



**AGENDA
REGULAR MEETING**

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

**Wednesday, September 27, 2017
7:00 PM**

PLEDGE OF ALLEGIANCE AND ROLL CALL

ADOPTION OF AGENDA

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 13, 2017 Regular Meeting.
2. Motion to Adopt an Ordinance Amending Colma Municipal Code Sections 6.02.020, 6.02.050 and 6.02.070 Relating to Preferential Parking Permits, Guest Parking Permits and Temporary Parking Permits (Second Reading).
3. Motion to Adopt a Resolution Approving and Authorizing the City Manager to Execute a Contract with Kittelson & Associates, Inc. in the Amount of \$250,000 for Preparation of Colma Systemic Safety Analysis Report (SSAR).

NEW BUSINESS

4. GRANT FUNDING REQUEST FOR THE DCPLA

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 2017-18 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.

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.

Reasonable Accommodation

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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 13, 2017

7:00 p.m.

CALL TO ORDER

Mayor Helen Fiscaro called the Regular Meeting of the City Council to order at 7:05 p.m.

Council Present – Mayor Helen Fiscaro, Vice Mayor Raquel “Rae” Gonzalez, Council Members Joanne F. del Rosario, John Irish Goodwin and Diana Colvin were all present

Staff Present – Interim City Manager William C. Norton, City Attorney Christopher Diaz, Administrative Services Director Brian Dossey, Police Chief Kirk Stratton, Contract Director of Public Works Brad Donohue, Contract City Planner Michael Laughlin, Human Resources Manager Lori Burns and City Clerk Caitlin Corley were in attendance.

ADOPTION OF THE AGENDA

Mayor Fiscaro announced that item #5 would be pulled from the agenda. The Mayor asked for a motion to adopt the agenda with the requested change.

Action: Council Member Colvin moved to adopt the agenda 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	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

PRESENTATIONS

- Council presented Kris Perez, Commissioner of the San Mateo County LGBTQ Commission, with a proclamation honoring the commission’s work.
- 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 cupcakes from 7:18 p.m. to 7:38 p.m.

PUBLIC COMMENTS

Mayor Fiscaro opened the public comment period at 7:38 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 August 23, 2017 Regular Meeting.

2. Motion to Approve Report of Checks Paid for August 2017.
3. Motion Approving the Town’s Response to the Grand Jury Report Dated July 12, 2017, Regarding “A Delicate Balance: Privacy vs. Protection.”
4. Motion to Adopt a Resolution Adding Subchapter 3.02.274 to the Colma Administrative Code, Employment, Relating to Value of Uniforms for CalPERS Purposes and Authorizing an Increase in Standby Pay.
5. [Pulled from Agenda].
6. Motion to Adopt a Resolution Authorizing an Updated Agreement for Financial Services with Regional Government Services (RGS).
7. Motion to Receive and File the Fourth Quarter (April 2017 – June 2017) Financial Report and Direct Staff to Post a Copy to the Town Website.
8. Motion to Receive and File the Semi-Annual Report of Investment Holdings, which is Presented for Informational Purposes.
9. Motion to Adopt a Resolution Authorizing a Close-Out of Certain Projects and Redistribution of Certain Inactive Project Balances Including an Additional Appropriation of \$150,000 in Fiscal Year 2017-18.
10. Motion to Accept Work Performed by Farallon Company on Phase 2 of the Town Hall Project as Complete and Authorize the Director of Public Works to File a Notice of Completion with the County Recorder’s Office and Make the Final Payment to Farallon Company in Accordance with State Prompt Payment Laws.

Action: Council Member Colvin moved to approve the Consent Calendar items #1 through 10, with the exception of item #5 which was removed from the agenda; the motion was seconded by Council Member Goodwin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

PUBLIC HEARING

11. FURTHER AMENDMENTS TO PREFERENTIAL PARKING PERMIT PLAN

Police Chief Kirk Stratton presented the staff report. Mayor Fiscaro opened the public hearing at 7:49 p.m. Citizen Patricia Simpson asked for clarification on the number of days that a temporary pass would be valid. Resident Ken Gonzalez asked if police had observed abuse of the current guest permits. The Mayor closed the public hearing at 7:57 p.m. Council discussion followed.

Action: Council Member Colvin moved to Introduce an Ordinance Amending Colma Municipal Code Sections 6.02.020, 6.02.050 and 6.02.070 Relating to Preferential Parking Permits, Guest Parking Permits and Temporary Parking Permits, and Waive a Further

Reading of the Ordinance; 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	
Helen Fisicaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

Action: Mayor Fisicaro moved to Adopt a Resolution Updating the Colma Administrative Code, Subchapter 6.01 to Eliminate Duplicative Provisions of the Municipal Code, Chapter 6.02, Related to Preferential Parking Zones and Permit Parking; the motion was seconded by Council Member Goodwin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fisicaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

NEW BUSINESS

12. LEAGUE OF CALIFORNIA CITIES RESOLUTIONS

Administrative Services Director Brian Dossey presented the staff report. Mayor Fisicaro opened the public comment period at 8:19 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Goodwin made a motion Directing the Voting Delegate to Vote in Support of the Two Resolutions that are Being Considered at the 2017 League of California Cities Conference on September 15, 2017; 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	
Helen Fisicaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

13. RESPONSE TO LAFCO PROGRESS REPORT

Administrative Services Director Brian Dossey presented the staff report. Mayor Fiscaro opened the public comment period at 8:31 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Mayor Fiscaro moved to Approve the Town’s Response to the Local Agency Formation Commission (LAFCo) Request for a Progress Report to the 2015 Municipal Service Review (MSR) and Sphere of Influence (SOI) Update; 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	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

14. SUPPORT OF PARIS CLIMATE AGREEMENT

Contract City Planner Michael Laughlin presented the staff report. Mayor Fiscaro opened the public comment period at 8:45 p.m. and seeing no one come forward to speak, she closed the public comment period. Council discussion followed.

Action: Council Member Goodwin moved to Adopt a Resolution of the City Council of the Town of Colma in Support of the Paris Climate Agreement; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	5	0			

COUNCIL CALENDARING

The Regular City Council Meeting on Wednesday, September 27, 2017 at 7:00 p.m. and Wednesday, October 11, 2017 at 7:00 p.m.

Council tentatively scheduled a Council Workshop for Wednesday, September 27, 2017, to be held before the Regular City Council Meeting that evening, and the Council Reorganization for Tuesday, December 12 at 6:30 p.m.

REPORTS

Helen Fisicaro

Chamber of Commerce Business to Consumers Event, 9/9/17
Town Picnic, 9/9/17
Colma-Daly City Gun Buy Back Event, 9/9/17
Wilderness School 50th Anniversary, 9/9/17

Raquel "Rae" Gonzalez

Town Picnic, 9/9/17

Joanne F. del Rosario

Colma-Daly City Rotary Club Induction of New Officers, 8/24/17
Town Picnic, 9/9/17

Diana Colvin

Colma-Daly City Gun Buy Back Event, 9/9/17

Interim City Manager William C. Norton reported on the following:

- The Colma-Daly City Gun Buy Back event collected 48 guns. Organizers hope to hold a second event soon.
- Detective Dawn Marchetti worked with SFPD and Sacramento Police to identify and apprehend the suspect who injured a Colma Police Officer earlier this summer.

ADJOURNMENT

Mayor Fisicaro adjourned the meeting at 9:04 p.m. in honor of Carlos Romero, uncle of Mayor Fisicaro, and George Ginilo, longtime community member. She asked for a moment of silence in honor of the 16th anniversary of the September 11, 2001 terrorist attacks. She also asked that we keep the victims of Hurricane Harvey, Hurricane Irma and the 8.1 earthquake in Mexico in our thoughts.

Respectfully submitted,

Caitlin Corley



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

**ORDINANCE AMENDING COLMA MUNICIPAL CODE SECTIONS 6.02.020, 6.02.050
AND 6.02.070 RELATING TO PREFERENTIAL PARKING PERMITS, GUEST PARKING
PERMITS AND TEMPORARY PARKING PERMITS**

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

ARTICLE 1. RECITALS.

- (a) Parking has been a long term issue in the Sterling Park neighborhood.
 - (b) Past regulatory efforts have focused primarily on commuter parking impacts due to the nearby Colma BART station.
 - (c) There continues to be a limited number of parking spaces relative to the number of residents' vehicles.
 - (d) The Town finds that limiting the number of preferential parking permits for residents and the number of temporary permits, and eliminating separate guest permits, is in the best interests of the health, safety, and general welfare of the residents of Colma.
-

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 6.02.020 AMENDED.

Section 6.02.020, subsection (g), shall be and hereby is added to the Colma Municipal Code as follows:

"(g) Limits on the number of preferential parking permits and temporary parking permits is reasonable and necessary to provide greater harmony between the number of parking permits and the number of parking spaces within the preferential parking zone in order to ensure the effectiveness of the preferential parking program."

ARTICLE 4. CMC SECTION 6.02.050 AMENDED.

Colma Municipal Code, Section 6.02.050, shall be and hereby is amended and restated to read as follows:

"6.02.050 Issuance of Permits.

(a) *Applications.* The Police Department shall issue permits, in a form to be determined by the Police Department and consistent with the provisions of this article, for preferential parking to qualified residents and qualified merchants who have completed an application form supplied by the Police Department. Applicants for such permits shall present such proof as may be required by the Police Department of a residence or place of business adjacent to the area designated as a preferential parking zone.

(b) *Preferential Parking Permits.* ~~One Preferential Parking Permit~~ Up to four (4) Preferential Parking Permits shall be issued ~~for each vehicle registered to a Qualified Resident per dwelling unit in a preferential parking zone, for each vehicle registered to a Qualified Resident that resides at the permitted dwelling unit.~~ One Preferential Parking Permit shall may be issued to each non-resident employee of a Qualified Merchant upon request to the Chief of Police. A Preferential Parking Permit shall remain effective for a period of no more than two years, or until the preferential parking zone for which such permit was issued is eliminated, or the permits previously issued are re-issued under a different time-frame in the sole discretion of the Town, whichever is less. ~~The Chief of Police is authorized to issue preferential permits on an staggered basis.~~

~~(c) *Guest Permits.* Two Guest Permits shall be issued to each dwelling unit in a preferential parking zone, and two Guest Permits to each qualified merchant in a preferential parking zone if there is no green zone in front of such merchant's place of business. Guest Permits shall be valid only during the calendar year in which they are issued. Guest permits shall only be valid when displayed on vehicles not owned or registered to a Qualified Resident, are for use on passenger motor vehicles only and shall not be used for boats, trailers, recreational vehicles, vehicles with a manufacturers' gross vehicle weight rating of more than 12,000 pounds, or vehicles for hire."~~

(c) *Temporary Permits.* The Police Department shall may also issue to any qualified resident or any qualified merchant a Temporary Permit for use by a bona fide visitor of the applicant, as follows:

~~(1) On an oral request of a qualified resident or merchant, the Police Department may issue a Temporary Permit for one day only, the date of use authorized by such permit being no later than ten days after issuance; and~~

(1) On a written request of a qualified resident or merchant showing that issuance of a temporary permit is for the benefit of the resident or merchant and that it is reasonable to request a temporary permit for a period longer than one day, the Police Department may issue a Temporary Permit for up to fourteen (14) days. The request can be made through the Town's website or in person and must include the license plate number of the visitor's vehicle. A Temporary Permit may be denied based on misuse (e.g. the qualified resident has used the Temporary Permit to facilitate repeated access to BART, rather than for bona fide visitor of the qualified resident). Temporary Permits may be issued for up to fourteen (14) days. No more than fifteen temporary permits may be issued per dwelling per year regardless of the number of qualified residents residing at the dwelling, and no more than one permit may be in effect at one time. The resident/merchant

must retrieve each Temporary Permit in person at the Police Department and show a California driver license with a Colma address (or other proof of residency deemed appropriate by the Chief of Police) or that he/she is a qualified merchant.

(d) *Placement.* Resident and Merchant Permits must be displayed on the rear window on the driver's side of the vehicle (except for convertibles in which case the Permit must be displayed inside the front windshield), with the permit number or vehicle license number clearly visible from the outside. Temporary Permits must be suspended from the rear view mirror of the automobile, with the permit number or vehicle license number clearly visible from the outside

(e) *Conditions of permit.* Each parking permit shall be subject to all conditions and restrictions set forth in this section and of the preferential parking zone for which it is issued.

(f) *Other Laws and Regulations.* The issuance of a parking permit shall not be construed to be a permit for, or approval of, any violation of any provision of this Code or any other laws or regulations.

(g) *Fees.* No fee shall be charged for issuance of a permit except that the city council may, by resolution, set a fee for replacement of lost or destroyed permits.

(h) *Appeals.* Any person who has been denied a permit may appeal that decision to the City Manager by giving written notice thereof within ten (10) days after the decision of the Police Department.

ARTICLE 5. CMC SECTION 6.02.070 AMENDED.

Colma Municipal Code, Section 6.02.070, shall be and hereby is amended and restated to read as follows:

6.02.070 Unlawful Acts; Punishments.

(a) It shall be unlawful to do, or cause, any of the following, and any person who does or causes to be done any of the following shall be guilty of a misdemeanor:

- (1) During the hours between 8:00 AM and 9:00 PM from Monday through Friday, inclusive, except holidays, to stop, park or leave any vehicle standing for more than two hours in a preferential parking zone unless an unexpired permit validly issued pursuant to this ordinance is prominently displayed in the manner provided herein, except as otherwise provided in Municipal Code Section 6.02.325, or unless the vehicle is exempt from this prohibition;
- (2) To sell, rent or lease, or cause to be sold, rented or leased, for any value or consideration, any preferential parking permit;
- (3) To buy or otherwise acquire for value or use any preferential parking permit;

- (4) To falsely represent himself or herself as eligible for a parking permit or to furnish false information in an application for a permit;
- (5) To copy, reproduce, or otherwise bring into existence a facsimile or counterfeit parking permit, or to alter a parking permit;
- (6) ~~(A)~~ To display a Residential or Merchant Parking Permit in a vehicle other than the vehicle for which such Permit was issued; or
- (7) ~~(B)~~ To remove chalk marks placed on tires by the Police Department.

(b) Violation of any of the provisions of the foregoing paragraph shall constitute a misdemeanor punishable as set forth in section 1.05.010 of the Colma Municipal Code and a public nuisance subject to the provisions of Subchapter 2.01 of Chapter One of the Colma Municipal Code (section 2.01.010, et seq). In addition to any other remedy provided by law or ordinance, upon proof of a violation of this ordinance, the Town may revoke all preferential parking permits issued to the dwelling unit in which the person who violated this ordinance resided or the place of business in which the person who violated this ordinance is employed.

ARTICLE 6. 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 7. NOT A CEQA PROJECT.

The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

ARTICLE 8. 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 _____, 2017 and duly adopted at a regular meeting of said City Council held on _____, 2017 by the following vote:

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

Dated _____

Helen Fiscaro, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Director of Public Works
 VIA: William C. Norton, Interim City Manager
 MEETING DATE: September 27, 2017
 SUBJECT: Colma Systemic Safety Analysis Report (SSAR)

RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH KITTELSON & ASSOCIATES, INC. IN THE AMOUNT OF \$250,000 FOR PREPARATION OF COLMA SYSTEMIC SAFETY ANALYSIS REPORT (SSAR)

EXECUTIVE SUMMARY

The proposed contract with Kittelson & Associates is for the preparation of Colma Systemic Safety Analysis Report (SSAR). The SSAR will identify and prioritize safety improvement projects that are eligible for Highway Safety Improvement Program (HSIP) funds and other safety funding programs.

The purpose of the project is to evaluate a number of major arterials and collectors within the Town's roadway network utilizing a proactive safety analysis approach to hopefully prevent future roadway fatalities and injuries that have and or can occur within Town. The SSAR report will become the Colma Traffic Safety Plan, this plan will identify traffic, pedestrian and bicycle safety issues and concerns. Once these safety issues are identified, the report will recommend the proper counter measure (solution) to correct the safety issue. Kittelson & Associates is recommended as the preferred consultant based on their proposal, strong project team and their demonstrated proficiency and understanding of the project and goals.

FISCAL IMPACT

The Town of Colma was awarded a California Department of Transportation (Caltrans) Grant in the amount of \$250,000 for the SSAR study. The negotiated proposal that was agreed to by Kittelson & Associates is for \$250,000, which will be reimbursed by the SSAR grant. In obtaining the \$250,000 grant funds the Town had to provide a local match of \$50,000. The Town's local match will provide project management and oversight of the project and also a contingency for unforeseen and extra work if required.

The Town's estimated funding plan for the SSAR project is as follows:

• Proposed CIP Allocation for FY 18-19(Local Match)	\$ 50,000
• SSAR Grant	<u>\$ 250,000</u>
Estimated Project Total	\$ 300,000

BACKGROUND

The Town has been allocated \$250,000 in State funds from the Systemic Safety Analysis Report Program (SSARP). The Program Supplement Agreement was executed with California Department of Transportation (Caltrans) on 11/21/2016 for administrating this project under Agency-State Master Agreement No. 00416S.

The goal of SSAR is to assist local agencies in evaluating their roadway network using systemic safety approach and identifying qualified safety projects for HSIP and other grant funding programs which, if implemented, will improve the overall safety of roadway network.

On June 26, 2017, the Town of Colma released a Request for Proposals (RFP) for the preparation of the SSAR. The RFP contained a very specific scope of work along with timely deliverables. Five consultants responded to the RFP; DKS; Fehr & Peers; Kittelson & Associates; Stantec; and TJKM. Staff reviewed the proposals of the five that were submitted, a short list of three consultants were selected among the top-ranked firms and interviewed by a panel consisting of Town Staff and a representative from the Police Department.

The Town followed the Town Municipal Code and Caltrans's Local Assistance Procedures Manual (LAPM) in the consultant selection process. The evaluation was based on the technical merit of proposals and cost proposals were kept confidential and sealed until all proposals had been reviewed and most qualified consultants were selected and interviewed. The panel reviewed cost proposal from Kittelson & Associates as being the top-ranked consultant and entered into contract negotiations with them.

ANALYSIS

The purpose of the Systemic Safety Analysis Report (SSAR) is to provide a detailed analysis that will provide implementation of safety measures across the Town that will enhance safety for all modes of transportation (vehicles, bicycles and pedestrians). The project involves a safety analysis study for a number of major arterials and collectors within the Town's roadway network. These corridors include El Camino Real, Junipero Serra Boulevard, Hillside Boulevard, Serramonte Boulevard, Mission Road, Collins Avenue, Colma Boulevard, Lawndale Boulevard and F Street.

The SSAR will include the assessment of the existing road conditions, traffic count, evaluation of crash data and types, development and selection of low-cost countermeasures, prioritization of proposed safety improvements for implementation based on higher benefit-cost ratio calculations, and preliminary engineering design of selected safety projects for up to five (5) locations.

The scope of services requested for this project includes the following works:

1. Analyze crash data to determine crash patterns by location, type of crash, roadway/intersection types, roadway characteristics, types of road users, and any circumstance of the crash which would lead to potential countermeasure identification. In addition, analyze roadway characteristics to determine the risk factors associated with nominal safety design to aid in potential countermeasure identification and strategies.
2. Develop a listing of potential countermeasures based on safety issues through systemic analysis and discussions with Town staff, City Council, and key stakeholders. Participants in these discussions should include, but not be limited to, representatives of "4 E's" of roadway safety: Engineering, Education, Enforcement and Emergency Medical Services.
3. Develop Colma Traffic Safety Plan as a final product of Systemic Safety Analysis Report. This document will summarize the existing conditions, list safety projects in a prioritized manner by location, and recommend strategies for improving safety throughout the Town.
4. Develop detailed scope for priority projects to apply for HSIP Cycle funds. The scope will include vicinity/location map, countermeasures being applied, crash data and diagrams, benefits summary, benefit/cost ratio calculations, project narrative, and preliminary engineering design for up to five safety projects.

The Consultant shall be responsible for undertaking the following tasks, summarized below:

- o Task 1 – Project Management;
- o Task 2 – Document Review;
- o Task 3 – Data Collection;
- o Task 4 – Data Analysis;
- o Task 5 – Countermeasure Selection and Stakeholder Workshop;
- o Task 6 – Receive consensus from the City Council;
- o Task 7 – Develop Safety Projects;
- o Task 8 – Draft Systemic Safety Analysis Report;
- o Task 9 – Preliminary Engineering Design (30% Design Plans);
- o Task 10 – Final Systemic Safety Analysis Report; and
- o Task 11 – Prepare Sample HSIP Application

Kittelson & Associates has shown proficiency with similar studies in transportation planning and engineering, and has partnered with BKF Engineers who has been delivering civil engineering and land planning services for government agencies for over 100 years.

With all the components in the scope of work, the project is anticipated to take six (6) months to complete. After contacting references and a review of project scope and budget, staff is recommending to the City Council that Kittelson & Associates and their subconsultant BKF Engineers be hired to prepare the Colma Systemic Safety Analysis Report (SSAR).

Council Adopted Values

The recommendation is consistent with the Council value of *responsibility* in improving the safety features on and along the major arterials and collectors within the Town's roadways network.

Sustainability Impact

The City Council's adoption of the resolution is consistent with the Town's sustainability goals and Complete Streets Program goals as it ensures safety measures are identified to provide better traffic flow on Town streets.

Alternatives

The City Council could choose to not approve the resolution authorizing the contract with Kittelson & Associates. This is not recommended because the Town would lose the \$250,000 grant to assist with the implementation of SSAR project. Further, potential safety measures to improve the Town's roadway network will not be identified.

CONCLUSION

Staff recommends that the City Council adopt the resolution approving and authorizing the City Manager to execute the contract with Kittelson & Associates for the preparation of Colma Systemic Safety Analysis Report (SSAR).

ATTACHMENTS

- A. Resolution
- B. Kittelson & Associates Professional Services Agreement with attached scope of work, budget and schedule

**RESOLUTION NO. 2017-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A
CONTRACT WITH KITTELSON & ASSOCIATES, INC. IN THE AMOUNT OF \$250,000
FOR PREPARATION OF COLMA SYSTEMIC SAFETY ANALYSIS REPORT (SSAR)**

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

1. Background.

- (a) The Town of Colma has been allocated \$250,000 in State funds from the Systemic Safety Analysis Report Program (SSARP) by the California Department of Transportation.
- (b) The goal of SSARP is to assist local agencies in evaluating their roadway network using systemic safety approach and identifying qualified safety projects for HSIP and other grant funding programs which, if implemented, will improve the overall safety of roadway network.
- (c) The Town of Colma released a Request for Proposals (RFP) for the preparation of the systematic safety analysis report (SSAR), and determined that Kittelson & Associates is the top-ranked consultant.
- (d) Therefore, the Town of Colma desires to approve a contract with Kittelson & Associates for preparation of a systematic safety analysis report.

2. Finding.

- (a) The City Council finds that the contract with the Kittelson & Associates for preparation of a systematic safety analysis report is not exempt from competitive bidding, and competitive bidding was duly performed pursuant to Colma Municipal Code section 1.06.220.

3. Order

- (a) The contract between the Town of Colma and Kittelson & Associates for preparation of a systematic safety analysis report, a copy of which is on file with the City Clerk, is approved by the City Council of the Town of Colma.
- (b) The City Manager is authorized to execute said contract on behalf of the Town of Colma, with such minor technical amendments as may be deemed appropriate by the City Manager and the City Attorney.

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Certification of Adoption

I certify that the foregoing Resolution No. 2017-__ was duly adopted at a regular meeting of said City Council held on September 27, 2017 by the following vote:

Name	Counted toward Quorum			Not Counted toward Quorum	
	Aye	No	Abstain	Present, Recused	Absent
Helen Fiscaro, Mayor					
Raquel Gonzalez					
Joanne del Rosario					
Diana Colvin					
John Irish Goodwin					
Voting Tally					

Dated _____

Helen Fiscaro, Mayor

Attest: _____
Caitlin Corley, City Clerk

**TOWN OF COLMA
PROFESSIONAL SERVICES AGREEMENT**

This Agreement is made and entered into as of _____, 2017 by and between the Town of Colma, a municipal corporation organized and operating under the laws of the State of California with its principal place of business at 1198 El Camino Real, Colma, CA 94014 ("Town"), and Kittelson & Associates, Inc., a CORPORATION, with its principal place of business at 1161 Mission Street, Office #563, San Francisco, CA 94103 (hereinafter referred to as "Consultant"). Town and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. Town is a public agency of the State of California and is in need of professional services for the following project:

Colma Systemic Safety Analysis Report (SSAR)
(hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for Town to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the Town with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the Town shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "B."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of **\$250,000 [Two Hundred Fifty Thousand Dollars]**. This amount is to cover all printing and related costs, and the Town will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the Town, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the Town by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall

be prepared by the Town and executed by both Parties before performance of such services, or the Town will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by Town.

5. Time of Performance.

Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the Town to proceed ("Notice to Proceed"). Consultant shall complete the services required hereunder in accordance with the "Activity Schedule" set forth in Exhibit "C". The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither Town nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the Town, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. Assignment and Subconsultant

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the Town, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Consultant

Consultant is retained as an independent contractor and is not an employee of Town. No employee or agent of Consultant shall become an employee of Town. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from Town as herein provided.

11. Insurance. Consultant shall not commence work for the Town until it has provided evidence satisfactory to the Town it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the Town.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Contract
- (8) Broad Form Property Damage

(9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give Town, its officials, officers, employees, agents and Town designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the Town, and provided that such deductibles shall not apply to the Town as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the Town.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give Town, its officials, officers, employees, agents and Town designated volunteers additional insured status.

(iv) Subject to written approval by the Town, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the Town as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the Town and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

	<u>Combined Single Limit</u>
Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage
Employer's Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) With the exception of the Professional Liability policy, defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the Town evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the Town at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the Town at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the Town or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the Town, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against Town, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the Town and shall not preclude the Town from taking such other actions available to the Town under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the Town, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the Town, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise

assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, Town has the right but not the duty to obtain the insurance it deems necessary and any premium paid by Town will be promptly reimbursed by Consultant or Town will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, Town may cancel this Agreement.

(iii) The Town may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the Town nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the Town that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the Town as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, Town may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification. To the fullest extent permitted by law, Consultant shall defend (with counsel reasonably approved by the Town), indemnify and hold the Town, its officials, officers, employees, agents and volunteers free and harmless from any and all claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees, settlements, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, (collectively, "Claims") that arise out of, pertain to or relate to the negligence, recklessness or willful misconduct of the Consultant. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the Town, its officials, officers, employees, agents or volunteers.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws, if applicable. Consultant shall defend, indemnify and hold the Town, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages, employment of apprentices, hours of labor and debarment of contractors and subcontractors.

b. If the services are being performed as part of an applicable “public works” or “maintenance” project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such Services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements.

14. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

15. Town Material Requirements.

[INTENTIONALLY LEFT BLANK]

16. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Mateo, State of California.

17. Termination or Abandonment

a. Town has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, Town shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. Town shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by Town and Consultant of the portion of such task completed but not paid prior to said termination. Town shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days’ written notice to Town only in the event of substantial failure by Town to perform in accordance with the terms of this Agreement through no fault of Consultant.

18. Documents. Except as otherwise provided in “Termination or Abandonment,” above, all original field notes, written reports, Drawings and Specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the Town.

19. Organization

Consultant shall assign Erin Ferguson as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the Town.

20. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

21. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

TOWN:

Town of Colma

1198 El Camino Real

Colma, CA 94014

Attn: William Norton, Interim City Manager

Bill.Norton@colma.ca.gov

CONSULTANT:

Kittelson & Associates, Inc.

1161 Mission Street, Office #563

San Francisco, CA 94103

Attn: Erin Ferguson, Project Manager

eferguson@kittelson.com

and shall be effective upon receipt thereof.

22. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Town and the Consultant.

23. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

24. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of Town and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

25. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

26. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of Town. Any attempted assignment without such consent shall be invalid and void.

27. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is specifically specified in writing.

28. Time of Essence

Time is of the essence for each and every provision of this Agreement.

29. Town's Right to Employ Other Consultants

Town reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

30. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, Town shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of Town, during the term of his or her service with Town, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE TOWN OF COLMA
AND KITTELSON & ASSOCIATES, INC.**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

TOWN OF COLMA

Kittelson & Associates, Inc.

Approved By:

William Norton
Interim City Manager

Signature

Erin Ferguson
Name

Approved as to Form:

Project Manager
Title

Christopher J. Diaz
City Attorney

Date

EXHIBIT A
Scope of Services

Detailed Scope of Work

The following describes our proposed scope for providing the deliverables identified in the RFP and to meet the Town's overarching goal to improve safety across their street network.

Task 1 Project Management

TASK 1 PURPOSE Facilitate routine and regular communication between the Town staff and our team's project manager to ensure the project stays on schedule and on budget and exceeds the Town's needs and expectations.

Subtask 1.1 Progress Meetings

We will prepare for and conduct up to six (6) progress meetings with Town staff over the duration of the project. Our preparation for these meetings and follow-up from them will include agendas and meeting minutes. The overarching purpose of these meeting will be to assess the process being used and the results being generated, and identify opportunities for improvement prior to next project task. Based on this purpose and the proposed project schedule (shown in the Project Schedule section), we propose the six meetings be conducted at the project milestones shown below.

Subtask 1.2 Finalized Project Budget and Detailed Project Schedule

We will prepare a draft final project budget and draft detailed project schedule in advance of the kick-off meeting (noted in Subtask 1.1). During the kick-off meeting, we will obtain Town staff input and suggested revisions to those items. Following the kick-off meeting, we will provide the finalized project budget and detailed project schedule.

Subtask 1.3 Bi-Weekly Check-In Conference Calls

Given the project schedule and the relatively quick pace at which the consultant team will be moving with the analysis and findings, we recommend bi-weekly check-in conference calls between the Town project manager and KAI team project manager to ensure timely coordination. These would be in addition to the six in-person progress meetings discussed in Subtask 1.1.

Task 1 Deliverables

- Finalized project budget
- Detailed project schedule in Microsoft Project Format
- Up to six (6) progress meetings with agendas and meeting minutes
- Bi-weekly conference calls

SUMMARY OF PROJECT MEETINGS

Meeting #1 Kick-Off Meeting

We would present the draft final budget and detailed schedule for discussion with Town staff. We would revise the final budget and detailed schedule following the kick-off meeting. This meeting would also provide an opportunity for us to discuss data needs and existing data availability, and identify specific roadway data we will need to collect in Task 3.

Meeting #2 Initial Data Analysis Results

We would present the findings from data analysis results to Town staff providing an opportunity for comments, questions, and discussion. This meeting would also be timed to allow coordination and planning for the activities to occur with countermeasure selection and related stakeholder workshop.

Meeting #3 Recap of Stakeholder Workshop and Preparation for City Council

We would discuss the input received from the stakeholders related to the countermeasure selection including how it was incorporated. We would also discuss and present the information and recommendations to be presented to City Council for their review, input and approval.

Meeting #4 Discussion of Safety Projects

We would conduct this meeting with Town staff part way through the Task 7 Develop Safety Projects. We would present the draft safety projects enabling Town staff to provide input, ask questions, and provide direction.

Meeting #5 Initiate 30% Design Plans

We would use this meeting as a kick-off meeting specific to the 30% Design Plans for the highest priority locations and projects. This will enable more specific and detailed coordination related to the locations and projects selected for design.

Meeting #6 Discuss Draft Safety Plan and Systemic Safety Analysis Report

We would use this meeting to discuss the draft Safety Plan and SSAR providing an opportunity for the Town to share their questions, comments, and direction with us before we produce the final version of each.

Task 2 Document Review

TASK 2 PURPOSE Confirm the scope, focus, and methodology to be used in conducting the systemic safety analysis for the Town.

Subtask 2.1 Identify Documents to Review

We will identify the local, regional, state, and national documents most likely to be relevant for informing the Town's SSAR. Such documents include but are not limited to the California Strategic Highway Safety Plan (SHSP); the Town's Capital Improvement Program; San Mateo County Comprehensive Bicycle and Pedestrian Plan (2011); Colma General Plan – Circulation Element (2014); the Town's Complete Streets Policies; applicable Engineering Design Standards; the Town's existing

safety related policies and practices considered safety countermeasures; the most recent Highway Safety Improvement Program (HSIP) guidance from Caltrans and FHWA; and the Federal Highway Administration's (FHWA) resources and recommended case studies.

We will also conduct a literature review on current research and best practices case studies regarding system-wide statistical safety analysis and countermeasures; this will include researching multimodal safety efforts such as Vision Zero, as well as the Federal Highway Administration's (FHWA) Office of Safety resources. Through the review, we will identify key factors related to collisions, data collection, and best practices regarding how to apply treatments.

Finally, we will establish open line of communication and plan for future coordination with the on-going Serramonte Boulevard and Collins Avenue Master Plan project and consultant team. This will be particularly critical as the SSAR progresses into data collection, analysis and ultimately identifying specific safety projects.

Subtask 2.2 Conduct Document Review

We will conduct a detailed review of documents, policies, and safety research relevant to the Town's SSAR identified in Subtask 2.1. We will summarize the key findings that may impact the Town SSAR, and identify any required actions based on the findings.

The review and summary will also include findings from the literature review focused on current research and best practices case studies noted in Subtask 2.1. Our team brings considerable experience researching and developing national guidance related to roadway safety, including serving on multiple National Cooperative Highway Research Program (NCHRP) and FHWA projects related specifically to the HSIP process, countermeasure selection, and systemic safety. In addition, we have conducted statistical analyses on collision and roadway data for a variety of agencies. Given our experience and understanding of the state of the practice, we will efficiently and thoroughly conduct this literature review and deliver a summary document that is informative to the update process.

Task 2 Deliverables

- Summary of document review highlighting current "note-worthy practices" and summarizing suggested methodology for the project
- Initiate coordination with and establish coordination plan with Serramonte Boulevard and Collins Avenue Master Plan Project and consultant team

Task 3 Data Collection

TASK 3 PURPOSE Establish a complete and accurate database to be used for the crash and roadway data analysis, the results of which will inform the core content of the Town's Safety Plan and SSAR.

Subtask 3.1 Crash Data

We will compile the most recent, complete five years of collision data starting with year 2011. We will also consider year 2016 in the analysis. We will work the data available from the Town's Records Management System, the I-SWITRS database, and UC Berkeley's Transportation Injury Mapping System

(TIMS). We will develop a collision database in GIS format to enable us to map the crashes across and along the nine study corridors. We will also compile the crash data for the entire Town into a comprehensive spreadsheet database to use for analysis of town-wide crash trends and patterns.

We will also obtain and review the police reports for fatal and severe injury collisions on the study corridors. This will enable us to incorporate additional details of the collision events into the database providing an opportunity for a better understanding of the contributing factors—and therefore, potential countermeasures.

Subtask 3.2 Roadway Characteristic Data

Obtaining Roadway Data to Incorporate into Systemic Analysis

From our experience conducting other systemic safety analyses, we know that supplementing collision data with contextual variables is particularly valuable for more effectively addressing collision patterns. Contextual variables include:

- Roadway characteristics (roadway classification, number of lanes, vehicle speeds, type of intersection control, etc.)
- Land use data (locations of schools, parks, senior centers, etc.)
- Demographic data (population, employment, age, race, gender, etc.)

We will pull such information from existing Town, regional, and state databases. We will also inventory recently planned or implemented countermeasures (as discussed in Subtask 3.3). This will allow us to make more informed systemic safety project recommendations.

To the extent that there are critical missing roadway characteristic data, we conduct field reviews and reviews of aerial photographs to obtain those data attributes.

We will organize all of the roadway characteristic data obtained and collected into the same GIS database as the crash data thereby making it possible to consider, by location on the street network, the crash and roadway or land use characteristics that may be contributing factors.

Reviewing Existing Locations for Design Standards Compliance

With respect to the review of the nine study corridors for compliance with design standards and the CA MUTCD, given the magnitude of such a data collection effort, to maximize the value of the City's funding we propose to conduct a specific review of locations design standards and criteria consistency based on crash data analysis, contributing factors, risk factors identified, and the top five locations identified as priorities. To the degree to which there are contributing factors that indicate potential issues related to roadway infrastructure or design elements as they relate to design standards, we will review those features for compliance to the relevant design requirements. The top five locations and projects selected for the 30% Design Plans in Task 9 will be reviewed in greater detail as it relates to design standards and CA MUTCD compliance.

We believe the above approach for reviewing the study area for design standard compliance is appropriate from a safety perspective, given the profession's evolution in considering safety from a quantitative and substantive perspective.

Roadway safety analysis has evolved over time and the SSAR program is a representation of the industry recognition of quantitative safety. Historically, there has been a reliance on "nominal" safety: if it meets standards it must be safe and if does not meet standards it must not be safe. Design standards and policy compliance can affect a road users' perception of operational and safety performance; however there are numerous factors and considerations that affect crash frequency and severity. Meeting criteria and standards alone is no longer the preferred way to measure safety and risk as our industry relies on principles of the AAHSTO's Highway Safety Manual and other performance-based research.

Safety is a continuum and not an absolute. Simply meeting a specific dimension does not ensure a feature or configuration is "safe"; there are many roadways and intersections that meet current criteria that still result in an unexpected number of crashes. Quantitative safety performance is based on considering crash risk and optimizing the magnitude of investment to reach a risk level.

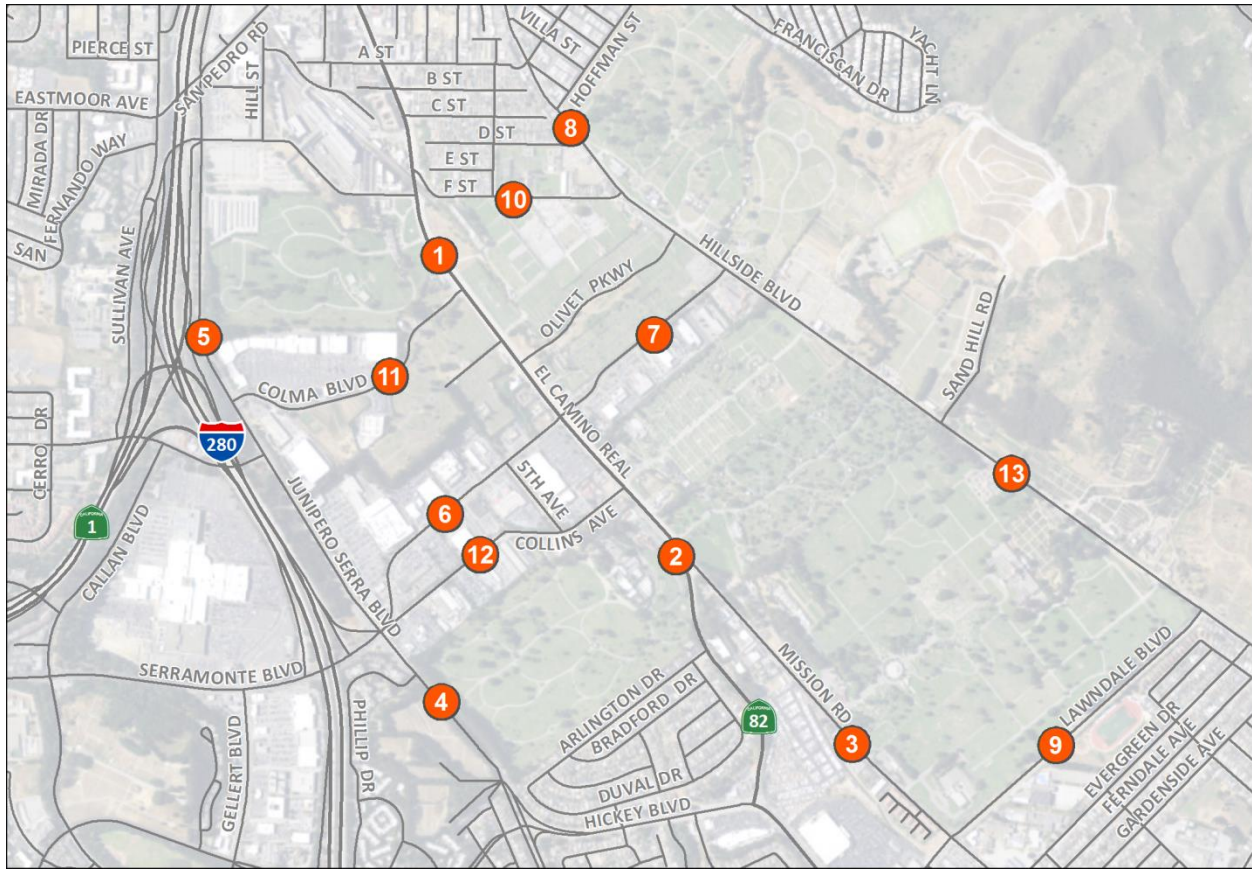
Subtask 3.3 Existing Systemic Countermeasures on the Street Network

As noted in Subtask 3.2, we will inventory the recently planned or implemented countermeasures or safety projects within the Town and include those in the GIS-based database to be sure they are appropriately accounted for and considered in the analysis. Incorporating the information into the GIS database will enable us to easily map and develop tables of the countermeasures that have been deployed. The data for the existing systemic countermeasures will include: location, type of treatment, date of installation, and current status.

Subtask 3.4 Traffic Count Data

We will collect vehicle traffic counts via pneumatic tubes that also collect vehicle classification and speed data. Figure 1 identifies the 13 locations at which we suggest conducting such counts over seven (7) consecutive days, 24 hours per day. The data will be organized in 15-minute increments. Before finalizing the data collection locations, we will coordinate with Town staff as well as with the consultant team leading the work on the Serramonte Boulevard and Collins Avenue Master Plan project.

Figure 1. Proposed Daily Traffic Count Locations



We selected the approximate locations shown in Figure 1 to be able to understand traffic volume fluctuations throughout the Town and obtain at least one 7-day, 24-hour per day count on each study corridor. For the three corridors with the greatest proportion of fatal and injury crashes (El Camino Real, Junipero Serra Boulevard, and Serramonte Boulevard), we identified two 7-day, 24-hour per day count locations to provide a more complete understanding of how volumes may fluctuate along those corridors.

After the data analysis has been conducted and the top six (6) locations identified, we will conduct peak period, multimodal turning movement counts at those locations.

Task 3 Deliverables

- Summary Data in a GIS-database including:
- Crash data collected through SWITRS, TIMS and Police Department
- Roadway characteristics for locations being considered for safety improvements
- Traffic count report with the following information, but not limited to:
 - Station identification number
 - Road number
 - Direction and lane; weather condition
 - Date shall be included in an appendix to the final report

Task 4 Data Analysis

TASK 4 PURPOSE Identify the dominant crash patterns and trends; relation of those patterns and trends to the state’s Strategic Highway Safety Plan (SHSP) challenge areas; risk factors associated with those patterns and trends; and locations with an overrepresentation of risk factors and severe crash history.

Subtask 4.1 Town Crash Data Analysis

We will analyze the town-wide crash data using two complementary approaches:

- **Descriptive Crash Statistics.** Using cross-tabulations, graphs, and summary charts of crash severities, types, and primary contributing factors, we will develop descriptive statistics for the study corridors and citywide. Results would indicate the degree to which the dominant crash characteristics overlap with the state’s SHSP challenge or focus areas, and provide a clear picture for Town staff of overarching safety performance across the Town.
- **Spatial Network Analysis.** Using a GIS-based software tool KAI has developed through similar systemic safety projects, we will map the reported crashes and their associated attributes (e.g., severity, primary contributing factors) on the Town’s high-risk corridors. We will then analyze the crash data and physical characteristics of the intersections and roadway segments along those corridors to identify potential risk factors (Subtask 4.2).

Subtask 4.2 Identify Risk Factors and Potential Countermeasures

We will review the physical and operational characteristics at the highest-ranked locations (from Subtask 4.1) to identify recurring physical characteristics associated with the crash patterns and trends. These recurring physical characteristics are considered potential risk factors.

Using the risk factors identified for each of the Town’s dominant challenge areas, we will identify countermeasures (both engineering and non-engineering), planning cost estimates, and issues or constraints that may limit implementation. As part of this effort we will use Caltrans’ Local Roadway Safety Manual and the Federal Highway Administration (FHWA) Crash Modification Factor Clearinghouse to document the expected effectiveness of each countermeasure. The cost and effectiveness will inform draft priorities for implementation.

Subtask 4.3 Identify Initial Priority Locations Based on Risk Factors and Crash Data

Using the results from Subtask 4.2, we will prioritize road segments and intersections based on the number of risk factors present as well as the number and severity of crashes locations have experienced. This ensures the priorities consider locations with a history of crashes and locations with risk factors that could lead to crashes.

Our team has conducted similar analyses and developed similar tools as part of the following projects:

- Pedestrian Safety Strategy for the City of Oakland
- Safer Streets Project for the City of Pasadena
- Safety Management Plan for Clark County, Washington

- Safety Analysis Planning for NOACA (Cleveland Ohio MPO)
- Oregon State Pedestrian and Bicycle Safety Implementation
- Caltrans District 4 Bicycle Plan

Task 4 Deliverables

- Summary of data analysis results, with list of candidate locations with high potential for crashes (Also will be provided in Final Report)

Task 5 Countermeasure Selection and Stakeholder Workshop

TASK 5 PURPOSE Work with the community to identify engineering and non-engineering countermeasures that will be effective at reducing crashes and crash risk, and also are broadly supported for implementation.

Subtask 5.1 Stakeholder Workshop #1

The community plays a major role in neighborhood improvements, and our outreach effort will help us to understand the project locations through the community eye. Incorporating this perspective will increase the competitiveness of program project applications.

We will develop a community input platform composed of a project website or web-based input platform, and a social media platform. Our project team will efficiently develop these tools to meet the needs of the project and community. We will use these platforms for feedback as well as to distribute information about meetings and project concepts.

We will also hold a community workshop to discuss safety concerns identified through our data analysis and potential countermeasures. The workshop will educate the public and key stakeholders about the project, share initial findings, generate a list of possible countermeasures, and develop partnerships and synergies between stakeholders. Working with the Town, we will identify a list of key stakeholders, including Town planning and public works/engineering agencies, Caltrans, police and sheriff, emergency, and first responders. Finally, we will coordinate with the consultant team leading the work on the Serramonte Boulevard and Collins Avenue Master Plan project to identify how proposed or potential changes identified within that work could improve safety or create additional opportunities for further enhancements that would improve roadway safety.

Subtask 5.2 Engineering Countermeasures

Within this task, we will organize the promising countermeasures into two categories: 1) low-cost systemic improvements; and 2) potential capital safety improvement projects. This recognizes that not all safety issues identified will be able to be effectively addressed through low-cost systemic improvements. In some instances, a larger capital investment may be needed and appropriate.

Subtask 5.3 Non-Engineering Countermeasures

We will document suitable non-engineering policies, programs, and practices that support traffic safety. These may include educational programs and campaigns, enforcement schemes and technologies, public health initiatives, and other possible countermeasures. Key to this task will be the identification of resources and capacities present in Colma to create successful traffic safety policies, programs and practices.

Task 5 Deliverables

- Memorandum summarizing the prioritized listing of traffic safety countermeasures
 - Town staff will approve the listing of potential countermeasures to ensure they are commensurate with the intent of the Town’s Traffic Safety Plan to be included in the final report
- Prepare for and conduct Stakeholder Workshop #1 , including:
 - PowerPoint presentation providing the overall framework for roadway safety planning to inform stakeholders on systemic analysis and potential safety countermeasures and strategies
 - Boards, maps, and materials to communicate the draft findings and solicit input from stakeholders
 - Summary of minutes of the workshop including local safety issues and concerns should be included in a memo format within the final report

Task 6 Receive Consensus from City Council

TASK 6 PURPOSE Obtain input and support from City Council for the proposed treatments and locations identified through the safety analysis and Stakeholder Workshop #1. The outcome will inform the development of safety projects and final content of the Safety Plan and SSAR.

Subtask 6.1 Compile Stakeholder Input and Update Safety Recommendations

We will work with Town staff to compile the stakeholder feedback from Workshop #1 and identify adjustments to the safety recommendations based on the input received. Using the updated information, we will prepare a PowerPoint presentation to provide to City Council that addresses:

- Overall Framework for Safety Planning;
- Local Issues and Concerns;
- Stakeholder Input;
- Crash Data Analysis; and
- Potential Countermeasures.

Town staff will review and approve the presentation materials prior to the City Council meeting.

Subtask 6.2 Present Updating Information to City Council

We will attend and present the PowerPoint presentation and materials developed in Subtask 6.1 to City Council to gather their input and reach consensus. We will also prepare for the meeting by preparing an

agenda and as follow-up activities to the meeting, we will provide meeting minutes, compilation of comments received, and a refined list of countermeasures based on City Council input.

Task 6 Deliverables

- Refined PowerPoint presentation addressing topics identified in Subtask 6.1
- Prepare for and attend City Council meeting
- Provide follow-up items from City Council meeting as identified in Subtask 6.2

Task 7 Develop Safety Projects

TASK 7 PURPOSE Develop projects based on final countermeasures and priorities for implementation.

Subtask 7.1 Finalize and Prioritize Countermeasures and Stakeholder Workshop #2

We will conduct a meeting with Town staff and key stakeholders to present the feedback we received from Workshop #1 and how that influenced the final prioritized list of countermeasures. The meeting will provide closure for stakeholders and also clearly communicate how the prioritized countermeasures will advance forward into projects.

Subtask 7.2 Identify and Prioritize Locations for Countermeasures and Calculate Benefit/Cost Ratios

We will review the prioritized locations from Task 4 to determine how those systemic treatments could be applied to the high-risk corridors. We propose conducting field reviews of the locations to be sure the systemic treatments being identified are appropriate. We will then work with the Town to identify the highest-priority locations and projects for which project scopes and concept designs can be developed and made ready for future HSIP applications (see Subtask 7.3). As part of these activities, we will calculate benefit/cost ratios to help inform the priority projects for which scopes and designs will be developed. We will document the methodology used for the benefit/cost ratio calculations and to the extent possible employ the methodology typically used in the HSIP grant application process. The resulting final list of locations and projects will identify those eligible for HSIP funds as well as other grant funding programs.

Subtask 7.3 Develop Project Scopes, Concept Designs

We will develop preliminary project scopes for up to ten (10) locations. We will lead a field study of each priority location, guiding Town staff and key stakeholders of each site to examine existing conditions and discuss the desirability and feasibility of the set of location-specific engineering enhancements identified at a planning level through the previous tasks.

We will prepare concept design exhibits with current and proposed conditions, preliminary engineers' estimates, and benefit-cost analysis summaries for the ten (10) prioritized projects, selected in coordination with the Town's project manager. The scopes will be written to highlight key elements of a successful HSIP application, including:

- Location maps and plans with project extents
- Statement of need through data-based collision assessment

- Description of paired safety treatments and how treatments will address safety needs
- Inventory of safety countermeasures previously deployed or programmed
- Project costs and implementation schedule

This information and work will be the starting point for the 30% Design Plan development in Task 9.

Task 7 Deliverables

- Memorandum detailing prioritized safety projects It will clearly identify:
 - Location map (beginning and ending points) of each project
 - Types of safety improvements
 - Benefit/Cost ratio for each project
 - Methodology for how the projects were selected and prioritized
- The above memorandum will also be included in the final report, and supplemented with a table or similar method detailing the financial aspects of implementation, including, but not limited to, estimated total project cost, construction by year; expected funding sources and amount for each project.
- Field Reviews of High-Priority Locations for Safety Projects

Task 8 Draft Systemic Safety Analysis Report

TASK 8 PURPOSE Develop and present to City Council the draft SSAR to obtain final comments before finalizing findings and documentation.

Subtask 8.1 Prepare Draft Safety Plan and SSAR

We will create the Draft SSAR following the Caltrans SSARP Guidelines as outlined in the RFP. Our project manager, Erin Ferguson, PE, will serve as the engineer of record. We will include in the report a vicinity map; crash characteristics, patterns, and trends; data gathering and data used; data analysis; countermeasures considered and selected; benefit summary; benefit/cost ratio calculations and methodology; and recommended safety projects including funding sources.

Subtask 8.2 Prepare for and Attend City Council Meeting

We will develop a PowerPoint presentation (and if needed additional supporting materials such as maps) to share, with City Council, the overall process of traffic safety and crash data analysis, local issues and concerns, selection and prioritization of countermeasures, Benefit/Cost ratios, and recommended projects documented in draft SSAR. We will record the input provided by City Council members to be able to incorporate into the Final Colma Safety Plan and SSAR, as appropriate.

Task 8 Deliverables

- PowerPoint presentation addressing overall process of traffic safety and crash data analysis, local issues and concerns, selection and prioritization of countermeasures, Benefit/Cost ratios, and recommended projects
- Five (5) hard copies and electronic copies of the draft SSAR will be provided to the Town

Task 9 Preliminary Engineering Design (30% Design Plans)

TASK 9 PURPOSE Develop 30% design plans and cost estimates for improvements at selected locations to inform HSIP grant applications as well as other potential funding sources.

Subtask 9.1 Draft Design Plans and Cost Estimates

We will perform preliminary engineering design of the selected projects for up to five (5) locations based on the priority list of locations and recommended countermeasures developed by the project team and consented by the City Council. Each location may be an intersection, a single block, a mid-block crossing, or similar discrete area. This area will be able to fit on a single 24"x36" plan sheet at 10 or 20-scale.

We will then prepare 30% engineering design level layout plans at a convenient scale, with aerial photos as background, showing the preliminary design of recommended improvements.

Improvements may include Complete Streets and Green Streets elements. Design will be sufficient to identify significant project cost components, potential right of way needs, and potential environmental constraints. Details such as pole and conductor schedules (for traffic signal plans), trench details, curb or planter wall details will not be included. Where there may be topographic survey available (i.e., Collins Road or Serramonte Boulevard), we will use this data to inform the preliminary design. We will not be including this topographic survey as a basemap or include related vertical design information. The backgrounds will be using aerial photos with design mostly based on site observations.

We will coordinate with Town staff to determine the format and setup of plan sheets. Plan sheets may include Existing Conditions, Improvement Plan, and a Utility and Storm Drain Plan, depending on the type and complexity of the project.

We will generate total project cost estimates of the recommended improvements at 30% engineering design level for each selected project.

Subtask 9.2 Final Design Plans and Cost Estimates

We will prepare the final design plan and cost estimates based on the Town's review and comments on the draft versions provided. We assume that the Town will complete its review of the material within a one week time period. We will provide a record of how each comment provided was addressed.

Task 9 Deliverables

- Five (5) hard copies and electronic copies of the 30% engineering design level layout plans in PDF and AutoCAD formats and total project cost estimates including, but not limited to, right of way acquisitions, environmental review, engineering design and construction costs in Excel format

Task 10 Final Systemic Safety Analysis Report

TASK 10 PURPOSE Prepare the final Colma Road Safety Plan and SSAR that adheres to the Caltrans SSARP Guidelines, while meeting the needs of the Town.

Subtask 10.1 Finalize the Town Safety Plan and SSAR

We will finalize the SSAR based on the input and comments received from the Draft SSAR developed in Task 8. We will create the Colma Road Safety Plan by comprehensively documenting the full process used to develop it including the comments received, as well as the response to those comments, from stakeholders and City Council as well those involved in its development. The report will meet Caltrans requirements and will be organized and prepared in a manner that is understood by the stakeholders whose input will help to shape and inform it.

The final Colma Road Safety Plan and SSAR will also serve as the source of information from which the Town will be able to apply for HSIP grant funds to be able to implement the recommended projects. Therefore, it will detail the prioritized projects and include, per high-priority project:

- Vicinity/location map;
- Countermeasures being applied;
- Crash data and diagrams;
- Benefit/cost ratio calculations;
- Project narrative; and
- Preliminary engineering design (30% plans).

Task 10 Deliverables

- Five (5) hard copies and electronic copies of the final report for review and record. The final report must fulfill the reporting requirements for Caltrans SSAR Program
- Revisions to the final SSAR documentation to address Caltrans comments, if needed

Task 11 Prepare Sample HSIP Application

TASK 11 PURPOSE Enable the Town to prepare successful HSIP grant applications to fund the prioritized safety improvement projects identified in the SSAR.

Subtask 11.1 Develop a Sample HSIP Application

We will develop an HSIP application for the highest priority project identified and developed through this SSAR project. We will provide the application to the Town for their submittal into the next HSIP grant cycle. We will also use the application as a basis for the training discussed in Subtask 11.2.

Subtask 11.2 Conduct Training Workshop for HSIP Applications

We will organize and conduct a training workshop for Town staff on how to prepare a success HSIP grant application. We will use the sample HSIP application to inform the training. The training materials will also include additional tips and tools (e.g., guidance for benefit/cost ratio calculations) to make it easier/more efficient for Town staff to prepare future HSIP applications.

Task 11 Deliverables

- One copy of sample HSIP grant application in Word document
- One training workshop to demonstrate Town staff on how to prepare future HSIP grant applications using the most current available HSIP guidelines and grant application form.

EXHIBIT B

Schedule of Charges/Payments

Consultant will invoice Town on a monthly cycle. Consultant will include with each invoice a detailed progress report that indicates the amount of budget spent on each task. Consultant will inform Town regarding any out-of-scope work being performed by Consultant. This is a time-and-materials contract.

Town of Colma - Systemic Safety Analysis Report
Kittelson Associates, Inc. Team - Cost Proposal

Project Name: Colma Systemic Safety Analysis Report (SSAR)
Project Manager: Erin Ferguson
KAI Project Number: 21698
Date: Aug 31, 2017

Task	Kittelson & Associates, Inc.				BKF Engineers				SUBTASK/ TASK COST
	Erin Ferguson, PE Project Manager	Brian Ray, PE Sr. Project Principal	Matt Braughton Senior Planner	Mike Alston Transportation Analyst	Jason Mansfield, PE Lead Design Engineer	Brian Scott Principal	Bobby Lutz, PE Engineer	Cost	
1 Project Management									
1.1 Progress Meetings - Up to 6 Meetings	24	8	24		6			\$1,159	\$10,783
1.2 Finalized Project Budget and Detailed Project Schedule	8	2						\$0	\$1,973
1.3 Bi-Weekly Check-In Conference Calls	6		6					\$1,896	\$1,896
Reimbursable Expense								\$173	\$173
Task #1 - Subtotal	38	10	30	0	6	0	0	\$1,332	\$14,825
2 Document Review									
2.1 Identify Documents to Review	2	2	4	8	16			\$2,306	\$2,306
2.2 Conduct Document Review	6	2	8	16	32			\$4,467	\$4,467
Reimbursable Expense								\$0	\$0
Task #2 - Subtotal	8	4	12	24	48	0	0	\$6,773	\$6,773
3 Data Collection									
3.1 Crash Data	6	2	12	20	40			\$5,448	\$5,448
3.2 Roadway Characteristic Data	16	8	24	32	80			\$11,751	\$11,751
3.3 Existing Systemic Countermeasures on the Street Network	4	4	8	12	28			\$4,163	\$4,163
3.4 Traffic Count Data	6	2	8	16	32			\$4,467	\$4,467
Reimbursable Expense								\$7,590	\$7,590
Task #3 - Subtotal	32	16	52	80	180	0	0	\$33,419	\$33,419
4 Data Analysis									
4.1 Town Crash Data Analysis	12	6	32	48	98			\$13,369	\$13,369
4.2 Identify Risk Factors and Potential Countermeasures	16	8	20	40	84			\$12,116	\$12,116
4.3 Identify Initial Priority Locations based on Risk Factors and Crash Data	12	6	20	24	62			\$9,079	\$9,079
Reimbursable Expense								\$0	\$0
Task #4 - Subtotal	40	20	72	112	244	0	0	\$34,565	\$34,565
5 Countermeasure Selection									
5.1 Stakeholder Workshop #1	16	12	20	16	64			\$10,443	\$10,443
5.2 Engineering Countermeasures	16	12	18	24	70			\$11,075	\$11,075
5.3 Non-Engineering Countermeasures	8	4	16	16	44			\$6,408	\$6,408
Reimbursable Expense								\$0	\$0
Task #5 - Subtotal	40	28	54	56	178	0	0	\$27,926	\$27,926
6 Receive Consensus from City Council									
6.1 Compile Stakeholder Input and Update Safety Recommendations	6	4	12	16	38			\$5,510	\$5,510
6.2 Present Updating Information to City Council	8	2			10			\$1,973	\$1,973
Reimbursable Expense								\$0	\$0
Task #6 - Subtotal	14	6	12	16	48	0	0	\$7,483	\$7,483
7 Develop Safety Projects									
7.1 Finalize and Prioritize Countermeasures and Stakeholder Workshop #2	16	10	20	24	70			\$10,831	\$10,831
7.2 Identify and Prioritize Locations for Countermeasures and Calculate Benefit/Cost Ratios	16	12	20	32	80			\$12,239	\$12,239
7.3 Develop Project Scopes, Concept Designs for Up to 5 Locations	20	18	28	46	112			\$17,136	\$17,136
Reimbursable Expense								\$0	\$0
Task #7 - Subtotal	52	40	68	102	262	0	0	\$40,205	\$41,751
8 Draft Systemic Safety Analysis Report									
8.1 Prepare Draft Safety Plan and SSAR	16	8	32	48	104			\$14,611	\$14,611
8.2 Prepare for and Attend City Council Meeting	16	8	12	12	48			\$7,910	\$7,910
Reimbursable Expense								\$0	\$0
Task #8 - Subtotal	32	16	44	60	152	0	0	\$22,521	\$22,521
9 Preliminary Engineering Design (30% Design Plans)									
9.1 Draft Design Plans and Cost Estimates	12	6			18			\$3,725	\$23,588
9.2 Final Design Plans and Cost Estimates	8	4			12			\$2,483	\$13,225
Reimbursable Expense								\$0	\$0
Task #9 - Subtotal	20	10	0	0	30	0	0	\$6,208	\$36,813
10 Final Systemic Safety Analysis Report									
10.1 Finalize the Town Safety Plan and SSAR	8	5	12	16	41			\$6,130	\$6,130
Reimbursable Expense								\$0	\$0
Task #10 - Subtotal	8	5	12	16	41	0	0	\$6,130	\$6,130
11 Prepare Sample HSIP Application									
11.1 Develop a Sample HSIP Application	8	4	12	16	40			\$5,875	\$5,875
11.2 Conduct Training Workshop for HSIP Applications	12	4	12	8	36			\$5,709	\$5,709
Reimbursable Expense								\$0	\$0
Task #11 - Subtotal	20	8	24	24	76	0	0	\$11,585	\$11,585
TOTAL HOURS	304	163	380	490	1337	262		\$39,690.94	\$242,237
LABOR RATE	\$182.90	\$255.01	\$133.09	\$112.20	\$193.25	\$129.89			
LABOR COST	\$55,602	\$41,566	\$50,572	\$54,978	\$10,495	\$4,144			

TOTAL REIMBURSABLES
\$7,763

TOTAL PROJECT BUDGET
\$250,000

Task	Item	Unit Cost	Unit	Number of Units	Total
1.1	Mileage for Travel to Meetings	\$0.54	per mile	320	\$172.80
3.4	Tube Counts - Volume, Classification, Speed for 7-days, 24-hours per day, 15 minute increments	\$450	per location	13	\$5,850
3.4	Intersection Multimodal Turning Movement Counts for Two-Hour Peak Periods	\$290	per intersection	6	\$1,740
Total Expenses					\$7,762.80

EXHIBIT C
Activity Schedule

COLMA SSAR PROJECT SCHEDULE

Task	2017			2018		
	Oct	Nov	Dec	Jan	Feb	Mar
1 Project Management						
2 Document Review						
3 Data Collection						
4 Data Analysis						
5 Countermeasure Selection and Stakeholder Workshop						
6 Receive Consensus from City Council						
7 Develop Safety Projects						
8 Draft Systemic Safety Analysis Report						
9 Preliminary Engineering Design (30% Design Plans)						
10 Final Systemic Safety Analysis Report						
11 Prepare Sample HSIP Application and Training						

LEGEND

	Consultant Team Activity		City Council Meeting
	Progress Meeting		Draft Deliverable
	Stakeholder Meeting		Final Deliverable





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: William C. Norton, Interim City Manager
 MEETING DATE: September 27, 2017
 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

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 2017-18 budget includes a total of \$113,000 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 \$113,000 in available funding is broken down into three discrete budget line items: \$65,000 allocated to the General Services budget specifically for economic development promotion (line item *Grants*); \$40,000 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 code 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 this 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, would impact the remaining available grant funding.

CONCLUSION

Staff recommends the Council adopt 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. 2017-_____
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 A 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 the Town with a letter from the IRS stating that it is exempt from tax under IRC section code 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.

(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 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.

(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.

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Certification of Adoption

I certify that the foregoing Resolution No. 2017-___ was duly adopted at a regular meeting of said City Council held on September 27, 2017 by the following vote:

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

Dated _____

Helen Fiscaro, Mayor

Attest: _____

Caitlin Corley, City Clerk





Non-Profit Funding Request Form FY 2017-18

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

Name of Organization: Daly City Public Library Associates

Contact Person: Susan Brissenden-Smith

Address: P.O. Box 3283 Daly City CA 94015-3283
Street Address City State Zip Code

Phone Number: 650 224-2356 Email Address: info@dcpia.org

1. Mission Statement: Our Mission is to raise funds to supplement the City's funding of the four branch libraries. We achieve this by engaging/educating the community, garnering their support.

2. Amount of Request: \$ 2,000

a. Total Agency Annual Budget: \$ 55,200

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.

c. Programs, materials (books, CDs etc), equipment (3D printer etc) engage and educate our community. We are seeking funds to supplement the collection of children's books and program materials.

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

(about \$200,000)

The City of Daly City made deep cuts[↑] to the library budget in the 2016-17 decisions. These cuts have not been restored so DCPLA is working to backfill some of the material/equipment cuts through our member donations, corporate donations and grant writing.

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:

All Colma residents and businesses have access to the wealth of library resources and programs. Summer learning, story time, maker space programs, the new Teen Space at Serramonte are all benefits for Colma residents.

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 branches are in different

parts of Daly City, with the main branch located conveniently near Serrano Center and a park. DCPA educates residents by tabling at events and at our annual "fund the need" luncheon at the Colma Comm. Ctr.

8. Provide a detailed account of how the FY ²⁰¹⁶⁻¹⁷ 2015-16 contribution was used:

The \$2,000 grant received in 2016-17 was used to fund childrens' Non-fiction books (we combined this grant with funding from members + other sources to give a \$10,000 funding package). These books were distributed to all four branches.

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

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: William C. Norton, Interim City Manager
 MEETING DATE: September 27, 2017
 SUBJECT: FY 2017-18 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 2016-17	FY 2017-18 Grantee Request	FY 2017-18 Staff Proposed Grant Amount
ALLICE	N/A	\$1,800	\$1,800
Clinic by the Bay	\$2,000	\$3,000	\$2,000
Colma - Daly City Chamber of Commerce	\$40,000	\$45,000	\$40,000
Community Gatepath	\$5,000	\$10,000	\$6,000
Daly City Peninsula Partnership Collaborative	\$15,000	\$20,000	\$15,000
Daly City/Colma 4-H Club	N/A	\$5,000	\$0
Daly City Youth Health Center	\$5,000	\$7,500	\$6,000
Human Investment Project (HIP Housing) ¹	\$5,000	\$5,000	\$5,000
Jefferson Union School District (Wilderness School)	\$3,000	\$4,500	\$3,000
LifeMoves (formerly InnVision Shelter Network) ¹	\$3,000	\$5,000	\$3,000

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

Grantee	Amount Funded FY 2016-17	FY 2017-18 Grantee Request	FY 2017-18 Staff Proposed Grant Amount
North Peninsula Food Pantry & Dining Center of Daly City	\$12,500	\$12,500	\$12,500
Peninsula Conflict Resolution Center	\$1,313	\$1,312	\$1,313
San Mateo Community College Foundation (Skyline College President's Innovation Fund)	\$600	\$5,000	\$1,000
SMC Conservation District	N/A	\$10,504	\$4,000
SMC Jobs for Youth	\$500	\$1,500	\$1,000
Sitike Counseling Center	\$6,000	\$8,000	\$6,000
Sustainable San Mateo County	\$3,000	\$5,000	\$3,000
West Bay Alano Club	\$4,000	\$4,000	\$0
TOTALS	\$107,913²	\$156,617²	\$112,613²

A total of \$156,617 has been requested by the various entities (including the Daly City Public Library Associates, which was addressed in a separate agenda item).

If Council approves the funding levels as proposed by Staff, the total amount funded will be under budget by \$387.

FISCAL IMPACT

The 2017-18 budget includes a total of \$113,000 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: IRS 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.

² Note this amount includes \$2,000 in funding for DCPLA.

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 \$113,000 in available funding is broken down into three discrete budget line items: \$40,000 allocated to the General Services budget specifically for economic development promotion (line item *Grants*); \$65,000 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*.

For some entities, staff's proposed grant amounts may differ from the funding that was approved in Fiscal Year 2016-17. 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.

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

Through a memorandum of understanding *ALLICE Kumares and Kumpares, aka ALLICE* is part of the Pilipino Bayanihan Resource Center (PBRC) of San Mateo County. Its mission is to engage community-minded individuals and organizations—nonprofit and corporate, private and public—in a movement to educate the public about healthy and safe relationships. The Town benefits from the education of the community on how to distinguish between healthy and abusive relationships, and the availability of pertinent resources to help those in need. The grant funds will be used to support an outreach event. If City Council approves funding, PBRC will have to provide an Internal Revenue Code ("IRC") section 501(c)(3) letter and a current status with the California Attorney General as a condition for funds to be disbursed.

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 operate a free, volunteer-powered health clinic that provides high-quality, primary care to the hard working uninsured men and women in its service 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 (JUHS), 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 14 Colma youth and their families two or more times during the 2015-16 school year. In addition, five youth from Colma became peer health educators in schools and were trained on leadership development and public speaking skills. 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.

Jefferson Union High School District (Community Environmental Education Program) is a California governmental entity. The Community Environmental Education 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.

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.

North Peninsula Food Pantry and Dining Center of Daly City ("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.

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.

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 served five youth through the Colma and Daly City region.

San Mateo County Resource Conservation District (San Mateo County RCD) is a California governmental entity. San Mateo County RCD is a special district that helps people protect, conserve and restore natural resources through non-regulatory technical assistance. The Town of Colma is located within its service area. San Mateo County RCD has previously worked with the Town of Colma by providing project ideas and services with focus on cemetery irrigation efficiency.

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.

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.

Daly City/Colma 4-H Club failed to provide verification that the club is an active nonprofit organization. The IRS 501(c)(3) letter was unclear and staff reached out for verification but received no response. As such, the Town cannot consider its application.

West Bay Alano Club did not meet all of the Town's legal standards for funding non-profit entities and did not fulfill the obligations of the grant agreement for FY 2016-17. As such, the Town cannot legally consider its application.

Findings of Public Purpose

The expenditure of public funds to pay for an outreach event, as requested by ***ALLICE Kumares and Kumpares, aka ALLICE***, will provide education about the dynamics of healthy and abusive relationships. The benefit to the public is substantial as the organization provides community-building by strengthening individuals and families through education.

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 11 clients in Colma in FY 2016-17. 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 ("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.

The expenditure of public funds to pay for counselling persons with substance abuse and mental health disorders, as requested by ***the Sitike Counseling Center ("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 technical sustainable expertise management, as requested by the ***San Mateo County Resource Conservation District***, providing expertise to develop sustainable management practices which will reduce water and energy use and operational costs. The benefit to the public would be substantial, specifically the cemeteries in Town.

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 2017-18 Budget includes only \$113,000 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. 2017-____
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) ALLICE Kumares and Kumparas, aka ALLICE, is eligible for grant funding from the Town of Colma.

Discussion. ALLICE is part of the Pilipino Bayanihan Resource Center (PBRC) of San

Mateo County. Its mission is to engage community-minded individuals and organizations—nonprofit and corporate, private and public—in a movement to educate the public about healthy and safe relationships. The Town benefits from the education of the community on how to distinguish between healthy and abusive relationships, and the availability of pertinent resources to help those in need. The grant funds will be used to support an outreach event.

- (b) 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 operate a free, volunteer-powered health clinic that provides high-quality, primary care to the hard working uninsured men and women in its service 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.

- (c) Greater Colma-Daly City 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.

- (d) 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.

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

Discussion: The 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 Town of Colma is within its service area. 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.

- (f) 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 14 Colma youth and their families two or more times during the 2016-17 school year. In addition, five youth from Colma became peer health educators in schools and were trained on leadership development and public speaking skills. 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.

- (g) 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 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 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.

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

Discussion. Jefferson is a California governmental entity. The Community Environmental Education 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.

- (i) 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 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.

- (j) 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 of 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.

- (k) 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.

- (l) San Mateo Community College Foundation (Skyline College President's Innovation Fund) 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 served five youth through the Colma and Daly City region.

- (n) San Mateo County Resource Conservation District (San Mateo County RCD) is eligible for grant funding from the Town of Colma.

San Mateo County RCD is a California governmental entity. San Mateo County RCD is a special district that helps people protect, conserve and restore natural resources through non-regulatory technical assistance. The Town of Colma is located within its service area. San Mateo County RCD has previously worked with the Town of Colma by providing project ideas and services with focus on cemetery irrigation efficiency.

- (o) 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.

- (p) 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.

- (q) 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 ALLICE Kumares and Kumpares, aka ALLICE will serve a public purpose.

Discussion. The expenditure of public funds to pay for an outreach event, as requested by ALLICE will provide education about the dynamics of healthy and abusive relationships. The benefit to the public is substantial as the organization provides community-building by strengthening individuals and families through education.

(b) 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.

(c) A grant in the amount shown in section 4(a) to the Greater Colma-Daly City Chamber of Commerce, aka Colma/Daly City 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 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.

(d) 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.

(e) 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, 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.

(f) 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.

(g) 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 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 11 clients in Colma in FY 2016-17. Finally, the public benefit is substantial as providing housing to help people live independent lives is important for a well-functioning society.

(h) A grant in the amount shown in section 4(a) to the Jefferson Union High School District for the Wilderness School Program/Susan B. Anthony School Project 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 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.

(i) 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 (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.

- (j) 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, 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.

- (k) 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 its 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.

- (l) 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 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.

- (m) 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.

- (n) 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.

- (o) A grant in the amount shown in section 4(a) to the San Mateo County Resource Conservation District ("San Mateo County RCD") will serve a public purpose.

Discussion. The expenditure of public funds to pay for technical sustainable expertise management, as requested by the San Mateo County RCD, providing expertise to develop sustainable management practices which will reduce water and energy use and operational costs. The benefit to the public would be substantial, specifically the cemeteries in Town.

- (p) 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 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.

- (q) 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
ALLICE	\$1,800
Clinic by the Bay	\$2,000
Colma - Daly City Chamber of Commerce	\$40,000
Community Gatepath	\$6,000
Daly City Peninsula Partnership Collaborative	\$15,000
Daly City Youth Health Center	\$6,000
Human Investment Project (HIP Housing)	\$5,000
Jefferson Union School District (Wilderness School)	\$3,000
LifeMoves (formerly InnVision Shelter Network)	\$3,000
North Peninsula Food Pantry & DCDC	\$12,500
Peninsula Conflict Resolution Center	\$1,313
San Mateo Community College Foundation (Skyline College President's Innovation Fund)	\$1,000
SMC Conservation District	\$4,000
SMC Jobs for Youth	\$1,000
Sitike Counseling Center	\$6,000
Sustainable San Mateo County	\$3,000
TOTAL	\$112,613

(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.

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Certification of Adoption

I certify that the foregoing Resolution No. 2017-___ was duly adopted at a regular meeting of said City Council held on September 27, 2017 by the following vote:

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

Dated _____

 Helen Fisicaro, Mayor

Attest: _____
 Caitlin Corley, City Clerk



Requesting Party	Organization's Purpose	Town's Money Will be Spent On	Number of Colma Residents or Businesses Served	Public Benefit	Amount Requested	Annual Report Submitted	Verified Non-Profit
ALLICE	To educate the public about healthy and safe relationships.	Support an outreach event	Available to all residents	Education on healthy relationships	\$ 1,800	N/A	No
Clinic by the Bay	Provide healthcare to low-income, working, uninsured adults.	Expanding primary care, continuing to offer Saturday hours, expanding chronic disease management program.	28 residents	Healthcare	\$ 3,000	Yes	Yes
Colma - DC Chamber of Commerce	Provide members with business development, networking & resources.	Networking events, directory & newsletter	Available for all businesses - Unclear how many Colma businesses are members	Chamber of Commerce	\$ 45,000	Yes	Yes
Community Gatepath	Help people with special needs & disabilities gain independence.	Nutrition education program	68 residents	Life & Vocational skills	\$ 10,000	Yes	Yes
Daly City Peninsula Partnership Collaborative	Provide emergency safety net services, education, mental health programs, and social services.	Provide support to the Daly City Community Service Center and Partnership's Family Resource (Our Second Home)	45 residents	Education, affordable housing, and shelter	\$ 20,000	Yes	Yes
Daly City/Colma 4-H Club	Empowers youth in participating in project based learning and working in partnership.	Major tree work needs to be done on farm to stop risk on farm and other buildings.	All youth residents	Education for youth	\$ 5,000	N/A	No
Daly City Public Library Associates	Supplement public funding of the 4 branch libraries in Daly City.	Digital media lab for the library system	All residents	Access to programs & books at the library	\$ 2,000	Yes	Yes
Daly City Youth Health Center	To provide safe, respectful, comprehensive health services to unserved youth, preparing them for a healthy adulthood.	Increase screening for mental health and substance abuse in youth and provide counseling services.	175 youth	Healthcare	\$ 7,500	Yes	Yes
Human Investment Project (HIP)	Improving the housing & lives of people in our community.	The Home Sharing Program interviews & provides direct assistance & resources	11 residents	Safe, affordable housing	\$ 5,000	Yes	Yes
Jefferson Union High School District - Wilderness School	To provide field trip chaperones & tutors for elementary school students. To teach leadership skills to Wilderness students. Develop community awareness.	Bus Transportation \$3,500 Entrance Fees \$2,000 Chicken & Garden Supplies \$300 Miscellaneous \$1,200	Teens from the Wilderness School and all 3rd Grade Students at Susan B. Anthony School	Education, community & environmental awareness	\$ 4,500	Yes	Yes
LifeMoves	Shelter & supportive services for homeless families & single adults.	ISVN programs and services, bringing critical assistance to vulnerable members of San Mateo County	21 residents	Housing	\$ 5,000	Yes	Yes
North Peninsula Food Pantry & Dining Center of Daly City	Provide nutrition & sustenance to anyone in need.	Providing groceries & hot meals	Information not tracked - Serve North County	Feeding the hungry	\$ 12,500	Yes	Yes
Peninsula Conflict Resolution Center	Facilitates groups & trains people in conflict resolution.	Information, Mediation, Conflict Resolution, Administration, Recruitment & Training Services.	Information unaviable	Mediation	\$ 1,313	Yes	Yes
San Mateo County Community College Foundation	Financial support to faculty/staff devising innovative programs & services.	Resources, Conferences, Speaker Series, Outreach	Over 2,500 from Colma/Daly City	Education	\$ 5,000	Yes	Yes

San Mateo County Resource Conservation District	Helps people protect, conserve and restore natural resources through non-regulatory technical assistance.	To provide technical sustainable expertise management	6 businesses	Assistance with resource conservation	\$ 10,504	N/A	Yes
San Mateo County Jobs for Youth	Provide youth with services in gaining job skills & employment.	Workshops, interviews with youth counselors, job placement, internships	5 youth residents - 5 businesses	Employment services	\$ 1,500	Yes	Yes
Sitike Counseling Center	Outpatient substance abuse services.	Grant used to offset operating costs, reducing the amount charged to clients.	10 residents	Community counseling & education	\$ 8,000	Yes	Yes
Sustainable San Mateo County	Report on the economy, environment & social issues of our county.	Indicators Report	All residents & businesses	Provides information to city officials, residents & businesses	\$ 5,000	Yes	Yes
West Bay Alano Club	Safe and sober environment for people in recovery from addictions.	Grant used for increase of cost of moving out of old facility and keep a place for meetings	All residents	Anonymous meetings for people in recovery from addictions	\$ 4,000	Yes	Yes
				Total Requests	\$ 156,617		

Summary of Non-Profit Requests							
Name of Organization	FY 2012-13 Funded	FY 2013-14 Funded	FY 2014-15 Funded	FY 2015-16 Funded	FY 2016-17 Funded	FY 2017-18 Funding Requested	Change from previous FY
Alisa Ann Ruch Burn Foundation	\$1,500	\$1,500					\$0
ALLICE						\$1,800	\$1,800
Clinic by the Bay		\$1,000	\$2,050	\$2,000	\$2,000	\$3,000	\$1,000
Colma - Daly City Chamber of Commerce	\$45,000	\$45,000	\$45,000	\$45,000	\$40,000	\$45,000	\$5,000
Community Gatepath	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$10,000	\$5,000
Daly City / Colma 4H Club				\$0		\$5,000	\$5,000
Daly City Partnership					\$15,000	\$20,000	\$5,000
Daly City Public Library Associates		\$500	\$1,000	\$1,000	\$2,000	\$2,000	\$0
Daly City Youth Health Center				\$5,000	\$5,000	\$7,500	\$2,500
Human Investment Project (HIP Housing) *	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0
Jefferson Union High School District (Wilderness School)	\$7,000	\$7,000	\$7,000	\$7,000	\$3,000	\$4,500	\$1,500
LifeMoves *	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$5,000	\$2,000
North Peninsula Food Pantry & DCDC	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$0
Peninsula Conflict Resolution Center	\$1,250	\$1,250	\$1,250	\$1,312	\$1,313	\$1,313	\$0
Peninsula Television					\$0		\$0
Rebuilding Together Peninsula	\$0	\$5,000	\$5,000				\$0
Second Harvest Food Bank	\$0	\$0					\$0
San Mateo Community College Foundation	\$500	\$500	\$500	\$600	\$600	\$5,000	\$4,400
San Mateo County Resource Conservation District						\$10,504	\$10,504
San Mateo County Jobs for Youth	\$500	\$500	\$500	\$500	\$500	\$1,500	\$1,000
Sitike Counseling Center	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$8,000	\$2,000
Sustainable San Mateo County	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$5,000	\$2,000
West Alano Bay Club				\$3,000	\$4,000	\$4,000	\$0
Total (including Housing Element required grantees)	\$90,250	\$96,750	\$96,800	\$99,912	\$107,913	\$156,617	\$48,704
Footnotes:							
* Indicates a Housing Element required grantee ; funding will come from Planning Department budget							





Non-Profit Funding Request Form FY 2017-18

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

RECEIVED

AUG 3 2017

TOWN OF COLMA
CITY MANAGER/CITY CLERK'S OFFICE

Name of Organization: **ALLICE Kumares and Kumpares**

Contact Person: **Cherie M. Querol Moreno**

Address: c/o 2121 Junipero Serra Boulevard Daly City CA 94015
Street Address City State Zip Code

Phone Number: 650-992-9110 Email Address: **cherieqm@gmail.com**

1. Mission Statement: ***To engage community-minded individuals and organizations—nonprofit and corporate, private and public—in our movement to share resources to educate at free events promoting healthy and safe relationships.***

2. Amount of Request: **\$1,800**

- a. Total Agency Annual Budget: \$ 6,050. (in donated services and supplies)
- b. Number of Agency Employees: 0
- c. Payroll is 0 % 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.

ALLICE is the acronym for Alliance for Community Empowerment, a nonprofit all-volunteer organization dedicated to promoting healthier relationships, homes and communities through education. The group members call themselves Kumares and Kumpares, the Tagalog counterpart of "confidante" or "ally," which they set out to be to families everywhere who need help.

The group first got together in 2003 as a component of the Filipino American Community Outreach team of CORA Community Overcoming Relationship Abuse, the domestic violence direct service agency in San Mateo. When its Community Outreach Coordinator was laid off in 2009, members opted to proceed with ongoing education efforts as an independent body. They adopted the acronym ALLICE in honor of Alice P. Bulos, who devoted her life to community organizing to promote equality and engagement to

address community issues. Bulos, who accepted the role of ALLICE Honorary Chair, also presided over the nonprofit Thomasians USA, a nonprofit that provided scholarships to gifted indigent children in California and the Philippines. She proposed and the Thomasians Board of Directors agreed to be the fiscal agent for ALLICE.

In the wake of Thomasians USA's dissolution in early 2016, ALLICE reached out to Pilipino Bayanihan Resource Center, a 30-year-old nonprofit providing education and direct services to newly arrived Filipinos and other immigrants and those in need. Bulos had earlier given her blessing for ALLICE to partner with PBRC as a fiscal agent before her death that same year on October 21.

The ALLICE Kumares and Kumpares primarily produce community presentations, seminars, and resource fairs—all staged through donations and always open and free to the public. Its two main annual events are:

- Our Family, Our Future (held every spring) – a seminar and resource fair focused on promoting elder care and elder abuse prevention**
- Free from Violence (held every October which is Domestic Violence Awareness Month) – a community presentation designed to promote healthy relationships and safe homes. The program typically features officials endorsing the movement to end domestic violence, survivors giving testimony, and community providers giving responses.**

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

The funds will be used to support the event specifically to provide refreshments to event attendees (150 average per event), stipend to speakers, signage production, print and online advertisement, training materials and printing.

Approximate breakdown:

\$900 - food and beverage

\$500 - ad placements

\$200 - stipend for speakers

\$200 - signage, printing, training and presentation materials

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:

The Town will greatly benefit from learning about the dynamics of healthy and abusive relationships—how to distinguish between the two—and of pertinent resources to help those in need.

The events provide a respite for families even for that particular day. Our events offer a safe space where they can connect with other families coping with similar experiences. They avail themselves of healthy refreshments which could be their sole nutritious meal for that day. Having an experience of safety and nourishment can be a starting point for their ongoing healing.

The events include many resource providers able to debrief with families, give them a safety net for some of the traumatic memories that may emerge during the presentations. This model provides a physical, emotional and spiritual approach in an integrated and sensitive manner to the community.

The partnership establishes Colma as a pioneering town for its proactive approach to community-building by strengthening individuals and families through education.

By partnering with ALLICE, Colma can play a central role in promoting the health and safety of its residents. Individuals and their families will be more aware of the impact of domestic violence and more importantly how to help someone in need.

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;

ALLICE has held three free presentations at the Colma Community Center: October 2009, attended by 150 people, and our 10th anniversary gala in October 2013, attended by about 200 people.

Each event focused on the critical role each member of the community plays in ensuring accessibility to prevention and intervention strategies. A local, county or state official endorsed education as the first step to prevention and a survivor testifies on her experience to demystify the issue by illustrating that abuse can happen to anyone regardless of background such as race, religion or none, sexual orientation, education, financial capacity, physical or mental ability, immigration status or nationality.

We strived to instill that domestic and dating or intimate partner violence is not a private matter because it affects the intimate partners and everyone else around them, including innocent bystanders. The cost of domestic violence to the national economy is in the billions annually, due to absence at work, emergency services and medical assistance.

We emphasize that because of the issue has cumulative effects, the responsibility to deter it is in the hands of the community. While ALLICE members are required to attend a minimum 20 hours of training from licensed clinicians, every individual can contribute to building healthier

communities by understanding the root causes and dynamics of abuse, how to respond appropriately to disclosures and what resources to offer to those experiencing abuse. Learning and practicing healthier interaction is key to participating in our violence prevention movement.

On June 30, 2017, we produced our Intimate Partner Abuse training at the site in collaboration with the San Mateo County Behavioral Health & Recovery Services Equity & Diversity Program, whose director facilitated the training. At least 50 people attended including town officials and workers who want to enhance first responses and delivery of service to their constituents. In fact on the night of the event, a Council Member received a call involving domestic violence and was able to provide information on resources he had just learned at the training.

Above is an example of our activities between our spring and fall events, when we find opportunities to sustain our education program. We publish stories of partnerships with community-based groups and public entities such as the Colma City Manager's Office and BHRS to inform and inspire similar organizations of the benefits of such collaborations.

We participate in health fairs, particularly in North County, such as National Night Out – the Daly City Police Department initiated gathering of resource providers and businesses to foster healthy, safety and harmony in the community. Our visibility is vital for those suffering in silence to know that they are not alone and that there is help for relief and healing from their situation.

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

- **Colma Community Center - for the upcoming presentation scheduled in October 2017**
- **ALLICE website - www.allicekumares.com**

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

ALLICE actively promotes and advertises its events through print and online ads and editorial articles (mostly with, but not limited to Filipino American and Asian American media allies), email and social media, ALLICE website, flyers and posters distributed by Kumares & Kumpares to their respective personal and professional contacts.

ALLICE plans to reach out to Colma residents and businesses by including the event in the Colma website and Twitter page, printing flyers and posters for the various Town Hall departments, e.g. Police Dept., Parks & Rec, etc., display posters in permissible public areas around Colma, leverage other communication vehicles available to residents.

8. Provide a detailed account of how the FY 2016-17 contribution was used:

N/A

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

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 X**

If yes, please provide details.

11. Charitable Trust # or EIN # 94-3129745 (PBRC - ALLICE's fiscal agent)

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 2017-18**

RECEIVED

AUG 9 2017

TOWN OF COLMA
CITY MANAGER/CITY CLERK'S OFFICE

Name of Organization: Clinic by the Bay

Contact Person: David Wallace

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

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

1. Mission Statement: For seven years, our mission has been simple, but ambitious: operate a free, volunteer-powered health clinic that provides high-quality, primary care to the hard working uninsured men and women in our community.

2. Amount of Request: \$3,000

a. Total Agency Annual Budget: \$1,536,380

b. Number of Agency Employees: 6 (5.3 FTE)

c. Payroll is 34% 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 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 95 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, and includes a twice-annual Diabetes Fair. Through our growing network of medical partners and private practice specialists, we ensure seamless coordination of care, connecting patients with needed diagnostic and ancillary services at a *pro bono* or discounted rate. 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 16 hours per week, including two evenings, while working to expand our hours over the next few years until we are operating at full capacity which will be 4-6 days per week. We are closer than ever to this goal as we are currently in talks to renovate and occupy the former Alemany Emergency Hospital building around the corner from us. This will allow us to double our space and is the key piece we've been looking for in order to be able to expand. This year, we have 2 initiatives we are ramping up and what support from the Town of Colma can help with: Health Coaching for patients with multiple, chronic diseases (well over half of our patients); and expanded Mental Health/counseling services. This latter service is of particular need for our patients.

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

Our requested amount has increased by 50% as our Colma patient numbers have increased by approximately that amount in the past year. We will, of course, be grateful for whatever support the Town can provide.

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 (with long waiting lists) 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.

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 currently has 28 active patients who are Colma residents (this number may actually be higher as some Colma residents list Daly City as their city).

B. Services are provided at Clinic by the Bay, which is located at 4877 Mission Street in the far southeastern 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.

8. Provide a detailed account of how the FY 2016-17 contribution was used:

As noted in our FY16-17 report, here are a few highlights from the past year:

- We continue to meet our goal of 100% of patients having access to a primary care provider within two weeks of completing an eligibility screening.
- At present, over 90% of our patients report improved health since joining Clinic by the Bay; additionally, over 90% report an improved ability to work; finally, we are proud to report that 100% of Clinic by the Bay patients report satisfaction with the care they received!
- More than 80% of our volunteers stay with us for at least six months, and 100% would recommend us as a place to volunteer!

➤ At present, 100% of community members participating in health education workshops reported an increased knowledge of health prevention and wellness behaviors and activities.

On the **Health Education** side, we continue to monitor and tweak our interventions based on community feedback and participation. One change we've made in this area is to focus wholly on individual interventions, rather than group. For a variety of reasons, our target population was not responding to group interventions, despite our efforts to try different days, times, etc. Accordingly, we have increased the amount of individual interventions we do--particularly for our patients with diabetes--and we've found these to be more effective in any case, as the information and education provided can be personalized to the individual patient's needs.

Our quarterly provider trainings continue to be popular and well-received so we continue to do those. Our most recent was in February, on gout, presented by Nina Schwarz.

While we have had challenges securing a volunteer dietician to work 1:1 with patients, our 1:1 nursing diabetes education visits continue apace. Additionally, we recently brought on board a volunteer nurse who has diabetes herself, and is willing to provide more support in this area -- including working 1:1 with diabetic patients on diet and nutrition.

On the **Operations** side, we did introduce text messaging based interventions in an attempt to reduce "no shows," but, unfortunately, it did not help significantly. We are keeping it in place just so we have as many tools as possible to address this issue, but it is also something that concerns many of the Volunteers in Medicine clinics throughout the country and there is much discussion/sharing of ideas.

While progress is gradual, we continue to have success with increasing our specialist consulting base. In fact, one of our volunteer providers has offered to step up and assist with this in the coming months and further expand our referral network. We are also working with the City &

County of SF to allow us to participate in a program that provides prescription medication at no cost for patients referred—including those living in Colma.

We are most excited about the success we are having with our **Health Coaching**. While the concept of this intervention remains new to most of our patients, once they get involved, they love it. They report being better able to understand their diagnoses and medication schedules, feel more “in control” of their health, and many are more proactively reaching out to the Health Coach for assistance.

One example of this occurred just a few weeks ago. One of our Colma patients was not able to access prescription assistance because they require a denial letter from Medi-Cal. But the patient had gone to the Medi-Cal office several times, and was told that even though he was not eligible for Medi-Cal they would not put that in writing! In frustration, the patient turned to our Health Coach who then accompanied the patient to the Medi-Cal office where he was told that the representative helping the patient was “not properly trained.” With the help of the Health Coach, it was determined that the patient was, in fact, actually eligible for Medi-Cal, was duly enrolled, and is now looking for a private doctor (though he has said he would prefer staying with Clinic by the Bay!).

Health Outcomes Evaluation: Annually, we conduct an intensive medical chart review to measure patients’ health improvement in blood pressure levels, A1C levels, and as a result of pap tests. We were fortunate to have two interns this past winter that did extensive quality of care analyses of our patients with diabetes and our patients with hypertension. One of the more interesting takeaways from their work is how results fluctuate for our patients (particularly new patients vs. long time patients). We know part of this variation also has to do with the fact that our patients fluctuate in regards to those who come to the clinic consistently.

On a macro level, we learned that we appear to be having greater success with our patients with hypertension, as opposed to diabetes—at least in comparison with national averages. But even with the latter, we saw significant improvement in outcomes so far in FY16/17 as compared to FY15/16. Both interns presented their findings at a meeting of the full board so that all Clinic stakeholders are aware and can provide input.

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

We received no contributions from other cities in FY 2016-2017. At present, we have no plans to seek funding from other cities unless the opportunity arises, although we may seek support from Daly City, which has many businesses which support us including Seton Medical Center and First National Bank.

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 # 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 2017-18

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: \$45,000.00

- a. Total Agency Annual Budget: \$228,221.00
- 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

The Chamber selects section D. and includes a special three pages herein that describes in detail, how the Chamber engages in every aspect of this topic.

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 businesses
- Ribbon cuttings and Grand openings, directory and newsletter
- Maintain and make available to the 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 bringing publicity to local cemeteries
- Continuing to maintain a Colma's presence on the internet, which includes the Colma'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 the incoming requests 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 an incubator, that connects with other North San Mateo County Chambers of Commerce, and their local business communities. Thereby, developing a healthy resource center for business 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: 1462

B. Number of Colma businesses served: ALL

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

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

Fy 2015- 2016 - \$49,229.00 from the City of Daly City

Fy 2016- 2017 - \$49,229.00 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 © (3) SCHOLARSHIP FOUNDATION 20 - 2654808

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 - *exempt*
- Current Year Annual Operating Budget



Non-Profit Funding Request Form FY 2017-18

RECEIVED

AUG 9 2017

TOWN OF COLMA
CITY MANAGER/CITY CLERK'S OFFICE

Name of Organization: Community Gatepath

Contact Person: Kim Malhotra, Director of Annual Fund & Giving

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: \$ 10,000

a. Total Agency Annual Budget: \$ 15,332,737

b. Number of Agency Employees: 175

c. Payroll is 74 % 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.

This request supports category B by providing health, independent living and pre-vocational skill building for adults with developmental disabilities. Our project focuses on nutrition and healthy eating, which are especially important for adults with disabilities given that obesity rates for this population are approximately 57% higher than for adults without disabilities (CDC, 2008 Behavioral Risk Factor Surveillance System). Through implementation of a curriculum called Cooking Matters, participants will learn about nutrition, portion sizes, and preparation of healthy meals on a budget. Classes take place in the community, offering opportunities for integration.

By renting the kitchen at the Colma Community Center and purchasing groceries, we will also support businesses in the Town, which addresses category D.

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

Funding from the Town of Colma will offer adults with developmental disabilities the opportunity to learn the importance of healthy eating through basic nutrition education, menu planning, ingredient purchasing, food preparation, and cooking. We have adapted the Cooking Matters curriculum and assessments to meet the needs of those we serve. Classes typically have one instructor per four participants. Lessons include: planning a meal (either breakfast, lunch or dinner) using at least three of the five food groups, selecting recipes for that meal, shopping from a grocery list, preparing the recipe with minimal assistance while using correct safety precautions (knife skills, using the range, and wiping up spills), identifying and serving the correct MyPlate proportions, and assisting with cleaning dishes and work areas. We will measure learning through pre- and post-assessment tools and surveys that we adapted from the Cooking Matters curriculum to fit the communication needs of our participants (e.g., visual assessments, such as circling pictures of healthy foods, rather than written responses).

Participants who start their program day at locations in Daly City, South San Francisco, or Burlingame will go on "outings" to the Colma Community Center, where we will rent the kitchen to conduct the cooking classes. The use of a professional kitchen offers the added benefit of helping participants develop pre-vocational skills, including kitchen safety, care and clean up; we often provide job placements in the food service industry when participants are prepared for employment. On the way to the Colma Community Center, participants will purchase ingredients for their recipe. This activity helps them learn to find healthy ingredients on a budget and complete financial transactions, which requires both social and math skills. Traveling to the community center also helps participants learn transportation routes and how to access community resources in Colma.

Funding will support rental of the kitchen at the Colma Community Center on at least a weekly basis, as well as food costs and transportation to the kitchen.

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

Last year's request benefited adults in Gatepath's Community Access program. This year, we would like to expand the opportunity to include adults who attend our Learning & Employment Campus. The increase in the grant amount will support additional kitchen rental, food and transportation costs to double the number of individuals served and increase the frequency of cooking classes.

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 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;
- 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. Throughout our programs, Gatepath has served at least seven businesses and 27 residents in years prior to the grant application. In addition, the entire Colma community benefits through interactions with our participants.

B. Related to this grant request, programs will visit/utilize the Colma Community Center, Target, and BART. During other outings not related to this grant request, participants also visit the following: Metro Center Complex, Holy Cross Italian Cemetary, Colma Historical Museum, Cypress Golf Course, and Kohl's.

C. Our program staff has a positive relationship with Colma Community Center based on past experiences renting the kitchen. Our Instructors also explore the area in person and online to identify new locations for activities and volunteer opportunities. Additionally, we reach Colma

residents and businesses through marketing efforts that include print and email newsletters, social media, ads in the Daly City movie theater, and ads in buses that travel along El Camino Real.

8. Provide a detailed account of how the FY 2016-17 contribution was used:

The FY2016-17 contribution was used to rent the kitchen at Colma Community Center on a weekly basis so that 17 adults with developmental disabilities could participate in cooking classes (50 weeks x \$100/week = \$5,000). Participants learned budgeting and money skills, knife skills, food preparation, cooking techniques, nutritional standards and portion sizes, problem solving, time management, and maintaining a safe and clean kitchen.

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

FY2016-17: \$4,150 City of Burlingame (received), \$5,000 Town of Colma (received), \$13,403.07 City of East Palo Alto (received)

FY2017-18: \$4,175 City of Burlingame (received), \$5,000 Town of Colma (requested)

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 ✓



Non-Profit Funding Request Form FY 2017-18

(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: \$ 20,000.00

a. Total Agency Annual Budget: \$ 1.1 million

b. Number of Agency Employees: 14 Full Time, 40 Part Time, 30 Volunteers

c. Payroll is 95 % 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 \$20,000.00. 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.

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 Town of Colma City Hall and 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 (serving Colma children) for Principals to issue directly to students.

For the second year in a row, 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 was no longer able to support the center. This resulted in an overall budget reduction of 60% over fiscal 2015-16. Current funding is primarily through county contract (65%), foundation grants (20%) Town of Colma Grant (4%) and 13% from the city of Daly City contribution. The city also is providing in-kind office space and phone service, but has had to eliminate internet, network, custodial, and other supports due to current and expected budget deficits.

The second program requested to be supported by this grant in the amount of \$5,000.00 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 Town of 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. mornings (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)
- **Family Movie Night:** Kids wear pajamas and watch recently released family films with caregivers, while munching on Pizza and Popcorn.
- **Parent Leadership Project:** parents are identified, trained and supported in addressing community issues important to them, such as community safety and affordable housing.
- **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 9 am until 5 pm at 725 Price St. in Daly City on the John F. Kennedy Elementary School Campus. Services are offered in English, Spanish and Burmese. Our current Accounting, Facility and Marketing Manager, Irene Alvarenga, was born in Mexico and is fluent in Spanish. Our current Program Manager, Ei Ei Samai, is fluent in Burmese. 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 fifteenth 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:

The request for \$20,000. is lower than what was originally requested in 2016-17, but higher than the very generous \$15,000. that was awarded by the Town Council last year. The reason for the increase in the amount is directly related to the funding crisis now being experienced by the City of Daly City. Although the city truly appreciates all the services the Partnership provides for the community, they have had to make significant cuts not only to safety, library, and recreation, but also to our non-profit. In 2016-17. DCP lost \$240,000. in city support for the Daly City Community Service Center, as well as \$69,714. in general support for the Partnership.

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, First, and Second 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. Multiple services available at Our Second Home, DCP's Family Resource center, including free marriage and family therapy, can easily be accessed by Colma families (HIPPA confidentiality issues prevent us from revealing Colma resident data or identity). 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 has met with several Colma Police officers. The benefit of knowing where to send families and individuals in need of emergency support should help to alleviate crisis situations that Colma residents may experience.

But the most significant event to happen this year benefitting local residents was the official opening and ribbon cutting ceremony for 'Pats' Closet", the Peninsula's newest resource for new and gently used clothing and home goods for folks in need. On hand for the ribbon cutting on February 13th were Daly City Manager Pat Martel, Mayor Glen Sylvester, Vice Mayor Joselyn Manalo, and Colma Mayor Helen Fisicaro, as well as dozens of community members and partners.



Donations are received daily, and continue to pour in. So far, in addition to the dozens who 'shop' at Pat's Closet on a weekly basis, twelve families who lost everything in house or apartment fires since November have been able to obtain free clothing and kitchen ware.



Pictured above are 'Pats' Closet' volunteer: Nadia Flamenco, OSH Facility & Marketing Manager: Irene Alvarenga, and Colma Resident and Pats' Closet Volunteer Manager: Gaby Godinez.

Also pictured are 2 grateful recipients of clothing and new pillows received at 'Pats' Closet.

SPOTLIGHT ON EXCELLENCE: COLMA RESIDENT GABY GODINEZ

Gaby joined the Partnership's Volunteer Staff after 6 years of participation in **Our Second Home's** pre-school program, where her two sons thrived before attending John F Kennedy Elementary School. During this time, Gaby worked to improve her English Language skills by attending our ESL classes offered on-site while her children were at school. In 2015, she applied for and received her U.S. Citizenship. When DCP opened 'Pat's Closet', she was the first

one to step up and volunteer. She even enlisted the help of her contractor husband, Eduardo, and countless hours were logged by the family in installing donated shelving and fixtures at the closet. Now Gaby has become our Volunteer Leader, recruiting other moms and community volunteers, training them on sorting, merchandising and displaying the clothes and home goods, and assisting families in need in 'shopping' for free items for their children and their home. Our ultimate goal, now, is to receive additional grant funding so we may begin paying Gaby for her time in managing the operations. It will be her first job in the United States.

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.

In 2016-17, the Community center served the following number of Colma residents:

Town	# Households	# households w/children	# with No Kids	# Singles	2016-17 Total Individuals
Colma	27	10	5	12	67

- 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.dcpartnership.org and have Facebook and twitter links. We participate in over 30 outreach events each year where hundreds of fliers are distributed, as well flier distributions at all local elementary and middle schools and community centers. 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. A sample of our advertising for the Backpack Drive follows:



8. Provide a detailed account of how the FY 2016-17 contribution was used:

The following spread sheets outline the contributions and expenses for both the Daly City Community Service Center, and Our Second Home:



Daly City Community Service Center

2016-2017

code	Income Source	Status or Change	Amount	City Budget
3602	County Core Agency Contract SMC Grant plus SMC CDBG	secured	161,688.00	
	City of Daly City -Seed Support	Seed Money: secured	30,000.00	
	City of Colma - Contribution	secured	10,000.00	
	Sunlight Giving Foundation Grant	secured	50,000.00	Expenses
	Total Projected Income for 2016-17		251,688.00	Last Year
	DCPPC - DCCSC Expense	CA-SUI SS-Medicare Wrkrs' Comp		2015-16
	<i>Staff or Item Description</i>	Hourly Bi Weekly Annually Benefits 0.0623 0.078 0.0068	Actual Cost	
	Case Worker 1 - FT	21.78 1,742.40 45,302.40 4,620.00 2,822.34 3,533.59 308.06	56,586.38	161822
	Case Worker 2 - FT	21.82 1,745.60 45,385.60 4,620.30 2,827.52 3,540.08 308.62	56,682.12	40726
	Program Director - .20 FTE	43.74 874.80 22,744.80 554.40 1,417.00 1,774.09 154.66	26,644.96	40654
	Program Manager - .25 FTE	36.95 1,182.40 30,742.40 1,155.00 1,915.25 2,397.91 209.05	36,419.61	3089
7 mos	2 Reception-Office Admin.Assist. 6/30/17	16.08 1,286.40 33,446.40 2,083.71 2,608.82 227.44	38,366.37	2346

4101-16	Salaries and Benefits								214,699.44	248,637	
4208	Telephone Service Charge								3,000.00	2156	
4209	Mileage (to county meetings, bus pass pick-up)								500.00	250	
4212	Communications							In Kind: County Wi-Fi	0.00	944	
4217	Equipment Maintenance Contract							eliminate	4,000.00	130	
4219	Professional Services								2,000.00	141870	
4223	Information Services Charges							6 month In Kind: City of Daly City	0.00	20278	
4224	Bldg. Maintenance Svc Charges								1,500.00	21586	
4226	Mail / Messenger Svc Charges							eliminate	0.00	2432	
4227	Copier Services				Non City Vendor			reduce	1,000.00	1077	
4230	Office Supplies / Expense								3,500.00	1730	
4233	Postage / Mailing								500.00	488	
	Accounting and Payroll Expense								9,000.00	0	
	Other Miscellaneous Expense / Indirect Costs (Liability Insurance, Marketing)								11,988.56	0	
Total Direct Expenses for 2016-17									251,688.00	441,578	
									SAVINGS to the City of Daly City:	189,890	
	<i>IN- Kind Support of the Center</i>	Hourly	X bi-wkly	Annually	Benefits	0.0623	0.078	0.0068	in-kind value		
	Volunteer Support of Facility	24.95	898.20	21,556.80	0.00	1,342.99	1,681.43	146.59	24,727.81		
	Rent In-Kind Value	4500 square feet X 2.50 X 12								135,000.00	
	Building Maintenance									20,000.00	
	<i>DCP Staff or Item Description</i>	Hourly	X bi-wkly hr	Annually	Benefits	0.0623	0.078	0.0068			
	H.S.A. Program Managers	40.00	160.00	4160.00	0.00	259.17	324.48	28.29	4,771.94		
	marketing, communications,										
	DCP Executive Director	41.65	833.00	21658.00	800.00	1349.29	1689.32	147.27	25,643.89		
	Oversite, Fund Development, Reporting, Unbilled hours										
	DCP Office Administrator	22.76	364.16	9468.16	400.00	589.87	738.52	64.38	11,260.93		
	data entry, accounting, payroll etc.										
	In Kind Office Supplies									5,000.00	
	Indirect Operating Costs									5,000.00	
Total Matching In-Kind Support Each Year									231,404.56		



Our Second Home

2016-2017

code	Income Source	Status or Change	Amount
3602	County Contract- Child Abuse Prevention Grant	secured	35,000.00
	Big Lift -Co Lead Coordination -JESD	secured	92,000.00
	Town of Colma - Contribution	secured	5,000.00
	Facility Use Fees, Revenue	secured	20,000.00
	JESD Community Schools	secured	10,000.00
	First 5 Host Agency Grant	secured	37,500.00

	Woodlawn Foundation							secured	5,000.00
	Sunlight Giving Foundation Grant							secured	10,000.00
	Total Projected Income for 2016-17								214,500.00
	DCPPC - DCCSC Expense					CA-SUI	SS-Medicare	Wrkrs' Comp	
	<i>Staff or Item Description</i>	Hourly	Bi Weekly	Annually	Benefits	0.0623	0.078	0.0068	Actual Cost
	Admin. Facility, Accounts Mgr	24.76	1,980.80	51,500.80	4,620.00	3,208.50	4,017.06	350.21	63,696.57
	Lic.Marriage & Family Therapist	22.00	1,320.00	45,760.00		2,850.85	3,569.28	311.17	52,491.30
	Program Director - .20 FTE	43.74	874.80	22,744.80	554.40	1,417.00	1,774.09	154.66	26,644.96
	Program Manager - 1 FTE	33.00	1,980.00	17,820.00	4,620.00	1,110.19	1,389.96	121.18	25,061.32
7 mos	Parent Liason	17.75	355.00	9,230.00		575.03	719.94	62.76	10,587.73
4101-16	Salaries and Benefits								178,481.88
4208	Telephone Service Charge								3,000.00
4209	Mileage (to county meetings, bus pass pick-up)								500.00
4212	Communications								600.00
4217	Equipment Maintenance Contract								4,000.00
4219	Professional Services								2,000.00
4223	Utilities								2,000.00
4224	Bldg Maintenance Svc Charges								500.00
4227	Copier Services								1,000.00
4230	Office Supplies / Expense								4,000.00
4233	Postage / Mailing								500.00
	Accounting and Payroll Expense								9,000.00
	Other Miscellaneous Expense / Indirect Costs (Liability Insurance, Marketing)								8,918.12
	Total Direct Expenses for 2016-17								214,500.00
	<i>IN- Kind Support of the Center</i>	Hourly	X bi-wkly	Annually	Benefits	0.0623	0.078	0.0068	in-kind value
	Volunteer Support of Facility	24.95	199.60	4,790.40	0.00	298.44	373.65	32.57	5,495.07
	Rent In-Kind Value				2500 x	2.50 X	12		75,000.00
	Building Maintenance-donated								20,000.00
	<i>DCP Staff or Item Description</i>	Hourly	X bi-wkly hr	Annually	Benefits	0.0623	0.078	0.0068	
	JUHSD ESL Instructor	22.00	704.00	25344.00		1578.93	1976.83	172.34	29,072.10
	PFS Preschool Teacher	17.75	568.00	20448.00		1273.91	1594.94	139.05	23,455.90
	PFS Teacher's Aide	12.50	400.00	14400.00		897.12	1123.20	97.92	16,518.24
	PFS Aide	10	320.00	11520.00		717.70	898.56	78.336	13,214.59
	Parent Partner	22	88.00	3168.00		197.37	247.104	21.5424	3,634.01
	DCP Executive Director	43.74	874.80	22744.80	800.00	1417.00	1774.09	154.66	26,890.56
	In Kind Office Supplies								5,000.00
	Indirect Operating Costs								5,000.00
	Total Matching In-Kind Support Each Year								223,280.48

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

2016-17: City of Daly City - \$34,000.00 -annual support of DCP Community Collaborative

2016-17: City of Daly City - \$27,020.00 to support operations of D C Community Service Center

2017-18: City of Daly City - \$10,000.00 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 in 2015-16 for **all four** candidates running for Supervisor AdrieneneTissier'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 2017-18

Name of Organization: Daly City/Colma 4-H Club

Contact Person: Renee Olague

Address: 760 Linda Mar Blvd Pacifica Ca 94044
Street Address City State Zip Code

Phone Number: 650-307-0533 Email Address: Twetwe1@aol.com

1. Mission Statement: 4-H empowers youth to reach their full potential by, participating in project based learning, and working in partnership with caring adults.

2. Amount of Request: \$ 5000

a. Total Agency Annual Budget: \$ Our operating budget \$1000 is from our annual cake sale at the county fair.

b. Number of Agency Employees: 0

c. Payroll is 0 % 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-H is a non-profit youth organization for ages 5-19 that provides hands on learning and that prepares young people to step up to the challenges in their community and the world.

Young people in 4-H work collaboratively, take the lead on their own projects, set and achieve goals with confidence. 4-H'ers chart their own course, explore important issues and define their place in the world. These pivotal experiences build a foundation of leadership and skills for success in their future careers.

Young people who are a part of 4-H have the opportunity to explore all types of science, health, and citizenship programming delivered through 4-H clubs.

Some of the projects now being offered in the Daly City/Colma Club are:

Alternative Energy (building and implementation on the farm of Solar (done) & Wind),

Maker Camp,

Sign language,

Farm Maintenance and Construction,

Ranch days,

Cooking

Sewing,

Buddy project (working with special needs youth) various animal projects (mini steer, chickens, turkeys, pigs, goats and lambs.

Coming soon:

Start your own Business entrepreneurial project

Tiny House project (most likely will start in the fall of 2018)

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

We currently have some very large trees, dead and/or dying from pine pitch disease, which are threatening buildings, access to our farm and the people on the farm. We have had several arborists come out and evaluate these trees. They need to be cut down. The original estimate for this work was \$16,000. We have been able to find a licensed and bonded tree contractor willing to donate a majority of the cost of this work but he must pay his tree climbers. He will do the work for \$3600. To date, we have raised \$2000 from donations and fundraisers. In the spring during a sunny day we had one tree suddenly snap and take out a small equipment building. This past winter the heavy rains revealed other issues with our farm such as water runoff causing our barn to flood. During the rains the roof of our workshop also blew off. Another goal to make our farm safer and more accessible is regrading our road onto the farm and the entry driveway to allow cars to safely enter and exit the farm. We hope to be able to work with Rebuild Together Peninsula coordinate these projects and be able to use our funds in the most efficient way. We have been invited to submit an application this fall. The trees and the roof are our first priority.

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:

By Developing Youth through Active Citizenship, Civic Engagement, and Betterment of Community. Studies show that 4-H youth excel beyond their peers. 4-H'ers are about:

- *Four times* more likely to make *contributions to their communities* (Grades 7-12);
- *Two times* more likely to be *civically active* (Grades 8-12);
- *Two times* more likely to make *healthier choices* (Grade 7);
- *Two times* more likely to participate in *Science, Engineering and Computer Technology programs* during out-of-school time (Grades 10 – 12); and
- 4-H girls are *two times more* likely (Grade 10) and nearly *three times* more likely (Grade 12) to take part in *science programs* compared to girls in other out-of-school time activities.

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.

We send out flyers to the schools in Colma and Daly City and have had club members speak at the assemblies in the local high schools about 4-H. We would love to have our youth members come and speak at a council meeting and other organizations about 4-H and what impact it has had on them.

8. Provide a detailed account of how the FY 2016-17 contribution was used:

N/A

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

Most of the funds to date have been raised through our own fundraising efforts. We have not received any money from other cities but have received some donations from some of our neighboring 4-H clubs. We do have an offer of matching funds from a Pacifica Businessman. We have been invited to submit an application to Rebuilding Together to help with the farm improvements due this fall. Our operating budget comes from the annual cake sale at the county fair.

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 # 94-3067788

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**

* The county 4-H office files the IRS 990-n form. The 4-H interim Director is currently out of the office. We will provide this to you as soon as we can speak with him to get a copy.

** Our 2017-18 will not be voted on until our September meeting. I will send a copy of the new budget as soon as it is approved by the club.



Non-Profit Funding Request Form FY 2017-18

RECEIVED

AUG 8 2017

TOWN OF COLMA
CITY MANAGER/CITY CLERK'S OFFICE

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's mission is to provide safe, respectful, comprehensive health services to underserved teens and young adults, preparing them for a healthy adulthood.

For 27 years, the Youth Health Center has provided comprehensive health services. The Primary Health Care clinic offers low-cost or no-cost services to low-income and at-risk youth ages 12-24. The Youth Health Center's comprehensive system allows its primary health care providers to connect patients to therapists for counseling services and work together to best meet youth's needs.

All our programs and services are expansive and exclusive of the LGBTQ community and people of color. To date, the Youth Health Center has helped more than 55,000 underserved teens and young adults, living in Daly City, Broadmoor, Pacifica, Colma, Brisbane, South San Francisco and San Bruno. The ethnicity of the youth served includes: 34% Latino, 28% Filipino, 13% Caucasian, 6% African-American, 5% Chinese, 2% Pacific Islander, 1% Native American, and 11% Mixed Race/Other/Unknown.

2. Amount of Request: \$7,500

- a. Total Agency Annual Budget: \$1,060,232
- b. Number of Agency Employees: 13
- c. Payroll is 74% 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 Youth Health Center is a perfect fit for category B, providing mental services with special needs and integrated care services.

The funding request from the Town of Colma will be used to support the Behavioral Health Program which provides individual, family, couples, and group counseling to youth and their families with issues on bullying, reproductive health, stress, anxiety, substance use and abuse, truancy, depression, and family or relationship conflicts.

Annually, we provide therapy to over 200 individuals and families per year for behavioral illness and substance abuse through our program. Last fiscal year, 14 of the 18 youth who completed counseling onsite for two or more quarters showed improvement at least 1 degree in a problem area. These youth were counseled for depression, anxiety, family conflict, physical, sexual and emotional abuse, bullying, suicidal ideation, and school problems. In schools, our therapists counseled 87 students two or more times and all (100%) have improved at least 1 step or more in 1 category, based on self-report to therapists.

To reach the target youth ages 12-24, the program will have two main strategies: (1) ongoing referrals from school counselors, teachers, clinic staff, drop-ins, and community partners; and (2) counselors screening youth in our clinic waiting area.

Our partnership with the Jefferson Union High School District and the San Mateo County Medical Center provides us a comprehensive system that allows our primary care clinic providers the ability to seamlessly refer patients to counseling services by introducing them to the therapist or scheduling the behavioral health appointment before they leave.

In the school setting, our counselors provide access to behavioral health screening and immediate counseling to students referred by Wellness Counselors and teachers. This helps students a lot, especially those unable to go to our onsite facility due to time constraints and transportation problems. We will provide counseling interns in the 3 high schools once a week starting September 2017 through May 2018.

To screen youth on behavioral health problems, a comprehensive questionnaire will be used to identify history of substance abuse, current substance use, suicidal ideation, and/or physical abuse. The questionnaire also screens co-occurring mental health problems including relationship issues and family conflict, depression, anxiety, grief, anger management, eating disorders, drug and addiction, sexuality, trauma, and abuse. Once issues have been identified, therapists and clients work on the treatment goals together. Clients generally participate in therapy from 3-12 months. When the treatment goals have been met, the therapist will begin discharge planning with the client. The discharge procedure includes doing a termination process with the client to ensure they are able to think of solutions to everyday challenges.

For the fiscal year 2017-18, the grant from the Town of Colma will help provide:

- 1) access to behavioral health and substance abuse screening to at least 250 youth in schools and onsite;
- 2) access to counseling two or more times to at least 185 youth, 50 of these will have a history of substance use and abuse.

The following evidenced based tools will be administered every fourth session as screening and evaluation tools to measure the impact of our services for the youth seen onsite: Patient Health Questionnaire (PHQ-9) to detect depression, Generalized Anxiety Disorder (GAD-7), Alcohol Use Disorders Identification Consumption (Audit C), and NIDA Modified Assist for drug use.

The expected outcomes are for youth seen four or more times onsite are:

- 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.

For the youth counseled in schools, we will use a school contact log to identify, monitor, and track behavioral health problems. Each student will have a school contact log completed by the therapists during counseling sessions. We cannot use the same tools administered to youth counseled onsite because FERPA law (school district confidentiality laws) limits confidentiality between parents and students.

To measure student improvement, performance on school attendance and grades will be collected at the start and end of counseling as well as student self-report to therapists on their ability to handle challenging situations in life, decreased use of substances, and increased ability to manage relationships with family/friends.

The expected outcomes for youth seen in schools four or more times are:

- 65% of individuals with substance abuse improved in school attendance and grades;
- 75% of individuals with anxiety improved in school attendance and grades;
- 75% of individuals with depression improved in school attendance and grades.

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

We, at the Youth Health Center believe in the potential of all young people; and with a little help and guidance, youth can make smart decisions setting them on a path for success. However, many young people are struggling with stress, bullying, substance abuse, and even suicide. The risk is greater in northern San Mateo County where at least a third of the youth live in poverty and many are immigrants facing language and cultural barriers.

Past surveys have shown disturbing rates of mental health illness related signs and symptoms in teens and young adults. In school year 2011-2012, 39% of 11th grade students in Jefferson Union High School District reported feelings of depression, 18% considered suicide, 32% drank alcohol, and 25% used marijuana.

In the same year, 53% of the 146 youth counseled two or more times at the Youth Health Center had a history of depression and 32% had a history of substance abuse. The California Healthy Kids Survey 2011-2012 from JUHSD, reported 33% of Juniors felt sad or hopeless every day for two weeks over the past 12 months and 18% considered suicide in the past year. If we don't work together to support the youth, the reported numbers are expected to significantly rise overtime.

In a span of 2 years, the Behavioral Health Counseling program has seen an increase in the number of our new clients accessing counseling services from 494 youth in 15-16 to 543 youth in 16-17. This increase signifies the importance of behavioral health services to the underserved

youth in northern San Mateo County. With the help of Town of Colma, more youth will have access to intensive counseling services specially those suffering from substance use and abuse. As we continue to work together, we can serve more youth and serve them even better.

The funding from Town of Colma will help provide increased screening and counseling for youth on site and at high schools. The majority of the funding (\$7,000) will be used directly for our therapists to provide counseling. The remaining \$500 will be used for supplies needed for therapy, such as workbooks and art therapy supplies.

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

In fiscal year 2015-16, the Youth Health Center counseled 7 youth in schools and 26 youth onsite who were suffering from major depression with suicidal ideation and self-harm. Another 4 youth in schools and 35 youth onsite were counseled purely for major depression without suicidal ideation.

The following fiscal year, there was 29% increase in the total number of youth seen with major depression. Therapists counseled 11 youth in schools and 23 youth onsite suffering from major depression with suicidal ideation and self-harm. And a total of 19 youth in schools and 40 youth onsite were counseled for major depression without suicidal ideation. Majority of the youth seen with major depression were from the continuation high school; they have problems with truancy and poor grades.

With the rising problem of youth having major depression, the Youth Health Center has seen surges of suicide incidences in different years. In school year 2014-15, there was an alarming 350% increase in suicide incidences compared to the previous year with only 2 cases. Before the school year ended, the Youth Health Center team responded to seven high school students who attempted to commit or had a serious plan to commit suicide. In school year 2016-17, one of the partners high schools had 27 youth who had suicidal ideation who needed to be hospitalized.

The suicide incidences especially at schools indicate there is a greater need on the accessibility and availability of behavioral health counseling prevention and treatment services for our teens and young adults in the community.

In addition to the increased external need, the Youth Health Center has internal needs to be addressed. Over the past couple of years we have been losing a great deal of staff to higher paying jobs elsewhere. The staff have not seen a cost of living increase in 12 years. Therefore it was critical to increase staff compensation to keep up with the living wage. This will decrease staff turnover and provide consistency for youth.

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

The benefits of the Youth Health Center services to the Town of Colma residents 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.
- Warm handoff to community partners should youth and their families need social services like food, clothing, shelter, or referral for severe behavioral health problems.

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.

Youth from the Town of Colma can access the programs and services of the Youth Health Center onsite and at the partner schools.

In fiscal 2016-17, the behavioral health program has provided access to services for 175 youth onsite and 128 youth in schools. Five of the youth counseled onsite were Town of Colma residents.

In school year 2016-17, a total of 1,206 youth were provided with reproductive health and pregnancy prevention education through our Project PLAY program. The program encourages youth to make informed, healthy decisions through its 10-day curriculum to freshmen students, including youth from Town of Colma, enrolled at the Jefferson Union High School District (JUHSD) and El Camino High School. In the 10-day curriculum, our staff teaches youth the importance of protection, including the proper use of condoms and how it acts as a barrier to HIV and STI's by preventing transmission of bodily fluids that contain HIV and STIs and/or skin infection by an STI like genital warts, herpes, and syphilis sores. In addition, 5 youth from Colma became our peer health educators in schools and were trained on leadership development and public speaking skills.

Our average our medical clinic onsite provides over 3,000 clinic visits for reproductive and primary healthcare services. The majority of the youth seen in the clinic are from Daly City/Colma and South San Francisco. In addition, our vocational assistance program has helped 9 Colma youth with workshop on job readiness skills, career exploration and resume writing.

In terms of community outreach, we outreach at community college health fairs and malls in partnership with Daly City/Colma Chamber and City of Daly City Library and Recreation Services. Every start of the school year, we do tabling and presentations during the back to school nights at JUHSD high schools and middle schools under Jefferson Elementary School District. This fiscal year, we plan to deepen our relationship with the college health centers, present to psychology classes, boost our social media presence and work with other students for a peer outreach strategy, to reach more youth in northern San Mateo County.

8. Provide a detailed account of how the FY 2016-17 contribution was used:

Ninety percent (90%) or \$4,500 of the \$5,000 grant received from Town of Colma supported the salary and benefits of one of our therapists, Errol Ferria, MTFI. Errol provides counseling to youth onsite and to students at school 7 hours per week. The remaining \$500 helped provide counseling supplies such as writing journals, workbooks, stress relief balls, pamphlets, and art materials used by the youth during therapy sessions and at home.

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

- FY 2016-17 = Received \$6,000 City of Daly City Community Development Block Grant for workforce development.
- FY 2017-18 = Received \$6,000 City of Daly City Community Development Block Grant for workforce development.

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.

Yes _____

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 *exempt*
- Current Year Annual Operating Budget



Non-Profit Funding Request Form FY 2017-18

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

RECEIVED

AUG 8 2017

Name of Organization: **HIP Housing (Human Investment Project)**

Contact Person: **Clarice Veloso, Development Director**

TOWN OF COLMA
CITY MANAGER/CITY CLERK'S OFFICE

Address: **800 S. Claremont St, # 210, San Mateo, CA 94402**
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 residents of Colma since 1972, by providing creative and affordable housing solutions that directly address the unique needs of Colma's incredibly diverse population. We accomplish this mission through our three programs: Home Sharing, Self Sufficiency, and Property Development.

These irreplaceable programs provide desperately needed stable and 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. Every year, these programs help nearly 1,300 low-income individuals to find, or maintain a stable and affordable place to live, right here in San Mateo County.

2. Amount of Request: \$5,000

- a. Total Agency Annual Budget: \$2,151,652
- b. Number of Agency Employees: 33
- c. Payroll is 38% 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 our Home Sharing Program. The program matches people who have room in their home to share, with individuals who need an affordable place to live. By utilizing existing housing, which is readily available, the Home Sharing Program creates new affordable housing for low-income residents, and provides a practical,

real-world solution that enables struggling homeowners and renters, seniors, and those with special needs to maintain both their home and their independence.

Every year, HIP Housing's Home Sharing Program helps to find, or maintain affordable housing for nearly 700 low-income individuals throughout San Mateo County, helping to bring about positive and lasting change in our communities by preventing homelessness, and enabling some of the most vulnerable members of our community to find a safe, permanent, and affordable place to live.

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

This grant funding will be used to support the activities of HIP Housing's Home Sharing Program during fiscal year 2017-2018. The 2016 Silicon Valley Index cites that between 2005-2014, the average household size has been increasing steadily, indicating that residents are now more inclined to share their home. HIP Housing's Home Sharing Program makes the process of finding a housemate safer, and easier for all parties.

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

When clients are matched, the coordinator facilitates 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. Depending on the clients needs, our Home Sharing staff will sometimes work with them to create a Reduced Rent Exchange Agreement, in which one person exchanges household chores such as cooking, cleaning, and companionship, for seniors and/or persons with disabilities, in exchange for a reduced rent.

Home Sharing staff provide ongoing follow-up and support to clients. Home Share matches involving seniors are typically contacted every three months (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 three years, with others lasting between five and twenty years.

HIP Housing's Home Sharing Program is the only home sharing program in San Mateo County, is one of the largest programs in the United States, and one of the few sources of readily available affordable housing in the County. This irreplaceable program has evolved into what is now a critical resource for people from all walks of life, who are struggling to find decent, and 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:

Not Applicable.

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

HIP Housing's Home Sharing Program has been helping Colma residents to find, or remain in stable and affordable housing since 1979, reducing the cost of housing for both home providers and home seekers. This incredibly effective program prevents homelessness, promotes independence, provides security, and increases the availability of housing in the Town of Colma. Participants in the Home Sharing Program pay average rents of \$900 per month, which is significantly less than the 2,500/month that most Colma residents pay for a one-bedroom apartment (Source: Trulia.com).

The residents of Colma who participate in the Home Sharing Program benefit in many ways. Home Sharing reduces housing costs dramatically for both the home provider and the home seeker, and provides security and companionship for those who have special needs. By making more efficient use of existing housing resources, the Home Sharing Program is providing a unique and innovative solution to the lack of affordable housing both in the Town of Colma, and throughout San Mateo County.

With your support in FY 2017-2018, Hip Housing's Home Sharing Program will: Interview, screen, and provide Home Sharing services to **1,500** individuals throughout San Mateo County, matching **200** in new affordable home sharing arrangements, while providing follow up and support services to **500** clients matched in previous years. Staff will also provide housing and community resource information to an additional **3,800** people, who contact our agency for assistance.

During FY 2017-2018, in the Town of Colma: Our dedicated Home Sharing staff will interview, screen, and provide housing assistance to **5-10** individuals who live, or work in the Town of Colma, connecting them to potential home sharing opportunities. The program will also enable Colma's vital workforce to find sustainable residency in and around 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.

: During fiscal year 2016-2017, our dedicated Home Sharing staff provided vital Home Sharing services to **11** individuals who live or work in the Town of Colma.

: These Colma residents met with a Home Sharing Coordinator for an intensive intake interview, after which program staff conducted local background checks, and verified both references and income. These activities were carried in HIP Housing's main office, or if the individual was unable to come into the office, a member of our program staff would schedule a home visit.

: Last year, our Home Sharing staff continued to reach out directly to the residents of Colma, conducting a variety of outreach activities throughout the Colma community, increasing our community presence in Colma through presentations, partnership, and media representation:

: Program staff continue to send outreach materials targeting organizations and businesses throughout Colma, including: Starbucks and other coffee shops, Senior Centers, libraries, school districts, community centers, churches, and our nonprofit partners.

: HIP Housing materials were sent to the Colma Town Manger to display at the Town Hall, and to the Town's HR Director, for distribution to Town employees.

: Our Outreach Coordinator recently made a presentation to the Colma Police Department, providing officers with vital information about HIP Housing's programs.

: In December 2016, program staff conducted a presentation to the Colma Town Council, providing information and answering questions about HIP Housing's programs.

HIP Housing will continue to grow and expand our outreach activities in the Town of Colma during fiscal year 2017-2018. These activities will be communicated through many different channels, so that those in the greatest need will learn about HIP Housing's programs and have the opportunity to receive the direct assistance they may desperately need, to prevent homelessness, or remain independent in their home.

8. Provide a detailed account of how the FY 2016-17 contribution was used:

Funding received from the Town of Colma in fiscal year 2016-2017, was used to support the activities of HIP Housing's Home Sharing Program. With your support last year, our dedicated Home Sharing staff achieved the following outcomes:

: Interviewed, screened, and provided housing assistance to **1,554** individuals throughout San Mateo County, who were in need of housing or a housemate, matching **199** in new affordable home sharing arrangements, while providing case management and follow up services to **450** clients matched in previous years.

: Provided housing assistance and referrals to an additional **3,532** people who contacted our office for requesting information and services.

: Provided housing and counseling services to clients in English, Mandarin, German, and Tagalog.

: Home Sharing staff continued to prevent homelessness by focusing on the needs of individuals who are "at-risk" of becoming homeless, often the working poor and those with special needs.

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

Atherton - \$2,500 FY 16-17 Received; FY 2017-2018 \$2,500 Approved.

Belmont - \$5,000 FY 16-17 Received; FY 2017-2018 \$5,000 Approved.

Brisbane - \$5,000 FY 16-17 Received; FY 2017-2018 \$5,000 Approved.
Burlingame - \$4,150 FY 16-17 Received; FY 2017-2018 \$5,825 Approved.
Daly City - \$12,000 FY 16-17 Received; FY 2017-2018 \$12,000 Approved.
Foster City - \$5,000 FY 2016-2017 Received; FY 2017-2018 \$5,000 Approved.
Half Moon Bay - \$1,000 FY 2016-2017 Received; FY 2017-2018 \$1,000 Pending.
Hillsborough - \$2,500 FY 2016-2017 Received; FY 2017-2018 \$2,500 Approved.
Menlo Park - \$17,500 FY 2016-2017 Received; FY 2017-2018 \$17,500 Pending.
Millbrae - \$5,000 FY 2016-2016 Received; FY 2017-2018 \$5,000 Approved.
Pacifica - \$1,000 FY 2016-2017 Received; FY 2017-2018 \$1,000 Approved.
Portola Valley - \$3,000 FY 2016-2017 Received; FY 2017-2018 \$3,000 Approved.
Redwood City - \$15,000 FY 2016-2017 Received; FY 2017-2018 \$12,589 Approved.
San Bruno - \$30,000 FY 2016-2017 Received; FY 2017-2018 \$30,000 Approved.
San Carlos - \$20,000 FY 2016-2017 Received; FY 2017-2018 \$20,000 Pending.
City of San Mateo - \$15,000 FY 2016-2017 Received; FY 2017-2018 \$15,000 Approved.
So. San Francisco - \$10,000 FY 2016-2017 Received; FY 2017-2018 \$10,800 Approved.
Woodside - \$1,000 FY 2016-2017 Received; FY 2017-2018 \$1,000 Approved.
County of San Mateo - \$58,500 FY 2016-2017 Received; FY 2017-2018 \$58,500 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.

Not Applicable.

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 2017-18

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: \$ 4500.00

a. Total Agency Annual Budget: \$ 55,800,000.00

b. Number of Agency Employees: 503

c. Payroll is 75 % 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:

The increase in the amount requested will be used to supplement the projected

increase in our field trip cost fees.

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 2016-17 contribution was used:

Contracted transportation & Public transportation:	\$1727.25
Entrance Fees	\$ 613.60
Chicken & Garden supplies	\$ 562.25
Miscellaneous (picnic & food supplies)	\$1673.19
TOTAL =	\$4575.88

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

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 2017-18

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

Name of Organization: LifeMoves

Contact Person: Jeannie Leahy

Address: 181 Constitution Drive Menlo Park CA 94025
Street Address City State Zip Code

Phone Number: 650-685-5880 ext. 158 Email Address: jleahy@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: \$ \$20,000,000

b. Number of Agency Employees: 225

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.

RECEIVED

AUG 3 2017

TOWN OF COLMA
CITY MANAGER'S OFFICE

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

Despite notable efforts, homelessness continues to plague our nation. Last year, amidst the Bay Area's affluence, the situation was 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 16,000 dedicated volunteers, LifeMoves provided 9,626 homeless individuals, including families with children, with food, clothing, intensive case management, comprehensive supportive services, and approximately 264,775 nights of shelter. Most importantly, our therapeutic service model is effective: last year, 92% of families and 78% 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:

N/A

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

During the past year LifeMoves served two Town of Colma residents, consisting of one parent and one child who participated in our therapeutic programming in San Mateo County. These two clients received programmatic and supportive services for a total of 142 days during this past fiscal year (July 1, 2016 through June 30, 2017).

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;

LifeMoves served 21 residents from Town of Colma in Fiscal Year 2016, up from serving one resident in Fiscal Year 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 shelters 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 San Mateo 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 2016-17 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 FY2017, LifeMoves provided services to 2 Town of Colma residents. Among various positive outcomes, in FY17: 92% 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 2016-17 and requested or expected in FY 2017-18:

CITY	FY16-17 Received	FY 17-18 Anticipated/Pending
Burlingame	\$5,300	\$7,000
Colma	\$3,000	\$5,000
Daly City	\$16,000	\$20,000
Foster City	\$3,000	\$5,000
Menlo Park	\$17,500	\$20,000
Palo Alto	\$69,973	\$69,973
Redwood City	\$85,800	85,800
San Carlos	\$20,000	20,000

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 2017-18

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AUG 3 2017

TOWN OF COLMA

CITY MANAGER/CITY CLERK'S OFFICE

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

Contact Person: Denise Kelly

Address: 31 Bepler Street, Daly City CA 94014 **NO MAIL AT THIS ADDRESS**

Street Address City State Zip Code

Mail should be sent to: P.O. Box 280, Daly City CA 94016-0280

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: \$92,304.00
 - b. Number of Agency Employees: 2
 - c. Payroll is 38% 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.

A. NFPDCCDC operates two programs – a food pantry that provides shelf stable groceries and a dining center that provides a hot meal three nights a week. Funding requested will be used to support our Dining Center through the purchase and delivery of the hot meals.
4. Describe reason for request and how funds will be used:

Hunger continues to be an issue for many in our community. The cost of living in the Bay Area continues to rise especially in housing. Many people are having to choose a roof over their heads or something to eat.

Many non-profits in San Mateo County, including NFPDCCDC, are finding it difficult to find employees willing to work for less than the \$14.00 per hour minimum wage now available in San Francisco.

Funds received through our funding request, grant applications, and fundraising events are used to support our two programs; funds from Town of Colma will be used specifically for the purchase of meals for our Dining Center.
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 last year, \$12,500.00

6. Describe the benefit to the Town derived from funding your organization:
Residents of Colma are eligible, encouraged, and welcome to participate in both of our programs. Our ability to provide this service reduces the need for Town of Colma to provide it.

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 our Food Pantry we are unable to provide this information as only collect zip codes and Colma shares a zip code with Daly City. In our Dining Center we do not make any inquiries of our guests.
- B. We are located at 31 Bepler Street, Daly City – at the "top of the hill"; SamTrans bus stop is less than half a block from our facility.
- C. Colma residents and businesses are advised our services through local civic and community service organizations as well as our listing in San Mateo County Resource Guides.

8. Provide a detailed account of how the FY 2016-17 contribution was used:
Funds received in 2016-2017 were used to purchase meals for our Dining Center in January (partial), February, March, April, and May 2017. During that time we purchased a total of 2,520 meals at a total cost of \$12,700.00 excluding delivery charges.

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

We did not requested or receive funding from other cities in 2016-2017. City of Daly City does provide the use of our facility for \$1.00 per year. We are anticipating requesting funding from San Mateo County Measure K Funds to cover Fiscal Years 2017-2019; the amount to be requested will be determined at our 08/16/17 Board of Directors Meeting.

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

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, especially personnel 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: 10 served during FY 16-17, 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 services we offer.

8. Provide a detailed account of how the FY 2016-17 contribution was used:

Sitike Report to the Town of Colma FY 2016-17 (July 1, 2016 to June 30, 2017)

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:

76% of clients completing the program reported no alcohol or drug use in the prior 30 days.

68% of clients completing reported no new arrests.

74% of clients completing the program reported an improvement in health

79% 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: 75%, \$4,500

Rent: 9%, \$540

Operating and Program Expenses: 16%, \$960

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

FY 2016-17 and 2017-18 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

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 2017-18

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AUG 9 2017

TOWN OF COLMA
CITY MANAGER/CITY CLERK'S OFFICE

Name of Organization: Sustainable San Mateo County

Contact Person: Adrienne Etherton, Executive Director

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: advocate@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: \$ 5,000

a. Total Agency Annual Budget: \$249,000

b. Number of Agency Employees: 1.75 FTE staff, .75 FTE contract

c. Payroll is ~44 % 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 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. The Indicators Report is presented online, in print, and in-person continuously throughout the year. In addition to over 40 indicators that are updated throughout each year, each year we choose a Key Indicator for in-depth research (2016: Food Systems and 2017 Cost of Living). Annually, we host 3 report launch events that are free to the public and feature new research as well as expert speakers on the Key Indicator; the next event is being planned for early November. In early 2017, we reorganized the Indicators Report website to improve navigation and show interconnections between issues. Over the next year the city survey page of our website will be redesigned as well.

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:

The requested amount has increased after several years of consistent funding requests due to growing costs of running the program and efforts to better incorporate the costs of our indirect expenses related to the execution of the program. We have continually worked to improve our program and expand our reach to local communities by increasing the quality of the reporting and our educational events, improving the Indicators website, printing greater quantities of the report summaries, recording launch events to extend their audiences beyond those that can attend in person, embedding staff in local collaborative efforts, and offering presentations to local groups and jurisdictions. All of these efforts take time, and in an increasingly costly and competitive landscape, a growing funding base. In addition to requesting greater support from our city and county partners, we are also seeking sponsorships and grants from businesses and foundations, as well as in-kind support and a growing base of volunteers and research partners, to maintain our program quality while minimizing the requested increases.

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, and Housing Leadership Council. This collaboration keeps the Report timely and relevant, creates unity of message, and assures data accuracy.
- Printed Summary reports are distributed throughout the county to governments, chambers, 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.
- 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. Our programs are intended to support the overall sustainability, health and quality of life for all residents in San Mateo County. The nature of our free report launches and website analytics make it nearly impossible to confirm the numbers of participants from each individual jurisdiction. 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 distribute approximately 3400 printed summary reports annually (in 2017 we increased our print quantities from 1000 to 1200 x 3/year) and have averaged 70-80+ attendees at our Indicators launch events over the last few years. In the 2016-17 FY our website received over 18,000 visits. We have 2700+ email subscribers (nearly 2000 "active"), 2500+ households on our mailing list, and 2200+ Twitter followers; the vast majority of these are individuals living and/or working in San Mateo County.

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. We also distribute the reports to all local Chambers of Commerce and libraries (through the Peninsula Library System) for distribution to their visitors. 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 2016-17 contribution was used:

Colma's \$3000 contribution to the Indicators program in FY16-17 represented approximately 6.2% of our program funds for the Indicators, and approximately 1.67% of the total revenue for the organization. Note that the 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, among others. In 2016-17, \$10,785 of Program Funds supported Indirect Expenses, covering ~9% of General Operating Expenses.

Program Budget FY2016-17

Revenue		Direct Expenses	
Local governments	\$41,400	Contract Program Staff	\$35,236
Foundations & Corporations	\$6,000	Printing & Postage	\$2,178
Event Sponsors	\$1,000	Event (Venue rental, food & drink)	\$1661
Individuals	\$1,460		
Total	\$49,860	Total	\$39,075

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

	FY 2017-18*		FY 2016-17	
	Requested	Pledged/Received	Requested	Received
Atherton	\$5000	\$500	\$4000	
Belmont	\$5000	\$1,000	\$4000	\$1,000
Brisbane	\$5000		\$4000	\$4,000
Burlingame	\$5000	\$1,475	\$4000	\$1,400
Colma	\$5000		\$4000	\$3,000
Daly City	\$5000	\$500	\$4000	
East Palo Alto	\$5000	\$500	\$4000	\$500
Foster City	\$5000	\$2,500	\$4000	\$2,500
Half Moon Bay	\$5000		\$4000	\$1,000
Hillsborough	\$5000	\$500	\$4000	\$500
Menlo Park	\$5000		\$4000	\$1,500
Millbrae	\$5000	\$1,000	\$4000	\$1,000
Pacifica	\$5000	\$1,000	\$4000	\$1,000
Portola Valley	\$5000		\$4000	\$2,500
Redwood City	\$5000	\$1,500	\$4000	\$500
San Bruno	\$5000		\$4000	
San Carlos	\$5000	\$5,000	\$4000	\$4,000
San Mateo	\$5000	\$5,000	\$4000	\$4,000
South San Francisco	\$5000	\$5,000	\$4000	\$4,000
Woodside	\$5000		\$4000	

*To date, just over 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 2017-18

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

Name of Organization: West Bay Alano Club

Contact Person: John Murray

Address: 216 Mosswood SSF CA 94080
Street Address City State Zip Code

Phone Number: 650-634-8687 Email Address: _____

1. Mission Statement: Our mission is to "carry the message" We must carry the message, else we can wither or we may die. Therefore our service to help ourselves & others we share the steps and provide a safe place for recovery to take place.

2. Amount of Request: \$ 4,000

a. Total Agency Annual Budget: \$ 73,068

b. Number of Agency Employees: all volunteers

c. Payroll is 0 % of the Agency's total Annual Budget.

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TOWN OF COLMA
CITY MANAGER/CITY CLERK'S OFFICE

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 West Bay Alano provides a safe & sober environment for people in recovery from addictions. We offer a variety of 12 step meetings in English and Spanish

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

We moved to our new location in May. While most of the work was volunteered, we spend a lot on materials and used appliances. We would use funds to finish the work and enhance our services

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

We still have some uncompleted projects - we need some different doors to help with the sounds from rooms down. If our kitchen was completed we would be able to serve more low-cost meals to people who attend meetings here

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

We have been part of N. San Mateo for many years. Our new location entices new people to come to the club for meetings. We get many people from Colma who are involved in many activities @ the club.

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.

Anyone who is not intoxicated is welcome to visit our new facility. We are an anonymous group but serve

Colma residents as well as residents of other communities

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

We primarily used the funds for building supplies. Our goal was to have the new facility up & running as soon as possible. We opened in May and have seen our membership increase

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

We have not received money from other cities hope to request some. We did get a gift promised from Kashi's which we used to buy chairs for the meeting rooms

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 # 94-2764280

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 2017-18

(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: \$ 1,313

- a. Total Agency Annual Budget: Approximately \$1.9 million
- b. Number of Agency Employees: 28
- c. Payroll is 86% 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 16-17 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 2016-17 contribution was used:

The funding provided in 2016-2017 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: 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 2016-17 and requested or expected in FY 2017-18:

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.

Name of City	2016-17 (received)	2017-2018 (anticipated request)
Belmont	\$3,150	\$3,150
Brisbane	\$2,258	\$2,258
Burlingame	\$19,482	\$19,482
Daly City	\$6,946	\$6,946
Foster City	\$1,000	\$1,000
Half Moon Bay	\$3,531	\$3,700
Portola Valley	\$500	\$525
Redwood City	\$8,400	\$13,827
San Bruno	\$9,555	\$9,555
San Mateo	\$38,657	\$38,657
S. San Francisco	\$20,467	\$20,467
San Mateo County	\$9,173	\$8,911

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



Non-Profit Funding Request Form FY 2017-18

RECEIVED

AUG 11 2017

TOWN OF COLMA
CITY MANAGER/CITY CLERK'S OFFICE

Name of Organization: San Mateo County Community College Foundation

Contact Person: Dr. Regina Stanback Stroud

Address: 3300 College Avenue San Bruno, CA 94066
Street Address City State Zip Code

Phone Number: (650) 738-4111 Email Address: stroudr@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: \$5,000.00

- 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 residents

Skyline College is committed to empowering students to find success at every point in their educational journey. The Skyline College Promise is the College's commitment to help students "Get in. Get through. and Get out...on time!" according to their educational goals. The Promise establishes pathways to student success and addresses barriers commonly faced by students through strengthening educational offerings, interventions and support programs.

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

To provide Skyline Promise Scholarships which includes covering fees and books for first time full time students.

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

One of the biggest factors impacting a student's ability to continue in college is poverty. Students leave to work and take care of responsibilities and the research has shown that with scholarships, students are able to stay in school and focus on studying. We are raising funds to support as many scholarships as we can as part of the Skyline Promise. The amount requested would cover 2-3 scholarships for students working on a two-year program.

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

Increasing the number educated, credentialed or skilled residents in the region has an overall positive economic development impact. The research shows that completion of a degree or certificate results in wage gain. Even completion of some coursework results in increased wages. These wages can be put into the local economy. Overall family and community economic sustainability is enhanced. Business and industry has access to a more skilled workforce. Business, particularly local small businesses, stand to enjoy greater community engagement and consumption of goods and 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.

Each year about 24% of the 8,500 students list Colma/Daly City as their residence. They receive services at Skyline College located at 3300 College Drive, San Bruno, CA. Skyline College does extensive outreach and community engagement by outreaching to High Schools, participating in community events, and advertising on the public transportation system, radio and TV. Skyline College uses social media to connect with residents in the region.

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 2016-17 contribution was used:

The \$600 was used to support the Skyline Promise Scholarship program – lending library and scholarship.

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

16-17 Town of Colma \$600 (received)
17-18 Town of Colma \$5,000 (via this request)
16-17 City of Daly City \$500
17-18 City of Brisbane \$5000 (to be requested; 15-16 received \$1,000)

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

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

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

This proposal for the Cemetery Sustainability Program builds on an existing partnership between the San Mateo County Resource Conservation District (RCD) and the Town of Colma to improve irrigation efficiency and overall sustainability of the cemeteries. In the summer of 2016, the RCD conducted irrigation evaluations at six cemeteries to assess water and energy efficiency and to provide recommendations for savings. The Town of Colma conducted the initial outreach to the cemeteries and the cemeteries provided funding for the evaluations.

It has become clear that the cemeteries have little capacity to deal with logistics of moving forward with the recommendations and are constrained by how to pay for the improvements. The RCD intends to apply for funding to assist these cemeteries with implementation, but first the RCD needs to work with each cemetery and determine what the recommendations mean for them and how the improvements can be implemented. This will include determining how the recommendations fit into their footprint and long-term plans, what components of their infrastructure and management they are willing to change and/or reorganize, and how to budget for the recommended improvements. Additionally, the RCD will research if there ways to achieve economies of scale with the other cemeteries.

Funding is needed for this critical next step to assist the cemeteries in developing sustainable management systems by reducing water, energy and costs. With this funding, the RCD will bridge the gap between the irrigation evaluations and implementation of improvements by providing irrigation system designs and cost estimates for three of the six cemeteries who received efficiency audits. If target efficiencies are met for the three cemeteries with the most opportunity for improvement, the following savings could be achieved:

- Annual water savings: 164 acre-feet (25% reduction in water use)
- Annual energy savings: 258,855 kilowatt hours (45% reduction in energy use)
- Annual cost savings: \$51,769

Funds are currently requested to complete the following work at three of the six cemeteries:

- meeting with the cemeteries to discuss next steps and obtain additional infrastructure information based on goals (parts, numbers, etc.);
- creating irrigation system designs, project maps, cost estimates and timelines;
- updating energy, water and cost saving estimates based on final project; and
- providing cemeteries with tools for efficient management as needed (irrigation scheduling, maintenance, inventory, etc.)

Completed irrigation system designs and cost estimates will then be used by the cemeteries, RCD, and/or Town of Colma to implement the changes or apply for implementation funding. The RCD has already scoped grant opportunities, and designs/cost estimates are required for grant eligibility. Several cemeteries have already committed to working with the RCD on this stage of the program as well as future implementation.

This proposal's budget is included below. The cost for this program is based on providing assistance to three cemeteries, but can be scalable if Colma desires to work with fewer or more businesses.

Cemetery Sustainability Program Budget			
Program Administration	Qty	Rate	Amount
Executive Director	3	\$138	\$414.0
Water Resources Specialist	12	\$75	\$900.0
Program Specialist	10	\$62	\$620.0
Total			\$1,934.0
Irrigation Efficiency Planning/Design	Qty	Rate	Amount
<i>Project Designs/Maps/Cost Estimate (Assumes 3 cemeteries)</i>			
Consultant - Bill Power (Irrigation specialist)	28	\$200	\$5,600.0
Water Resources Specialist	30	\$75	\$2,250.0
Conservation Assistant	20	\$36	\$720.0
Total			\$8,570.0
PROJECT TOTAL			\$10,504.0

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

The RCD has never been an applicant or recipient of this grant.

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

In 2013, the Town of Colma adopted a Climate Action Plan which identifies goals to reduce greenhouse gas emissions and conserve water. The Town of Colma reached out to the RCD to establish a partnership and discuss opportunities to help meet these goals. The RCD has since provided project ideas and services to the extent possible to the Town of Colma with focus on cemetery irrigation efficiency. With 16 cemeteries in the Town, it is essential that these businesses operate efficiently if Colma wishes to conserve water and energy, and meet their climate goals. The RCD is eager to continue this partnership with the Town of Colma and leverage any additional resources to help promote cemetery sustainability and protect natural resources.

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: Most recently, the RCD worked with six cemeteries in Colma. However, in the organization's 76 year history many farms, ranches, and nurseries in and near Colma have received help from the RCD managing natural resources.

B: The RCD offices are located in Half Moon Bay, but for all work related to this program, the RCD staff will travel to the cemeteries to provide assistance.

C: In early 2016, the Town of Colma hosted a luncheon for the cemeteries and for the RCD to present information about our services. Since then the RCD conducted site visits and irrigation evaluations at six cemeteries and offered recommendations. The RCD has since been in touch with these cemeteries and they are interested in continuing to work on this program through implementation of the recommendations. The RCD hopes to continue outreach to remaining cemeteries about irrigation efficiency and cemetery sustainability. The RCD has continued communication with the Town of Colma about this partnership as well as potential opportunities related to stormwater management, recycled water, and carbon sequestration.

8. Provide a detailed account of how the FY 2016-17 contribution was used:

The RCD has never been an applicant or recipient of this grant.

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

The RCD received \$18,609.35 from the City of Pacifica for water quality monitoring and technical assistance in FY 2016-17 and will receive an estimated \$38,000 from the City of Pacifica for water quality monitoring and assistance in FY 2017-18.

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 # 94-6036491

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 (The RCD is not required to submit this form. Please let us know if we can provide you with any additional information). *-exempt*
- Current Year Annual Operating Budget



Non-Profit Funding Request Form FY 2017-18

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

Name of Organization: **San Mateo County Jobs for Youth**

Contact Person: **Rosa Gonzalez, JFY Program Associate**

Address: **455 County Center, 5th Floor, Redwood City, CA 94063**

Phone Number: **650-599-7215** Email Address: **Rgonzalez1@smcgov.org**

1. Mission Statement:

To provide all San Mateo County 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: **\$1500.00**

- a. Total Agency Annual Budget: **\$312,375.00**
- b. Number of Agency Employees: **Two**
- 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 educates and engages the Town of Colma's youth residents in job preparation and job search. The program will also promote economic development and/or support businesses located in the Town of Colma 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 35-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 2016-2017 program year, Jobs for Youth served 1217 youth and connected them to jobs/internships. Services to the youth include:

- **Job preparation workshops that teach youth about job applications, create resumes and prepare for interviews.**
- **Job placement assistance (job referrals)**

- **Internship opportunities.**
- **Scholarship opportunities.**
- **Jobs for Youth mobile app to access jobs anytime.**

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

Last year we requested \$500. This year, we respectfully request \$1500 to go towards funding a full educational scholarship for one youth.

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, gain work experience and contribute to their community. 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 activities, in turn, reducing juvenile delinquency rates. Our workshops will also create community awareness with parents and other youth interested in employment services. Residents participating in Jobs for Youth will be prepared in their job search and will easily connect to local job opportunities.

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 2016-2017 program year, five youth residents and at least five businesses through the Daly City/Colma Chamber of Commerce were served.

B. Colma residents and businesses may seek assistance at our San Mateo County Human Resources Department, located in Redwood City and via our new mobile app. In addition, program information can be viewed at <http://hsa.smcgov.org/jobsforyouth>

C. Brochures are sent to the Town of Colma's Recreation department for youth information, and businesses are invited to participate through a mail campaign.

8. Provide a detailed account of how the FY 2016-17 contribution was used:

The FY 2016-17 contribution of \$500 was used towards one of twenty \$1500 scholarships awarded to youth.

9. List contributions requested and received from other cities in FY 2016-17 and requested or expected in FY 2017-18:

City	FY 2016-17 Requested	FY 2016-17 Received	FY 2017-2018 Plan to Request
Atherton	\$1,500.00	0	\$1,500.00
Belmont	\$1,500.00	0	\$1,500.00
Brisbane	\$1,500.00	0	\$1,500.00
Burlingame	\$1,500.00	\$1,400.00	\$1,500.00
Colma	\$500.00	\$500.00	\$1,500.00
Daly City	\$5,500.00	\$5,000.00	\$5,000.00
East Palo Alto	\$1,500.00	0	\$1,500.00
Foster City	\$1,500.00	\$500.00	\$1,500.00
Half Moon Bay	\$1,500.00	0	\$1,500.00
Hillsborough	\$1,500.00	\$750.00	\$1,500.00
Menlo Park	\$1,500.00	0	\$1,500.00
Millbrae	\$1,500.00	\$1,500.00	\$1,500.00
Pacifica	\$1,500.00	0	\$1,500.00
Portola Valley	\$1,500.00	0	\$1,500.00
Redwood City	\$1,500.00	0	\$1,500.00
San Bruno	\$1,500.00	0	\$1,500.00
San Carlos	\$1,500.00	0	\$0
San Mateo	\$1,500.00	0	\$1,500.00
South San Francisco	\$1,500.00	0	\$1,500.00
Woodside	\$1,500.00	0	\$1,500.00
Total	\$32,500.00	\$9,650.00	

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:

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