutions to empower people, build relationships, and reduce violence through collaborative and innovative processes. To accomplish this mission, PCRC trains people to communication and solve problems together, facilitates group meetings, builds skills for public participation and, as a neutral third party, assists people in conflict to develop mutually acceptable agreements.

2. Amount of Request: \$ 1,312 _____

a. Total Agency Annual Budget: Approximately \$1.9 million

b. Number of Agency Employees: 23

c. Payroll is 70% of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

Categories C and D. (Please see responses below for details of how the funding will support the selected categories.)

4. Describe reason for request and how funds will be used:

Funding is used to support a staff position to work with PCRC's trained volunteers to provide mediation and related services requested by residents and people who work in Colma and throughout San Mateo County. The contribution from Colma enables PCRC to provide this service to enhance the community of the Town of Colma and throughout San Mateo County.

(See attached description of services for more information.)

- 5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

The amount of request is the same as the 15-16 year.

6. Describe the benefit to the Town derived from funding your organization:

As is outlined in the attached description, PCRC provides a wide range of services to residents and businesses in Colma. A summary of those services follows

- Personal response and info & referral services to callers with questions regarding a conflict situation,
- A complete, and accessible orientation to PCRC's mediation services
- Access to a mediator with whom to discuss concerns and ask question
- A person contacted by PCRC to another party or parties to invite them to participate in mediation
- Mediation services when all parties are willing. Typically this is a 2-3 hour session, held in a neutral location at a convenient time. This includes the time of a panel of trained, experienced mediator.
- If no mediation is held, PCRC also offers referrals or consultation for other assistance.
- PCRC supports a pool of over 100 volunteers who provide these and other services
- The Town of Colma also benefits from PCRC outreach and marketing to inform the residents of Colma that the Town supports this service.
- The Town also receives a discount on other services such as training and facilitation.

By funding these services, Colma is making them available at a reduced rate to the user. In addition, Colma demonstrates to its constituents support for the use of conflict resolution processes. We find that having PCRC's services available is a valuable resource to city staff members who are asked to manage conflicts among neighbors, landlords and tenants, families, consumers and businesses, work associates and others in the community. With PCRC to refer situations to, city staff members have an alternative to spending their own time on issues that are not truly city issues to solve.

7. Describe the following:
- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
 - B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
 - C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

(Please see answers above and below including attached description of services for more information.)

8. Provide a detailed account of how the FY 2015-16 contribution was used:

The funding provided in 2015-2016 was used to ensure that PCRC doors are open when Colma residents need to utilize our services as outlined above.

Number of Colma residents & businesses served: Of 285 countywide conflict cases that PCRC addressed, two cases included Colma residents and businesses. In the past we have served dozens of Colma residents with mediation services and information and referral assistance. We are happy to work with the city to determine how to make sure that referrals are being made and the city is getting full benefit of the service.

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

The following data presents city payments for community mediation services in the current fiscal year. Requests to all cities for the new fiscal year are currently in process. Please note that cities contract for a variety of services from PCRC, selecting from a menu of possibilities. The date of contract initiation, tailoring of services and the city's population size account for the great variation in contract amounts.

<u>Name of City</u>	<u>2015-16 (received)</u>	<u>2016-2017 (anticipated request)</u>
Belmont	\$3,000	\$3,150
Brisbane	\$2,150	\$2,258
Burlingame	\$18,554	\$19,482
Daly City	\$6,615	\$6,946
Foster City	\$1,000	\$1,000
Half Moon Bay	\$3,363	\$3,531
Portola Valley	\$500	\$525
Redwood City	\$8,000	\$8,400
San Bruno	\$9,100	\$9,555
San Mateo	\$38,816	\$38,657
S. San Francisco	\$19,492	\$20,467
San Mateo County	\$8,736	\$9,173

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No _X_

If yes, please provide details.

11. Charitable Trust # or EIN # 77-0144000

Please attach a copy of the following:

- *Proof of organization's tax exempt status
- *Roster of current governing board
- *Completed IRS 990 form for the last fiscal year
- *Current Year Annual Operating Budget





Request for Determination of Eligibility for Grant Funding

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Peninsula Television

Contact Person: Bridget Michelsen

Address: PO Box 1065, San Carlos, CA 94070
Street Address City State Zip Code

Phone Number: 650-619-2699 Email Address: Bridget@pentv.tv

1. Check the appropriate box, and provide the ID number for the organization:

☒ 501(c)(3) charity Calif. Charitable Trust # _____

☐ Government entity FEIN # _____

☐ Chamber of Commerce FEIN # _____

2. Mission Statement or Goals:

Peninsula TV creates and supports independent programming in a variety of ways. The station produces and distributes original programming with an emphasis on the issues, events and personalities that are unique to the SF Peninsula. Our programs spark conversations between people and policy makers to help the county resident better understand and appreciate their region. We work with the cities in the county to help reach their residents with what is important and being talked about in their home community.

3. Outline the geographic area where persons who benefit from your organization are located:

Pen TV is available to everyone in the city and the county. We can be seen on Comcast Cable 26, Wave 27, AT&T 99. Our reach is designed to be local, but we are also on the web allowing viewers from everywhere to tune into us at Pentv.tv, this also allows our satellite television users to watch us.

4. Is the Town of Colma located within this geographic area? ☒ Yes ☐ No

5. Summarize the organization's history: _____

We were organized in 1999. We have continued to work with the county and all the cities in the county to provide them with media services to inform the residents of the county about the issues and happening of what is going on in their community.

6. Describe the population served by the organization, including where the population resides.

~~Pen TV is available to everyone in the city and the county. We can be seen on Comcast Cable 26, Wave 27, AT&T 99. Our reach is designed to be local, but we are also on the web allowing viewers from everywhere to tune into us at Pentv.tv, this also allows our satellite television users to watch us.~~

7. Describe the policies you have adopted and/or the procedures you follow to ensure that the terms and conditions of all grants are satisfied.

We typically work with a liason from the city who communicates with us the upcoming events and needs of the city. I will also contact this person with opportunities to appear on a program when it comes up.

8. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No no _____ If yes, please provide details.

9. Please attach a copy of the following:

- ☐ Articles of Incorporation or similar organizational document
- ☐ IRS letter of tax-exempt status, if applicable



Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Peninsula Television

Contact Person: Bridget Michelsen

Address: PO Box 1065, San Carlos, CA, 94070
Street Address City State Zip Code

Phone Number: 650-619-2699 Email Address: bridget@pentv.tv

1. Mission Statement: _____

Peninsula TV creates and supports independent programming in a variety of ways. The station produces and distributes original programming with an emphasis on the issues, events and personalities that are unique to the SF Peninsula. Our programs spark conversations between people and policy makers to help the county resident better understand and appreciate their region. We work with the cities in the county to help reach their residents with what is important and being talked about in their home community.

2. Amount of Request: \$ \$3000

- a. Total Agency Annual Budget: \$ \$300,000
- b. Number of Agency Employees: 3 full time, 3 part time + casual employees
- c. Payroll is 66% % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

C & D Many of the issues we face -- traffic and housing, for example -- transcend individual borders and require a community-wide effort founded on a common understanding of the problems plaguing this county. Peninsula TV is the forum where these ideas can and will be aired, where the problems are understood and explored and solutions proposed. As a community on the Peninsula, you benefit from a regional discussion of such issues. Beyond that, the nature of the problems, as they are distinct to your community, are discussed by community leaders and elected officials on Peninsula TV shows and can be further discussed on future shows. Peninsula TV welcomes and accommodates coverage of community events and issues from Colma. Finally, we provide video production services that can be used by a city to communicate directly with residents.

4. Describe reason for request and how funds will be used:

PenTV is a city and county supported organization. We depend on city support for a good portion of our operating budget. With your support PenTV can continue to bring the local quality productions to our channel.

- 5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

\$3000.

No support was given in 2015-2016.

6. Describe the benefit to the Town derived from funding your organization:

PenTV would like to be your resource for communicating to the residents of Colma about the issues and concerns. We can provide a full range of services to Colma that address the issues important to your town. We would welcome the opportunity to meet in person to discuss the needs of Colma and how we can create a lineup of programming that will best meet your communications priorities.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

Pen TV is available to everyone in the city and the county. We can be seen on Comcast Cable 26, Wave 27, AT&T 99. Our reach is designed to be local, but we are also on the web allowing viewers from everywhere to tune into us at Pentv.tv, this also allows our satellite television users to watch us.

8. Provide a detailed account of how the FY 2015-16 contribution was used:

No funding was provided in 2015-2016.

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

2015-2016 - Received from- Brisbane, Burlingame, Foster City, Hillsborough, Redwood City, San Carlos, San Mateo, S. San Francisco & County

2016-2017 - requested / expected - Belmont, Brisbane, Burlingame, Colma, Foster City, Hillsborough, Redwood City, San Carlos, San Mateo, SSF & County

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No no

If yes, please provide details.

11. Charitable Trust # or EIN # _____

Please attach a copy of the following:

- ☐ Proof of organization's tax exempt status
- ☐ Roster of current governing board
- ☐ Completed IRS 990 form for the last fiscal year
- ☐ Current Year Annual Operating Budget



Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Sitike Counseling Center

Contact Person: Joe Wagenhofer

Address: 306 Spruce Avenue South San Francisco CA 94080
Street Address City State Zip Code

Phone Number: 650-589-9305 Email Address: Sitike@sbcglobal.net

1. Mission Statement: Our mission is to provide community based counseling and education in a safe and healing environment that embraces the cultural and emotional needs of every client and help people find hope, resiliency and life affirming change.

2. Amount of Request: \$8,000

a. Total Agency Annual Budget: \$ 901,836

b. Number of Agency Employees: 19

c. Payroll is 68% of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

The public purpose for the requested funding is to provide mental health services to people with behavioral health and recovery issues. Funding will allow us to serve those people in need of our programs who are either unemployed/underemployed or otherwise unable to afford our minimal client fee structure.

4. Describe reason for request and how funds will be used:

Town of Colma funds will be used to supplement the actual cost of providing services to our clients. We receive partial funding through San Mateo County Behavioral Health & Recovery Services.

We must charge our clients a fee for the services they receive. Town of Colma funding will allow us to charge lower fees to those clients in need, ensuring that they will meet the requirements of completing treatment.

Without these funds, we will be required to charge higher fees than we know our clients can afford, resulting in fewer clients who will be able to complete treatment.

- 5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

Our costs have increased in the past year while the demand for services continues to rise.

6. Describe the benefit to the Town derived from funding your organization:

Substance abusing clients have numerous health, housing, legal and employment challenges. The large majority of our clients are mandated into our services through the San Mateo County Superior Court or San Mateo County Child Protective Services. Many of our clients have few options for low cost services. The actual cost of providing treatment services have increased with increasing health insurance, worker's compensation and cost of living for personnel. Providing low cost services ensures that clients can afford treatment and therefore eases the financial burden placed on the family and allows them to meet their court or job related requirements.

Treating substance abuse and mental health disorders has a positive effect on the community at large by reducing lost work days, promoting better work performance, reducing drug dealing, spousal abuse, emergency room visits and paramedic responses, thus reducing the burden of providing City services.

Sitike offers six programs:

- A. **Domestic Violence treatment Program:** Our Domestic Violence Program consists of 52 weeks, (104 hours), of group counseling and is based on the philosophies developed and promoted by trauma specialist Lisa Najavitz PHD and by cognitive behavioral Practitioners and agencies such as Safe Alternatives to Violent Environments, (S.A.V.E.), and Community Overcoming Violence, (C.O.R.A.). We are an approved provider for the San Mateo County Probation Department.
- B. **Anger Management treatment Program:** Our Anger Management Program consists of 32 hours of group and individual counseling and is based on the philosophies developed and promoted by trauma specialist Lisa Najavitz, PhD and by cognitive-behavioral practitioners and agencies such as the National Curriculum & Training Institute.
- C. **First Offender Drinking Driver Program:** For first-time offenders of the Driving Under the Influence (DUI) law, a 12, 32, 45, or 60- hour program is available to meet the court's requirement for education. Clients learn about alcohol and other drugs, alcoholism and other addiction-related diseases, about laws related to drinking and driving, and how to avoid a second offense. English and Spanish-speaking services are available. Sitike Counseling Centers DUI programs comply with local court, state system and DMV mandates. Services include individual and group counseling and education and are offered in both day and evening times.
- D. **Outpatient treatment program:** that provides individualized treatment and group counseling for adult men and women; The Outpatient Program is a three- to twelve-month program for adult men and women. Clients attend two to four times per week based on their individual need. The program utilizes the evidence-based work of Lisa M. Najavits, PhD, a Professor of Psychiatry and the author of Seeking Safety. The

curriculum links recovery from substance abuse with recovery from mental and emotional challenges and provides guidance for both. The program combines informational lectures on addiction, mental and physical health- related issues, psycho-education group process, workbook exercises and individual counseling for a comprehensive treatment experience. Clients are assessed for additional occupational, housing, literacy and health care needs and are linked to appropriate services. Groups are available late afternoon and early evenings Monday through Thursday. English and Spanish-speaking services are available.

- E. **Women's Intensive Day treatment program:** The Women's Intensive Day Treatment Program is a gender-specific structured, three-phase program with individualized, comprehensive, and intensive services. Women attend three to five days per week, four hours per day, for a minimum of three months to a maximum of one year. Transportation to and from the facility and on-site therapeutic day care for the attendees' children (age five and under) are provided, along with one hot nutritionally-balanced meal. The program utilizes the evidence-based work of Dr. Stephanie Covington, a clinician, author, organizational consultant, and lecturer who is recognized for her pioneering work in the area of women's trauma and other issues. The program includes group and individual counseling; case management; 12-step meeting attendance monitoring; psychoeducational groups addressing women's health; parenting & child development; relapse prevention; vocational rehabilitation; anger management, with reading, writing, and math classes and General Education Diploma (GED) preparedness.
- F. **Teen education program:** Our Marriage and Family Therapists and interns, and Drug and Alcohol counselors, partner with the community to provide individualized drug education for adolescents and their families. We offer a three or four hour program to promote an understanding of the continuum of drug and alcohol use, impulse management, acquisition of refusal skills and a balanced and informed decision making process.

Our objective is to assist people in addressing their substance abuse/mental health and anger issues, intervene in their alcohol and/or drug use and provide them with tools to reduce relapse, recidivism and the perpetuation of violence. There currently are two other providers in the immediate area, Latino Commission and Asian American Recovery Services; however, while similar in their focus they serve a specific cultural and ethnic group. Sitike provides services to these and all other populations in both English and Spanish.

Sitike's services are oriented towards individuals rather than businesses. However we can serve any Town of Colma business by either providing education to the employer or providing education and treatment to their employees.

7. Describe the following:
- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
 - B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
 - C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

- A. Number of Colma residents served: 12 during FY 15-16

- B. All of our services are provided at our South San Francisco location.
- C. Our services are provided County-wide and we are listed in all directories and websites that promote the servoces we offer.

8. Provide a detailed account of how the FY 2015-16 contribution was used:

1. Results of the Program:

As a result of the support from the Town of Colma we did not have to raise our client fees to support the ever increasing cost of our program, and we were able to provide twelve low-income clients with grants averaging \$500 each enabling them to successfully complete their program.

2. Program Evaluation:

In our follow-up with those clients who completed the program:

75% of clients completing the program reported no alcohol or drug use in the prior 30 days.

65% of clients completing reported no new arrests.

75% of clients completing the program reported an improvement in health

75% of clients completing reported improved family relationships.

3. Accounting of the use of the Grant Funds:

The \$6,000 grant was used to supplement the actual cost of providing services to our clients.

We receive partial funding through San Mateo County Behavioral Health & Recovery Services.

As a result of the Town of Colma Grant we were able to charge lower fees to those clients in need, ensuring that they met the requirements of completing treatment.

The grant funds were expended as follows:

Personnel: 70%, \$4,200

Rent: 8%, \$480

Operating and Program Expenses: 22%, \$1,320

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

FY 2015-16 and 2016-17 City of South San Francisco

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X _____

If yes, please provide details.

11. Charitable Trust # or EIN # 94-3065810



Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: San Mateo County Community College Foundation

Contact Person: Theresa Tentes

Address: 3300 College Drive San Bruno CA 94066
Street Address City State Zip Code

Phone Number: 650-738-4111 Email Address: tentes@smccd.edu

1. Mission Statement: The mission of the San Mateo County Community College Foundation, that administers charitable giving for Skyline College, is to make sure that quality, affordable higher education is available to every member of our community. The mission of Skyline College that will benefit from this funding is to empower and transform a global community of learners.

2. Amount of Request: \$ 600

a. Total Agency Annual Budget: \$ 38,500,000

b. Number of Agency Employees: 500

c. Payroll is 92 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

C. Educate and engage resident's

Skyline College is a public, two-year comprehensive community college in San Bruno, operating as part of the San Mateo County Community College District. Working in conjunction with local

high schools, Skyline enrolls more than 10,000 students per semester, mostly from north San Mateo County and San Francisco. Skyline College, founded more than forty-five years ago, is a fully-accredited institution with a history of success in preparing young people for local jobs or for successful transfer to four-year universities. Skyline College offers 37 associate degree programs, 18 Associate Degree for Transfer and 62 certificate programs. Skyline College has also received approval as one of the participants in a landmark pilot program for a new baccalaureate degree program in respiratory care, to be initiated in the fall of 2016.

Skyline College occupies a special place between the burgeoning technology community of Silicon Valley and urban San Francisco. Since it's opening, Skyline has been dedicated to the strong belief in the potential of all of its students and in the lasting value of a comprehensive education. The need for a well-trained work force has grown alongside the demand for strong basic skills.

Skyline College also values a deep engagement with the community, including our role as an academic and cultural center for the community.

4. Describe reason for request and how funds will be used:

The Skyline College President's Innovation Fund provides seed money for innovative approaches that supports student success and the college's goals and strategies. Faculty and staff are encouraged to "dream out loud" to realize opportunities for students to engage in new ways. The goals of the program are to: 1) Take the creative ideas of faculty and staff and turn them into programs, services and resources for the community; 2) Create an institutional environment at Skyline College that develops a culture of creativity; and, 3) Seek opportunities to freshen existing programs and create partnerships with local businesses.

- 5 If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

6. Describe the benefit to the Town derived from funding your organization:

A key area of focus for Skyline College as part of its commitment to student success is college completion. Completion of higher education has been shown to increase earnings potential and provide financial stability providing benefit for students, residents and businesses in the Town of Colma.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. 24% of students reside in Colma / Daly City per the Skyline College 2015 Fact Sheet

Colma Address ranges:

B Street: 401 – 540	C Street: 402 – 564	Clark Avenue: 350 – 580
D Street: 429 – 579	E Street: 401 – 490	El Camino Real: 1180 – 1222
F Street: 417 – 629	Hillside Blvd: 1450 – 2710	Hoffman Court: 301 – 321
Mission Road: 1432 – 1655	Isabelle Circle: 1221 – 1359	Mission Road: 1263 – 1377

8. Provide a detailed account of how the FY 2015-16 contribution was used:

Brothers and Sisters Conference

The Brothers and Sisters Conference strengthens and expands Skyline College's existing outreach efforts to local high schools bridging the gap that currently exists in the educational pipeline for African American students

Career Technical Education Day

Career Technical Education Day will invite high school students to the college to explore possible CTE careers in high-demand industries, attend a guest lecture and tour the campus. The project also includes components designed to grow existing

CTE programs and increase the impact of outreach through intentional partnerships with local high schools and community-based organizations.

Center for Innovative Practices Through Hip Hop Education & Research

The Center for Innovative Practices through Hip Hop Education & Research (CIPHER) aims to promote best practices, collaboration and research to enhance educational access and opportunities to the Skyline College community.

Center for Legal Studies

The Center for Legal Studies offers opportunities for students to gain relevant knowledge and occupational competencies through internships, networking with legal professionals, access to online legal research database for a discount and encourage transfer and enrollment in graduate programs. The Center also includes a pro bono legal clinic.

Climate Corps Bay Area Fellowship

The full time Climate Corps Fellow serves at the Sustainability Coordinator providing campus leadership in the implementation of the Sustainability Plan, the Climate Action Plan and the Sustainability Ambassador Network engaging both faculty/staff and students.

College Internship Job Shadow Program

The College Internship Job Shadow Program will provide students the opportunity to build their own professional network, earn college credit and gain valuable work experience. The program also aims to create a pipeline to local businesses, training students to fill available jobs in the community.

Educator Preparation Institute

The goal of the Educator Preparation Institute is to become the one-stop hub for students and faculty in the Early Childhood Education and Education Programs. The Institute will be a gathering place for resources, course materials and curriculum aids to improve pedagogical practices and strengthen student retention and success.

Expanding Your Horizons

The Expanding Your Horizons conference engages young women in 6th through 10th grades in a day of activities to inspire and build confidence in higher education and careers in the areas of science math and technology. The event encourages positive views of education and the world of work.

Global Mentorship Leadership Project

This project provides Skyline College students with an interactive, global experience connecting them to students in Liberia, serving as their mentors. It includes partnerships with The LINKS Inc., who mentor the Skyline College students, The African America Museum and Library of Oakland, Grand Bassa Community College in Liberia and the Museum of African Diaspora Studies.

International Education Week

International Education Week is designed to educate students, faculty and staff in diversity and intercultural understanding, provide opportunities for the growing International Student population to engage in campus activities and promote inclusion through a series of events.

Passport to the World

This grant will help defray the cost of travel for students and for faculty to internationalize their teaching and research, increasing the opportunities for students for study abroad. Workshops will provide an opportunity for faculty to globalize their curriculum to create a portfolio of faculty-led student abroad programs.

International Trade Program Project

The International Trade program along with the Asian Studies Program will provide Chinese immersion summer camp in Chinese business language, culture, and business practice academy to high school students, Skyline College students and the community as well as a Chinese scholar speaker series.

KinderCaminata at Skyline College

KinderCaminata event serves to showcase the campus by educating kindergarteners and their families about the services provided by Skyline College to make education a realistic and accessible goal for all individuals. Introducing college at young age increases the likelihood that students will seek higher education.

Literacy Intervention Community Program

The goal is to enhance the literacy scores of designated elementary students in the local neighborhood, and provide Skyline College students the opportunity to contribute to their community by assisting children, who without receiving supplemental services, would likely continue to test below grade level.

Online Directed Learning Activities Project

The Online Directed Learning Activities Projects seeks to technologically upgrade this proven effective method of supplemental academic support by bringing the student modules previously managed on paper online. This project will result in the development of a more interactive, user-friendly and effective method for students to use in their Directed Learning Activities.

Skyline College Dance Conference

The Skyline College Dance Conference will be a sliding-scale dance conference, open to members of the community, local high school students and Skyline College students offering master classes in a variety of dance forms and opportunities for creative expression.

Sustainable Campus

This project is designed to build a culture of sustainability on campus by increasing awareness, activating student engagement through experiential learning and providing opportunities for professional development.

Veterans Resource Event

The Veterans Resource Event will highlight the services and resources both on and off campus that support veterans in achieving their higher education goals. The event will also ease the transition for veterans from military to civilian life, welcome veteran students to the community and aid in building strong relationships with students and community partners.

Vocal Jazz Ensemble

The Vocal Jazz Ensemble has been funded in order to participate in festivals and competitions and create a high quality recording to submit to national competitions. Through these activities, the Ensemble will be able to raise its level of excellence to parity with other top college programs.

YEP- Global & Social Entrepreneurship Project

This project will allow the Youth Entrepreneurship Program to further expand, and offer assistance to students interested in starting non-profit businesses and business that are socially and environmentally responsible.

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

15-16 Town of Colma \$600 (received)

16-17 Town of Colma \$600 (via this request)

16-17 City of Daly City \$500 (to be requested, based on historical giving)

16-17 City of Brisbane \$1000 (to be requested; 13-14 received \$2500)

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X

If yes, please provide details.

11. Charitable Trust # or EIN # 94-6133905



Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: San Mateo County Jobs for Youth

Contact Person: Ruby Tomas

Address : 550 Quarry Rd, San Carlos, CA 94070
Street address City State

Phone Number: 650-802-3371 Email Address: Rtomas@smcgov.org

1. Mission Statement: To provide all youth with employment services that will assist them in gaining the necessary job skills to be successful in their employment goals.
2. Amount of Request: \$ 500.00
 - a. Total Agency Annual Budget: \$ 359,044.00
 - b. Number of Agency Employees: 3
 - c. Payroll is 90 % of the Agency's total Annual Budget.
3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:
 - A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
 - B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
 - C. Educate and engage residents;
 - D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

Jobs for Youth will educate and engage the Town's youth residents in job preparation and job search.
The program will also promote economic development or support businesses located in the Town by assisting employers with their recruitment needs.

4. Describe reason for request and how funds will be used:

The Jobs for Youth program has a 34-year history of serving all youth 14-21 years of age at no cost to them or employers. Services do not have specific eligibility or income requirements and are available to serve all youth regardless of socio-economic or risk level. In 2015-2016 program year, Jobs for Youth served 2171 youth, placement information is not yet available. Services to the youth include:

- Job preparation workshops that teaches youth about job applications, create resumes, and prepare for interviews.
- Job placement assistance (job referrals)
- Internship Opportunities

Services to businesses include: listing vacancies, on-site recruitment, and resume referral service.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

6. Describe the benefit to the Town derived from funding your organization:

The San Mateo County Jobs for Youth program is dedicated to helping all youth transition into adulthood, develop career plans, and gain work experience. Jobs for Youth will assist them in gaining the necessary job skills to be successful in their employment goals thus becoming self-sufficient and responsible citizens in the Town of Colma. This is a learning and educational program for youth that will help keep them occupied and off the streets by performing productive and positive activities, in turn, reducing juvenile delinquency rates. Our workshops will also create community awareness with parents and other youth interested in employment services.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A-In 2015-2016 program year, 6 residents and 1 business were served.

B-Colma residents and businesses may seek assistance at our San Mateo County Human Services Agency office, 271 92nd street in Daly City.

C-Brochures are sent to the Town of Colma's Recreation department for youth information, and business services fliers are sent to businesses in Colma.

8. Provide a detailed account of how the FY 2015-16 contribution was used:

The 2015-2016 contribution was used towards 18 college scholarships for our students. (see attachment)

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

City	Requested 2015-2016	Received 2016-2017
Atherton	\$570.00	570.00
Belmont	\$1,500.00	0
Brisbane	\$500.00	0
Burlingame	\$3,000.00	\$1400.00
Colma	\$500.00	\$500.00
Daly City	\$5,000.00	\$5000.00
East Palo Alto	\$1,500.00	0
Foster City	\$2,000.00	\$500.00
Half Moon Bay	\$500.00	0
Hillsborough	\$570.00	0
Menlo Park	\$1,500.00	0
Millbrae	\$3,000.00	0
Pacifica	\$1,000.00	0
Portola Valley	\$570.00	0
Redwood City	\$3,000.00	0
San Bruno	\$3,000.00	0
San Carlos	\$2,000.00	0
San Mateo	\$5,000.00	2,500.000
South San Francisco	\$5,000.00	0
Woodside	\$570.00	0

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No x

If yes, please provide details.

11. Charitable Trust# or EIN # 94-6000532

Please attach a copy of the following:

- a. Proof of organization's tax exempt status (**attached**)
- b. Roster of current governing board (**attached**)
- c. Completed IRS 990 form for the last fiscal year (**not applicable**)
- d. Current Year Annual Operating Budget (**attached**)

Non-Profit Funding Request Form

FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: Sustainable San Mateo County

Contact Person: Adrienne Etherton

Address: <u>177 Bovet Road, Sixth Floor</u>	<u>San Mateo</u>	<u>CA</u>	<u>94402</u>
Street Address	City	State	Zip Code

Phone Number: 650.638.2323 Email Address: adrienne@sustainablesanmateo.org

1. Mission Statement: Sustainable San Mateo County is dedicated to the long-term health of our county. Our mission is to stimulate community action on economic, environmental and social issues by providing accurate, timely and empowering information.

2. Amount of Request: \$4000

a. Total Agency Annual Budget: ~\$180,000

b. Number of Agency Employees: 1 FTE staff, .75 FTE contract

C. Payroll is 39* % of the Agency's total Annual Budget.
 *(staff; contract is listed as programmatic expense in our budget)

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

C. Educate and engage residents, and provide a complementary service.

The *Indicators for a Sustainable San Mateo County Report* (IR) is SSMC's core program and compiles many interdependent issues into a single source for decision-makers and citizens to monitor progress toward or away from sustainability in any given area. The Report includes over 40 indicators of the County's quality of life such as economic trends, community health, unemployment, poverty, land use, transportation, housing affordability, education funding, water quality, and others. Our goal is to provide government officials with the fact-based knowledge needed to make informed policy decisions that improve the long-term health and quality of life of our community. In the face of climate change and our housing crisis, the SSMC IR is an invaluable resource tool to educate, empower, and motivate residents to make sustainable choices and ensure thriving, resilient communities now and for future generations. The intention of the IR is, and has always been to provide metrics viewed through the lens of sustainability in order to provide a platform for positive change.

4. Describe reason for request and how funds will be used:

Sustainable San Mateo County is requesting support for research and production of the *Indicators for a Sustainable San Mateo County Report* for Fiscal Year 2016-17. Contributions to our surveys over the years and growing interest in building sustainable communities prove that local governments are committed to our cause. So this year we have set a goal of having 100% participation from our cities in financially supporting this program. You can help us meet this goal by contributing at any level comfortable to your city.

Funds Support:

- The Program Manager who researches and writes portions of the report and coordinates the numerous volunteers who participate as researchers, writers, graphic designers, editors and expert reviewers.
- Online Indicators, including preparing and posting the report on the SSMC website.
- Printing and mailing the summary reports.
- Publicity for the report, including Launch events and presentations to groups all over the county.
- Administrative support associated with the Indicators Report, Summary, website and outreach.

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase: No increase from prior year's request.

6. Describe the benefit to the Town derived from funding your organization:

Many elected and appointed officials have told us of its value and usefulness in helping them do their job. Here are some of the ways the Indicators Report may benefit you:

- The Indicators Report is the only comprehensive report in San Mateo County that evaluates the health of the county and its cities in terms of sustainability. The online report and printed summary document provide a means for city officials to make educated decisions when considering sustainable policies – what gets measured, gets managed.
- A report from all the peninsula cities and the county is included, featuring a basic profile and allowing each city or town to highlight their sustainability efforts. Additional data is provided by many partner agencies and organizations including BAWSCA, County Department of Health, Housing Leadership Council and Child Care Coordinating Council. This collaboration keeps the Report timely and relevant, creates unity of message, and assures the accuracy of the data.
- Printed Summary reports are distributed throughout the county to governments, chambers, businesses, SAMCAR, SAMCEDA, libraries, citizens and others. In addition to downloadable PDF versions of past reports, current findings are available in a mobile-friendly searchable online version at www.sustainablesanmateo.org/indicators-report.
- The report summary and online content are great resources for local businesses and business groups to distribute to their clientele. Real estate agents, recruiters, and other business people use the Indicators Report to show why San Mateo County and its cities and towns are great places to live and work.
- We provide educational presentations on the Indicators to city and community groups upon request. We also provide Letters of Support for programs whose goals align with our mission and indicators. Please contact our staff to request a presentation or letter.
- You are encouraged to reference findings from the Indicators Report in your own presentations or reports, to highlight an area of need or make a case for a program or initiative. Charts and graphs are downloadable from our website, and staff can assist you with the underlying data or questions.
- Sponsors are listed on every page of the Indicators; on the Executive Summary; and featured in several ways at our Annual Awards evening. Make sure your city is recognized as a champion of sustainability.

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

- A. We are working to develop more robust internal metrics to better track the number of residents and businesses served in each individual city as part of our 3-5 year Strategic Plan adopted in June 2014, though detailed information is not currently available. We currently distribute nearly 3000 printed summary reports annually (1000 x 3/year) and have averaged approximately 80 attendees at our Indicators events over the last few years. We have 2700+ email subscribers (nearly 2000 "active"), 2500+ households on our mailing list, and 2100+ Twitter followers; the vast majority of these are individuals living and/or working in San Mateo County. In the 2015-16 FY over 18,500 unique visitors to our website logged almost 41,000 pageviews.
- B. The Indicators Report is free and accessible to all via the SSMC website, and the Indicators events (generally luncheons) at which report finding are presented are also open to the public and free (with optional/suggested donation). These events are hosted at various venues around the County; we are always looking for new sites that are suitable for our group at no- or low-cost and encourage cities and towns to contact us if you are interested in hosting one such event.
- C. Report summaries are distributed to all local governments, including Colma, and are available at our launch events as well as outreach events which the organization participates in upon invitation, such as community fairs and presentations to local service or interest groups. SSMC strives to send targeted invitations for all our events to local elected officials and key government staff, primarily via email. We also have an email newsletter and social media accounts through which we communicate with members of the community. We are continually working to enhance our communications with various stakeholder groups and encourage the Town to provide recommendations for how we can better communicate with staff, officials, residents and businesses in your jurisdiction, as well as share opportunities to participate in local events.

8. Provide a detailed account of how the FY 2015-16 contribution was used:

Colma's \$3000 contribution to the Indicators program in FY15-16 represented approximately 6% of our program funds for the Indicators, and approximately 2% of the total revenue for the organization. Program funds include only the direct expenses of program staffing, printing, postage, and launch event costs. Indirect costs, including office space, technology and supplies, outreach, and the full-time Executive Director whose program support responsibilities represents ~25% of her time, are listed as general operating expenses. Program revenues raised above the direct program costs support these general operating expenses, as do donations and membership contributions from businesses and individuals, and the proceeds from various fundraisers including the Sustainability Awards and Feast at the Farm, among others.

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

FY 2016-17*		
City/Town	Requested	Received or (Pledged)
Atherton	\$4,000	
Belmont	\$4,000	
Brisbane	\$4,000	\$4,000
Burlingame	\$4,000	\$1,400
Colma	\$4,000	
Daly City	\$4,000	
East Palo Alto	\$4,000	\$500
Foster City	\$4,000	\$2,500
Half Moon Bay	\$4,000	\$1,000
Hillsborough	\$4,000	\$500
Menlo Park	\$4,000	\$1,500
Millbrae	\$4,000	\$1,000
Pacifica	\$4,000	\$1,000
Portola Valley	\$4,000	\$2,500
Redwood City	\$4,000	
San Bruno	\$4,000	
San Carlos	\$4,000	\$4,000
San Mateo	\$4,000	\$4,000
S. San Francisco	\$4,000	\$4,000
Woodside	\$4,000	

FY 2015-16		
City/Town	Requested	Received
Atherton	\$4,000	
Belmont	\$4,000	\$1,000
Brisbane	\$4,000	\$4,000
Burlingame	\$4,000	\$1,180
Colma	\$4,000	\$3,000
Daly City	\$4,000	
East Palo Alto	\$4,000	\$500
Foster City	\$4,000	\$2,500
Half Moon Bay	\$4,000	\$1,000
Hillsborough	\$4,000	\$500
Menlo Park	\$4,000	\$1,500
Millbrae	\$4,000	\$1,000
Pacifica	\$4,000	\$1,000
Portola Valley	\$4,000	\$2,500
Redwood City	\$4,000	\$1,500
San Bruno	\$4,000	
San Carlos	\$4,000	\$4,000
San Mateo	\$4,000	\$4,000
S. San Francisco	\$4,000	\$4,000
Woodside	\$4,000	

*To date, less than one month into the fiscal year. We have no indication that prior funders are dropping their support this fiscal year and are following up with all cities/towns.

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No X

If yes, please provide details. N/A

11. Charitable Trust # or **EIN #** 48-1265207

Please attach a copy of the following:

- ☐ Proof of organization's tax exempt status
- ☐ Roster of current governing board
- ☐ Completed IRS 990 form for the last fiscal year
- ☐ Current Year Annual Operating Budget



Non-Profit Funding Request Form FY 2016-17

(Please attach additional sheets of paper if you need more space.)

Name of Organization: West Bay Alano Club

Contact Person: John Murray

Address: 7330 Mission St. Daly City CA 94014
Street Address City State Zip Code

Phone Number: 650-756-3322 Email Address: _____

1. Mission Statement: "Our service is to do anything we can
to help reach a fellow sufferer, ranging from the 12 step
itself
until providing a safe facility for recovery
to occur"

2. Amount of Request: \$ 5,000

a. Total Agency Annual Budget: \$ _____

b. Number of Agency Employees: 1

c. Payroll is 1 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories and describing how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services;
- ☒ C. Educate and engage residents;
- D. Promote Economic Development or support businesses located or doing business in the Town; or Provide, support, or enhance a Complementary Service, e.g., a service that the Town could provide to its residents or businesses.

We are being required to move to a new
building in SF. In order to continue our long history
of service to the community we are having to
prepare the building. This is expensive even though
we are using all volunteers

4. Describe reason for request and how funds will be used:

We have worked at fundraising with minimal success. This has slowed our work. We need the building supplies, appliances etc. to complete our project in a timely manner

5. If the amount of the request is higher than the previous year, provide a detailed explanation of the need for the increase:

We need to complete our project and expenses for what we need are increasing

6. Describe the benefit to the Town derived from funding your organization:

Colma has been beneficial in helping us have the monies for obtaining permits and building supplies

7. Describe the following:

- A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application;
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

Our new location on Mosswood will serve Colma residents.

8. Provide a detailed account of how the FY 2015-16 contribution was used:

It was primarily used to obtain the permits
and the materials we needed to begin

9. List contributions requested and received from other cities in FY 2015-16 and requested or expected in FY 2016-17:

10. Did the organization participate in or intervene in any political campaign (including the publication or distribution of statements) on behalf of (or in opposition to) any candidate for public office within the past 36 months (please select one)?

Yes _____ No ☒

If yes, please provide details.

11. Charitable Trust # or EIN # _____

Please attach a copy of the following:

- 1 ☒ Proof of organization's tax exempt status
- 2 ☐ Roster of current governing board
- 3 ☐ Completed IRS 990 form for the last fiscal year
- 4 ☐ Current Year Annual Operating Budget

5 Annual report