



**AGENDA  
REGULAR MEETING  
CITY COUNCIL OF THE TOWN OF COLMA**

**Colma Town Hall  
1198 El Camino Real  
Colma, CA 94014**

**Wednesday, September 11, 2019  
7:00 PM**

**PLEDGE OF ALLEGIANCE AND ROLL CALL**

**ADOPTION OF AGENDA**

**PRESENTATIONS**

- Recognition of the 18<sup>th</sup> Anniversary of September 11, 2001
- Annual Honor Roll Students Recognition

**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 August 28, 2019 Regular Meeting.
2. Motion to Accept Report of Checks Paid for August 2019.
3. Motion to Adopt a Resolution Authorizing the City Manager to Execute a Radio Replacement and Maintenance Agreement with Telecommunications Engineering Associates (TEA).
4. Motion Accepting the Fiscal Year 2018-19 Annual Investment Report Through June 30, 2019.

**NEW BUSINESS**

**5. FY 2019-20 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.

## **STUDY SESSION**

### **6. MOBILE FOOD VENDING ORDINANCE**

*This item is for discussion only; no action will be taken at this meeting.*

## **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, 1198 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](mailto:ccorley@colma.ca.gov).

### Reasonable Accommodation

Upon request, this publication will be made available in appropriate alternative formats to persons with disabilities, as required by the Americans with Disabilities Act of 1990. Any person with a disability, who requires a modification or accommodation to view the agenda, should direct such a request to Pak Lin, ADA Coordinator, at 650-997-8300 or [pak.lin@colma.ca.gov](mailto:pak.lin@colma.ca.gov). Please allow two business days for your request to be processed.



**MINUTES  
REGULAR MEETING**

City Council of the Town of Colma  
Town Hall Council Chamber, 1198 El Camino Real  
Colma, CA 94014

**Wednesday, August 28, 2019**

**7:00 PM**

**CALL TO ORDER**

Mayor Joanne F. del Rosario called the meeting to order at 7:00 p.m.

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

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

**ADOPTION OF THE AGENDA**

Mayor del Rosario asked if there were any changes to the agenda; none were requested. The Mayor asked for a motion to adopt the agenda.

**Action:** Council Member Colvin moved to adopt the agenda; the motion was seconded by Council Member Gonzalez and carried by the following vote:

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

**PRESENTATIONS**

- Chief Kirk Stratton introduced and swore in new Police Dispatcher Alejandra Gonzalez.
- Director of Public Works Brad Donohue introduce several new CSG contractors who are working with the Town:
  - Chai Lor, Building Official
  - Juan Serrano, Building Inspector
  - Earl Jeramiah, Building Inspector
  - Hal Williams, Senior Engineer
  - Arash Kimia, Assistant Engineer
- Laura Wayman, dementia advocate, gave a presentation on how to create a dementia aware community.

## PUBLIC COMMENTS

Mayor del Rosario opened the public comment period at 7:19 p.m. and seeing no one come forward to speak, she closed the public comment period.

## CONSENT CALENDAR

1. Motion to Accept the Minutes from the July 24, 2019 Regular Meeting.
2. Motion to Accept Report of Checks Paid for July 2019.
3. Motion to Adopt an Ordinance Amending Subchapter 3.10 of the Colma Municipal Code and Finding the Action to be Exempt from Environmental Review Pursuant to CEQA Guideline 15308, Relating to Green Infrastructure (second reading).
4. Motion to Approve the Final Report of the Colma Wastewater Collection System Master Plan.

**Action:** Council Member Colvin moved to approve the Consent Calendar items #1 through #4; the motion was seconded by Vice Mayor Goodwin and carried by the following vote:

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

## NEW BUSINESS

### 5. LEW EDWARDS GROUP CONTRACT AMENDMENT

City Manager Brian Dossey presented the staff report. Mayor del Rosario opened the public hearing at 7:29 p.m. and seeing no one come forward to speak, she closed the public hearing. Council discussion followed. With support of Council, the Mayor asked staff to gather more information about the contract and bring the item back at a future meeting.

## COUNCIL CALENDARING

The next Regular Council Meeting will be on Wednesday, September 11, 2019 at 7:00pm at Town Hall.

## REPORTS

City Manager Brian Dossey gave a report on the following topics:

- The Attorney General's Office is holding a Public Hearing on the proposed sale of Verity Health System, which owns Seton Medical Center, on Thursday, August 29 at 10:00 a.m., at the Colma Community Center.
- The Town Picnic will be on Saturday, September 7, 2019 at 11:00 a.m.
- There will be an Active Shooter Training on Friday, September 13, 2019 at 5:30 p.m.
- Letty Juarez has been selected as our new Human Resources Manager. Congratulations Letty!

- The City Council Reorganization Meeting will be held on Tuesday, December 3, 2019.
- The Chamber of Commerce is having their Annual Business to Consumers Event on Saturday, September 7, 2019 at 10:00 a.m.

**ADJOURNMENT**

Mayor del Rosario adjourned the meeting at 9:01 p.m. in memory of Frank Maffei, longtime Colma Historical Association Board Member and Official Railroad Consultant

Respectfully submitted,

Caitlin Corley  
City Clerk



Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50294	8/2/2019	01164	STATE OF CALIFORNIA, FRAN08022019-B WG	8/2/2019	STATE - WAGE GARNISHMEN	450.00	450.00
50295	8/2/2019	01340	NAVIA BENEFIT SOLUTIONS 08022019 B FSA	8/2/2019	FLEX 125 PLAN: PAYMENT	458.84	458.84
50296	8/2/2019	01375	NATIONWIDE RETIREMENT S:08022019 M-Def	8/2/2019	NATIONWIDE: PAYMENT	4,550.00	
			08022019 B-Ben	8/2/2019	NATIONWIDE: PAYMENT	950.00	5,500.00
50297	8/2/2019	02377	CALIFORNIA STATE DISBURS08022019-B WG	8/2/2019	WAGE GARNISHMENT: PAYM	871.38	871.38
50298	8/2/2019	03276	US DEPARTMENT OF EDUCAT08022019-B WG	8/2/2019	WAGE GARNISHMENT: PAYM	115.06	115.06
93991	8/2/2019	00521	UNITED STATES TREASURY 08022019 M Ber	8/2/2019	FEDERAL TAX: PAYMENT	911.88	911.88
93992	8/2/2019	01360	VANTAGE TRANSFER AGENT:08022019 M ICV	8/2/2019	ICMA CONTRIBUTION: PAYME	464.42	464.42
93993	8/2/2019	00631	P.E.R.S. 08022019M PEF	8/2/2019	PERS MISC NON-TAX: PAYME	660.21	660.21
93994	8/2/2019	00282	CALIFORNIA PUBLIC EMPLOY08022019 M-Hee	8/2/2019	ANTHEM TRADITIONAL: PAYM	7,348.84	7,348.84
93995	8/2/2019	00130	EMPLOYMENT DEVELOPMEN08022019-B Stat	8/2/2019	CALIFORNIA STATE TAX: PAY	12,388.46	12,388.46
93996	8/2/2019	00521	UNITED STATES TREASURY 08022019 B Fed	8/2/2019	FEDERAL TAX: PAYMENT	58,810.27	58,810.27
93997	8/2/2019	00282	CALIFORNIA PUBLIC EMPLOY08022019-B-Hee	8/2/2019	ANTHEM TRADITIONAL: PAYM	60,941.15	60,941.15
93998	8/2/2019	00631	P.E.R.S. 08022019 B PEF	8/2/2019	PERS - BUYBACK: PAYMENT	44,104.50	44,104.50
93999	8/2/2019	01360	VANTAGE TRANSFER AGENT:08022019 B-ICV	8/2/2019	ICMA CONTRIBUTION: PAYME	4,438.36	4,438.36
94000	8/2/2019	00068	COLMA PEACE OFFICER'S 08022019 B -Po	8/2/2019	COLMA PEACE OFFICERS: P/	638.90	638.90

Sub total for TRI COUNTIES BANK:

198,102.27

15 checks in this report.

Grand Total All Checks:

198,102.27

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50299	8/6/2019	00307	0092128195-2	7/25/2019	0092128195-2 1520 HILLSIDE,	1,938.26	
			2039987372-6	7/25/2019	2039987372-6 OPPOSITE 507	11.86	
			9956638930-2	7/25/2019	9956638930-2 NEXT TO 540 B	9.89	1,960.01
50300	8/6/2019	00309	13909	7/31/2019	JULY 12, 2019 IONE LIVE PLA	75.55	75.55
50301	8/6/2019	00525	FY 2018-2019	7/22/2019	FY 2018-2019 ANNUAL DUES	315.00	315.00
50302	8/6/2019	01037	07/25-08/24 Intel	7/20/2019	8155 20 022 0097051 INTERNI	288.42	
			08/25-09/24 427	7/20/2019	HIGH SPEED INTERNET 427 F	288.42	576.84
50303	8/6/2019	01557	13180	7/18/2019	BAERS ANNUAL MEMBERSHI	3,768.00	
			13063	7/2/2019	CALOPPS ANNUAL FEE	3,500.00	7,268.00
50304	8/6/2019	01569	600:3237641	7/2/2019	TRAP SERVICE	102.71	102.71
50305	8/6/2019	01687	114-8791254	7/11/2019	STANDARD AND REGULAR SI	149.37	149.37
50306	8/6/2019	02392	0059812	7/26/2019	JUNE 2019 COLMA MISSION F	10,480.74	10,480.74
50307	8/6/2019	02765	S132429	7/26/2019	2019 HONDA ACCORD	3,648.41	
			S132048	7/18/2019	2010 FORD CROWN VIC	250.00	3,898.41
50308	8/6/2019	03132	SMITH, FAUSE & MCDONALD,	7/15/2019	ELECTRONIC SECURITY SYS	2,808.00	
			17064	1/31/2019	ELECTRONIC SECURITY SYS	2,607.00	5,415.00
50309	8/6/2019	03257	004	7/31/2019	JULY 2019 SERVICES RENDE	2,875.00	2,875.00
50310	8/6/2019	03273	503481723	7/24/2019	RENEW AND XPRESS PAPE	437.30	437.30
<b>Sub total for TRI COUNTIES BANK:</b>						<b>33,553.93</b>	

12 checks in this report.

Grand Total All Checks: 33,553.93



Final Check List  
Town of Colma

apChkLst  
08/15/2019 12:09:27PM

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50311	8/15/2019	00013	July 2019	7/31/2019	TIRE SERVICES	79.38	79.38
50312	8/15/2019	00038	July 2019	8/13/2019	BROADMOOR LUMBER & PLY PURCHASES	269.99	269.99
50313	8/15/2019	00051	06/27/19-07/25/19	7/26/2019	CALIFORNIA WATER SERVICE WATER BILL 06/27/19-07/25/19	6,290.19	
			3644457157	7/29/2019	3644457157 1500-1520 HILLSI	2,275.99	
			07/01/19-07/31/19	7/26/2019	WATER BILL 07/01/19-07/31/19	273.30	
			08/01/19-08/31/19	7/31/2019	WATER BILL 08/01/19-08/31/19	137.68	
50314	8/15/2019	00093	517775	7/16/2019	CITY OF SOUTH SAN FRANCISCO DISPATCH SERVICES - JUL-S	23,877.00	8,977.16
50315	8/15/2019	00099	78107	8/6/2019	D.C. LOCK & SECURITY SERV 4 KEYS	65.55	23,877.00
50316	8/15/2019	00174	July 1-25, 2019	7/30/2019	HOME DEPOT CREDIT SERV PW SUPPLY PURCHASES	76.53	65.55
50317	8/15/2019	00211	July 2019	7/31/2019	KELLY-MOORE PAINTS PAINT AND SUPPLIES	124.06	76.53
50318	8/15/2019	00213	July 21-24, 2019	7/30/2019	STRATTON, KIRK JULY 21-24, 2019 CONFERENCE	247.05	124.06
50319	8/15/2019	00254	190813	8/1/2019	METRO MOBILE COMMUNICATIONS MAINTENANCE CONTRACT	602.00	247.05
50320	8/15/2019	00307	9248309814-8	7/25/2019	PACIFIC GAS & ELECTRIC PG&E	213.84	602.00
			0567147369-1	7/31/2019	SMC SHERIFF'S OFFICE 0567147369-1 JSB S/O SERRA	154.04	213.84
50321	8/15/2019	00345	Sept 9-12 CIT	7/29/2019	SMC SHERIFF'S OFFICE SEPT 9-12 CIT TRAINING	550.00	154.04
50322	8/15/2019	00364	FY 2018/2019	7/17/2019	SMC SHERIFF'S OFFICE CAL-ID REIMBURSEMENT FY	1,235.00	550.00
50323	8/15/2019	00388	1339466-IN	8/1/2019	SONITROL AUG 2019 MO. MONITORING	1,109.81	1,235.00
50324	8/15/2019	00411	30629	7/31/2019	TURBO DATA SYSTEMS CITATION PROCESSING	502.12	1,109.81
50325	8/15/2019	00422	ALI1762782019DIG	8/1/2019	UNDERGROUND SERVICE ALI1762782019DIG FY19/20 ANNUAL MEMBERSHIP	658.44	502.12
50326	8/15/2019	00500	July 2019	8/2/2019	SMC CONTROLLERS OFFICE JULY 2019 ALLOCATION OF PARKING PERMIT	2,626.10	658.44
50327	8/15/2019	00534	TYCL11906	7/18/2019	SMC INFORMATION SERVICE TYCL11906 MICRO CHANNEL & LINES	778.08	2,626.10
50328	8/15/2019	00623	July 2019	7/31/2019	ARAMARK UNIFORM SERVICE	540.00	778.08
			860095827	6/30/2019	FIRST AID SUPPLIES TOWN OF COLMA	130.32	540.00
			860095828	6/30/2019	FIRST AID PD	97.75	130.32
			860095830	6/30/2019	FIRST AID CORP YARD	65.20	97.75
			860095829	6/30/2019	FIRST AID STERLING PARK	65.20	65.20
			860095831	6/30/2019	FIRST AID COMMUNITY CENT	65.20	65.20
50329	8/15/2019	00830	1624932377	7/25/2019	STAPLES BUSINESS CREDIT OFFICE SUPPLIES	451.71	963.67
50330	8/15/2019	01030	1901686	7/20/2019	STEPFORD, INC. MONTHLY SERVICE CONTRA	5,622.00	451.71
			1901626	7/20/2019	PD NEW COMPUTERS PROJ	3,255.00	5,622.00
			1901627	7/20/2019	REC 3 COMPUTERS T201906	465.00	3,255.00
			1901620	7/20/2019	HOURS IN EXCESS OF CONTRACT	77.50	465.00
50331	8/15/2019	01036	PRM-041588	7/17/2019	MANAGED HEALTH NETWORK EMPLOYEE ASSISTANCE PROGRAM	99.20	77.50

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50332	8/15/2019	01037	Aug 2019 08/02-09/01	7/26/2019	8155 20 022 0094769 TOWN C	15,561.40	
			07/27-08/26 XFII	7/27/2019	8155 20 022 0097069 INTERNI	293.42	
				7/17/2019	8155 20 022 0002770 1520 HIL	10.94	15,865.76
50333	8/15/2019	01038	ALLIANT INSURANCE SERVIC 1121610	7/4/2019	FY 2019-2020 COMMERCIAL C	2,272.46	2,272.46
50334	8/15/2019	01340	NAVIA BENEFIT SOLUTIONS 10204878	7/31/2019	SECTION 125 PARTICIPANT &	85.00	85.00
50335	8/15/2019	01526	GONZALEZ, VICENTE N.	07/24/19 Work B	07/24/19 WORK BOOTS REIM	130.00	130.00
50336	8/15/2019	01629	R. J. RICCIARDI INC., CPAS 11333	7/31/2019	AUDIT SERVICES	3,888.00	3,888.00
50337	8/15/2019	01995	CELESTE, MIKE L. 19-0801	8/1/2019	CARDROOM BACKGROUND	1,870.00	1,870.00
50338	8/15/2019	02110	DEPT OF INDUSTRIAL RELATIE 1663234 OA	7/18/2019	ELEVATOR INSPECTION PD	225.00	225.00
50339	8/15/2019	02137	ESCOBEDO, ANGELA 2001636.003	7/17/2019	07.17.19 SLIME SQUAD CAMF	48.00	48.00
50340	8/15/2019	02144	DOMINICA. DE LUCCA DBA DI July 2019	8/1/2019	TAE KWON DO	800.00	800.00
50341	8/15/2019	02179	HUB INTERNATIONAL OF CA July 2019	8/14/2019	INSURANCE EVENTS	260.20	
			June 2019	8/14/2019	INSURANCE EVENTS	130.10	390.30
50342	8/15/2019	02216	RAMOS OIL CO. INC. 647454	7/31/2019	07/21-07/31/2019 GAS PURCH	1,677.55	
			647918	7/31/2019	RECREATION GASOLINE PUF	73.43	1,813.14
			625515	7/20/2019	RECREATION GASOLINE PUF	62.16	25.14
50343	8/15/2019	02307	STANDARD PLUMBING SUPPLIJD757	7/16/2019	URINAL REPAIR KIT	25.14	
50344	8/15/2019	02329	PAREDES, IRIS 2001631.003	7/17/2019	07.17.19 ISLAND TUBE FEVEF	48.00	
			2001632.003	7/17/2019	07.17.19 ISLAND TUBE FEVEF	48.00	
			2001634.003	7/17/2019	07.17.19 SLIME SQUAD CAMF	48.00	
			2001635.003	7/17/2019	07.17.19 SLIME SQUAD CAMF	48.00	192.00
50345	8/15/2019	02473	MANCOMM, INC. 284432	7/19/2019	CAL/OSHA GDE CONSTRUCT	129.41	129.41
50346	8/15/2019	02499	GE CAPITAL INFORMATION 102428047	8/1/2019	PD COPY MACHINE RENTAL	812.64	
			102418130	7/30/2019	REC COPY MACHINE RENTAL	603.94	1,416.58
			Aug 16, 2019 Re	7/22/2019	ROSSET & TRASK GUN VIOLE	90.00	90.00
50347	8/15/2019	02607	CNOA	7/18/2019	COOKING CLASSES	865.00	865.00
50348	8/15/2019	02623	BLOEBAUM, CYNTHIA	7/18/2019	SEPT 2019 PD FIRE ALARM	45.00	45.00
50349	8/15/2019	02787	AECO SYSTEMS, INC. 20182	8/1/2019	2012 FORD EXPLORER REPA	1,668.76	1,668.76
50350	8/15/2019	02793	DITO'S MOTORS 20534 Replacerr	7/26/2019	RIMS INTERNET W/SSF	400.00	400.00
50351	8/15/2019	02799	WAVE 09454107	7/23/2019	JUN 2019 PROF SRVCS MISS	2,983.50	2,983.50
50352	8/15/2019	02863	PLACEWORKS, INC. 69318	7/17/2019	JUN 2019 PROF SRVCS MISS	10.44	10.44
50353	8/15/2019	02914	GARCIA, RAPHAEL July 1-31, 2019 F	7/30/3019	JULY 1-31, 2019 MILEAGE REI	1,516.00	
50354	8/15/2019	02935	EMCOR SERVICES-MESA ENE013509115	7/25/2019	1520 HILLSIDE BLVD. HVAC P	579.00	
			013509117	7/25/2019	1500 HILLSIDE BLVD. HVAC P	579.00	
			013509116	7/25/2019	427 F STREET HVAC PREVEN	285.39	2,380.39
50355	8/15/2019	02993	MOSQUEDA VELEZ, VANESSA08012019	8/2/2019	YOGA FOR SENIORS	720.00	720.00

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50356	8/15/2019	03015	07/22/19 Tapia	7/22/2019	CREDIT CARD PURCHASE	5,529.49	
			07/22/19 Dossy	7/22/2019	CREDIT CARD PURCHASE	2,521.88	
			07/22/19 Corley	7/22/2019	CREDIT CARD PURCHASE	1,899.70	
			07/22/19 Gogan	7/22/2019	CREDIT CARD PURCHASE	919.78	
			07/22/19 Vang	7/22/2019	CREDIT CARD PURCHASE	715.79	
			07/22/19 Abellan	7/22/2019	CREDIT CARD PURCHASE	604.24	
			07/22/19 Gotelli	7/22/2019	CREDIT CARD PURCHASE	599.36	
			07/22/19 Pfofent	7/22/2019	CREDIT CARD PURCHASE	395.10	
			07/22/19 De Leo	7/22/2019	CREDIT CARD PURCHASE	359.47	
			07/22/19 Lum	7/22/2019	CREDIT CARD PURCHASE	91.20	
			07/22/19 Jordan	7/22/2019	CREDIT CARD PURCHASE	27.93	
50357	8/15/2019	03061	2061561	7/15/2019	JULY 3-11, 2019 PW GAS PUR	385.09	13,663.94
			2065804	7/31/2019	PW GAS PURCHASES	238.71	623.80
50358	8/15/2019	03234	2001630.003	7/17/2019	07.17.19 ISLAND TUBE FEVEF	48.00	
			2001633.003	7/17/2019	07.17.19 SLIME SQUAD CAMF	48.00	96.00
50359	8/15/2019	03267	191924981	7/27/2019	ETHERNET ACCESS	674.58	674.58
50360	8/15/2019	03281	18004396	8/1/2019	MAINTENANCE CONTRACT	13,398.93	13,398.93
50361	8/15/2019	03283	1165	7/26/2019	ROCK ASPHALT 50 LB BAG (6	1,208.07	1,208.07
50362	8/15/2019	03284	6018756	7/31/2019	LEAP SEARCH SUBSCRIPTIO	1,900.00	1,900.00
50363	8/15/2019	03285	2001627.003	8/2/2019	PAINT THICKNESS MEASURE	950.00	950.00
50364	8/15/2019	03286	2001627.003	7/16/2019	07.16.19 SUMMER CAMP FLE	180.00	180.00
8022019	8/2/2019	00282	1000000157430	7/15/2019	MEDICAL INSURANCE	5,081.53	5,081.53

Sub total for TRI COUNTIES BANK: 129,170.96

55 checks in this report.

Grand Total All Checks: 129,170.96

*PK*  
*8/16/19*

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50365	8/16/2019	00047	08162019B	Ben6	8/16/2019	269.50	269.50
50366	8/16/2019	01164	08162019B	Ben6	8/16/2019	450.00	450.00
50367	8/16/2019	01340	08162019B	Ben6	8/16/2019	458.84	458.84
50368	8/16/2019	01375	08162019B	Ben6	8/16/2019	4,550.00	4,550.00
50369	8/16/2019	02224	08162019B	Ben6	8/16/2019	464.50	464.50
50370	8/16/2019	02377	08162019B	Ben6	8/16/2019	871.38	871.38
50371	8/16/2019	03276	08162019B	Ben6	8/16/2019	110.91	110.91
94005	8/16/2019	00130	08162019B	Ben6	8/16/2019	12,139.77	12,139.77
94006	8/16/2019	00521	08162019B	Ben6	8/16/2019	56,909.61	56,909.61
94007	8/16/2019	00631	08162019B	Ben6	8/16/2019	44,479.78	44,479.78
94008	8/16/2019	01360	08162019B	Ben63	8/16/2019	4,480.06	4,480.06
94009	8/16/2019	00068	08162019B	Ben63	8/16/2019	638.90	638.90

*System*  
*check*

Sub total for TRI COUNTIES BANK:

125,823.25

12 checks in this report.

Grand Total All Checks: 125,823.25

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50372	8/21/2019	00020	ASSOCIATED SERVICES INC 119080038	8/1/2019	RENTAL	69.00	
			119080037	8/1/2019	MTN H/C BWC	9.00	78.00
50373	8/21/2019	00057	CINTAS CORPORATION #2 July 2019	8/20/2019	OUTSIDE & INSIDE MATS AT	302.44	302.44
50374	8/21/2019	00063	BEST, HARRY 09.07.19 Steel D	7/30/2019	09.07.19 4-PIECE STEEL DRU	800.00	800.00
50375	8/21/2019	00181	IEDA 22663	8/1/2019	LABOR RELATIONS CONSUL	1,469.00	1,469.00
50376	8/21/2019	00254	METRO MOBILE COMMUNICA43779	8/14/2019	2 KMC-65 MOBILE RADIO MIC	135.18	135.18
50377	8/21/2019	00307	PACIFIC GAS & ELECTRIC 051218543-4	8/8/2019	051218543-4 STREET & HIGH	1,991.51	1,991.51
50378	8/21/2019	00412	TELECOMMUNICATIONS ENG46119	8/10/2019	Facilities Mgmt & Maintenance	1,328.00	1,328.00
50379	8/21/2019	00414	TERMINEX INTERNATIONAL L388373916	8/20/2019	PEST CONTROL	209.00	
			388373917	8/20/2019	601 F St.	66.00	275.00
50380	8/21/2019	00462	SHN, GROUP SALES 1999960	8/1/2019	11.23.19 HAMILTON 20 TICKE	2,400.00	2,400.00
50381	8/21/2019	00507	COLMA FIRE PROTECTION DICommunity Fair	7/29/2019	COLMA COMMUNITY FAIR RE	112.00	112.00
50382	8/21/2019	00623	ARAMARK 860095827	7/31/2019	FIRST AID SUPPLIES TOWN F	162.90	
			860095828	7/31/2019	FIRST AID SUPPLIES PD	81.50	81.50
			860095829	7/31/2019	FIRST AID SUPPLIES STERLII	81.50	81.50
			860095830	7/31/2019	FIRST AID SUPPLIES CORP Y	81.50	81.50
			860095831	7/31/2019	FIRST AID SUPPLIES COMMU	81.50	81.50
50383	8/21/2019	00716	SMCPCSA Oct 2, 2019 Lun	8/16/2019	OCT 2, 2019 ADMINISTRATIVI	100.00	488.90
50384	8/21/2019	00778	CASTILLO, ANA 2001648.003	7/30/2019	07.30.19 DEPOSIT REFUND	50.00	100.00
50385	8/21/2019	01030	STEPFORD, INC. 1901701	8/8/2019	VMWARE 3 YR. RENEWAL AC	2,913.00	50.00
50386	8/21/2019	01037	COMCAST CABLE Aug 17-Sept 16,	8/12/2019	8155 20 022 0188769 HD TECI	54.70	2,913.00
50387	8/21/2019	01414	VERANO HOMEOWNERS ASS9	9/1/2019	VERANO OWNERS ASSOCIAI	320.00	54.70
50388	8/21/2019	01565	BAY CONTRACT MAINTENANKAugust 2019	8/10/2019	JANITORIAL SERVICES	10,442.63	320.00
50389	8/21/2019	01813	JON'S FLAGS & POLES INC. F81196	8/5/2019	6 EA. 4X6 FT US & CA FLAGS,	2,461.01	10,442.63
50390	8/21/2019	02130	MANGIBIN, ONOFRE ALAGAR 2001647.003	7/30/2019	07.30.19 DEPOSIT REFUND	300.00	2,461.01
50391	8/21/2019	02172	RAMOS, EFREN 2001641.003	7/23/2019	07.23.19 DEPOSIT REFUND	50.00	300.00
50392	8/21/2019	02258	KIM, SEUNG NAM July 13-Aug 3, 2(	8/3/2019	GOLF LESSONS	140.00	50.00
50393	8/21/2019	02317	CUS, ERIN June 8- Aug 3, 2	8/9/2019	BOOT CAMP FITNESS	800.00	140.00
50394	8/21/2019	02623	BLOEBaum, CYNTHIA August 7, 2019	8/9/2019	COOKING CLASSES	800.00	800.00
50395	8/21/2019	02827	CORODATA SHREDDING, INC.DN1238823	7/31/2019	SHREDDING SERVICE	98.00	98.00
50396	8/21/2019	02827	CORODATA SHREDDING, INC.RS3097375	7/31/2019	STORAGE, PICKUP/DELIVER	75.25	75.25
50397	8/21/2019	02849	U.S. BANK PARS ACCOUNT, 6 August 2019 OP	8/19/2019	OPEB CONTRIBUTION	134,115.00	134,115.00
50398	8/21/2019	02965	HAPPYCAKE FACE PAINTING 0887	7/28/2019	09.07.19 FACE PAINTING AND	925.00	925.00

(Continued)

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50399	8/21/2019	02970	PRODUCTIVE PRINTING & GR33972 33917	8/13/2019	BUSINESS CARDS	360.53	611.81
50400	8/21/2019	03009	MUTT MITT	7/22/2019	#10 FAST FORWARD WINDOI	251.28	1,041.04
50401	8/21/2019	03034	FLEX ADVANTAGE	8/6/2019	10 MUTT MITT SINGLES/2000	1,041.04	175.00
50402	8/21/2019	03059	DUDE SOLUTIONS, INC.	7/31/2019	FLEX PROCESSING FEES	175.00	3,131.10
50403	8/21/2019	03177	FUNFLICKS SF BAY AREA	4/19/2019	MOBILE311 - UP TO 3 DIVISIC	3,131.10	744.89
50404	8/21/2019	03181	BANCROFT, GLADYS L.	8/12/2019	10/12/19 SCREEN RENTAL DE	744.89	300.00
50405	8/21/2019	03184	FLYNN, FIONA	8/9/2019	09.07.19 REPTILE VISIT & PRI	300.00	460.00
50406	8/21/2019	03208	AAA BUSINESS SUPPLIES & IN2091528-0 July 2019 2087888-0	8/1/2019	YOGA	460.00	116.41
50407	8/21/2019	03224	DECORATIVE PLANT SERVICE10014823	8/6/2019	SUPPLES	107.38	223.79
50408	8/21/2019	03273	THE HOME DEPOT PRO	8/1/2019	2019 Maintenance Guaranteed,	157.31	157.31
50409	8/21/2019	03281	GACHINA LANDSCAPE MANA1F170186	8/6/2019	C.S C2 500 DEGRSR CLNR 2.:	143.94	143.94
50410	8/21/2019	03287	WAYMAN, LAURA	8/1/2019	MAINTENANCE CONTRACT	13,398.93	13,398.93
50411	8/21/2019	03288	Dementia Aware	8/14/2019	08.13.19 A LOVING APPROAC	250.00	250.00
50412	8/21/2019	03289	GAMES2U	09.07.19 Video C	09.07.19 VIDEO GAME TRAIL	550.00	550.00
50413	8/21/2019	03290	MORENO, JOSHUA	8/13/2019	07.25.19 REPORT WRITING U	80.34	80.34
			VIDEO AMUSEMENT, INC.	09.07.19 Arcade	09.07.19 ARCADE GAME (DAI	400.00	400.00

Sub total for TRI COUNTIES BANK:

184,692.77



42 checks in this report.

Grand Total All Checks:

184,692.77

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50414	8/21/2019	00507	COLMA FIRE PROTECTION DIFalse Fire Alarm	6/6/2019	JAN 7 & FEB 8, 2019 FALSE FI	1,000.00	1,000.00
50415	8/21/2019	03034	September 2019 FLEX ADVANTAGE	8/21/2019	HEALTH REIMBURSEMENT AI	44,923.76	44,923.76

Sub total for TRI COUNTIES BANK: 45,923.76

2 checks in this report.

Grand Total All Checks: 45,923.76

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50416	8/28/2019	00051	CALIFORNIA WATER SERVICE1727052702	8/13/2019	1727052702 JSB ACROSS FR	225.19	225.19
50417	8/28/2019	00057	CINTAS CORPORATION #2 July 2019	8/26/2019	CLEANING SERVICE	1,393.23	1,393.23
50418	8/28/2019	00071	CSG CONSULTANTS, INC. July 1 - 26, 2019	8/22/2019	CSG	86,538.45	86,538.45
50419	8/28/2019	00093	CITY OF SOUTH SAN FRANCISCO517801	8/1/2019	TRAFFIC SIGNAL MAINTENAN	750.00	750.00
50420	8/28/2019	00112	DEPARTMENT OF JUSTICE 394604	8/5/2019	PD ACCOUNT #140503	1,242.00	
			396385	8/5/2019	HR ACCOUNT #145931	147.00	
50421	8/28/2019	00117	DELTA DENTAL OF CALIFORNIA003532892	9/1/2019	DENTAL INSURANCE	13,362.20	1,389.00
50422	8/28/2019	00307	PACIFIC GAS & ELECTRIC 08/08/2019	8/8/2019	PG&E	3,203.13	13,362.20
50423	8/28/2019	00334	S.B.R.P.S.T.C. 124445 REC	8/23/2019	11.19.19 RADAR-LIDAR L. MEI	105.00	3,203.13
50424	8/28/2019	00433	GRAINGER INC 9267494269	8/19/2019	LIQUID HAND SOAP	141.52	105.00
50425	8/28/2019	01036	MANAGED HEALTH NETWORKIPRM-042670	9/1/2019	EMPLOYEE ASSISTANCE PRG	99.20	141.52
50426	8/28/2019	01037	COMCAST CABLE 08/11-09/10 601	8/7/2019	8155 20 022 0096715 601 F ST	108.42	99.20
50427	8/28/2019	01370	VERIZON WIRELESS SERVICE19836126098	8/15/2019	CELL PHONE SERVICE	1,854.22	108.42
50428	8/28/2019	01565	BAY CONTRACT MAINTENANCE22924	8/10/2019	AUGUST 2019 HISTORICAL M	221.30	1,854.22
50429	8/28/2019	01569	DARLING INGREDIENTS INC., 10565464	8/3/2019	TRAP SERVICE	102.71	221.30
50430	8/28/2019	01653	KAISER FOUNDATION HEALTH July 22-23, 2019	8/9/2019	HEALTH & SAFETY SERVICES	115.00	102.71
50431	8/28/2019	02082	VINCE'S OFFICE SUPPLY, INC July 2019	7/31/2019	OFFICE SUPPLIES	355.08	115.00
50432	8/28/2019	02122	S & J SALES 33595	7/20/2019	08.20.19 TO 08.20.20 RENEW	1,900.00	355.08
50433	8/28/2019	02173	THE RADAR SHOP 12385	8/20/2019	RECERTIFIED 5 RADAR UNIT	612.00	1,900.00
50434	8/28/2019	02190	GOGAN, REA July 11-Aug 20, 2019	8/20/2019	JULY 11-AUG 20, 2019 MILEAG	29.70	612.00
50435	8/28/2019	02224	STANDARD INSURANCE COM Sept 2019	8/15/2019	LIFE INSURANCE	215.00	29.70
50436	8/28/2019	02499	GE CAPITAL INFORMATION 102497478	8/15/2019	ADMIN COPY MACHINE RENT	1,368.87	215.00
50437	8/28/2019	02583	CRIME SCENE CLEANERS, IN 71730	8/11/2019	#4 CLEAN & DISINFECT, REM	70.00	1,368.87
50438	8/28/2019	02793	DITO'S MOTORS 20679	8/21/2019	REPLACE BATTERY	191.95	70.00
50439	8/28/2019	02795	ROSSET, JAY 08/16/19 Gun Vir	8/20/2019	08/16/19 GUN VIOLENCE RES	52.00	191.95
50440	8/28/2019	02803	GYMDOC, INC. 00107921	8/20/2019	08.19.19 SEMI ANNUAL PREVE	135.00	52.00
50441	8/28/2019	03157	NEW ALPHA TWO 12423	7/31/2019	2019 Tire Change	135.00	135.00
50442	8/28/2019	03168	ENGINEERING DATA SOFTWARE180226	8/12/2019	PLACE SEWER CHARGES ON	7,224.00	135.00
50443	8/28/2019	03191	MAZE & ASSOCIATES 33130	7/31/2019	ACCOUNTING SERVICES	9,827.50	7,224.00
<b>Sub total for TRI COUNTIES BANK:</b>						<b>131,724.67</b>	

28 checks in this report.

Grand Total All Checks:

131,724.67

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50444	8/28/2019	00432	VISION SERVICE PLAN	8/19/2019	VISION SERVICE PLAN	1,106.39	1,106.39
50445	8/28/2019	00534	SMC INFORMATION SERVICE:1YCL11907	8/21/2019	MICRO CHANNEL & LINES	667.12	667.12
50446	8/28/2019	01037	COMCAST CABLE	8/17/2019	8155 20 022 0002770 1520 HIL	10.94	10.94
50447	8/28/2019	01690	FLORES, OSCAR	8/9/2019	08.09.19 DEPOSIT REFUND	50.00	50.00
50448	8/28/2019	02262	GONZALES, JOAN	8/9/2019	08.09.19 DEPOSIT REFUND	300.00	300.00
50449	8/28/2019	02382	GONZALEZ, MARIA	8/12/2019	08.12.19 DEPOSIT REFUND	300.00	300.00
50450	8/28/2019	02816	SANCHEZ, TIFFANY SHARON	8/12/2019	08.12.19 DEPOSIT REFUND	50.00	50.00
<b>Sub total for TRI COUNTIES BANK:</b>						<b>2,484.45</b>	

7 checks in this report.

Grand Total All Checks:

2,484.45

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
50451	8/30/2019	01164	STATE OF CALIFORNIA, FRAN08302019	B Ben 8/30/2019	STATE - WAGE GARNISHMEN	450.00	450.00
50452	8/30/2019	01340	NAVIA BENEFIT SOLUTIONS 08302019	B Ben 8/30/2019	FLEX 125 PLAN: PAYMENT	458.84	458.84
50453	8/30/2019	02377	CALIFORNIA STATE DISBURS08302019	B Ben 8/30/2019	WAGE GARNISHMENT: PAYM	871.38	871.38
50454	8/30/2019	03276	US DEPARTMENT OF EDUCAT08302019	B Ben 8/30/2019	WAGE GARNISHMENT: PAYM	88.11	88.11
94015	8/30/2019	00130	EMPLOYMENT DEVELOPMEN08302019	B Ben 8/30/2019	CALIFORNIA STATE TAX: PAY	12,704.49	12,704.49
94016	8/30/2019	00521	UNITED STATES TREASURY 08302019	B Ben 8/30/2019	FEDERAL TAX: PAYMENT	56,302.58	56,302.58
94017	8/30/2019	00631	P.E.R.S. 08302019	B Ben 8/30/2019	PERS - BUYBACK: PAYMENT	43,365.46	43,365.46
94018	8/30/2019	01360	VANTAGE TRANSFER AGENT;08302019	B Ben 8/30/2019	RETIREMENT HEALTH SAVIN	491.81	491.81
94019	8/30/2019	00068	COLMA PEACE OFFICER'S 08302019	B Ben 8/30/2019	COLMA PEACE OFFICERS: P/	638.90	638.90
<b>Sub total for TRI COUNTIES BANK:</b>						<b>115,371.57</b>	<b>115,371.57</b>



9 checks in this report.

Grand Total All Checks:

115,371.57





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Kirk Stratton, Chief of Police  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: September 11, 2019  
 SUBJECT: Agreement with Telecommunications Engineering Associates

## RECOMMENDATION

Staff recommends that the City Council adopt the following:

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A RADIO REPLACEMENT  
 AND MAINTENANCE AGREEMENT WITH TELECOMMUNICATIONS ENGINEERING  
 ASSOCIATES (TEA)

## EXECUTIVE SUMMARY

Telecommunications Engineering Associates (TEA), the company that currently services and maintains our radio communication needs has the necessary equipment and expertise to perform this work. TEA has been contractually responsible for nearly all of the city police and countywide fire radio systems in San Mateo County for 30 years including Colma PD. TEA has been the organization that has assured all of the police departments can communicate with each other via radio. TEA also previously designed, implemented and currently maintains the Colma PD integration with the South San Francisco Police radio system. SSFPD provides dispatch services from midnight to 0800 hours daily. Due to the age of our dispatch radio system and newer technology, TEA is recommending various upgrades and replacement to the infrastructure, both internally and externally. The work will be performed in two phases.

## FISCAL IMPACT

The FY2019-20 Capital Improvement Program approved a budget of \$250,000 for the radio replacement project. The cost for this two-part project will be \$217,660.93.

## BACKGROUND

For the past few decades, the Colma Police Department has utilized the maintenance services of Telecommunications Engineering Associates Inc. (TEA) to maintain and periodically upgrade the radio components and infrastructure of the emergency radio system. TEA is responsible for the installation of most of the radio infrastructure currently in use by the Department. TEA has been the primary telecommunications management vendor for nearly all San Mateo County Law

Enforcement, Fire and EMS Agencies. TEA is contractually responsible for the maintenance of over a dozen emergency 911 dispatch centers. For approximately thirty years the Town of Colma has used TEA for its radio equipment and maintenance needs, and they have provided the Town with exemplary service for a reasonable fee.

The radio infrastructure currently in place is approximately 25 years old. Due to its age and technological advancements over the past two decades, replacement is necessary. The radio infrastructure replacement project is a two-part project and will be funded from the Capital Improvement Program.

The first phase of the project includes replacing the Police Department radio infrastructure, both internally and externally, at all antennae/repeater locations throughout the Town and the Sign Hill radio site. Phase one includes upgrading the base station repeater in the dispatch center. Also recommended is upgrading the Microwave channel which includes replacing the AT&T analog telephone circuit between the Sign Hill radio site and Colma PD, resulting in improved reliability and reduction in monthly AT&T expenses. The first phase will be \$69,818.26.

Phase two consists of replacing the Colma Police Dispatch Center radio console systems with state of the art Zetron radio systems and recording equipment. The cost of phase two is \$147,842.67. The total for phase one and phase two including the recommended Microwave channel upgrade is \$217,660.93.

In this case, sole sourcing is appropriate in accordance with Colma Municipal Code 1.06.210 since the communication equipment to be replaced performs complex and unique functions and must be special ordered with specific specifications. The equipment performs unique functions; thus, specific manufacturers and model numbers were requested to meet the required specifications.

Telecommunications Engineering Associates (TEA), the company that currently services and maintains our radio communication needs, has the necessary equipment and expertise to perform this work. TEA has been contractually responsible for all of the city police and countywide fire radio systems in San Mateo County for more than 20 years. TEA has been the organization that has assured all of the police departments can communicate with each other via radio. TEA also previously designed, implemented and currently maintains the CPD integration with the South San Francisco Police radio system.

### **Reasons For the Recommended Action**

It is recommended that the dispatch center radio system be upgraded as it is nearing the end of its shelf life. Technological advances for this equipment make the current system antiquated and less reliable. Upgrades to the system both internally and externally will improve the operability and avoid increased costs to maintain an obsolete radio system currently in use.

### **Council Adopted Values**

Authorizing the City Manager to enter into this agreement is aligned with Council's values. It is responsible as it will allow the police department to stay current with technology and provide better services to our community and law enforcement partners. The agreement is aligned with Council's vision and allows the police department to meet future technological needs.

**Alternatives**

- 1) Do not replace the radio infrastructure and do not enter into a maintenance agreement with TEA. This alternative is not recommended as the system needs upgrading and TEA is the sole source provider.

**CONCLUSION**

Staff recommends the City Council adopt the resolution.

**ATTACHMENTS**

- A. Resolution
- B. Contract



**RESOLUTION NO. 2019-XX  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A RADIO  
REPLACEMENT AND MAINTENANCE AGREEMENT WITH TELECOMMUNICATIONS  
ENGINEERING ASSOCIATES (TEA)**

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

**1. Background**

- (a) The Town of Colma has historically contracted with Telecommunications Engineering Associates ("TEA") to service and maintain the Town's police radio communication services.
- (b) The Town has current radio infrastructure that, due to its age and advances in technology, needs to be replaced.
- (c) The Town desires to replace its Police Department radio infrastructure and Police Dispatch Center radio console systems (the "Project"). The Project consists of two phases and will be funded by Capital Improvement Program funds.
- (d) The Town and TEA would like to enter into a new agreement for TEA to upgrade and maintain the Town's police radio systems for the Project.

**2. Findings**

- (a) The City Council finds that the contract with TEA for the Project is exempt from competitive bidding under Colma Municipal Code section 1.06.210 because it is a sole source contract. TEA has been the primary telecommunications management vendor for nearly all law enforcement, fire, and EMS agencies in the County of San Mateo for 30 years. TEA designed, implemented, and currently maintains the integration of the Town's Police Department radio system with the South San Francisco Police Department radio system.
- (b) The Town desires to replace radio equipment which has special specifications and performs complex and unique functions. TEA possesses the unique and singularly available expertise and equipment to perform these upgrades. Its design and installation of the radio systems would ensure that the Town's police radio systems continue to seamlessly operate with that of the South San Francisco Police Department and other law enforcement agencies in the County. The City Council waives the competitive procurement procedures as it finds it is in the Town's best interest for TEA to replace and maintain the Town's police radio systems as a sole source vendor.

**3. Order**

- (a) The contract for the Project between the Town of Colma and TEA, 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 hereby 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.

***Certification of Adoption***

I certify that the foregoing Resolution No. 2019-XX was adopted at a regular meeting of the City Council of the Town of Colma held on September 11, 2019 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Joanne F. del Rosario, Mayor

ATTEST: \_\_\_\_\_  
Caitlin Corley, City Clerk



**AGREEMENT WITH TELECOMMUNICATIONS ENGINEERING ASSOCIATES  
(TEA) FOR POLICE RADIO SYSTEM UPGRADE HARDWARE, INSTALLATION  
AND MAINTENANCE SERVICES**

This Agreement, made and entered into this 1st day of September, 2019, by and between the TOWN OF COLMA, a municipal corporation existing under the laws of the State of California (“TOWN”), and Daryl D. Jones, Inc. dba Telecommunications Engineering Associates (“CONTRACTOR”), a California Corporation whose address is 1160 Industrial Road, Suite 15, San Carlos, CA 94070.

**RECITALS:**

A. TOWN desires certain police radio telecommunications equipment, software, installation and maintenance services hereinafter described.

B. TOWN desires to engage CONTRACTOR to provide these materials and services by reason of its qualifications and experience for performing such services and CONTRACTOR has offered to provide the required services on the terms and in the manner set forth herein.

**NOW, THEREFORE, IT IS AGREED** as follows:

**SECTION 1 - SCOPE OF SERVICES**

The scope of services to be performed by CONTRACTOR under this Agreement is as described in Exhibit A to this Agreement, which is attached and incorporated by reference.

**SECTION 2 - DUTIES OF CONTRACTOR**

CONTRACTOR shall be responsible for the professional quality, technical accuracy and coordination of all work furnished by CONTRACTOR under this Agreement. CONTRACTOR shall, without additional compensation, correct or revise any errors or deficiencies in its work.

CONTRACTOR represents that it is qualified to furnish the services described under this Agreement.

CONTRACTOR shall be responsible for employing or engaging all persons necessary to perform the services of CONTRACTOR.

CONTRACTOR 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 (“Prevailing Wage Laws”). 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, CONTRACTOR agrees to fully comply with such Prevailing Wage Laws. CONTRACTOR 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 CONTRACTOR and all subcontractors to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

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 CONTRACTOR and all subcontractors performing such services must be registered with the Department of Industrial Relations. CONTRACTOR shall maintain registration for the duration of the Project and require the same of any subcontractors, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be CONTRACTOR’s sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against CONTRACTOR or any subcontractor that affect CONTRACTOR’s performance of services, including any delay, shall be CONTRACTOR’s sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered CONTRACTOR caused delay and shall not be compensable by the TOWN. CONTRACTOR shall defend, indemnify and hold the TOWN, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against CONTRACTOR or any subcontractor.”

### **SECTION 3 – DUTIES OF TOWN**

TOWN shall provide pertinent information regarding its requirements for the project. TOWN shall examine documents submitted by CONTRACTOR and shall render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of CONTRACTOR’S work.

### **SECTION 4 – TERM**

The services to be performed under this Agreement shall commence on November 1, 2019 and be completed prior to December 21, 2020, provided.

### **SECTION 5 – PAYMENT**

Payment in an amount not to exceed \$217,660.93 shall be made by TOWN only for services rendered and upon submission of a payment request upon completion and TOWN approval of the work performed. In consideration for the full performance of the services set forth in Exhibit A,

TOWN agrees to pay CONTRACTOR a fee pursuant to rates stated in Exhibit A and according to the payment schedule set forth in Exhibit D, attached and incorporated by reference.

#### **SECTION 6 – TERMINATION**

Without limitation to such rights or remedies as TOWN shall otherwise have by law, TOWN shall have the right to terminate this Agreement or suspend work on the Project for any reason, upon ten (10) days' written notice to CONTRACTOR. CONTRACTOR agrees to cease all work under this Agreement upon receipt of said written notice. Upon termination, Contractor shall be compensated only for those services which have been adequately rendered to Town, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause.

#### **SECTION 7 – OWNERSHIP OF DOCUMENTS**

All documents prepared by CONTRACTOR in the performance of this Agreement are and shall be the property of TOWN, whether the project for which they are made is executed or not. Computer software and its documentation shall be the property of its owner and CONTRACTOR shall extend a perpetual license to TOWN to use the software and documentation, subject to the terms stated in this document.

#### **SECTION 8 – CONFIDENTIALITY**

All reports and documents prepared by CONTRACTOR in connection with the performance of this Agreement are confidential until released by TOWN to the public. CONTRACTOR shall not make any such documents or information available to any individual or organization not employed by CONTRACTOR or TOWN without the written consent of TOWN before any such release.

#### **SECTION 9 – INTEREST OF CONTRACTOR**

CONTRACTOR covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services under this Agreement.

#### **SECTION 10 – CONTRACTOR'S STATUS**

It is expressly agreed that in the performance of the services required under this Agreement, CONTRACTOR shall at all times be considered an independent contractor as defined in Labor Code Section 3353, under control of the TOWN as to the result of the work but not the means by which the result is accomplished. Nothing herein shall be construed to make CONTRACTOR an agent or employee of TOWN while providing services under this Agreement.

#### **SECTION 11 – INDEMNITY**

CONTRACTOR agrees to indemnify, defend, and hold harmless the TOWN and its elected and appointed officials, employees, and agents ("TOWN Indemnified Parties") from any and all claims, demands, suits, actions, arbitration proceedings, administrative proceedings, regulatory

proceedings, losses, liabilities, and expenses or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees ("Claims"), arising out of or relating to (i) any alleged or actual infringement of a third-party's intellectual property rights or (ii) the negligence or willful misconduct of any employee or agent of TEA occurring during or as a result of CONTRACTOR's performance of its obligations hereunder or (iii) active or passive negligence of TOWN Indemnified Parties, provided that CONTRACTOR shall have no indemnity or other obligations to the TOWN hereunder to the extent any such Claims arise from or are the result of the sole negligence or willful misconduct of the TOWN or its employees, agents or other contractors, nor shall the foregoing indemnity and hold harmless obligations of CONTRACTOR extend to or cover any Claims arising from or relating to claims of defects or errors in the Software or the TOWN's use or misuse of the Software. The obligations to indemnify, defend, and hold harmless set forth in this Section shall survive the expiration, cancellation or termination of this Agreement. Notwithstanding the foregoing, the TOWN expressly waives, releases, and agrees that neither TEA nor CONTRACTOR's officers, directors, shareholders, employees, agents and affiliates shall have any liability for any individual's or entity's lost business, direct damages, incidental or consequential damages, or any other Claims arising out of or related to the use or implementation of the Software.

#### **SECTION 12 – INSURANCE**

Contractor shall procure and maintain for the duration of the contract the insurance specified in Exhibit E to this Agreement, which is attached hereto and incorporated herein by reference.

#### **SECTION 13 – NONASSIGNABILITY**

Both parties hereto recognize that this Agreement is for the personal services of CONTRACTOR and cannot be transferred, assigned, or subcontracted by CONTRACTOR without the prior written consent of TOWN.

#### **SECTION 14 – RELIANCE UPON SKILL OF CONTRACTOR**

It is mutually understood and agreed by and between the parties hereto that CONTRACTOR is skilled in the performance of the work agreed to be done under this Agreement and that TOWN relies upon the skill of CONTRACTOR to do and perform the work in the most skillful manner, and CONTRACTOR agrees to thus perform the work. The acceptance of CONTRACTOR's work by TOWN does not operate as a release of CONTRACTOR from said obligation.

#### **SECTION 15 – WAIVERS**

The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any provisions of any ordinance or law shall not be deemed to be a waiver of such term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any other term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any other term, condition, ordinance, or law. The subsequent acceptance by either party of any fee or other money which may become due hereunder shall not be deemed

to be a waiver of any preceding breach or violation by the other party of any term, covenant, or condition of this Agreement or of any applicable law or ordinance.

### **SECTION 16 – COSTS AND ATTORNEY FEES**

Attorney fees in total amount not exceeding \$5,000, shall be recoverable as costs (by the filing of a cost bill) by the prevailing party in any action or actions to enforce the provisions of this Agreement. The above \$5,000 limit is the total of attorney fees recoverable whether in the trial court, appellate court, or otherwise, and regardless of the number of attorneys, trials, appeals, or actions. It is the intent of this provision that neither party shall have to pay the other more than \$5000 for attorney fees arising out of an action, or actions to enforce the provisions of this Agreement.

### **SECTION 17 – NON-DISCRIMINATION**

CONTRACTOR warrants that it is an Equal Opportunity Employer and shall comply with applicable regulations governing equal employment opportunity. Neither CONTRACTOR nor any of its subcontractors shall discriminate in the employment of any person because of race, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, or age, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment and Housing Act.

### **SECTION 18 – MEDIATION**

Should any dispute arise out of this Agreement, any party may request that it be submitted to mediation. The parties shall meet in mediation within 30 days of a request. The mediator shall be agreed to by the mediating parties; in the absence of an agreement, the parties shall each submit one name from mediators listed by either the American Arbitration Association, the State Mediation and Conciliation Service, or other agreed-upon service. The mediator shall be selected by a blind draw.

The cost of mediation shall be borne equally by the parties. Neither party shall be deemed the prevailing party. No party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached by the parties but not more than 60 days, unless the maximum time is extended by the parties.

### **SECTION 19 – NOTICES**

All notices hereunder shall be given in writing and mailed, postage prepaid, addressed as follows:

To TOWN:	Kirk Stratton, Police Chief Town of Police Department 1199 El Camino Real Colma, CA 94014
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To CONTRACTOR: Daryl Jones, President  
Daryl D. Jones, Inc.  
DBA Telecommunications Engineering  
Associates  
1160 Industrial Rd. #15  
San Carlos, CA 94070

**SECTION 20 – AGREEMENT CONTAINS ALL  
UNDERSTANDINGS; AMENDMENT**

This document represents the entire and integrated agreement between TOWN and CONTRACTOR and supersedes all prior negotiations, representations, and agreements, either written or oral.

This document may be amended only by written instrument, signed by both TOWN and CONTRACTOR.

**SECTION 21 – GOVERNING LAW AND VENUE**

This Agreement shall be governed by the laws of the State of California and, in the event of litigation, venue will be in the County of San Mateo.

IN WITNESS WHEREOF, TOWN and CONTRACTOR have executed this Agreement the day and year first above written.

TOWN OF COLMA

CONTRACTOR

\_\_\_\_\_  
Brian Dossey  
City Manager

\_\_\_\_\_  
Daryl Jones, President

## **EXHIBIT A**

### **SCOPE OF SERVICES**

#### **Cost Schedule and Itemized List of Software, Hardware and Services**

TEA shall furnish, install and make fully operational the police radio telecommunications equipment described herein. Services shall include:

- Unpack, test and pre-configure all hardware at the TEA shop in San Carlos, CA.
- Transportation of all equipment to the Colma Police Department or the Sign Hill radio site in South San Francisco, CA.
- Installation of equipment at the Colma Police Department and the Sign Hill radio site including wiring, connections, interfaces, grounding and mechanical bracing for seismic stability. Furnish all ancillary mounting hardware and supplies.
- Develop software configuration parameters and load into applicable hardware.
- Interface the new dispatch console with the West-Intrado 911 telephone system so a single headset can be used for radio and telephone.
- Interface the new dispatch console and the West-Intrado 911 telephone system with the new DLI logging recorder system.
- Copy audio files from the legacy DLI audio recorder server to the new DLI logging recorder server in order to preserve the legacy recordings.
- Set audio levels and optimize for proper operation.
- Preparation of as-built drawings.

TEA will provide, and the TOWN will compensate TEA for the hardware, software and services as described below:

Acquisition and Installation Project Total:                   \$217,660.93

Comprehensive 24x7 maintenance and support services:   \$1,515.00 per month.

**EXHIBIT B**  
**R E S E R V E D**



**EXHIBIT C**  
**RESERVED**

## EXHIBIT D

### PAYMENT RATES

**Payment Schedule.** In consideration for the Software, Hardware and Services to be provided by CONTRACTOR under this Agreement, the TOWN agrees to pay CONTRACTOR the amount of Two Hundred Seventeen Thousand Six Hundred Sixty Dollars and Ninety Three Cents (\$217,660.93) (“Contract Amount”) itemized in Exhibit A according to the following schedule (“Payment Schedule”):

<u>Milestone</u>	<u>Amount of Payment</u>
Contract Signing	25% of Contract Amount
Delivery of software and hardware	25% of Contract Amount
Operational Use of Systems	50% of Contract Amount

The TOWN shall not be entitled to withhold or delay payments due to CONTRACTOR pursuant to the above Payment Schedule due to delay in the delivery, installation, or testing of the hardware and software where the delay is the result of action or inaction or breach of this Agreement by the TOWN, its agents or employees or the action or inaction of a third party which is not within CONTRACTOR’s reasonable control.

## EXHIBIT E

### INSURANCE REQUIREMENTS

#### MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an “occurrence” basis, including products-completed operations, personal & advertising injury, with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

If the contractor maintains higher limits than the minimums shown above, the Town requires and shall be entitled to coverage for the higher limits maintained by the contractor.

#### **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

##### *Additional Insured Status*

**The Town, its elected and appointed officials, employees, and agents are to be covered as insureds** on the auto policy for liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

##### *Primary Coverage*

For any claims related to this contract, the **Contractor’s insurance coverage shall be primary** insurance as respects the Town, its elected and appointed officials, employees, and agents. Any insurance or self-insurance maintained by the Town, its elected and appointed officials, employees, or agents shall be excess of the Contractor’s insurance and shall not contribute with it.

##### *Notice of Cancellation*

Each insurance policy required above shall provide that **coverage shall not be canceled, except after thirty (30) days’ prior written notice** (10 days for non-payment) has been given to the Town.

***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions must be declared to and approved by the Town. The Town may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Town.

***Verification of Coverage***

Contractor shall furnish the Town with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Town before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Pak Lin, Admin. Services Director  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: September 11, 2019  
 SUBJECT: FY 2018-19 Annual Investment Report

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## RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION ACCEPTING THE FISCAL YEAR 2018-19 ANNUAL INVESTMENT REPORT THROUGH JUNE 30, 2019.

## EXECUTIVE SUMMARY

The Town participates in the State's Local Agency Investment Fund (LAIF), a State investment pool, and the San Mateo County Investment Pool (SMCIF). As of June 30, 2019, the total investment from both pools is \$22.28 million, with recorded investment earnings of \$523,619 through June 30, 2019. The FY 2018-19 Adopted Budget projected investment earnings to be \$219,460 based on a 0.80 percent investment return. With the recent market fluctuation, actual returns came in closer to 1.91 percent, resulting in the dramatic increase in investment earnings. With a new congress and new changes to international policy, it is difficult to project how the year will end.

## FISCAL IMPACT

There is no fiscal impact in accepting this investment report.

## BACKGROUND

The City Council periodically reviews and approves the Town's investment policy for compliance with State statute (California Government Code Section §53600, et seq.) and set investment guidelines for the safekeeping of public funds. For day to day operations, the City Council designated the City Manager, and his designee, to maintain cash balances to meet daily operating needs and to maintain the Town's purchasing power through safe and secure investments. A majority of the Town investments are placed in the State and the San Mateo County investment pools, which invest funds for more than one public agency. Both pools comply with the State statute and allocate the majority of their funds in agency and treasury bonds.

As the Treasurer, the City Manager or his designee are required to annually review the Town's investment policy and to provide semi-annual investment updates. The Investment Policy was

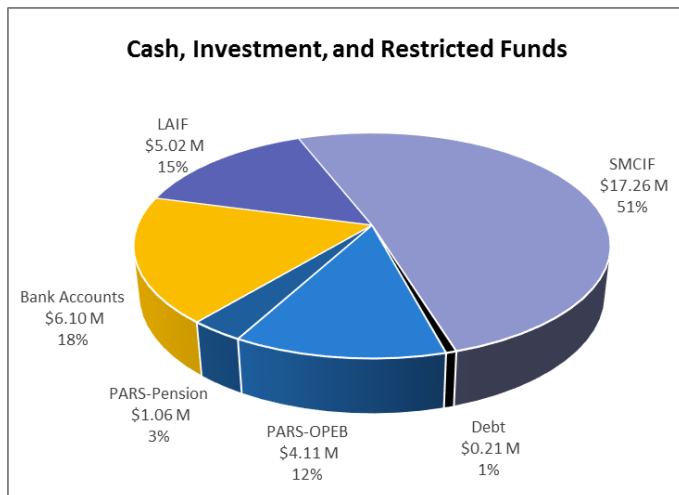
last reviewed and approved by the City Council on July 24, 2019. The Fiscal Year 2018-19 Mid-Year investment update was presented to the City Council on February 27, 2019, with investment earnings and balances as of December 31, 2019.

This report summarizes the investment activities for the entire Fiscal Year 2018-19. It includes the beginning and ending balances by quarter; net Deposits and Withdrawals by quarter; total interest earned by quarter; the effective annual interest rates earned by quarter; and the cumulative weighted average. This report provides the required information, including additional narrative explanations.

**ANALYSIS**

Through June 30, 2019, the Town has earned \$523,619 in interest for all Town funds, exceeding the FY 2018-19 adopted budget of \$219,460. The Adopted Budget assumed a yield of 0.80 percent for the year. As shown below, the weighted average yield for the year is 1.91 percent. The 0.80 percent yield is based on the average yield published on the State Treasurer’s website for the Fiscal Year 2016-17. As Wall Street attracts more investments into the market, earnings on bonds increases. This is the scenario in FY 2018-19. When fear increases and uncertainty increase, Wall Street investors begin shifting funds into the bond market, resulting in a decrease in bond earnings.

**Portfolio Overview**



As of June 30, 2019, the Town has a total of \$33.75 million in various cash and investment accounts. Of the \$33.75 million, \$28.38 million is in unrestricted cash and investment accounts, and \$5.37 million in restricted accounts. The restriction included \$0.21 million in COP Debt to be paid to various bondholders, \$4.11 million in PARS OPEB Trust to be used to fund future retiree medical and dental costs, and \$1.06 million in PARS Pension trust to be used to fund future retiree pension costs.

Of the \$28.38 million of unrestricted funds, \$6.10 million is in the Town’s operating bank accounts and \$22.28 million in the State and county pools (LAIF and SMCIF respectively). Both pools focus on liquidity and safekeeping of the assets, with 50 percent or more in agency and treasury bonds and the rest in high-quality low-risk investments.

## Transaction Activity within Investment Pools

	Balance @6/30/2018	Balance @ 6/30/2019	Increase/ (Decrease)
<b>Town of Colma Cash &amp; Investment</b>			
Cash In Bank	\$ 6,605,350	\$ 6,098,457	\$ (506,893)
Public Agency Investment Pools			
Local Agency Investment Fund (LAIF)	8,872,646	5,016,348	(3,856,298)
San Mateo County Investment Fund (SMCIF)	18,931,258	17,261,175	(1,670,083)
<b>Total Cash &amp; Investment</b>	<b>\$ 34,409,254</b>	<b>\$ 28,375,980</b>	<b>\$ (6,033,274)</b>

Overall, Town's Cash & Investment reduced by \$6.03 million. Cash in Bank typically fluctuates due to timing of payment and cash receipts. LAIF and SMCIF balances are generally consistent from year to year. The dramatic fluctuation in LAIF and SMCIF balances is a result of a \$4.00 million transfer from LAIF to the Town's bank account to pay for the final stage of the Town Hall renovation. In January 2019, the Town transferred \$2.05 million from SMCIF to the Town's bank account to make supplemental payment of \$1.05 million to CalPERS and \$1.00 million transfer to PARS to address the Town's unfunded pension liabilities.

	2018Q3 Jul'18 - Sep'18	2018Q4 Oct'18 - Dec'18	2019Q1 Jan'19 - Mar'19	2019Q2 Apr'19 - Jun'19
<b>Local Agency Investment Fund (LAIF)</b>				
Beginning Balance	\$ 8,872,645.89	\$ 4,914,747.27	\$ 4,955,147.39	\$ 4,985,077.80
Purchases / Deposits				
Withdrawals	(4,000,000.00)			
Interest Posted	42,101.38	40,400.12	29,930.41	31,270.53
<b>Ending Balance</b>	<b>\$ 4,914,747.27</b>	<b>\$ 4,955,147.39</b>	<b>\$ 4,985,077.80</b>	<b>\$ 5,016,348.33</b>
<b>San Mateo County Investment Fund (SMCIF)</b>				
Beginning Balance	\$ 18,931,258.35	\$ 19,014,058.04	\$ 19,106,531.40	\$ 17,159,778.17
Purchases / Deposits				
Withdrawals			(2,050,000.00)	
Interest Posted	82,799.69	92,473.36	103,246.77	101,396.78
<b>Ending Balance</b>	<b>\$ 19,014,058.04</b>	<b>\$ 19,106,531.40</b>	<b>\$ 17,159,778.17</b>	<b>\$ 17,261,174.95</b>
<b>Total Investment Portfolio</b>				
Beginning Balance	\$ 27,803,904.24	\$ 23,928,805.31	\$ 24,061,678.79	\$ 22,144,855.97
Purchases / Deposits	-	-	-	-
Withdrawals	(4,000,000.00)	-	(2,050,000.00)	-
Interest Posted	124,901.07	132,873.48	133,177.18	132,667.31
<b>Ending Balance</b>	<b>\$ 23,928,805.31</b>	<b>\$ 24,061,678.79</b>	<b>\$ 22,144,855.97</b>	<b>\$ 22,277,523.28</b>

## Earnings / Distribution of Portfolio

Outlined below is information related to the distribution of investments at the end of each quarter (Bank compared to LAIF compared To SMCIF). The average over the fiscal year was 17% invested in LAIF, 18% in TriCounty Bank (previously First National Bank), and 63% in the SMCIF. Placing idle funds in more than one investment provides a level of diversity for the overall portfolio.

	2018Q3		2018Q4	
	As of 9/30/2018	% of Portfolio	12/31/2018	% of Portfolio
<b>Balance(s)</b>				
BANK BALANCE	\$ 4,665,599	16.3%	\$ 5,134,801	17.6%
LAIF	4,914,747	17.2%	4,955,147	17.0%
SMCIF	19,014,058	66.5%	19,106,531	65.4%
<b>TOTAL</b>	<b>\$ 28,594,404</b>		<b>\$ 29,196,480</b>	

### Effective Annual Interest Rates

BANK BALANCE	0.243%	0.298%
LAIF	3.427%	3.261%
SMCIF	1.742%	1.936%

Weighted Average 1.787% 1.873%

	2019Q1		2019Q2	
	As of 3/31/2019	% of Portfolio	As of 6/30/2019	% of Portfolio
<b>Balance(s)</b>				
BANK BALANCE	\$ 5,227,101	18.3%	\$ 6,098,457	20.9%
LAIF	4,985,078	17.4%	5,016,348	17.2%
SMCIF	17,159,778	60.0%	17,261,175	59.1%
<b>TOTAL</b>	<b>\$ 27,371,957</b>		<b>\$ 28,375,980</b>	

### Effective Annual Interest Rates

BANK BALANCE	0.470%	0.438%
LAIF	2.402%	2.493%
SMCIF	2.407%	2.350%

Weighted Average 2.036% 1.964%

FISCAL YEAR 2019 ANNUAL WEIGHTED AVERAGE (YTD) 1.914%

The information presented above also outlines the interest earnings for the investments held by the Town. Overall interest rates are rising as the Federal regulators are increasing interest rates. For the fiscal year, the weighted average earnings of the portfolio was approximately 1.914%. In accordance with the adopted policy the investment of public funds emphasizes safety, liquidity, and then yield. The public Agency pools are structured to align with these goals.



## **REASONS FOR THE RECOMMENDED ACTION**

Receipt of this report complies with the adopted Town Investment Policy.

## **COUNCIL ADOPTED VALUES**

Periodic review of the Town's investment performance aligns with the City Council adopted responsibility value. It exemplifies financial accountabilities and ensures safekeeping of public funds in responsible investment options.

## **CONCLUSION**

Staff recommends the City Council receive and file the report.





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Darcy De Leon, Administrative Technician  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: September 11, 2019  
 SUBJECT: FY 2019-20 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 (except West Bay Alano Club) 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 2018-19	FY 2019-20 Grantee Request	FY 2019-20 Staff Proposed Grant Amount
Clinic by the Bay	\$3,000	\$4,000	\$3,000
Colma - Daly City Chamber of Commerce	\$25,000	\$45,000	\$25,000
Community Gatepath	\$6,500	\$7,500	\$6,500
CORA	\$2,500	\$10,000	\$2,500
Daly City Peninsula Partnership Collaborative	\$15,000	\$25,000	\$15,000
Daly City Public Library Associates	\$4,000	\$5,500	\$4,000
Daly City Youth Health Center	\$6,000	\$7,500	\$6,000
Human Investment Project (HIP Housing) <sup>1</sup>	\$5,000	\$5,000	\$5,000
Jefferson Union School District (Wilderness School)	\$5,000	\$6,000	\$5,000

<sup>1</sup> Funding to come from Legal Mandates line item in Planning Department budget

<b>Grantee</b>	<b>Amount Funded FY 2018-19</b>	<b>FY 2019-20 Grantee Request</b>	<b>FY 2019-20 Staff Proposed Grant Amount</b>
LifeMoves <sup>1</sup>	\$4,000	\$5,000	\$4,000
North Peninsula Food Pantry & Dining Center of Daly City	\$12,500	\$12,500	\$12,500
Ombudsman Services SMC	N/A	\$5,000	\$2,000
Operation Santa Claus	\$1,000	\$1,500	\$1,000
Peninsula Conflict Resolution Center (PCRC)	\$1,380	\$1,378.65	\$1,378.65
SMC Community College Foundation (Skyline College President's Innovation Fund)	\$3,500	\$5,000	\$3,500
SMC Jobs for Youth	\$2,000	\$3,000	\$2,000
SMC Pride Center	\$2,500	\$5,000	\$2,500
San Mateo Resource Conservation District <sup>2</sup>	\$5,000	\$0	\$0
Sitike Counseling Center	\$6,500	\$8,500	\$6,500
Sustainable San Mateo County	\$3,500	\$5,000	\$3,500
Veterans Sportsman Alliance (VSA)	\$1,200	\$10,000	\$1,200
West Bay Alano Club	N/A	\$5,000	\$0
<b>TOTALS</b>	<b>\$115,080</b>	<b>\$182,378.65</b>	<b>\$112,078.65</b>

A total of \$182,378.65 has been requested by the various entities.

If Council approves the funding levels as proposed by Staff, the total amount funded will be under budget by \$17,921.35.

### **FISCAL IMPACT**

The 2019-20 budget includes a total of \$130,000 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

<sup>2</sup> San Mateo Resource Conservation District withdrew their application.

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 \$130,000 in available funding is broken down into three discrete budget line items: \$25,000 allocated to the General Services budget specifically for economic development promotion (line item *Grants*); \$95,000 allocated to the City Council budget under the line item *Donations*; and \$10,000 allocated to the Planning Department budget under the line item *Legal Mandates*.

For all entities, staff's proposed grant amounts are equivalent from the funding that was approved in Fiscal Year 2019-20. 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**

***Clinic by the Bay*** is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to understand and serve, with dignity and respect, the health and wellness needs of the medically underserved in the San Francisco Bay Area. The Town of Colma is within its service area. The Town benefits by having low income adults, in the Town and in the surrounding area, served by free primary medical care from Clinic by the Bay. The Town also benefits as Clinic by the Bay provides residents with meaningful volunteer opportunities to be part of a neighborhood solution to health care issues. The grant funds will be used to expand primary care, continue to offer Saturday hours, and expand chronic disease management programs.

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

*Grant report was submitted 31 days late.*

**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 empower people with special needs to achieve their full potential through innovative, inclusive programs and community partnerships. 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.

**CORA** 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 provide safety, support and healing for individuals who experience abuse in an intimate relationship and educate the community to break the cycle of intimate partner abuse. CORA serves all of San Mateo County and the Town of Colma is within its service area.

**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 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.

**Daly City Youth Health Center**, as part of the Jefferson Union High School District (JUHSD), is a California governmental entity. The school-linked program's mission statement is to provide safe, respectful, comprehensive health services and education to underserved teens and young adults in northern San Mateo County. The Town benefits from 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 Center also provides 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 student's 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** 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.

**Ombudsman Services of 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 advocate for the dignity, quality of life and quality of care for all residents in long-term care facilities in San Mateo County. The Town of Colma is located within Ombudsman Services of San Mateo County service area.

**Operation Santa Claus** 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 provide a traditional Christmas experience to families in the communities of Daly City, Colma and Broadmoor that are homeless or whose income is less than their monthly expenses. The Town of Colma is within its service area.

**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 partner with

individuals, groups and institutions to empower people, build relationships, and reduce violence through collaborative and innovative processes. 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. If City Council approves funding, the foundation will have to update their status from "delinquent" to "current" with the Attorney General as a condition for funds to be disbursed.

***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 Pride Center (StarVista)*** 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 deliver high impact services through counseling, skill development, and crisis prevention to children, youth, adults and families. San Mateo County Pride Center serves all of San Mateo County and the Town of Colma is within its service area. Colma residents will benefit from targeted outreach to increase awareness of the wealth of resources that the Pride Center offers.

~~***San Mateo Resource Conservation District (San Mateo RCD)*** is a California governmental entity. San Mateo 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 RCD has previously worked with the Town of Colma by providing project ideas and services with focus on cemetery irrigation efficiency.~~

~~*An extension was requested for the submittal of the grant report and staff approved. Report was submitted 14 days after deadline and within the extension request.*~~

~~*On September 5, 2019 staff received a call from San Mateo RCD requesting to be withdrawn from the grant process. On September 6, 2019 San Mateo RCD confirmed via email to be withdrawn from process. Email can be found in Attachment D.*~~

***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 counseling and education in a safe and healing environment. 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. If City Council approves funding, Sustainable San Mateo County will have to update their status from "delinquent" to "current" with the Attorney General as a condition for funds to be disbursed.

**Veterans Sportsman Alliance (VSA)** 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 Improve the quality of life for our disabled American Veterans through therapeutic outdoor adventures, training and donated Service K9's to those in need who qualify for such. VSA has specifically chosen to serve the Town of Colma because of the new Veteran's Village Project that has just opened.

*Grant report was submitted 38 days late. Grant application was submitted 13 days late.*

*West Bay Alano Club did not meet all of the Town's legal standards for funding non-profit entities. The IRS 501(c)(3) letter is missing and their status with California Attorney General is "delinquent". As such, the Town cannot legally consider its application.*

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.

### **Findings of Public Purpose**

The expenditure of public funds to pay for healthcare services to low income, working and uninsured adults, as requested by **Clinic by the Bay**, will provide an identifiable benefit to the community at large. The Town and the community at large will benefit from increased healthcare services and continuing to provide medical visits 16 hours per week, including two evenings, while working to expand hours over the next few years until operating at full capacity which will be 4-6 days per week. 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 30 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 offered by **Community Gatepath**, 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 programmatic support of the Safe House Program, as requested by **CORA**, will provide an identifiable benefit to the community at large. Specifically, the funds will be used for staff salaries and benefits, staff trainings, program supplies, among other operational costs of the Safe House Program. This service goes in hand with the already established relationship between CORA and the Colma Police Department. In the last fiscal year Colma Police Department paid CORA \$493 for 24-hour law enforcement referral program (Emergency Response Program).

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 purchase high-demand items that, if requested to be held online, would have a wait time of several months to a year, as requested by the **Daly City Public Library Associates**. Additionally, funds will be used for Daly City Public Library Associates' operating expenses. The Services 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.

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, provide increased screening and counseling services on-site and at high schools. 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 13 clients in Colma in FY 2018-19. 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 field trips, garden supplies, meals, camping supplies, art and educational supplies, as requested by **Jefferson Union High School District (Community Environmental Education Program)**, 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** 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 will provide advocacy services to Colma clients by investigating allegations of abuse for those living in long term facilities, as requested by **Ombudsman Services of San Mateo County**. However, Ombudsman Services of San Mateo County listed two long-term facilities, one of which is located in Colma, totaling 57 residents that would benefit from the potential funding. Additionally, long-term care facilities across San Mateo County will be served with funding approval.

The expenditure of public funds to pay for toys, Target and store gift cards, as requested by **Operation Santa Claus**, will provide an identifiable benefit to the community at large. Up to 35 residence (140 children) are served each year.

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 among neighbors, landlords and tenants, families, consumers and businesses, work associates and others in the community.

The expenditure of public funds to pay for Skyline Promise Scholarships which includes covering fees, books and a transportation incentive for first time full-time students, 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 two full scholarships, 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 young people 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.

The expenditure of public funds to pay for increased outreach to the Town of Colma and neighboring cities, as requested by **San Mateo County Pride Center**, will provide an identifiable benefit to the Colma community at large. For example, a Youth Program Coordinator will visit the Gay-Straight Alliances (GSAs) of high schools serving Colma residents to create a mixer in an effort to engage LGBTQ+ high school students in the area. In addition to supporting targeted outreach efforts, funding would support staff to organize and facilitate these mixers, provide food and/or rental fees for locations.

~~The expenditure of public funds to pay for the continuation of the Cemetery Sustainability Program in 2019-20, as requested by the **San Mateo Resource Conservation District** to~~

~~improve irrigation efficiency and overall sustainability for cemeteries in town. The benefit to the public would be substantial, specifically the cemeteries in Town.~~

The expenditure of public funds to supplement the actual cost of providing services to clients, as requested by **the Sitike Counseling Center ("Sitike")** will provide an identifiable benefit to the Colma community at large. Sitike must charge a fee for the services received, the funding will allow Sitike to charge lower fees to those clients in need, ensuring that they will meet the requirements of completing treatment. 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 will support a contract Program Manager who coordinates volunteer researchers, writers, graphic designers, printing and dissemination of reports, as requested by **Sustainable San Mateo County**. In addition, these funds will help cover the costs of community meeting venues and materials, publicity and outreach.

The expenditure of public funds to pay for targeted programming, specifically for veterans living in the Town of Colma, as requested by **Veterans Sportsman Alliance (VSA)**, will provide an identifiable benefit to the Colma community at large. The services offered by VSA may be of more benefit now that Veteran's Village has opened.

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 2019-20 Budget includes only \$130,000 in available grant funding.

### **CONCLUSION**

Staff recommends the Council approve to adopt the 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. 2019-\_\_**  
**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.
- (e) An organization may submit an application for a charitable donation for each program or project to be funded.

**2. Findings of Eligibility for Grant Funding**

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

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

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

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

- (b) Greater 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 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.

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

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

- (d) CORA is eligible for grant funding from the Town of Colma.

Discussion: CORA 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 provide safety, support and healing for individuals who experience abuse in an intimate relationship and educate the community to break the cycle of intimate partner abuse. CORA serves all of San Mateo County and the Town of Colma is within its service area.

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

Discussion: Daly City Public 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.

- (g) 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 (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 in northern San Mateo County. 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 from the Center as the Center provides 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.

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

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

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

Discussion. Jefferson Union High School District 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 student's 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.

- (j) 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.

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

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

- (l) Ombudsman Services of San Mateo County is eligible for grant funding from the Town of Colma.

Discussion. Ombudsman Services of 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 advocate for the dignity, quality of life and quality of care for all residents in long-term care facilities in San Mateo County. The Town of Colma is located within Ombudsman Services of San Mateo County service area.

- (m) Operation Santa Clause is eligible for grant funding from the Town of Colma.

Discussion. Operation Santa Claus 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 provide a traditional Christmas experience to families in the communities of Daly City, Colma and Broadmoor that are homeless or whose income is less than their monthly expenses. The



Town of Colma is within its service area.

- (n) 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 partner with individuals, groups and institutions to empower people, build relationships, and reduce violence through collaborative and innovative processes. 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.

- (o) 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. If City Council approves funding, the foundation will have to update their status from "delinquent" to "current" with the Attorney General as a condition for funds to be disbursed.

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

Discussion. San Mateo County Jobs for Youth 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.

- (q) San Mateo County Pride Center (StarVista) is eligible for grant funding from the Town of Colma.

Discussion: San Mateo County Pride Center (StarVista) 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 deliver high impact services through counseling, skill development, and crisis prevention to children, youth, adults and families. San Mateo County Pride Center serves all of San Mateo County and the Town of Colma is within its service area. Colma residents will benefit from targeted outreach to increase awareness of the wealth of

resources that the Pride Center offers.

- (r) 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 counseling and education in a safe and healing environment. The Town of Colma is located within its service area. Sitike has not provided any information about the residency locations of its clients.

- (s) 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. If City Council approves funding, Sustainable San Mateo County will have to update their status from "delinquent" to "current" with the Attorney General as a condition for funds to be disbursed.

- (t) Veterans Sportsman Alliance (VSA) is eligible for grant funding from the Town of Colma.

Discussion: Veterans Sportsman Alliance (VSA) 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 Improve the quality of life for our disabled American Veterans through therapeutic outdoor adventures, training and donated Service K9's to those in need who qualify for such. VSA has specifically chosen to serve the Town of Colma because of the new Veteran's Village Project that has just opened.

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

### **3. Findings of Public Purpose**

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

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

Discussion. The expenditure of public funds to pay for healthcare services to low income, working and uninsured adults, as requested by Clinic by the Bay, will provide an identifiable benefit to the community at large. The Town and the community at large will benefit from increased healthcare services and continuing to provide medical visits 16 hours per week, including two evenings, while working to expand hours over the next few years until operating at full capacity which will be 4-6 days per week. All of these services are readily accessible to Colma residents and the public benefit is substantial as the Town and the community all benefit from a healthy populace.

- (b) A grant in the amount shown in section 4(a) to the Greater 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.

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

Discussion: The expenditure of public funds to pay 30 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 offered by Community Gatepath, is an identifiable benefit to the Colma community at large. The Town benefits by having people with disabilities become active members of the community through recreational, educational and volunteer opportunities with businesses in the Town. The services offered by Community Gatepath are readily accessible to Colma residents and the public benefit is substantial as people with disabilities have the opportunity to learn and thrive.

- (d) A grant in the amount shown in section 4(a) to CORA will serve a public purpose.

Discussion: The expenditure of public funds to pay for programmatic support of the Safe House Program, as requested by CORA, will provide an identifiable benefit to the community at large. Specifically, the funds will be used for staff salaries and benefits, staff trainings, program supplies, among other operational costs of the Safe House Program. This service goes in hand with the already established relationship between CORA and the Colma Police Department. In the last fiscal year Colma Police Department paid CORA \$493 for 24-hour law enforcement referral program (Emergency Response Program). The services offered by CORA are readily accessible to Colma residents

- (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 Public Library Associates will serve a public purpose.

Discussion. The expenditure of public funds to purchase high-demand items that, if requested to be held online, would have a wait time of several months to a year, as requested by the Daly City Public Library Associates. Additionally, funds will be used for Daly City Public Library Associates' operating expenses. The Services 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.

- (g) 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, provide increased screening and counseling services on-site and at high schools. These services are readily accessible to Colma youth and provide a substantial public benefit by ensuring the health and vitality of Colma's youth.

- (h) 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 13 clients in Colma in FY 2018-19. Finally, the public benefit is substantial as providing housing to help people live independent lives is important for a well-functioning society.

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

Discussion. The expenditure of public funds to pay for field trips, garden supplies, meals, camping supplies, art and educational supplies, as requested by Jefferson Union High School District (Community Environmental Education Program), 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.

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

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

- (k) 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.

- (l) A grant in the amount shown in Section 4(a) to Ombudsman Services of San Mateo County will serve a public purpose.

Discussion. The expenditure of public funds requested by Ombudsman Services of San Mateo County will provide advocacy services to Colma clients by investigating allegations of abuse for those living in long term facilities. Ombudsman Services of San Mateo County listed two long-term facilities, totaling 57 residents that would benefit from the potential funding. Additionally, long-term care facilities across San Mateo County will be served with funding approval.

- (m) A grant in the amount shown in Section 4(a) to Operation Santa Claus will serve a public purpose.

Discussion. The expenditure of public funds to pay for toys, Target and store gift cards, as requested by Operation Santa Claus, will provide an identifiable benefit to the community at large. Up to 35 residence (140 children) are served each year.

- (n) 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 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 among neighbors, landlords and tenants, families, consumers and businesses, work associates and others in the community.

- (o) 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 supplement the actual cost of providing services to clients, as requested by the Sitike Counseling Center ("Sitike") will provide an identifiable benefit to the Colma community at large. Sitike must charge a fee for the services received, the funding will allow Sitike to charge lower fees to those clients in need, ensuring that they will meet the requirements of completing treatment. 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.

- (p) 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 Skyline Promise Scholarships which includes covering fees, books and a transportation incentive for first time full-time students, 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.

- (q) 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 two full scholarships, 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.

- (r) A grant in the amount shown in section 4(a) to the San Mateo County Pride Center, will serve a public purpose.

Discussion. The expenditure of public funds to pay for increased outreach to the Town of Colma and neighboring cities, as requested by San Mateo County Pride Center, will provide an identifiable benefit to the Colma community at large. For example, a Youth Program Coordinator will visit the Gay-Straight Alliances (GSAs) of high schools serving Colma residents to create a mixer in an effort to engage LGBTQ+ high school students in the

area. In addition to supporting targeted outreach efforts, funding would support staff to organize and facilitate these mixers, provide food and/or rental fees for locations.

- (s) 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 will support a contract Program Manager who coordinates volunteer researchers, writers, graphic designers, printing and dissemination of reports, as requested by Sustainable San Mateo County. In addition, these funds will help cover the costs of community meeting venues and materials, publicity and outreach.

- (t) A grant in the amount shown in section 4(a) to Veterans Sportsman Alliance (VSA) will serve a public purpose.

Discussion. The expenditure of public funds to pay for targeted programming, specifically for veterans living in the Town of Colma, as requested by Veterans Sportsman Alliance (VSA), will provide an identifiable benefit to the Colma community at large. The services offered by VSA may be of more benefit now that Veteran’s Village has opened.

- (u) 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.
- (v) 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:

<b>Grantee</b>	<b>Amount</b>
Clinic by the Bay	\$3,000
Colma - Daly City Chamber of Commerce	\$25,000
Community Gatepath	\$6,500
CORA	\$2,500
Daly City Peninsula Partnership Collaborative	\$15,000
Daly City Public Library Associates	\$4,000
Daly City Youth Health Center	\$6,000
Human Investment Project (HIP Housing)	\$5,000
Jefferson Union School District (Wilderness School)	\$5,000
LifeMoves	\$4,000
North Peninsula Food Pantry	\$12,500
Ombudsman Services SMC	\$2,000

Operation Santa Claus	\$1,000
Peninsula Conflict Resolution Center	\$1,378.65
San Mateo Community College Foundation (Skyline College President's Innovation Fund)	\$3,500
SMC Jobs for Youth	\$2,000
SMC Pride Center	\$2,500
Sitike Counseling Center	\$6,500
Sustainable San Mateo County	\$3,500
Veterans Sportsman Alliance	\$1,200
<b>TOTAL</b>	<b>\$112,078.65</b>

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

**Certification of Adoption**

I certify that the foregoing Resolution No. 2019-\_\_ was duly adopted at a regular meeting of said City Council held on September 11, 2019 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Joanne F. del Rosario, 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	Timely Grant Report Submitted	Verified Non-Profit
Clinic by the Bay	Provide healthcare to low-income, working, uninsured adults.	Expanding primary care, continuing to offer medical visits 16 hours per week	33 residents	Healthcare	\$ 4,000.00	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	\$ 45,000.00	No	Yes
Community Gatepath	Help people with special needs & disabilities gain independence.	Nutrition education program	27 residents & 7 businesses	Life & Vocational skills	\$ 7,500.00	Yes	Yes
CORA	Safety, support and shelter for individuals who experience abuse in an intimate relationship.	Safe House Program	Available to all residents	Safe, shelter and resources	\$ 10,000.00	Yes	Yes
Daily City Peninsula Partnership Collaborative	Provide emergency safety net services, education, mental health programs, and social services.	Provide support to the Daily City Community Services Center and Partnership's Family Resource	97 residents	Education, affordable housing, and shelter	\$ 25,000.00	Yes	Yes
Daily 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	\$ 5,500.00	Yes	Yes
Daily 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	\$ 7,500.00	Yes	Yes
Human Investment Project (HIP)	Improving the housing & lives of people in our community.	The Home Sharing Program interviews & provides direct assistance & resources	12 residents	Safe, affordable housing	\$ 5,000.00	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.	Transportation and activities for children	50 students	Education, community & environmental awareness	\$ 6,000.00	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	3 residents	Housing	\$ 5,000.00	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	\$ 12,500.00	Yes	Yes
Ombudsman Services San Mateo County	Advocate for the dignity, quality of life and care for residents in long-term care facilities in San Mateo County.	Investigating allegations of abuse in long term care facilities.	1 business, 57 residents	Advocacy for healthcare	\$ 5,000.00	N/A	Yes
Operation Santa Claus	To provide a traditional Christmas experience to families.	Toys, Target and store gift cards	Information unavailable	Community resource	\$ 1,500.00	Yes	Yes
Peninsula Conflict Resolution Center	Facilitates groups & trains people in conflict resolution.	Information, Mediation, Conflict Resolution, Administration, Recruitment, & Training Services.	Information unavailable	Mediation	\$ 1,378.65	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	\$ 5,000.00	Yes	No
San Mateo County Jobs for Youth	Provide youth with services in gaining job skills & employment.	Workshops, interviews with youth counselors, job placement, internships	2 youth residents	Employment services	\$ 3,000.00	Yes	Yes
San Mateo County Pride Center	Increase access to mental health services and community support.	Increased outreach to the Town of Colma and neighboring cities	Information unavailable	Community counseling & education	\$ 5,000.00	Yes	Yes
Stikle Counseling Center	Outpatient substance abuse services.	Grant used to offset operating costs, reducing the amount charged to clients.	12 residents	Community counseling & education	\$ 8,500.00	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	\$ 5,000.00	Yes	Yes
Veterans Sportsman Alliance	Enhance the lives of disabled military veterans through variety of outdoor sporting activities	Veteran's programming living in Colma	Veteran residents	Access to programs and sports	\$ 10,000.00	No	Yes
West Bay Alano Club	Safe and sober environment for people in recovery from addictions.	Construct ADA compliant "lift chair" so that members and visitors could access second floor.	All residents	Anonymous meetings for people in recovery from addictions	\$ 5,000.00	N/A	No
				<b>Total Requests</b>	<b>\$ 182,378.65</b>		



Summary of Non-Profit Requests							Change from previous FY
Name of Organization	FY 2014-15 Funded	FY 2015-16 Funded	FY 2016-17 Funded	FY 2017-18 Funded	FY 2018-19 Funded	FY 2019-20 Funding Requested	
ALLICE				\$1,800			
Clinic by the Bay	\$2,050	\$2,000	\$2,000	\$3,000	\$3,000	\$4,000	\$1,000
Colma - Daly City Chamber of Commerce	\$45,000	\$45,000	\$40,000	\$30,000	\$25,000	\$45,000	\$20,000
Community Gatepath	\$5,000	\$5,000	\$5,000	\$6,000	\$6,500	\$7,500	\$1,000
CORA					\$2,500	\$10,000	\$7,500
Daly City Partnership			\$15,000	\$15,000	\$15,000	\$25,000	\$10,000
Daly City Public Library Associates	\$1,000	\$1,000	\$2,000	\$2,000	\$4,000	\$5,500	\$1,500
Daly City Youth Health Center		\$5,000	\$5,000	\$6,000	\$6,000	\$7,500	\$1,500
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	\$3,000	\$4,500	\$5,000	\$6,000	\$1,000
LifeMoves *	\$3,000	\$3,000	\$3,000	\$3,500	\$4,000	\$5,000	\$1,000
North Peninsula Food Pantry & DCDC	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$0
<i>Ombudsman Services SMC</i>						\$5,000	\$5,000
Operation Santa Claus	\$1,250	\$1,312	\$1,313	\$1,313	\$1,000	\$1,500	\$500
Peninsula Conflict Resolution Center	\$5,000				\$1,380	\$1,378.65	(\$1.35)
Rebuilding Together Peninsula							
San Mateo Community College Foundation	\$500	\$600	\$600	\$3,000	\$3,500	\$5,000	\$1,500
San Mateo County Jobs for Youth	\$500	\$500	\$500	\$1,500	\$2,000	\$3,000	\$1,000
San Mateo County Pride Center					\$2,500	\$5,000	\$2,500
San Mateo Resource Conservation District				\$5,000	\$5,000	\$0	(\$5,000)
Sitike Counseling Center	\$6,000	\$6,000	\$6,000	\$6,000	\$6,500	\$8,500	\$2,000
Sustainable San Mateo County	\$3,000	\$3,000	\$3,000	\$3,000	\$3,500	\$5,000	\$1,500
Veterans Sportsman Alliance					\$1,200	\$10,000	\$8,800
<i>West Alamo Bay Club</i>		\$3,000	\$4,000	\$0		\$5,000	\$5,000
<b>Total (including Housing Element required grantees)</b>	<b>\$96,800</b>	<b>\$99,912</b>	<b>\$107,913</b>	<b>\$109,113</b>	<b>\$115,080</b>	<b>\$ 182,378.65</b>	<b>\$67,298.65</b>
<b>Footnotes:</b>							
* Indicates a Housing Element required grantee; funding will come from Planning Department budget							
<i>Italics indicates new non-profit organizations that applied/re-applied this year</i>							





## Non-Profit Funding Request Form FY 2019-20

Name of Organization: Volunteers in Medicine – San Francisco (dba Clinic by the Bay)

Contact Person: David Wallace, Executive Director

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: To understand and serve, with dignity and respect, the health and wellness needs of the medically underserved in the San Francisco Bay Area

2. Amount of Request: \$4,000

a. Total Agency Annual Budget: \$1,605,5380

b. Number of Agency Employees: 9 (6.8 FTE)

c. Payroll is 36% 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). To support and strengthen families in need, Clinic by the Bay—a volunteer-powered health clinic—provides free, comprehensive healthcare to low-income, working uninsured adults in San Francisco and San Mateo Counties. As one of 87 Volunteers in Medicine clinics, a majority of our budget comes from in-kind contributions of *pro bono* services and supplies. We engage retired and practicing medical professionals, medical students, and other community members with various expertise as volunteers to provide free, compassionate, high-quality medical care. Often in the healthcare field, medical staff are limited by what care the

patient can afford; however at Clinic by the Bay, our volunteers practice the art of medicine, rather than the business of healthcare. In addition to primary and preventative care, we also offer dermatology, rheumatology, neurology, and physical therapy thanks to volunteer specialists. Through our community partnerships, we connect patients with needed diagnostic and ancillary services *pro bono*. We provide comprehensive, individualized care as demonstrated by our Mental Health Counseling program, which provides psychosocial support, and our innovative Health Coaching program, which supports and empowers patients on setting and managing personal health goals. Typical goals include: managing chronic diseases or conditions like diabetes or hypertension (most often the case), managing weight with diet and exercise education, or planning and learning stress management techniques. We also partner with community organizations to address patients' social determinants of health such as food security, housing, and transportation.

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

Support from the Town of Colma will help Clinic by the Bay continue to fill the gap in access to healthcare. To further fill the gap, the Clinic has begun a move into the former Alemany Emergency Hospital building just around the corner from us. With this move, we will expand the primary care safety net for our working uninsured neighbors. We will continue to provide medical visits at least 16 hours per week and add: dental care, an onsite diagnostic lab, and an in-house pharmacy. Research by the Mayo Clinic has found links between oral health and other health problems like cardiovascular diseases, strokes, pneumonia, and even pregnancy complications. From our most recent patient survey, 100% of respondents said that they would be interested in receiving dental services. This year, we intend to use funding from the Town of Colma to support our Health Coaching program and outreach efforts to Colma residents.

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

The number of patients and services that we provide continues to grow. We have added over 70 patients, so far, this year to our constituency of 1,800 low-income, uninsured patients. In addition to enlisting more in-house specialists this year (neurology & cardiology), we are also launching an in-house pharmacy beginning this Fall. This update is very exciting as it will increase access to prescription medications for our patients. We have established partnerships to receive life-saving medications, like insulin, for free.

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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 low-income and uninsured 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. When health care is inaccessible, it affects our entire community: families suffer from illness, local businesses have a less productive workforce, and emergency rooms get clogged with preventable health issues. To meet the health needs of our growing, diverse community, 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 community solution to the health care crisis. Our model allows for medical students to learn from the vast combined experience of our retired doctors and nurses as the students support and work alongside them as receptionists, scribes, interpreters, prescription assistants and in other essential clinic roles.

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; <sup>[1]</sup><sub>SEP</sub>
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and <sup>[1]</sup><sub>SEP</sub>
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

A. At present, 36 of our 1,800 patients are residents of the Town of Colma; nearly half of all our patients are residents of San Mateo County (and the number/percentage is growing). It's



probable that the number of Colma patients is higher as we have found that many folks who live in Colma report Daly City as their residence.

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. As we are seeing a growing number of patients from San Mateo County, we are increasing the outreach we do in the area.

8. Provide a detailed account of how the FY 2017-18 contribution was used:

Thanks to the generous, ongoing support from the Town of Colma, Clinic by the Bay continues to provide superior, compassionate, individualized care for the uninsured working adults in our community. We have used the Town of Colma's most recent gift to primarily help fund our Health Education and Mental Health Counseling.

In terms of Health Education, we continue to monitor and tweak our interventions based on community feedback and participation. Outside of regular doctor visits, our Health Coaching program has been our primary means of health education. Since training seven new health coaches through a collaboration with UCSF, our Health Coaching Program offerings have expanded. Health Coaches empower patients with support on setting and managing health goals. To help patients meet their goals, we have recently partnered with Trainers Coalition and Project Open Hand. The Trainers Coalition provides patients in our Health Coaching program with free personal trainers and a gym membership. Project Open Hand provides free, home-delivered, healthy groceries to patients with chronic conditions. To make Health Education accessible to all patients, we started a monthly print and electronic bi-lingual newsletter addressing general health issues that affect many of our patients. We have also started a



Walking Group which does regular walks from the Clinic to a nearby park. These walks are led by Health Coaches who can answer specific patient questions and/or address topics of concern for the whole group.

Our Mental Health Program has become one of our standouts; at our most recent gala fundraisers, our patient speakers have shared how counseling has changed their lives for the better. Below is an excerpt from one of our patient speaker's remarks:

"At Clinic by the Bay, I met their counselor Shelia who I desperately needed since I was completely depressed. She helped me overcome my fears and little by little I became aware that you have to learn how to value yourself...Together with her, we worked little by little on my case and I now feel very happy, and above all, deep in my heart I am at peace. Even though I am an older woman who is alone, I can fight for new goals and ideals. I needed a professional individual like Shelia to express my situation."

We are excited to report that in the past year we were able to almost double the number of patients receiving mental health services—increasing from 36 patients to 63. This is a significant need for our population and we hope to continue growing this critical service. Recently we have also strengthened our relationship with Instituto Familiar de la Raza, another nonprofit health center, whom we refer patients to for psychiatric care when their needs require more than our in-house psychotherapy. We continue our efforts to destigmatize Mental Health by encouraging all of our medical staff to make referrals for our on-site counselor. This year we completed an Electronic Health Record conversion to help us better monitor mental health referrals and patient outcomes.

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

We received no contributions from other cities in FY 2017-2018. We will receive one-time support from the city of San Francisco to help renovate the former Alemany Emergency

Hospital, which we hope to move into by the end of 2020. At present, we have no plans to seek additional funding.

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  \_\_\_\_\_

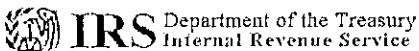
If yes, please provide details.

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
- Current Year Annual Operating Budget
- Completed IRS 990 form for the last fiscal year



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248651232  
May 18, 2011 LTR 4168C E0  
26-2593712 000000 00

00023057  
BODC: TE

VOLUNTEERS IN MEDICINE - SAN  
FRANCISCO  
4877 MISSION ST  
SAN FRANCISCO CA 94112-3413

055805

Employer Identification Number: 26-2593712  
Person to Contact: Mr. Kelley  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your May 09, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 2008.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(iii).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of ~~the filing due date of the third return for organizations required to~~ file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248651232  
May 18, 2011 LTR 4168C E0  
26-2593712 000000 00  
00023058

VOLUNTEERS IN MEDICINE - SAN  
FRANCISCO  
4877 MISSION ST  
SAN FRANCISCO CA 94112-3413

If you have any questions, please call us at the telephone number  
shown in the heading of this letter.

Sincerely yours,



S. A. Martin, Operations Manager  
Accounts Management Operations



Volunteers in Medicine - San Francisco  
Board of Directors

**Janet Reilly - President**

*Co-founder, Volunteers in Medicine – San Francisco  
Public Relations/Communications*

**Scott Hauge - Vice President**

*Co-founder, Volunteers in Medicine – San Francisco  
President, CAL Insurance and Associates, Inc.*

**Nicholas Andrade - Treasurer**

*Retired Executive*

**Karen Kaufman - Secretary**

*Consultant, Organizational Effectiveness  
Kaiser Permanente*

**Bill Black, MD, PhD, FACP**

*Chief Medical Officer, Physician Foundation Medical Associates  
President, Marin Headlands Medical Group  
Sutter Pacific Medical Foundation*

**Sr. Therese Randolph, RSM**

*Sisters of Mercy of the Americas  
West Midwest Community*

**Lynn Jimenez Catchings**

*Author and Broadcaster*

**Rita Semel**

*Community Activist  
Founder of the San Francisco Interfaith Council*

**Debra Caywood-Rukas, PhD**

*Retired Educational Psychologist  
and Adjunct College Professor*

**Hon. Fern Smith**

*Mediator and Arbitrator  
Judicial Arbitration and Mediation Services*

**Nanette Duffy**

*Event Producer*

**Paul Turek, MD**

*Director and Founder  
The Turek Clinic*

**Brian Gilan**

*Product Marketing Manager  
Fitbit*

**Jon Wolin**

*Healthcare Attorney and Consultant  
Jonathan Wolin Consulting*

**Vrinda Goel**

*Director of Hospital Operations  
Ob Hospitalist*

**Lisa Zhou**

*Senior Program Manager  
Augmedix*

**Shally Shalini Iyer, MPH**

*Director of Programs  
Metta Fund*

<b>Volunteers in Medicine - SF (dba Clinic by the Bay)</b>					
<b>Operating Budget for F/Y 19-20 (July 1, 2019 - June 30, 2020)</b>					
			<b>FY 18-19</b>		
<b>REVENUE</b>	<b>CASH</b>	<b>IN KIND</b>		<b>CASH</b>	<b>IN KIND</b>
Foundation & Nonprofit Organizations	250000			250000	
Corporations	65000			60000	
Individual	170000			155000	
Patient Contributions	5000			5000	
Fee for Service					
Special Events	280000			250000	
In Kind		<b>834380</b>			<b>834380</b>
Other	1000			1000	
<b>Total Cash Revenue</b>	<b>771000</b>			<b>721000</b>	
<b>Total Operating Revenue</b>	<b>1605380</b>			<b>1555380</b>	
<b>EXPENSES</b>	<b>CASH</b>	<b>IN KIND</b>		<b>CASH</b>	<b>IN KIND</b>
<b>Personnel</b>					
<b>Salaries &amp; Wages</b>					
Physicians		416000			416000
Nurses		91520			91520
Midlevel practitioners		99500			99500
Interpreters		41600			41600
Clinic support		67080			67080
Administrative support		43680			43680
Programs & Services	291158			180000	
Finance & Operations	71150			159000	
Development & Communications	114700			50000	
Vacation Expenses	5000			50000	
FICA	28792			5000	
Medicare	6635			26400	
Unemployment Insurance	2830			6150	
Workers Compensation	4950			2650	
Health/Dental/Vision	48000			4600	
<b>Total Personnel</b>	<b>573215</b>	<b>759380</b>		<b>48000</b>	
				<b>531800</b>	<b>759380</b>
<b>Consultants</b>					
Professional Fees - Clinical	20000				
Professional Fees - Accounting	7500			15000	
Professional Fees - IT	10000			15000	
Professional Fees - Other		50000		10000	
<b>Total Consultant Fees</b>	<b>37500</b>			<b>40000</b>	<b>50000</b>
<b>Medical Expenses &amp; Supplies</b>					
Ancillary Services	2000	20000		2000	20000
<b>Dental Supplies</b>	N/A			N/A	
Medical Supplies	4000	5000		4000	5000
<b>Total Medical Expenses &amp; Supplies</b>	<b>6000</b>			<b>6000</b>	

<b>Administrative &amp; Operating Expenses</b>					
Supplies	2000			2000	
Equipment rental/lease	4000			3500	
Medical equipment	2500			500	
Office equipment	500			500	
Malpractice insurance	9000			10000	
General liability/other insurance	5500			6000	
Rent	72000			72000	
Utilities	8000			7000	
Facility Repairs & Maintenance	4500			4500	
Telecommunications	5000			5000	
Postage & delivery	1000			2000	
Printing & copying	500			750	
Community PR & outreach	4000			4000	
Fundraising	2000			2000	
Fundraising Events	6000			6000	
Volunteer expenses	5500			5000	
Professionals fees & dues	1000			1000	
Travel	1000			1000	
Business meeting expenses	600			500	
Conferences	1000			1000	
Staff training	500			500	
IT (software licenses & fees)	10000			3000	
Business licenses	2000			1500	
Banking fees	5000			3000	
Miscellaneous	500			500	
<b>Total Administrative &amp; Operating Expenses</b>	<b>153600</b>			<b>142750</b>	
		<b>75000</b>			<b>75000</b>
Total Cash Expense	<b>770315</b>			<b>720550</b>	
Total In Kind Expense					
<b>TOTAL OPERATING EXPENSES</b>	<b>1604695</b>	<b>834380</b>		<b>1554930</b>	<b>834380</b>



## Report to The Town of Colma

Submitted by Volunteers in Medicine – San Francisco d.b.a. Clinic by the Bay  
June 28, 2019

Clinic by the Bay is deeply grateful for our ongoing partnership with the Town of Colma and for its generous support of our Primary and Preventive Care for Uninsured Working Adults in Colma. This report describes our program activities and accomplishments for the grant period July 1, 2018 through June 30, 2019.

### Summary

Thanks to the generous, ongoing support from the Town of Colma, Clinic by the Bay continues to provide superior, compassionate, individualized care for the uninsured working adults in our community. At present, 36 of our 1,800 patients are residents of the Town of Colma; nearly half of all our patients are residents of San Mateo County (and the number/percentage is growing). It's probable that the number of Colma patients is higher as we have found that many folks who live in Colma report Daly City as their residence. We have used the Town of Colma's most recent gift to primarily help fund our **Health Education** and **Mental Health Counseling**.

In terms of **Health Education**, we continue to monitor and tweak our interventions based on community feedback and participation. Outside of regular doctor visits, our Health Coaching program has been our primary means of health education. Since training seven new health coaches through a collaboration with UCSF, our Health Coaching Program offerings have expanded. Health Coaches empower patients with support on setting and managing health goals. Typical goals include: managing chronic diseases or conditions like diabetes or hypertension (most often the case), managing weight with diet and exercise education and planning, and learning stress management techniques. To help patients meet their goals, we have recently partnered with Trainers Coalition and Project Open Hand. The Trainers Coalition provides patients in our Health Coaching program with free personal trainers and a gym membership. We have also begun working with Project Open Hand to provide free, home-delivered, healthy groceries to patients with chronic conditions. As our Health Coaching program grows, we are looking at ways to keep patients engaged by providing incentives. For example, through a new member of our board of directors, we recently received FitBits which will be given to Health Coaching patients so that they can better track their fitness goals/progress. To make Health Education accessible to all patients, our Lead Health Coach has begun a quarterly print and electronic newsletter addressing general health issues that affect many of our patients. We have also started a Walking Group which does regular walks from the Clinic to a nearby park. These walks are led by Health Coaches who can answer specific patient questions and/or address topics of concern for the whole group.

Our **Mental Health Program** has become one of our standouts; at our most recent gala fundraisers, our patient speakers have shared how counseling has changed their lives for the better. Below is an excerpt from one of our patient speaker's remarks:

"At Clinic by the Bay, I met their counselor Shelia who I desperately needed since I was completely depressed. She helped me overcome my fears and little by little I became aware that you have to learn how to value yourself...Together with her, we worked little by little on my case and I now feel very happy, and above all, deep in my heart I am at peace. Even though I am an older woman who is alone, I can fight for new goals and ideals. I needed a professional individual like Shelia to express my situation."

We are excited to report that in the past year we were able to almost double the number of patients receiving mental health services—increasing from 36 patients to 63. This is a significant need for our population and we hope to continue growing this critical service. Since expanding our Mental Health services, we have received an increased number of referrals for mental health counseling from San Francisco General Hospital. Recently we have also strengthened our relationship with Instituto Familiar de la Raza, another nonprofit health center, whom we refer patients to for psychiatric care when their



needs require more than our in-house psychotherapy. We continue our efforts to destigmatize Mental Health by encouraging all of our medical staff to make referrals for our on-site counselor. This year we completed an Electronic Health Record conversion which will help us better monitor mental health referrals and patient outcomes.

On the **Operations** side, we are thrilled to announce that we have recently signed the lease for a new clinic location and plan to move in the fall 2020. The site, which has been vacant for decades, was formerly the Alemany Emergency Hospital and was once part of a nationally respected network of free emergency hospitals. It is conveniently located around the corner from our current location which has limited our operations due to the space available. For example, with no diagnostics lab on site, we have to send patients to our partner labs, delaying results and treatment. Our current exam rooms are carpeted, which restricts us from performing simple procedures like stitching up a minor cut, or providing certain acute forms of care such as giving patients immediate insulin. And with this move, we will have the capacity to add dental services. Research by the Mayo Clinic has found links between oral health and other health problems like cardiovascular diseases, strokes, pneumonia, and even pregnancy complications. From our most recent patient survey, 100% of respondents said that they would be interested in receiving dental services. More immediately, this summer we will be opening an on-site pharmacy. By partnering with SIRUM and Dispensary of Hope, we will provide our patients free prescription medications.

### **Highlights from the past year**

1. We added 200 new patients last year; the most new patients in 5 years; Our patients numbers continue to grow and we now have over 1,800 patients
2. We added more than 100 new volunteers last year
3. We added more in-house specialty services including neurology and cardiology
4. 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.
5. At present, over 88% of our patients report improved health since joining Clinic by the Bay, 94% are very satisfied their care received at the Clinic, and we are proud to report that 100% of Clinic by the Bay patients would recommend Clinic by the Bay!
6. A recent quality assurance report found that our hypertensive patients have better outcomes than patients with commercial insurance or Medicare
7. We earned the Platinum Level Seal of Transparency on Guidestar – less than 1% of all non-profits (regardless of size) are at this level
8. Approximately 85% of our volunteers stay with us for at least six months, and 100% would recommend us as a place to volunteer!

### **Organizational Updates**

To assist with the outreach and development necessary for the clinic move in 2020, we recently hired a part-time development and communications staff. With added staff, we can better engage community support and reach more patients. Also, due to an increase in stellar receptionist volunteers, we have shifted the priorities of our administrative assistant from scheduling to case management which has been instrumental in improving patient adherence.

Thanks again for your support in helping to make all of the above happen! Your partnership with Clinic by the Bay means:

- Since our founding, we have now served over 2,300 patients with over 17,000 medical visits.
- Our dedicated volunteers have cumulatively provided more than 70,000 hours of service valued at more than \$3.5 million.
- For every dollar we spend on our volunteer program, we get well over double that back in *pro bono* professional services.





## Non-Profit Funding Request Form FY 2019-20

Name of Organization: Colma/Daly City Chamber of Commerce

Contact Person: Georgette Sarles

Address: 355 Gellert Blvd. Suite 138, Daly City CA 94015

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: \$194,429.00
  - 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.

Our selection is #D. The Colma/Daly City Chamber of Commerce supports the businesses located in Colma in in many ways, which benefits the residents as well. The Chamber initiates the welcome of the businesses providing a ribbon cutting event. It also showcases other events and advertising of the businesses. It works hand in hand to assist the Colma Business Community with Economic Structure Enhancement. In addition, the Chamber Offers 24 hour assistance to the Colma Business Community for most any and all requests, information and assistance they may require.

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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
- Promote the various points of interest, such as selling the City of Souls books, bringing publicity to local cemeteries, Colma businesses and car dealerships
- Continuing to maintain a Colma 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 of Colma with an incubator, that connects with other North San Mateo County Chambers of Commerce, and their local business communities. Thereby, developing a healthy resource 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.

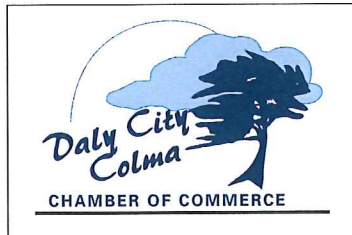
7. Describe the following:

- 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: ALL

B. Number of Colma businesses served: ALL

8. Provide a detailed account of how the FY 2018-19 contribution was used.



**COLMA / DALY CITY**  
**CHAMBER OF COMMERCE**  
**ACTIVITIES SCHEDULE FOR 2019 -2020**

**STATE OF THE CITIES PROGRAM AND LUNCHEON**

At this annual event, both mayors present a current view of their city, with a follow-up Q&A from the audience. These presentations provide much sought after information that is beneficial and well received by the increased attendance. This year, the council choose to host this event in the newly renovated Colma Town Hall.

**BUSINESS NEWS & VIEWS BREAKFAST PROGRAM AND BREAKFAST**

Both Mayors speak on the business climates in their respective cities. The Business News & View Breakfast features speakers from Seton Medical Center, Mark Fratzke, CEO/President, Tina Ahn, Chief Development Officer, and Ms Michon Coleman, Attorney and Chief of Marketing / Development for Kaiser Permanente. Next, our crime watch segment presents by both, Chief of Police for the Town of Colma, Kirk Stratton, and Operations Support Captain for the City of Daly City, Captain John Gamez. The last segment is presented by the Accounts Executive for Comcast Spotlight and AT&T. Over 90 persons attend this very informative event. This event is scheduled for October of this year.

**ANNUAL CRAB FEED / FUNDRAISER FOR SCHOLARSHIPS THE EVENING INCLUDES A GREAT DINNER SPONSORED BY DIFFERENT MEMBERS OF THE CHAMBER, MUSIC, AUCTION AND RAFFLE.**

One hundred percent of the profits go to the Chamber's Scholarship Foundation, which distributes the scholarships annually. The Crab Feed is a sell out with over 200 attendees. The amount of \$6,500 is rendered directly to the "Access to High Education Foundation" for SCHOLARSHIPS FOR OUR YOUTH! This year, 38 deserving students, from Colma and Daly City, each received a \$1,000,000 scholarship through the efforts of the Colma/Daly City Chamber of Commerce.

**TASTE OF OUR CITIES & BUSINESS EXTRAVAGANZA WITH 3 VIGNETTES SMALL BUSINESS WEEK – THIS WEEK IS RECOGNIZED THROUGHOUT OUR COUNTRY FOR CELEBRATING THE CONTRIBUTIONS THAT HAVE BEEN MADE BY SMALL BUSINESSES.**

Our Chamber showcases three networking vignettes, each one at a member business. Our three vignettes this year included Ziba Beauty, Cypress Lawn Memorial Park and State Farm Insurance (Jamie Weitzel) in honor of Small Business Week. Additionally, the Chamber hosted "*Business to Business Extravaganza*". Forty to fifty-members had display booths to show and network their individual businesses. The Chamber awarded special named certificates for all the display booths in this show. Mayor Joanne Del Rosario, Council Woman Helen Fisicaro and City Manager Brain Dossey Were on hand for the Opening and Ribbon Cutting of this event. There were over 500 people involved. Another, noteworthy event, which procured membership and provided excellent tools for great Business Productivity.

**MAYORAL WALKS**

The Mayor, along with the President/CEO of the Chamber and the City Manager, visit local businesses. This trio visits the businesses and attempts to meet, greet, and assist in different ways.

**JOBS FOR YOUTH THIS IS A BREAKFAST EVENT, WHICH WAS FOUNDED BY AL TEGLIA AND HIS JOBS FOR YOUTH PROGRAM, WHICH ASSISTS THE YOUTH OF SAN MATEO COUNTY WITH ALL PHASES OF THEIR GROWTH AND ENTRANCE INTO THE BUSINESS WORLD**

Our Chamber has continually supported this fine organization and assists where and when it can.

**TAKE BY HAND LUNCHEON** THE DC FOOD PANTRY PUTS ON THIS EVENT EACH YEAR TO FURTHER THEIR EFFORTS TO BRING FOOD AND ASSISTANCE TO THOSE IN NEED.

The Chamber assists when it can.

**ANNUAL BOWLING TOURNAMENT** THE CHAMBER'S ELEVENTH ANNUAL BOWLING TOURNAMENT, WHERE MEMBERS AND THEIR EMPLOYEES, FAMILIES, AND ETC., JOIN TOGETHER TO COMPETE



**AT BOWLING. EVERYONE ENJOYS FREE PIZZAS AND BEVERAGES, A RAFFLE AND A MOST ENJOYABLE TIME.**

Proceeds enable the Chamber to utilize funds for their many, special projects. It is important to note that this event consistently produces new attendance from the Business Community.

**BUSINESS TO CONSUMER SHOWCASE THIS BUSINESS SHOWCASE IS PRODUCED EVERY YEAR AT SERRAMONTE CENTER, WHERE CHAMBER MEMBER BUSINESSES SET UP BOOTHS FOR A DAY OF NETWORKING, MEETING AND WORKING WITH THE COMMUNITY THAT THEY REPRESENT.**

This event gives the businesses a chance to reach out to the community with all aspects of their Businesses. It has proven to be a great source and accommodation for everyone, from either the Businesses showcased, or the Public that eagerly attends.

**ANNUAL HALLOWEEN SPOOK PARADE THE CHAMBER ENDEAVORS TO BRING A WONDERFUL, FUN SAFE HALLOWEEN TO THE CHILDREN AND THEIR FAMILIES OF OUR COMMUNITIES AT SERRAMONTE Center.**

I started this thirty-nine-year Halloween Celebration in the Westlake Shopping Center, and then moved to Serramonte Center. The Chamber has given out many "glow in the dark" bags of candy, held the parades and the competition, for wonderful prizes and the special **LARGE BAGS FILLED WITH SPECIAL CANDY, TOP TOYS AND GAMES, VALUED AT \$300 EACH.** The good witch – Wilhelmina, has endeared herself to many children in our communities over the years, and she, along with many others, considers this annual event, a real blessing!

**GOLF TOURNAMENT ONCE A YEAR, GOLF GETS TOGETHER AT LAKE MERCED GOLF CLUB, PROCEEDS ASSIST SCHOLARSHIP AND OTHER CHAMBER PROGRAMS.**

The Chamber sponsors this terrific fun and competition each year. It is a day out on the green with lots of fun and camaraderie, starts with a continental breakfast, giveaways for the golfers, then, the Tee off on the Green, followed by a great dinner, awards and a raffle for prizes. This is excellent business networking and camaraderie at its finest.

**LEAGUE OF WOMEN VOTERS EACH YEAR THE CHAMBER PARTNERS WITH THE LEAGUE OF WOMEN VOTERS TO PRESENT AN EVENING**

**PROGRAM, WHICH INTRODUCES THE CANDIDATES, WHO ARE RUNNING FOR OFFICE IN EACH CITY. WE DO TWO SEPARATE PROGRAMS.**

The Chamber co-ordinates each of these evening events and handles its arrangements and advertising.

**THE REORGANIZATION OF BOTH CITY COUNCILS AT THESE TWO ANNUAL EVENTS, POSITIONS CHANGE IN BOTH OF OUR CITY COUNCILS COLMA / DALY CITY.**

We are on hand to speak on behalf to the business community and to offer assistance of any kind.

**THE CYPRESS BUSINESS AWARDS AND HOLIDAY SOIRÉE THE LAST EVENT OF THE YEAR, WHERE SPECIAL AWARDS ARE GIVEN FOR PARTICULAR DISTINCTIONS, OATHS OF OFFICE ARE ADMINISTERED TO NEW OFFICERS AND A WONDERFUL DINNER AND HOLIDAY VENUE IS ENJOYED.**

The Chamber really shows that it has exceptional team work in producing this splendid evening.

**THE ADDITIONS TO THIS ROSTER, THE CHAMBER ADDS, HANDLES AND PROVIDES FOR THE FOLLOWING: RIBBON CUTTINGS FOR THE OPENINGS OF NEW BUSINESSES, AND MANY OBSERVANCES OF OTHER BUSINESSES.**

- CONDUCTS NETWORKING MIXERS, SEMINARS AND MEETINGS.
- HOSTS THREE "NEW MEMBER WELCOME EVENTS" A YEAR.
- WORKS WITH MANY OTHER ORGANIZATIONS FOR THE BETTERMENT OF OUR COMMUNITIES, SUCH AS THE DC FOOD PANTRY, COLMA AND DC HISTORICAL ASSOCIATIONS, SETON MEDICAL FOUNDATION, THE ALLIANCE OF CHAMBERS OF COMMERCE, SAMCEDA, JOBS FOR YOUTH, DC YOUTH CENTER, SALVATION ARMY, SERRAMONTE CENTER, WESTLAKE CENTER, METRO CENTER, SERRA CENTER, SEVERAL CHURCH AFFILIATIONS, SF STATE COLLEGE, AND THE COMMISSION ON THE STATUS OF WOMEN.

The foregoing has been a collaboration of different functions and things handles by the Colma / Daly City Chamber of Commerce for the business community that it represents, along with the partnerships of two great cities. It is sincerely, my honor to provide this report.



9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2018-19:

FY 2018-2019 - \$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 0 (3) SCHOLARSHIP FOUNDATION 20 - 2654808

Please attach a copy of the following:

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



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248667582  
Oct. 22, 2009 LTR 4168C E0  
23-7253580 000000 00

00011385  
BODC: TE

GREATER DALY CITY CHAMBER OF  
COMMERCE  
355 GELLERT BLVD  
DALY CITY CA 94015-2665



013308

Employer Identification Number: 23-7253580  
Person to Contact: Mr. Miller  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Oct. 13, 2009, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(6) of the Internal Revenue Code in a determination letter issued in January 1973.

Because you are not an organization described in section 170(c) of the Code, donors may not deduct contributions made to you. You should advise your contributors to that effect.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I



## 2019-2020 Board of Directors

### EXECUTIVE BOARD

President and CEO  
**Sarles, Georgette**

**Georgette's of Westlake  
Owner**

650.755.4080p

322 Westlake Center  
Daly City, CA 94015

650.349.6045 f  
415.699.3717 m

[gsarles@dalcycity-colmachamber.org](mailto:gsarles@dalcycity-colmachamber.org)

*Committees: Chair of A&I, Cypress Business Awards,  
Major Employers Breakfast, Halloween, Soiree, Leadership,  
Bowling, Golf, B2C, B2B, Crab Feed, Chamber Development, Scholarship*

*1<sup>st</sup> Vice President and CFO*  
**Reburiano, Manny**

**Allstate Insurance  
Owner**

650.992.0800

163 School Street  
Daly City, CA 94014

650.992.3259 f  
650.296.9441 m

[mannyreb@allstate.com](mailto:mannyreb@allstate.com)

*Committees: Chair Scholarship, Co-Chair Golf, Cypress Business Awards*

2<sup>nd</sup> Vice President  
**Cano, Jonathan**

**AT&T  
Business Relationship Manager**

415.802.8994 m

650.270.8528 m

430 Bush Street  
S.F., CA. 94108

[Jonathan.cano@att.com](mailto:Jonathan.cano@att.com)

*Committees: Chair B2C, Co-Chair Leadership/Chamber Development/Golf*

*Secretary*  
**Husted, Rebecca**

**Better Homes and Garden Real  
Estate  
Realtor**

415.706.4722 m

362 Gellert Boulevard  
Daly City, CA 94015

[rebecca@rebeccahusted.com](mailto:rebecca@rebeccahusted.com)

*Committees: Chair B2B, Co-Chair A & I, Scholarship, Soiree*

Past President

**Hui, John**

**Coldwell Banker  
Realtor**

3230 Brittan Avenue  
San Carlos, CA 94070  
[johnhui@me.com](mailto:johnhui@me.com)

650.222.9029 m

*Committees: Chair Bowling*

**BOARD OF DIRECTORS**

**Chase, Dustin**

**Lucky Chances Casino**

1700 Hillside Blvd.  
Colma, CA 94014  
[dustintchase@gmail.com](mailto:dustintchase@gmail.com)

650.758.2237

925.487.8400

*Committees: B2B, Major Employers Breakfast*

**Chiang, Bill**

**PG&E**

275 Industrial Road  
San Carlos, CA. 94070  
[wwc9@pge.com](mailto:wwc9@pge.com)

650.339.1627 m

*Committees: B2C, Chamber Legislation*

**Holeman, Spencer**

**Children's Empowerment**

Director  
480 Collins Avenue  
Colma, CA. 94014  
[sh@ceisf.org](mailto:sh@ceisf.org)

650.994.4200

650.994.6789

*Committees:Scho  
larship,*

**House, Steve**

**Buffalo Wild Wings  
General Manager**

650.997.3021

5b Serramonte Center  
Daly City, CA. 94015  
424@buffalowildwings.com

650.303.1890

Committees: Chair Golf, Co-Chair Halloween Mixer, Bowling, State of Cities  
Address

**Landeros, Mariana**

**Hampton Inn  
General Manager**  
2700 Junipero Serra Boulevard  
Daly City, CA 94015  
mariana.landeros@hilton.com

650.755.7500  
650.755.9400 f

Committees: Scholarship, Golf

**Li, Daisy**

**Moonstar Buffet  
Owner**  
383 Gellert Boulevard  
Daly City, CA 94015  
dd\_moonstar@yahoo.com

415 519 1140 m

Committees: Crab Feed, Scholarship, Soiree, Halloween, Golf, Bowling

**Mahoney, Mike**

**Republic Services  
Director**  
1680 Edgeworth Avenue  
Daly City, CA 94015  
mmahoney2@republicservices.com

415.604.9014  
650.537.2462

Committees: Co-Chair Scholarship, Chair Golf

**Serrato, Eleanor**

**City Toyota  
Office Manager**  
55 San Pedro Road  
Daly City, CA 94014  
ele@citytoyota.com

415.825.4251  
415.606.3859

Committees: Halloween, Golf, Bowling, Scholarship, Soiree

**Villarosa, Marie**

**Serramonte Center**

650.799.2100

**Marketing Manager**

3 Serramonte Center  
Daly City, Ca. 94015  
mvillarosa@equityone.net

650.307.7306 m  
650.992.1945 f

*Committees: B2C, Halloween, Golf, Bowling, Scholarship, Soiree*

**CHAMBER STAFF**

President and CEO  
**Sarles, Georgette**

**Georgette's of Westlake**

322 Westlake Center  
Daly City, CA 94015  
[gsarles@dalycity-colmachamber.org](mailto:gsarles@dalycity-colmachamber.org)

650.755.4080  
650.349.6045 f  
415.699.3717 m

Executive Assistant  
*Gonzalez, Jorge*

[staff@dalycity-colmachamber.org](mailto:staff@dalycity-colmachamber.org)

650.755.3900  
650.755.5160 f

*Photographer/Webmaster*  
**Wilson, Alison**

[awilson@dalycity-colmachamber.org](mailto:awilson@dalycity-colmachamber.org)

415.640.9875m

**355 Gellert Boulevard, Suite 138 Daly City, California 94015 (650) 755-3900 F(650)755-5160**

**[www.dalycity-colmachamber.org](http://www.dalycity-colmachamber.org)**

**COLMA/DALY CITY CHAMBER OF COMMERCE  
ANNUAL BUDGET FOR JULY 2019 -JUNE 2020**

**INCOME REVENUES**

Membership Dues- Renewal	32,000.00
Membership Dues- New	4,000.00
Colma Partnership- Contract	30,000.00
Daly City Partnership- Contract	49,229.00
<b>TOTAL REVENUE</b>	<b>115,229.00</b>

**EVENTS INCOME**

Newsletter	3,700.00
Business to Consumer Showcase	10,000.00
Bowling Tournament	8,000.00
Cypress Business Awards & Dinner	4,500.00
Taste of Our Cities/Business to Business	4,500.00
Scholarship	40,000.00
<b>TOTAL EVENTS INCOME</b>	<b>71,200.00</b>

**OTHER INCOME** 8,000.00

**TOTAL INCOME** \$194,429.00

**GENERAL EXPENSES**

Insurance Hartford	3,000.00
Internet/Web/Photos/Flyers	14,000.00
Equipment Lease	5,300.00
Office Expense	40,000.00
Office Supplies	6,000.00
Postage	2,000.00
Printing	2,400.00
Rent Expense	10,924.00
Telephone Expense	6,700.00
Additional Office Help	6,000.00

**TOTAL EXPENSES** 96,324.00

**COLMA/DALY CITY CHAMBER OF COMMERCE  
ANNUAL BUDGET FOR JULY 2019 -JUNE 2020**

**EVENTS EXPENSES**

Newsletter (4 Electronic US Post)	2,100.00
Bowling Tournament	5,000.00
Crab Feed	5,000.00
Cypress Business Awards & Dinner	14,000.00
Chamber Mixers	1,000.00
Scholarship	3,500.00
Business to Consumer Showcase	3,100.00
Business to Business Extravaganza	3,100.00

**TOTAL EVENTS EXPENSE** \$36,800.00

**TOTAL EXPENSE** 133,124.00

**TOTAL INCOME** 194,429.00

**SCHOLARSHIP DISBURSEMENT** 40,000.00

**NET INCOME** 21,105.00

There is no 990-form due to the fact that our status was changed to exempt.



June 20, 2019

## COLMA/ DALY CITY CHAMBER OF COMMERCE-

### ACTIVITIES SCHEDULE FOR 2019

#### STATE OF THE CITIES PROGRAM AND LUNCHEON

At this annual event, both mayors present a current view of their city, with a follow up Q & A from the audience. These presentations provide much sought after information that is beneficial and well received by the increased attendance. This year, the council choose to host this event in the newly renovated Colma Town Hall.

#### MAJOR EMPLOYER'S BREAKFAST PROGRAM AND BREAKFAST.

Both Mayors speak on the business climates in their respective cities. The Major Employer's Breakfast features speakers from Seton Medical Center, Mark Fratzke, CEO/President, Tina Ahn, Chief

Development Officer, and Ms. Michon Coleman, Attorney and Chief of Marketing/ Development for Kaiser Permanente. Next, our crime watch segment is presented by both, Chief of Police for the Town of Colma, Kirk Stratton, and Operations Support Captain for the City of Daly City, Captain John Gamez. Our last segment is presented by the Accounts Executive for Comcast Spotlight and AT&T. Over 90 persons attended this very informative event. This event is scheduled for October of this year.

#### ANNUAL CRAB FEED- FUNDRAISER FOR SCHOLARSHIPS THE EVENING INCLUDES A GREAT DINNER SPONSORED BY DIFFERENT MEMBERS OF THE CHAMBER, MUSIC, AUCTION AND RAFFLE.

One hundred percent of the profits go to the Chamber's Scholarship Foundation, which distributes the scholarships annually. Once again, the Crab Feed was a sell out with over 200 attendees. The amount of \$6,500 was rendered to "Access to Higher Education Foundation" for SCHOLARSHIPS FOR OUR YOUTH! This year, 38 deserving students, from Colma and Daly City, each received a \$1,000.00 scholarship through the efforts of the Colma/Daly City Chamber of Commerce.

#### BUSINESS TO BUSINESS EXTRAVAGANZA WITH (3) VIGNETTES

SMALL BUSINESS WEEK- THIS WEEK IS RECOGNIZED THROUGHOUT OUR COUNTRY FOR CELEBRATING THE CONTRIBUTIONS THAT HAVE BEEN MADE BY SMALL BUSINESSES.

Our Chamber showcases three networking vignettes, each one at a member business. Our three vignettes this year included: Ziba Beauty, Cypress Memorial Park and State Farm Insurance (Jamie Weitzel).

In honor of Small Business Week, additionally, the Chamber hosts "Business to Business Extravaganza". Forty to fifty members have display booths to show and network their individual

AUG 1 '19 AM 10:30

businesses. Also, the Chamber awards special named certificates for all Display Booths in the Show. Mayor Joanne Del Rosario, Council Woman Helen Fiscaro and City Manager Brian Dossey were on hand for the Opening and Ribbon Cutting of this event. There were over 500 people involved. Another, noteworthy event, which procured membership and provided excellent tools for great Business Productivity.

MAYORAL WALKS THE MAYOR, ALONG WITH THE PRESIDENT/CEO OF THE CHAMBER AND THE CITY MANAGER, VISIT LOCAL BUSINESSES. THIS TRIO VISITS THE BUSINESSES AND ATTEMPTS TO MEET, GREET, AND ASSIST IN DIFFERENT WAYS.

JOBS FOR YOUTH THIS IS A BREAKFAST EVENT, WHICH WAS FOUNDED BY AL TEGLIA AND HIS JOBS FOR YOUTH PROGRAM, WHICH ASSISTS THE YOUTH OF SAN MATEO COUNTY WITH ALL PHASES OF THEIR GROWTH AND ENTRANCE INTO THE BUSINESS WORLD.

Our Chamber has continually supported this fine organization and assists where and when it can.

TAKE MY HAND LUNCHEON THE DC FOOD PANTRY PUTS ON THIS EVENT EACH YEAR TO FUTURE THEIR EFFORTS TO BRING FOOD AND ASSISTANCE TO THOSE IN NEED. The Chamber assists where and when it can.

ANNUAL BOWLING TOURNAMENT THE CHAMBER'S ELEVENTH ANNUAL BOWLING TOURNAMENT, WHERE MEMBERS AND THEIR EMPLOYEES, FAMILIES AND ETC. JOIN TOGETHER TO COMPETE AT BOWLING. EVERYONE ENJOYS FREE PIZZAS AND BEVERAGES, A RAFFLE AND A MOST ENJOYABLE TIME. Proceeds enable the Chamber to utilize funds for their many, special projects. It is important to note that this event consistently produces new attendance from the Business Community.

BUSINESS TO CONSUMER SHOWCASE THIS BUSINESS SHOWCASE IS PRODUCED EVERY YEAR AT SERRAMONTE CENTER, WHERE CHAMBER MEMBER BUSINESSES SET UP BOOTHS FOR A DAY OF NETWORKING, MEETING AND WORKING WITH THE COMMUNITY THAT THEY REPRESENT.

This event gives the businesses a chance to reach out to the community with all aspects of their Businesses. It has proven to be a great source and accommodation for everyone, from either the Businesses showcased, or the Public, that eagerly attends.

ANNUAL HALLOWEEN SPOOK PARADE THE CHAMBER ENDEAVORS TO BRING A WONDERFUL, FUN, SAFE HALLOWEEN TO THE CHILDREN AND THEIR FAMILIES OF OUR COMMUNITIES AT SERRAMONTE CENTER.

I started this thirty-nine year Halloween Celebration in the Westlake Shopping Center, and then moved it to Serramonte Center. The Chamber has given out many "glow in the dark" bags of candy, held the parades and the competition, for wonderful prizes and the special LARGE BAGS FILLED WITH SPECIAL CANDY, TOP TOYS AND GAMES, VALUED AT \$300 EACH. The good witch- Wilhelmina, has endeared herself to many children in our communities over the years, and she, along with many others, considers the annual event, a real blessing! Which is designed to promote a safe fun filled, special event for the children of the Colma/Daly City communities.

GOLF TOURNAMENT ONCE A YEAR, GOLF GETS TOGETHER AT LAKE MERCED GOLF CLUB. PROCEEDS ASSIST SCHOLARSHIP AND OTHER CHAMBER PROGRAMS.

The Chamber sponsors this terrific fun and competition each year. It is a day out on the green with lots of fun and camaraderie, starts with a continental breakfast, give aways for the golfers, then the Tee off on the Green, followed by a great dinner, awards and a raffle for prizes. This is excellent business networking and camaraderie at its finest.

LEAGUE OF WOMEN VOTERS EACH YEAR THE CHAMBER PARTNERS WITH THE LEAGUE OF WOMEN VOTERS TO PRESENT AN EVENING PROGRAM, WHICH INTRODUCES THE CANDIDATES, WHO ARE RUNNING FOR OFFICE IN EACH CITY. WE DO TWO SEPARATE PROGRAMS.

The Chamber co-ordinates each of these evening events and handles its arrangements and advertising.

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The Chamber really shows that it has exceptional team work in producing this splendid evening. This indeed, is a Colma/Daly City Chamber of Commerce memory maker!

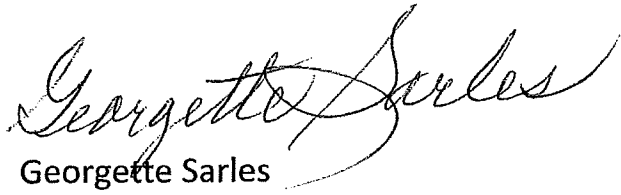
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The foregoing has been a collaboration of different functions and things handled by the Colma/ Daly City Chamber of Commerce for the business community that it represents, along with the partnerships of two great cities. It is sincerely, my honor to provide this report.

A handwritten signature in black ink, reading "Georgette Sarles". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Georgette Sarles

Georgette Sarles President/ CEO

Colma / Daly City

Chamber of Commerce



## Non-Profit Funding Request Form FY 2019-20

Name of Organization: Community Gatepath

Contact Person: Kim Malhotra, VP of Marketing & Development

Address: 350 Twin Dolphin Dr., Suite 123, 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: \$ 7,500

a. Total Agency Annual Budget: \$ 17.3 million

b. Number of Agency Employees: 220

c. Payroll is 78 % 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 in a community-based setting at the Colma Community Center. Our project focuses on nutrition, healthy eating, cooking skills, and community inclusion. *Obesity rates for individuals with disabilities are approximately 57% higher than for adults without disabilities*, making these skills critical to the health and well-being of those we serve. Participants will learn about nutrition, portion sizes, and preparation of

healthy meals on a budget. 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 provide 30 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. Classes are taught by Gatepath instructors; we 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. Our goal is to educate those we serve and give them the hands-on training to implement their learning in their everyday lives.

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 working in an integrated "real world" setting to help 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. Participants practice reading ingredient labels, properly washing and preparing ingredients, kitchen safety skills, knife techniques, cooking techniques (e.g., boiling, sautéing, grilling, baking, etc.), in addition to thoroughly cleaning a kitchen after its use. Cooking class also provides an opportunity for participants to practice following directions, patience, safety awareness, budgeting, creativity, and working together.

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, read food labels, 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 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:

Project expenses were higher than the grant amount last year and the additional funds would help cover the costs of kitchen rental and food supplies.

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. Furthermore, Colma residents and businesses will have opportunities to interact with people who have 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.

8. Throughout our programs, Gatepath has served at least 7 businesses and 30 residents in years prior to the grant application. In addition, the entire Colma community benefits through interactions with those we serve.

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 Cemetery, Colma Historical Museum, Cypress Golf Course, and Kohl's.

C. Gatepath 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, and social media.

8. Provide a detailed account of how the FY 2018-19 contribution was used:

The FY2018-19 contribution was used to rent the kitchen at Colma Community Center and purchase groceries on a weekly basis so that 20 adults with developmental disabilities could participate in cooking classes (47 weeks x \$100 rental/week = \$4,700 plus \$1,300 for food and supplies, and \$500 for transportation). Participants from our cooking classes were able to showcase their skills when they catered a Film Premiere event hosted by Gatepath in May 2019. Following the western theme of the event, they planned, cooked and served a healthy meal of BBQ chicken, beans, salad, and avocado-corn dip. Since the food was cooked offsite, they learned about keeping food at safe temperatures and how to safely serve food by wearing gloves. Another way Gatepath measures success is through impact on individual lives. For example, we helped Georgette manage her diabetes by teaching her healthy eating habits. She has been learning about nutrition, working on improving her self-control around unhealthy foods and getting more exercise. Georgette has lost weight and her daily glucose readings have been in the desired range for several weeks!

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

**FY2018-19:** \$3,980 City of Burlingame (received), \$6,500 Town of Colma (received)

**FY2019-20:** \$4,025 City of Burlingame (received), \$7,500 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

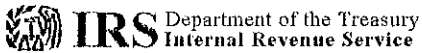
If yes, please provide details.

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
- ✓ Current Year Annual Operating Budget
- ✓ Completed IRS 990 form for the last fiscal year





Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248167147  
May 10, 2013 LTR 4168C E0  
94-1156502 000000 00

00028971  
BODC: TE

COMMUNITY GATEPATH  
350 TWIN DOLPHIN DR STE 123  
REDWOOD CITY CA 94065-1408



024393

Employer Identification Number: 94-1156502  
Person to Contact: Ms Wittwer  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your May 01, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in September 1946.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248167147  
May 10, 2013 LTR 4168C E0  
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COMMUNITY GATEPATH  
350 TWIN DOLPHIN DR STE 123  
REDWOOD CITY CA 94065-1408

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

*Richard McKee*

Richard McKee, Department Manager  
Accounts Management Operations



**Executive Committee**

Bryan Neider, CEO  
*Gatepath*

Elaine Cohen, Ed.D., Chair  
*University Administrator/Professor (Retired)*

Linda Leao, Vice Chair  
*Community Leader*

Steve Eskenazi, Treasurer  
*Angel Investor*

Matt Edling, Secretary  
*Sher Edling LLP*

Todd Gemmer, Development Committee Chair  
*Morgan Stanley*

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Ken Barker  
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*SonomaLife*

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Carol Windsor  
*Gatepath Auxiliary Vice President*

David Wisnom III  
*SightCast Inc.*

Gayle Youlden  
*Gatepath Auxiliary President/ La Belle Gourmande*

## Community Gatepath Organizational Budget FY20

### REVENUE

Contributions	830,024
Special Events	1,150,000
Grants	1,971,507
Regional Center & DOR	6,194,682
Private Pay	6,974,994
Enterprise Business	588,596
Investment	60,000
<b>Total Revenue</b>	<b>17,769,803</b>

### EXPENSES

Salaries & Wages	10,199,909
Employee Benefits	3,336,511
Professional Fees	792,023
Office Supplies	29,885
Postage	9,975
User Fees & Application Support	277,355
Program Supplies	193,693
Telephone	155,648
Equipment	101,989
Printing	46,955
Subscriptions	13,894
Marketing	88,594
Vehicles & Transportation	154,457
Meetings & Conferences	104,098
Employee Development	68,040
Agency Dues	12,000
Event Expenses	420,815
Moving & Recruitment	54,000
D&O Insurance	16,200
Bank & Other Charges	95,885
Employee Award	32,500
Miscellaneous Expense	7,980
Occupancy	1,166,460
Depreciation	388,711
<b>Total Expenses</b>	<b>17,767,577</b>

CHIEF EXECUTIVE OFFICER  
Bryan Neider

EXECUTIVE COMMITTEE

Chair

**Elaine Cohen, Ed.D.**  
*University Administrator/Professor  
(Retired)*

Vice Chair

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*Community Leader*

Treasurer

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*Gatepath Auxiliary President/  
La Belle Gourmande*



GATEPATH®

July 1, 2019

Ms. Darcy De Leon  
Town of Colma, City Manager's Office  
1198 El Camino Real  
Colma, CA 94014

**RE: Final Report on FY2018-19 Grant**

Dear Ms. De Leon,

Thank you again for the grant of \$6,500 from Town of Colma. With your support, 20 adults with developmental disabilities learned important pre-vocational and life skills through participation in a cooking class Gatepath provided using the kitchen at the Colma Community Center.

On the following pages, we are pleased to highlight the outcomes of the program during the grant period. If you have any questions, please contact Kim Malhotra at 650-259-0157 or [kmalhotra@gatepath.org](mailto:kmalhotra@gatepath.org). Thank you for supporting our mission of empowering individuals with special needs to achieve their full potential.

Sincerely,

Bryan Neider  
CEO

Enclosure

**Gatepath**

Sobrato Center for Nonprofits, 350 Twin Dolphin Drive, Suite 123, Redwood City, CA 94065  
Tax ID: 94-1156502 | Tel: 650-259-8500 | Fax: 650-697-5010 | [Gatepath.org](http://Gatepath.org)

## Results of the program

The 2018-19 grant provided by the Town of Colma enabled Gatepath to offer valuable life skills and pre-vocational training to adults with developmental disabilities through cooking classes.

With funding from Town of Colma, Gatepath implemented a cooking curriculum using the kitchen at the Colma Community Center. Participants in our Community Access program met at a specified site in the community, then traveled to various locations to engage in activities that helped them develop life skills and pre-vocational skills. Activities of daily living, including nutrition, fitness and social skills were areas of emphasis.

During the weekly cooking classes, 20 participants learned all the skills necessary to make healthy meals on a budget, as well as skills they could potentially use in a future job (all participants are currently unemployed). Participants shopped in local markets to practice their budgeting and money skills (e.g., counting, estimating, and making change) before heading to the Colma Community Center to cook.

Using a professional kitchen enabled participants to learn and practice valuable skills in an integrated “real world” setting. They practiced planning meals, reading ingredient labels, properly washing and preparing ingredients, kitchen safety skills, knife techniques, cooking techniques (e.g., boiling, sautéing, grilling, baking, etc.), in addition to thoroughly cleaning a kitchen after its use. Cooking class provides an opportunity for participants to practice following directions, patience, safety awareness, budgeting, creativity, and working together.

Participants from our cooking classes were able to showcase their skills when they catered a Film Premiere event hosted by Gatepath in May 2019. Following the western theme of the event, they planned, cooked and served a healthy meal of bbq chicken, beans, salad, and avocado-corn dip. Since the food was cooked offsite, they learned about keeping food at safe temperatures and how to safely serve food by wearing gloves.



## Evaluate the results of the program/project

Learnings experienced in the Town of Colma directly relate to our participants' personal goal achievement in the following ways:

- *Life Skills: budgeting/money skills, cooking, nutritional standards, portion sizes, problem solving*  
Individuals with developmental disabilities are at high risk for obesity and chronic health conditions that can be improved by healthy eating. Making healthy food choices and cooking nutritional meals is an important life skill to increase adults' independence, confidence, and overall well-being. Class participants exhibited increased independence and pride in contributing to the creation of a meal.
- *Pre-Vocational: time management, recipe training, kitchen cleaning and care, food-prep, use of and responsibility for facilities and tools*  
Only 13% of people with disabilities in California are employed, even though 4 out of 5 want to work. One of the fastest growing industries is food service – and this sector appeals to many of the individuals we serve. The cooking and kitchen maintenance skills participants learn through these classes provides training and increases opportunities for future employment.

The program we offer in Colma led to a partnership with the Boys & Girls Club of the Peninsula and Bon Appétit Management Company to expand our cooking curriculum. We have implemented several tracks to address the needs and interests of those we serve. One of the tracks is more focused on cooking for daily living and another emphasizes pre-vocational skills, with a goal of the program culminating in employment in the food service industry.

One way Gatepath measures success is through impact on individual lives. For example, we helped Georgette manage her diabetes, by teaching her healthy eating habits. Georgette has struggled with her blood sugar readings over the past year, sometimes running her blood glucose levels to nearly 400. This has affected her physical well-being. Throughout the grant period, she has been working on improving her self-control around unhealthy foods and getting more exercise. Georgette has lost weight and cut the simple sugars, only eating lean proteins, complex carbohydrates, and vegetables. Georgette's hard work has paid off. Her daily glucose readings have been in the desired range for three weeks, and she is now working towards her goal of having one month of healthy glucose readings. Georgette is proud of her progress and on her way to living a healthier lifestyle!

In addition to the direct impact on the adults we serve, grant activities also positively affect Colma citizens and businesses who interacted with participants. It is Gatepath's belief that people of all abilities should be accepted, respected, and included in our community; the grant from Colma helped accomplish this in an extraordinarily meaningful way.

### Use of grant funds

\$ 4,700 Kitchen rental (one day per week for 47 weeks X \$100)

\$ 1,300 Food and supplies

\$ 500 Transportation







## Non-Profit Funding Request Form FY 2019-20

Name of Organization: Community Overcoming Relationship Abuse

Contact Person: Patricia Springer, Development Officer

Address: 2211 Palm avenue      San Mateo      CA      94403  
Street Address                      City                      State                      Zip Code

Phone Number: 650-652-0800                      Email Address: PatriciaS@Corasupport.org

1. Mission Statement: CORA provides safety, support and healing for individuals who experience abuse in an intimate relationship and educates the community to break the cycle of domestic violence.

2. Amount of Request: \$10,000.

a. Total Agency Annual Budget: \$5,689,784

b. Number of Agency Employees: 55

c. Payroll is 54% of the Agency's total Annual Budget.

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

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

For the past 40 years, CORA has operated San Mateo County's only safehouses available to survivors of intimate partner abuse, and their children. CORA currently maintains two facilities in its Safe House Program. Lisa's House, CORA's original and largest shelter facility, is a three-floor apartment building with 22 beds that provides clients with up to an eight-week stay. Coni's House, CORA's second shelter (opened in 2014), provides six beds and up to a six-month stay. Both sites serve male and female survivors and their children.

With a diverse, multi-disciplinary staff, our safehouses are designed to provide clients with trauma-informed and culturally appropriate care. CORA's certified domestic violence counselors work one-on-one with residents in order to create individual plans for self-reliance and empowerment. CORA's broad-ranging services for residents also include case management, education on intimate

partner abuse and the cycle of violence, peer support groups, a children's playgroup, one-on-one counseling, food, life-skills workshops, and referrals to mainstream benefits. Clients are connected with individual mental health services in order to address the trauma they have endured and continue to receive ongoing support. Additionally, CORA provides several community services (transitional housing, legal services, children's programming) in order to support clients in maintaining their independence after returning to the community.

The primary goal of our Safe House Program is to empower intimate partner abuse victims with the option to leave their abusive to seek safety and begin laying the foundation for lives free of violence, and for their children to break the intergenerational cycle of abuse. With this focus in mind, each year, CORA's Safe House Program aims to serve 200 individuals impacted by intimate partner abuse. To ensure that these 200 individuals set the foundation for healthy and violence-free lives, each year we aim to achieve the following outcomes:

- **Outcome 1:** 80% of clients will demonstrate an increase in self-sufficiency, improving client's ability to re-build a life free from abuse.
- **Outcome 2:** 80% of clients will transition into safe, alternative housing at exit.

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

Intimate partner abuse and its far-reaching social consequences plague all social, economic, educational, and cultural groups. According to the California Department of Public Health (2017), intimate partner abuse is a public health priority, as it directly affects 40% of women in their lifetimes, and, in turn, will impact nearly one in five California adults. These statistics imply that nearly 171,000 of San Mateo County's 610,308 adults (2016 census) likely will experience intimate partner abuse in their lifetimes. A common need among this already vulnerable group is the need to have a safe place to live.

In the Bay Area, the effects of intimate partner abuse are particularly complicated by the decreasing attainability of affordable housing. This situation places a special burden on intimate partner abuse victims because their financial dependence on their abuser and inability to afford homes of their own often forces them to make the untenable choice between homelessness and enduring ongoing abuse. San Mateo County continues to have among the highest rent costs in the nation, tied with San Francisco and Marin Counties as the top three most expensive places to live among 3,144 other counties in the United States. According to the National Low Income Housing Coalition's 2018 Out of Reach report, a family would need an hourly rate of \$60.02 to be able to afford a two-bedroom apartment. This equates to \$124,841 per year in household income, which is a far cry from what the low-income clients that CORA serves can earn. The 2017 San Mateo County Homeless Census and Survey found that not only did 33.7% of unsheltered homeless respondents report experiencing intimate partner abuse, but this level represented more than doubling in the proportion affected in 2013 (16%). These horrific options mean that survivors, already dealing with the traumatic repercussions of an abusive relationship, now face additional serious challenges to their safety and security. This unfortunate reality can lead to more complex mental health challenges as the trauma of homelessness compounds the trauma of abuse.

In response to the dire need for services, CORA, the only agency in San Mateo County specializing in serving families impacted by intimate partner abuse, has offered its Safe House Program since 1977. However, the rapidly rising prevalence of intimate partner abuse has markedly increased demand for CORA's services, safe housing prime among them. In fact, an in-depth review of our "unmet requests for shelter" data estimates that CORA is still short by approximately 8,000 bed nights per year. Thus, CORA's funding for this important program is not sufficient to allow us to meet San Mateo County's demand for these services.

Therefore, we are respectfully requesting \$10,000 in programmatic support of our Safe House Program which will include funding for staff salaries and benefits, staff trainings, and program supplies, among other operational costs of this program.

- 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:

Support from Town of Colma will directly help CORA achieve its main mission: to provide safety, support and healing for individuals who experience abuse in an intimate relationship. This not only helps us make an impact on our clients, but also on all of San Mateo County, including Town of Colma. Specifically, Safe House funding will help us reduce the family homelessness often resulting from intimate partner abuse. To address family homelessness in intimate partner abuse-impacted families, CORA's well-established Safe House Program provides a direct gateway between intimate partner abuse-related life-threatening situations, and safe and stable interim housing, with an ultimate goal of permanent housing. As CORA is San Mateo County's only agency specializing in serving intimate partner abuse victims and survivors, our Safe House program plays a critical role in addressing local homelessness.

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; <sup>(1)</sup><sub>(SEP)</sub>
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and <sup>(1)</sup><sub>(SEP)</sub>
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

- a. Between 2011-2018, CORA enrolled 645 residents from the town of Colma into emergency shelter services. Additionally, 475 Colma residents utilized CORAs support in securing emergency hotels.
- b. CORA's clients are victims and survivors, and their children, impacted by intimate partner abuse, who reside in San Mateo County. CORA offers our Safe House Program to any individual fleeing from a dangerous domestic violence situation and who is in need of a confidential location to ensure their safety. Throughout the year we accept residents from all across San Mateo County, including Town of Colma. In general, who we serve depends on who is in need of emergency shelter and what our availability is like when they call us. As capacity allows, we are always available and willing to provide emergency shelter services to individuals in need.
- c. CORA uses a range of outreach strategies to reach the diverse population of San Mateo County including distributing and/or displaying multi-lingual pamphlets/posters in public

places such as bus stops, community centers, malls, doctors' offices, courthouses, and legal aid agencies. Many of our outreach documents are translated into Spanish, Tagalog and Chinese, as these are the non-English languages most spoken within San Mateo County.

Additionally, CORA's community education team conducts presentations, workshops, and tables events in a variety of community settings around the County.

Lastly, CORA's bilingual website provides resources and contact information to its bilingual support groups and other programs.

8. Provide a detailed account of how the FY 2018-19 contribution was used:

Town of Colma's 2018 contribution to CORA was allocated to programmatic support of our Safe House Program for program supplies and other operational costs of this program.

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

Received in 2018/2019

Town of Colma: \$2,500.

East Palo Alto: \$99,979.11

Menlo Park: \$1500.

WRC 1500

WRC 58,467

San Mateo 14,400

South San Francisco 10,200

Requested/Expected for 2018-2019 Fiscal Year

Burlingame 5,000.

Redwood City 15,000

South San Francisco 10,200

San Mateo 15,000

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.

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11. Charitable Trust # or EIN # 94-2481188

Please attach a copy of the following:

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

CINCINNATI OH 45999-0038

In reply refer to: 0248464840  
June 27, 2013 LTR 4168C 0  
94-2481188 000000 00

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BODC: TE

CORA COMMUNITY OVERCOMING  
RELATIONSHIP ABUSE  
2211 PALM AVE  
SAN MATEO CA 94403



028660

Employer Identification Number: 94-2481188  
Person to Contact: Mrs. Dudley  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your June 18, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in MAY 1978.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

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June 27, 2013 LTR 4168C 0  
94-2481188 000000 00  
00027958

CORA COMMUNITY OVERCOMING  
RELATIONSHIP ABUSE  
2211 PALM AVE  
SAN MATEO CA 94403

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

*Richard McKee*

Richard McKee, Department Manager  
Accounts Management Operations



## Board

### About

[Our Story](#)

[Staff](#)

[Board](#)

[Financials](#)

[Employment](#)

### **Linda Adler**

Board Member

Pronouns: She/Her

Linda has dedicated her professional career to ensuring that people receive the best health care possible. She is the Pathfinders Medical, one of the first private advocacy companies in the country. With a deep background in Health IT decision making, Linda has teamed up on innovative healthcare projects at both Stanford and Kaiser Permanente, at Stanford Entrepreneurs Group, helping new business owners pioneer entrepreneurial ventures. She is currently exploring serving as a mentor and teacher for the Stanford HIP program, where she works with individuals and groups on behavior to increase personal health.

Linda received her MPH at San Jose State University, followed by her Masters in Communication from Stanford University on numerous social justice initiatives, and was the volunteer coordinator for the largest volunteer organization for PFLAG campaign. She is a passionate hiker and tennis player, and her two adult daughters are the joy of her life.

### **Aditi Bhalla**

Board Member

Pronouns: She/Her

Aditi Bhalla has spent the last 15 years helping organizations through transformations, building and developing high performance and driving operational efficiency.

Over the years, Aditi has led finance and strategy teams at organizations ranging from Fortune 500 companies to Silicon Valley. Most recently, Aditi led global finance at Gap.com. In prior years, Aditi developed the finance function for Teespring (a unicorn), and created business cases leading to \$1B+ investments at Walmart.com. Prior to that she was a management consultant at the Mitchell Madison Group in New York. She began her career in India working for the WPP group as a market researcher and studies to assess the efficacy of grants by foundations such as the World Bank, USAID, etc.

Throughout her career, Aditi has had a strong interest and passion in empowering women, and has run various mentorship councils supporting the advancement in women at work. She holds an MBA, and a Masters in Public Policy from the University of Pennsylvania. She has a Bachelors in Statistics (Hons) from Lady Sri Ram College, New Delhi. She lives in San Mateo and has a mini-bernadoodle puppy.

 QUICK EXIT



### **Gabriel Brown**

Board Development Committee Co-Chair

Pronouns: He/Him

Gabriel Brown is a digital media professional and product development consultant based in San Francisco. He currently works for an international non-profit organization TechSoup as the Director of Web Production. He has spent the last seven years in the design and development of web and mobile applications for non-profit organizations and social enterprise startups including Humanity United, The Abolish Foundation, and The Samilia Foundation. He is also a technical advisor for the City of Oakland Design Lab and a media consultant for the social good platform GoodMojo. He is passionate about the use of technology to address social justice issues, particularly in the areas of human trafficking and gender-based violence.

### **Judith Duval**

Board Development Committee Co-Chair

Pronouns: She/Her/ella

Judith is the founder of a media and education company that inspires, teaches, and informs the Spanish speaking Hispanic community. Before becoming an entrepreneur, Judith started her career in finance (JPMorgan and Citigroup) and strategy/business development (McKinsey & Co. and Sephora). Judith holds an MBA from Stanford's Graduate School of Business and a B.S.E from the Wharton School at the University of Pennsylvania. When she is able to get some free time, Judith enjoys the following: cooking (she has trained as a chef making sure she has her cooking basics down!), eating (there is nothing she dislikes more than spending time at a restaurant... would much prefer to cook at home and brown bag her meal), yoga (after years and years of trying to "get yoga" into a class with an incredible teacher and never looked back), meditating (15 years and counting; Judith meditates every day, though at one point in her practice, and before kids, she meditated more than 2 hours a day), tennis (she started at 6 years old and has had a on and off love affair with the game for many reasons, some of them quite unfortunate), self-help, non-fiction... anything that helps her become a better person), and traveling (anywhere that gives her a new perspective on life and leaves her in awe). Judith is a domestic violence survivor and is honored to be on the CORA board; she is passionate about supporting those that want to achieve a better, more peaceful life. Judith was born and raised in Santo Domingo, Dominican Republic.

### **Toriana Holmes**

Board Member

Pronouns: She/Her

Toriana is an attorney at Laughlin Legal, PC: Family Law Group in Foster City, practicing family law where she represents clients in divorce, legal separation, child custody and visitation matters. Toriana also has experience representing victims of domestic violence seeking temporary restraining orders or permanent orders under the Domestic Violence Prevention Act.

Toriana received her B.S. in Sociology and Political Science from Santa Clara University and attended Golden Gate University. Toriana enjoys being active in her community, and currently serves on the San Mateo Civil Grand Jury. When not working, she is spending time with her family and her dog.

### **Kevin Imboden**

Board Vice Chair

Pronouns: He/Him

Kevin is Director of Research at Cushman & Wakefield. He has produced a variety of research in emerging markets, consumer trends, and international market analyses, and appeared on many podcasts and at speaking engagements.

Kevin has a strong knowledge of international capital flows and macroeconomics, and frequently discusses global economic trends current and future. He has a combined degree in Business Management and Economics from the University of California, Berkeley.



Cruz.

In his free time Kevin enjoys travel, basketball, yoga, hiking/running, playing the ukulele, baking treats in the kitchen  
Formula 1.

### Carelle Karimimanesh

Board Member

Pronouns: She/Her

Though a native Californian, Carelle has lived and traveled abroad a great deal. In fact she worked in Iran as a young researcher during the last year of the Shah's reign. Carelle trained as an organic chemist and worked many years in the industry, primarily in regulatory affairs.

After the death of her daughter, Naiyareh, in an automobile accident in 2007, she retired to care for her late husband time since to volunteering with agencies like the Tahirih Justice Center, California Transplant Donor Network and the her greatest passion is being a champion for CORA's clients with whom she strongly identifies.

The legacy of organ and tissue transplant is central in Carelle's family. She is hopeful that "everything she's got" will be donation when the time comes. Carelle joined the board at CORA in 2014.

### Rachel Kim

Board Chair

Pronouns: She/Her

Rachel is a Senior Coach and Program Director of Coaching & Talent Development at Minerva Project, a leading educational global provider of top-tier higher educational offerings, which unify rigorous active learning methodology with advanced technology. As a Coach, Rachel empowers individuals to make progress towards their definition of success and happiness in their careers. Before Minerva, she also coached at SoFi, a modern finance company.

In addition to her experience as a Coach, Rachel brings to CORA over 20 years of program management, strategic partnership building experience in innovative and entrepreneurial social sector organizations, including the Taproot Foundation, Washington, the NYC Leadership Academy, Sesame Workshop, and Chinese for Affirmative Action. Rachel has also done planning and digital strategy consulting for companies such as Hasbro, Inc. and Time, Inc. Rachel holds a Master of Public Administration from Baruch College, a Bachelor's degree from Dartmouth College, and received her coach training and certification from the International Coach Federation Training Institute.

### Jill Morris

Board Member

Pronouns: She/Her

Jill has worked in the Violence Against Women field for 24 years. Her career started at the US Dept of Justice Office on Policing Services (COPS) Domestic Violence program. There she worked on the \$46 million grant program to help local law enforcement train officers in responding to & investigating domestic violence cases. Jill moved to Southern California where she worked as the Assistance and Training coordinator for the Statewide California Coalition for Battered Women. Jill returned to Washington as the Director of Public Policy for the National Coalition Against Domestic Violence. There she helped draft the 2006 reauthorization of the Violence Against Women Act. While in Washington she lobbied for federal appropriations for shelter programs through the Prevention and Services Act as well as the Victims of Crime Act as a member of the National Task Force to End Sexual Violence. She also coordinated NCADV's National Lobby Day in partnership with the National Alliance Against Sexual Abuse, bringing hundreds of advocates, survivors and corporate leaders from around the country to speak to Members of Congress and

 QUICK EXIT

In 2008 Jill moved to Harrisburg, Pennsylvania to work at the Pennsylvania Coalition Against Rape as the Director of ( she worked on the HERO Project to educate parents and grandparents about child sexual abuse. Jill returned to Calif team at the Not For Sale Campaign to bring awareness and innovative social enterprise programs to five country pro causal factors that often lead to human trafficking and modern-day slavery. Jill also worked for the NO MORE Campa to assist local domestic violence and sexual assault agencies, college campuses and community action groups impl public awareness assets.

Most recently Jill served as the Chief Operating Officer at TO THE MARKET, a start-up retail social enterprise whose mi business opportunities, stable employment and social services for vulnerable communities affected by exploitation, natural disaster and war. There she worked with over 60 women artisan groups around the world who created handr goods and apparel for major retailers.

### **Ally Nuschy**

Fund Development Committee Chair

Pronouns: She/Her

Bio coming soon.

### **Tamarah Prevost**

Board Secretary

Pronouns: She/Her

Tamarah Prevost is an attorney at Cotchett, Pitre & McCarthy, LLP, practicing civil litigation in several areas including where she regularly represents employees in a variety of employment disputes, such as those involving stock option companies, and wrongful termination cases on behalf of whistleblowers and victims of discrimination and harassm in her firm's antitrust practice area.

Tamarah received her J.D. from Santa Clara University School of Law and her undergraduate degree from Simon Frase Columbia, Canada. Prior to law school, Tamarah worked at a legal aid non-profit organization coordinating an interna at prevention and awareness of gender-based violence. She delivered workshops across rural Canada to youth and se connection with this program. From there, Tamarah maintained her involvement in violence against women initiative was on the board of the Women and Law Association, and her article, comparing international prostitution laws, was Clara Journal of International Law. Tamarah is thrilled to be a member of CORA's board, as she feels it is a gift to use l personal experiences to benefit CORA's clients. In her free time, Tamarah is usually found practicing yoga, hiking or le ukulele.

### **Dan Rave**

Board Treasurer

Pronouns: He/Him

Bio coming soon.

**CORA (Community Overcoming Relationship Abuse)**  
**Agency Operating Budget-Detail**  
 Fiscal Year 2019-2020

	FY20 Full Yr Proposed Budget	Comments/Rationale
<b>Contributions</b>		
Individuals	\$500,000	
Legacies and Bequests	\$0	
Organizations/Corporations	\$60,000	
DVAM	\$100,000	Gross revenue of \$100K on DVAM luncheon
Other Events	\$150,000	Gross revenue of \$150K on other major event of FY20
<b>Contributions</b>	<b>\$810,000</b>	
<b>Foundations</b>		
Other Foundations	\$600,000	
<b>Foundations</b>	<b>\$600,000</b>	
<b>Government Grants and Contracts</b>		
Cities		
Burlingame	\$3,500	
City of Colma (Safe House Support)	\$2,500	
South SF-Shelter	\$10,200	
City of San Mateo - ADA Bathroom LH	\$0	
Menlo Park	\$7,500	
Redwood City CDGB (Shelter)	\$15,000	
Redwood City (LH Renovation)	\$0	
Redwood City ERP	\$15,399	
City of San Mateo	\$0	
San Mateo CDBG (Legal Support)	\$14,400	
EPA	\$50,000	
CDBG Capital Improvement	\$13,412	
<b>Cities</b>	<b>\$131,911</b>	
County of San Mateo		
CCAT	\$0	
ERP Funding (Sheriff's Office)	\$162,338	
Emergency Shelter Grant (CDBG Safe House)	\$40,000	
CDBG Safe House	\$13,411	
SM County CDBG Kitchen - Loan	\$0	Loan, not Award; should not have been included as revenue
Marriage Fees-HAS	\$90,000	
Probation Trust Fund	\$43,240	
PBA	\$459,921	FY20 = YR2 of award
Measure A	\$77,500	
Measure A Strangulation Training	\$23,142	
Samaritan House	\$0	
CDBG - LH Roof Replacement	\$0	
HCH - 100 Inclement Weather Kits, 20 Nutrition Baskets	\$0	
<b>County of San Mateo</b>	<b>\$909,552</b>	
State of California		
Cal EMA (DVAP Grant)	\$966,760	
CHAT/Other	\$195,196	
KL	\$177,778	
LGBTQ	\$110,577	
CLSEPA	\$35,863	
YEA!	\$179,180	
BALA	\$17,035	
KU Translation	\$0	
KU Bus Tickets & Van	\$19,019	
FX Family Violence Prevention Program	\$150,000	
XH Transitional Housing	\$300,000	
XD DV Housing First	\$300,000	
<b>State of California</b>	<b>\$2,451,408</b>	

**CORA (Community Overcoming Relationship Abuse)**  
**Agency Operating Budget-Detail**  
 Fiscal Year 2019-2020

	FY20 Full Yr Proposed Budget	Comments/Rationale
<b>Federal</b>		
FESG	\$0	
OVW TH	\$141,500	
FEMA	\$0	
HUD TH	\$229,668	
HUD DV RRH	\$270,461	
<b>Federal</b>	<b>\$641,629</b>	
<b>Other</b>	<b>\$0</b>	Placeholder/Estimated amount for grants applications out as of Oct '18; replaced with actuals
<b>Government Grants and Contracts</b>	<b>\$4,134,500</b>	
<b>Other Operating Revenue</b>		
Court-Ordered Fines	\$10,000	
Victim Witness	\$10,000	
Fees for Service (Vol Trg)	\$5,000	
Other Revenue	\$42,000	Primarily StarVista rent (\$3500/mo. effect 7/15/19)
<b>Other Operating Revenue</b>	<b>\$67,000</b>	
<b>Donated Materials &amp; Services</b>	<b>\$200,000</b>	
<b>Total Revenue</b>	<b>\$5,811,500</b>	
<b>Payroll</b>		
Salaries and Wages	\$3,368,699	3% COLA would result in increase of \$87K
Vacation	\$45,000	FY18 YE Accrued Vacation was \$37,696; Allocated to depts by % to total salary
<b>Payroll</b>	<b>\$3,413,699</b>	
<b>Payroll Taxes and Benefits</b>		
P/R Benefits	\$324,301	22% of Salaries + Vacation
P/R Taxes	\$324,301	9.5% of Salaries + Vacation
P/R Workers Comp	\$34,137	9.5% of Salaries + Vacation
Retirement	\$68,274	1% of Salaries + Vacation
Other	\$900	2% of Salaries + Vacation
<b>Payroll Taxes and Benefits</b>	<b>\$751,914</b>	Primarily fees for reference checks/fingerprinting new employees
<b>Travel</b>		
Airfare	\$5,000	
Lodging/Meals	\$6,000	
Mileage		
Client Work	\$15,000	Increased mobile advocacy per Tanisha and Lynn
Other Program related mileage expense	\$7,000	
Mileage Total	\$22,000	
Parking/Trans/Auto Rental	\$4,500	Includes client taxi fares
<b>Travel</b>	<b>\$37,500</b>	

**CORA (Community Overcoming Relationship Abuse)**  
**Agency Operating Budget-Detail**  
 Fiscal Year 2019-2020

	FY20 Full Yr Proposed Budget	Comments/Rationale
<b>Training/Education</b>		
Staff Training		
Registration Fees	\$42,000	\$250/employee baseline, plus grant-specified training, plus required CPE
Airfare	\$9,000	
Lodging/Meals	\$18,500	
Mileage for Training	\$2,000	
Parking/Transportation	\$950	
Other Staff Training	\$0	
<b>Total Staff Training</b>	<b>\$72,450</b>	
Volunteer Training	\$900	Food and misc for 40-hr trainings
Other Training	\$12,000	Strategic training reserve
Materials	\$1,400	Materials for 40-hr trainings
<b>Training/Education</b>	<b>\$86,750</b>	
<b>Meals and Entertainment</b>		
Client Meals	\$1,900	
Board Food/Entertainment expense	\$6,000	
Other	\$4,000	Fundraising lunches, All staff meetings, Resiliency Day, Holiday party
<b>Meals and Entertainment</b>	<b>\$11,900</b>	
<b>Rent</b>		
Client Rents	\$620,000	Significantly increased client rents per Lynn
Office rent (EPA)	\$6,000	
<b>Rent</b>	<b>\$626,000</b>	
Janitorial		Janitorial included in Office expense for FY20
<b>Utilities</b>	<b>\$52,000</b>	
<b>Emergency Lodging for clients</b>	<b>\$29,500</b>	
<b>Repairs and Maintenance</b>	<b>\$44,000</b>	
<b>Office Expense</b>		
Computer Supplies	\$50,000	12 New laptops, several new cell phones, up to 30 new workstations; new server
Office Supplies	\$36,000	
Service/Maintenance Costs	\$92,000	Bloomerang \$8K, Social Solutions \$21K, KBA, Bay Alarm, BambooHR \$12K
Other Office Expenses	\$2,500	Headsets \$1500
<b>Office Expense</b>	<b>\$180,500</b>	
<b>Telephone</b>		
Language Access	\$16,000	Increased need for language access
Telephone-Other	\$49,500	Alternative Technologies; Verizon. Includes \$50 stipend per employee if personal cell used.
<b>Telephone</b>	<b>\$65,500</b>	
<b>Postage</b>	<b>\$9,000</b>	
<b>Printing</b>	<b>\$30,000</b>	
<b>Program Activities</b>		
Children	\$1,500	
Family	\$190	
Community	\$21,000	Increased community events in EPA, Supportive housing, other programs
<b>Program Activities</b>	<b>\$22,690</b>	
<b>Program/Client Supplies</b>		
Basic Needs including client transportation	\$11,000	Includes client bus tokens
Children's Supplies	\$6,000	
Other	\$16,000	
<b>Program Supplies</b>	<b>\$33,000</b>	
<b>Flexible Spending Funds for Clients</b>	<b>\$50,000</b>	
<b>Bank Charges</b>	<b>\$3,000</b>	Increase req'd per mtg Tanisha/Teri; Board Designated in FY19; allocated 50/50 between LH and Transitor
<b>Insurance</b>	<b>\$30,000</b>	Reduced FY19 for one-time costs incurred in FY18 for new loan (refinance)

**CORA (Community Overcoming Relationship Abuse)**  
**Agency Operating Budget-Detail**  
 Fiscal Year 2019-2020

	FY20 Full Yr Proposed Budget	Comments/Rationale
<b>Taxes</b>		
Sewer Assessment	\$5,600	
<b>Taxes</b>	<b>\$5,600</b>	
<b>Interest Expense</b>		
Mortgage Interest	\$58,000	
Credit Line Interest	\$1,000	
Other Interest	\$1,000	
<b>Interest Expense</b>	<b>\$60,000</b>	
<b>Dues and Subscriptions</b>	<b>\$18,000</b>	
<b>Advertising (Fundraising)</b>	<b>\$30,000</b>	Marketing budget from D. Holloway
<b>Social Media</b>	<b>\$3,000</b>	Marketing budget from D. Holloway
<b>Promotion (Marketing)</b>	<b>\$1,200</b>	Marketing budget from D. Holloway; requests for more swag
<b>Video</b>	<b>\$5,500</b>	Marketing budget from D. Holloway
<b>Advertising &amp; Promotion - Other</b>	<b>\$4,000</b>	For Job advertising primarily
<b>Professional Fees</b>		
Consulting	\$0	See breakdown below
Consulting Psych	\$0	Convert Joan to FT effective July 2019
Outside/Contract Services	\$415,200	See breakdown below
Audit and Tax Fees	\$18,000	
<b>Professional Fees</b>	<b>\$433,200</b>	
<b>Depreciation</b>	<b>\$133,000</b>	Shared costs for Office Furnishings/Equip allocated by FTE; Bldgs & Improvements allocated to CH/LH/Mgmt & General using ratio from FY18
<b>Special Event Expense</b>		
DVAM (Speak Up)	<b>\$45,000</b>	
House Parties	<b>\$1,500</b>	
Other Events	<b>\$52,000</b>	Includes \$50K expense for other major event of FY20 (not DVAM luncheon)
<b>Miscellaneous Expenses</b>		Bad Debt Expense, Reconciliation discrepancies
<b>Donated Expenses</b>		
Adopt-A-Family	\$12,000	Reforecast based on FY19 actuals through 12/31/18
Donated Materials & Supplies	\$113,000	Reforecast based on FY18 actuals
Donated Services	\$0	
Volunteers	\$75,000	Reforecast based on FY18 actuals
<b>Donated Expenses</b>	<b>\$200,000</b>	
<b>Total Expense</b>	<b>\$6,468,953</b>	
<b>Change in Net Assets from Operations</b>	<b>(\$657,453)</b>	
Realized Gain(Loss)-Investments		
Unrealized Gain(Loss)-Investments	\$80,000	Program allocation used in FY18
<b>Total Non-Operating Gain/(Loss)</b>	<b>\$80,000</b>	
<b>Change in Net Assets</b>	<b>(\$577,453)</b>	
Add Back Depreciation	\$133,000	
Add Back Unreal/Real. Gain/Loss on Invest.	-\$80,000	
Add Receipt of Pledge	0	
Deduct Loan Forgiveness	0	
	<b>\$53,000</b>	
<b>Cash Effect of Net Income</b>	<b>(524,453)</b>	

	FY20 Proposed	Original FY 2018-19 Budget	12/31/18 YTD Actuals	
<b>Outside Contractor Services:</b>				
IT (Centarus)	\$56,000	\$56,000	\$27,735	\$56,000

CORA (Community Overcoming Relationship Abuse)  
**Agency Operating Budget-Detail**  
Fiscal Year 2019-2020

	FY20 Full Yr			
	Proposed Budget			Comments/Rationale
	\$90,000	\$67,000	\$113,781	\$113,781

Finance/Accounting



**Final Report Prepared for the Town of Colma**  
**July 2019**

In November 2018, the Town of Colma generously granted Community Overcoming Relationship Abuse (CORA) \$2,500 in programmatic support for our Safe House Program. To date, we have received \$2,500 towards this award. Thank you. This report provides a snapshot of the impact of your partnership on the lives of survivors of intimate partner abuse and their children. With your generosity, those who turned to us for help accessed a wide range of crisis intervention and supportive services.

CORA's mission is to provide safety, support and healing for individuals who experience abuse in an intimate relationship, and educate the community to break the cycle of intimate partner abuse. Our vision is a society where intimate partners treat one another with respect, where intimate partner abuse and other forms of relationship abuse are not tolerated, and where services are accessible to all who need them.

Please note: Agency-wide stats are from FY 18 and are the most current stats available. Stats specific to the Town of Colma are FY19 year to date, and we do not expect substantial changes. This is because CORA's fiscal year does not close until June 30, 2019 and final figures are not available until mid-July.

**OVERVIEW OF ACCOMPLISHMENTS**

Established in 1977, CORA is the only agency of its kind in San Mateo County, and in turn, responds to thousands of requests for intimate partner abuse services each year. CORA serves both victims (i.e., persons currently in an abusive relationship) and survivors (i.e., persons who have left their abuser) and their children, providing them with a wide range of free, trauma-informed programs and services, including: safe houses; supportive housing; 24-hour crisis, legal, and law enforcement referral hotlines; legal services; mental health support; children's programming; community advocacy; and community education.

Over forty years later, CORA continues to provide victims and survivors of intimate partner abuse with effective supportive services as they deal with an exceptionally difficult period in their lives.

In FY18 alone, CORA:

- Responded to 4,575 calls via our 24-hour Crisis Hotline;
- Reached out to 2,898 victims referred by police via our 24-hour law enforcement referral program;
- Provided 227 individuals (133 adults and 94 children) with emergency shelter through our Safe House Program;

- Provided 44 individuals with supportive housing, including transitional housing and/or rental subsidies;
- Provided 1,406 callers with legal information and advice via our Legal Hotline;
- Appeared in court 42 times as attorney of record in a survivor’s family law case;
- Accompanied 88 survivors to court hearings and child custody mediation appointments;
- Mentored pro bono attorneys that provided 50 survivors with legal services;
- Provided 457 adults and 199 children with individual mental health services and 294 individuals with support group services; and
- Educated 1,037 community members about intimate partner abuse.

CORA focuses on the most underserved populations, including those with limited English proficiency, lack of documentation, low-to-no income, and/or from racial/ethnic minorities. In Fiscal Year 2018, CORA’s clients self-identified as: 60.78% Hispanic/Latino, 19.12% non-Hispanic White, 11.22% Asian, 4.98% African American, 1.37% Native Hawaiian or other Pacific Islander; 0.39% American Indian or Alaska Native, and 2.15% multi-racial. About 83% of all clients served were female, with an average client age of 39 for adults and 8 for children. Additionally, 99.55% of CORA’s clients identified as very low-income with 96.44% identifying as extremely low-income. At intake, their average annual income was \$9,606 and 38% reported zero income without their abuser.

In FY 19 we did not serve any Colma residents in our shelters. We served 0 unduplicated Colma residents elsewhere in our organization—including accessing our crisis hotlines and ERP program, legal services, mental health and children’s program. Our hotline enrollments do not have a service end date and every call is treated as a new enrollment and not necessarily an individual service. There were no program enrollments specific to hotline or ERP that came in during the timeframe.

## THE NEED

Intimate partner abuse and its far-reaching social consequences plague all social, economic, educational, and cultural groups. According to the California Department of Public Health (2017), intimate partner abuse (IPA) is a public health priority, as it directly affects 40% of women in their lifetimes, and, in turn, will impact nearly one in five California adults. This means that for the nearly 611,000 adults in San Mateo County (per U.S. Census) over **122,000** will be impacted by IPA during their lifetime. This estimate is supported by the fact that, as the only agency in San Mateo County specializing in serving families impacted by intimate partner abuse, over the past 5 years, CORA has responded to an average of **12,500 requests for services each year**.

In the Bay Area, the effects of IPA are particularly complicated by the decreasing attainability of affordable housing. Despite its reputation as one of the wealthiest areas in the United States,

San Mateo County continues to be confronted with pockets of extreme poverty within its borders. San Mateo County continues to have among the highest rent costs in the nation, tied with San Francisco and Marin Counties as the top three most expensive among 3,144 other counties in the United States. According to the National Low-Income Housing Coalition's 2018 *Out of Reach* report, a family would need an hourly rate of \$60.02 to be able to afford a two-bedroom apartment. This equates to \$124,841 per year in household income, which is a far cry from what Community Overcoming Relationship Abuse's (CORA) low-income clients earn. (Last year, average annual income at intake was \$9,606 and 38% reported zero income without their abuser). The affordable housing crisis is directly linked to homelessness among survivors of DV. The 2017 San Mateo County Homeless Census and Survey found that not only did 33.7% of unsheltered homeless respondents report experiencing DV, but this level represented more than **doubling in the proportion affected in 2013** (16%).

## IMPACT

CORA is committed to thorough evaluation of the efficacy of its services. Careful analysis of our evaluation data confirms that our work is making a difference. For example, during Fiscal Year 2018, after receiving CORA's services, survivors demonstrated:

- **New knowledge and skills:** 92% of clients completing the Client Feedback Form were more knowledgeable about safety planning. The average client exiting CORA's Mental Health Program reported gaining five new coping skills.
- **Reduced stress:** 85% of clients exiting CORA's Mental Health Program demonstrated a decrease in PTSD symptoms after receiving, on average, 18 therapeutic sessions.
- **Increased access to community resources:** 96.58% of callers to CORA's 24-Hour Crisis Hotline felt they were more knowledgeable about resource and services at the end of their call. 92% of clients completing the Client Feedback Form indicated they were more knowledgeable about community resources.
- **A stronger parent/child bond:** 100% of parents who were assessed pre- and post-receipt of mental health services showed improvement in their parent/infant relationship.
- **Effective interpersonal coping strategies:** 100% of mental health clients surveyed learned at least two new coping skills, with the most common being how to ask for help, and relaxation techniques.
- **Increased support, community connections:** 81.63% of emergency shelter clients improved in at least two self-sufficiency areas, with the average client showing increases across 5 areas.
- **Enhanced Justice:** Among legal clients surveyed, 92% reported a high or very high understanding of their legal rights and ability to pursue justice at exit.

## IMPACT OF FUNDING PROVIDED BY THE TOWN OF COLMA

1. **Description of the results of the program/project funded by the grant:** Town of Colma funds were used to support our Safe House program. Our Safe House provides confidential shelter for persons fleeing intimate partner violence and allows them the space and time needed to begin healing. We are pleased to report the following outcomes:

2. Outcome 1: 81% of clients will demonstrate an increase in self-sufficiency, improving client's ability to re-build a life free from abuse.

Outcome 2: 83% of clients will transition into safe, alternative housing at exit. Both of these figures are up from the 80% we projected in both categories.

3. **Evaluation of the results of the program/project funded.** With more than 80% of those we serve noting not only a demonstrated increase in their self-sufficiency and the ability to transition into a safe housing situation once they exit, we are confident in the results of our programs and are excited to see these numbers continue to improve as our housing programs grow and our clients have additional access to longer term, supportive housing.
4. **Accounting of the use of grant funds.** All funds were expended in accordance with our agreement with the Town of Colma, please see the accompanying financial report.

## CHALLENGES

In spite of our many successes, the affordable housing crisis in our region has a significant impact on survivors of abuse. For example, facing the exorbitant cost of living in San Mateo County, many survivors find it too challenging to secure safe, alternative housing, and must return to their abuser. As a result, CORA has seen higher rates of mental health issues and higher volume of hotline callers in an active state of crisis. In addition, increased immigration fears lead many survivors to falsely believe that they cannot secure affordable housing even if they could locate it. Lastly, many landlords are hesitant to rent to survivors, especially those that are receiving rental subsidies. Because of the limited housing supply in our region, landlords can easily rent their units on the open market and do not have any financial incentive to make units affordable or to work with a third-party payer, like CORA.

In an attempt to ameliorate the affordable housing crisis on victims of IPA, CORA is launching three new elements to housing programs this year:

**DV Housing First:** Supported through a new five-year grant from the California Office of Emergency Services, CORA will be implementing Domestic Violence Housing First in San Mateo, a national model that has been proven nationwide to provide safe and stable housing for survivors. The model's key components include: survivor-driven trauma-informed mobile advocacy, expanded hoteling, community engagement, and flexible financial assistance. This program launched January 2019 and will provide housing assistance (up to 24 months with up to 100% rental subsidy depending on client's needs), flexible financial assistance, survivor-driven advocacy by a new DV Housing First Family Advocate, and supportive services to 6 households (a household is a survivor of IPA and their dependent children) in San Mateo County. In addition, CORA will engage community partners including government, nonprofit service providers, landlords, and property management companies to further DV Housing First efforts in our county.

**Flexible Funds:** Part of the DV Housing First movement is providing flexible unrestricted financial assistance to help survivors become or remain safe and stably housed. In 2017-2018, CORA worked with Kris Billhardt, a nationwide expert on DV Housing First, to evaluate our housing programs and help us increase alignment with the model. One of the outcomes of this was the establishment of a Flexible Funds program. In this launch year, which began on July 1, 2018, we expect to serve at least 12 families with flexible funds. This program is supported by individual donors and our board of directors. Some examples of flexible financial assistance include: transportation (e.g. driving lessons, fuel, car repair, new tires); childcare (co-pays, child care bills); employment (work permits, transportation, education, training programs); and housing (rental applications, rental assistance, deposits, utilities). From July 2018 to December 2018, this new program has already granted a total of \$11,000 to six residents. These clients have received funding to fix their vehicles, maintain phone bills, as well as move-in/relocation costs. CORA will continue to maintain a relationship with these clients, along with others who are offered this funding, to determine whether or not the funds supported their efforts to maintain safe, stable housing.

**Real Estate Partners in the Solution (REPS):** Funded through a new grant from the California Office of Emergency Services, REPS will increase the number of units available to clients through a focused effort to cultivate relationships with landlords who would offer discounted rents and lower barriers to renting for CORA clients. CORA's REPS program will identify landlords who have suitable rental properties in San Mateo County and adjoining counties (i.e., San Francisco, Alameda, Santa Clara) and will secure their commitments to offer rents lower than the fair market rates by at least 10%, and who can waive credit rating/rental history mandates and any deposits. By recruiting landlords who can meet these criteria, we will begin to close the gap between what CORA can currently offer our agency's clients and the actual volume of need. Through REPS, at least 19 new units will be secured that will serve 19 new households (60 individuals) who will be provided with housing assistance for 12 to 24 months.

## LOOKING AHEAD

**Agency Leadership:** Colsaria Henderson, MSW, joined CORA as its Executive Director in September 2018. Colsaria has a Master's in Social Work with a specification in Administration and Planning. She is from the South and considers her social justice training buried in the roots of activist parents, who dedicated their early lives to the civil rights movement. She began working in the field in the 1990s and began her official career in anti-gender-based violence work as a Sexual Assault Counselor in Atlanta, Georgia. She later finished a Bachelor's of Science in Social Work while working in a dual Domestic Violence and Sexual Assault advocacy agency. Since moving to California, she has held leadership roles in multiple Bay Area anti-violence organizations. Over the last few years, Colsaria has focused her work at the macro level, enjoying leadership and program development, survivor and community-based evaluation and advocacy, and state-wide policy change. She is currently focused in areas of intersection between gender-based violence movements and reproductive justice, racial justice, LGBTQ and immigrant rights. Colsaria has completed several leadership and advocacy

programs including the Women's Policy Institute through the Women's Foundation of California and the Strong Field Leadership program sponsored by Blue Shield of California Foundation. She currently serves on the Board of Directors of the California Partnership to End Domestic Violence.

**2017-2020 Strategic Planning and Theory of Change Work:** CORA is in the midst of implementing its 2017-2020 strategic plan. Under the leadership of our new Executive Director, Colsaria Henderson, CORA is also developing a Theory of Change, unique to our organization and our county. CORA adopted the Domestic Violence Evidence Project's Theory of Change for several years now. This Theory of Change will build upon what we know the evidence says and the context in which CORA operates. A Theory of Change is a model that can guide CORA's work daily and be a lens for strategic decisions. We expect our Theory of Change to be completed this summer.

### CLIENT SUCCESS STORY

We are pleased to share this story with you, to show you a real life example of the individuals and families we served:

*Lucia\* called the crisis line for the first time in April of 2018. She reported severe physical, sexual, psychological, and financial abuse from her husband of 7 years. Lucia has 5 children, and three of them witnessed some of the abuse she endured with her ex-partner. Lucia sought services at CORA when a coworker who saw bruises on her body referred her to CORA. When Lucia was assessed by the mental health team, she was minimizing the abuse, she was severely depressed, had suicidal ideations, had low self-esteem, and was very isolated. Lucia also reported a high frequency and severity of PTSD symptoms. She was experiencing recurrent distressing images of the abuse, involuntary traumatic memories, avoidance of reminders of the trauma, strong physical and emotional reactions, and difficulty concentrating and sleeping.*

*Lucia started group therapy in June of 2018 and has been attending consistently. Concurrently she started receiving individual therapy at CORA. During this time, Lucia left her partner after she has realizations about the power and control dynamics that kept her in the abusive relationship for 7 years. Since then, Lucia has regained her voice, has been working on building her self-esteem and has been a great support to other group members. In December of 2018, Lucia reported that she felt free and was able to make her own decisions without suffering the fear of consequences. Lucia also reported a significant reduction in the frequency and severity of her PTSD symptoms. At present, Lucia is very committed to her continued process of healing and now realizes the possibilities for her life.*

**\*Names have been changed to protect client confidentiality**

### CONCLUSION

We are extremely grateful for your investment in our work. If you have any questions, concerns, or would like additional information, please do not hesitate to reach out to Colsaria Henderson, Executive Director at [ColsariaH@CORAsupport.org](mailto:ColsariaH@CORAsupport.org) or Jennifer Dow Rowell, Director of Development at [Jenniferd@CORAsupport.org](mailto:Jenniferd@CORAsupport.org), or call 650-652-0800 to reach them by phone.

**We thank you again for your generous support – it takes a community to end intimate partner abuse.**

**CORA (Community Overcoming Relationship Abuse)**  
**Profit & Loss by Class**  
 July 1, 2018 through April 22, 2019

	Emergency Shelter CH (Housing Prog)	Emergency Shelter LH (Housing Prog)	TOTAL	Town of Colma
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Contributions				
4010 · Individuals	0.00	20,735.00	20,735.00	
4030 · Corporate	0.00	0.00	0.00	
4055 · Organizations	0.00	0.00	0.00	
4060 · Special Events Income			0.00	
4061 · Speak Up	0.00	0.00	0.00	
4063 · Other Events	0.00	0.00	0.00	
<b>Total 4060 · Special Events Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total 4000 · Contributions</b>	<b>0.00</b>	<b>20,735.00</b>	<b>20,735.00</b>	
4200 · Foundations			0.00	
4270 · Other Foundations	0.00	14,000.00	14,000.00	
<b>Total 4200 · Foundations</b>	<b>0.00</b>	<b>14,000.00</b>	<b>14,000.00</b>	
4400 · Government Grants and Contracts			0.00	
4410 · Cities	38,560.00	29,119.94	67,679.94	2,500
4420 · San Mateo County			0.00	
4423 · ERP-DVRT Makeup Funding	0.00	0.00	0.00	
4424 · ESG (CDBG)	0.00	30,507.37	30,507.37	
4426 · Marriage Fees	0.00	0.00	0.00	
4427 · Probation Trust	0.00	0.00	0.00	
4434 · PBA	0.00	0.00	0.00	
4449 · Other	0.00	40,026.76	40,026.76	
4420 · San Mateo County - Other	0.00	175.00	175.00	
<b>Total 4420 · San Mateo County</b>	<b>0.00</b>	<b>70,709.13</b>	<b>70,709.13</b>	
4450 · State of California			0.00	
4461 · XD Housing	0.00	0.00	0.00	
4460 · FX	0.00	0.00	0.00	
4458 · KU	0.00	0.00	0.00	
4451 · BALA	0.00	0.00	0.00	
4452 · CLSEPA	0.00	0.00	0.00	
4453 · CHAT	0.00	0.00	0.00	
4454 · Cal EMA/OCJP/OES			0.00	
4455 · DVAP Grant	0.00	100,430.20	100,430.20	
4456 · LGBTQ	0.00	0.00	0.00	
4457 · YEA! Grant	0.00	0.00	0.00	
<b>Total 4454 · Cal EMA/OCJP/OES</b>	<b>0.00</b>	<b>100,430.20</b>	<b>100,430.20</b>	
4459 · KL	0.00	0.00	0.00	
<b>Total 4450 · State of California</b>	<b>0.00</b>	<b>100,430.20</b>	<b>100,430.20</b>	
4470 · Federal			0.00	
4473 · DOJ-OVW Trans Hsg	0.00	0.00	0.00	
4474 · ESG - Federal	0.00	13,984.55	13,984.55	
4475 · ESG- Federal II	0.00	9,777.91	9,777.91	
4476 · HUD	0.00	0.00	0.00	
<b>Total 4470 · Federal</b>	<b>0.00</b>	<b>23,762.46</b>	<b>23,762.46</b>	
<b>Total 4400 · Government Grants and Contracts</b>	<b>38,560.00</b>	<b>224,021.73</b>	<b>262,581.73</b>	<b>2,500</b>
4600 · Other Revenue			0.00	
4620 · Fees for Service	0.00	0.00	0.00	
4680 · Other Revenue	0.00	0.00	0.00	
4750 · Interest Used for Operations	0.00	0.00	0.00	
<b>Total 4600 · Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
4800 · Donated Materials and Services	0.00	48,709.00	48,709.00	
<b>Total Income</b>	<b>38,560.00</b>	<b>307,465.73</b>	<b>346,025.73</b>	
<b>Gross Profit</b>	<b>38,560.00</b>	<b>307,465.73</b>	<b>346,025.73</b>	<b>2,500</b>
<b>Expense</b>			0.00	
8151 · Advertising & Promo - Genl Ops	0.00	863.40	863.40	
6000 · Payroll			0.00	
6002 · Salaries and Wages	48,980.99	212,856.05	261,837.04	
<b>Total 6000 · Payroll</b>	<b>48,980.99</b>	<b>212,856.05</b>	<b>261,837.04</b>	
6100 · Payroll Taxes and Benefits			0.00	
6110 · P/R Benefits	4,642.37	21,901.40	26,543.77	
6120 · P/R Taxes	4,327.93	18,927.44	23,255.37	
6130 · P/R Workers Comp	328.16	1,891.07	2,219.23	
6140 · Retirement	2.48	3,586.60	3,589.08	
6150 · Other	0.00	56.00	56.00	
<b>Total 6100 · Payroll Taxes and Benefits</b>	<b>9,300.94</b>	<b>46,362.51</b>	<b>55,663.45</b>	
6300 · Travel			0.00	
6310 · Airfare	0.00	0.00	0.00	
6320 · Lodging/Meals	0.00	0.00	0.00	
6330 · Mileage			0.00	
6332 · Client Work	0.00	406.67	406.67	
6334 · Other	0.00	41.53	41.53	
<b>Total 6330 · Mileage</b>	<b>0.00</b>	<b>448.20</b>	<b>448.20</b>	
6340 · Parking/Trans/Auto Rental	230.00	1,851.11	2,081.11	
<b>Total 6300 · Travel</b>	<b>230.00</b>	<b>2,299.31</b>	<b>2,529.31</b>	
6400 · Training/Education			0.00	
6410 · Staff Training			0.00	
Other Staff Training	0.00	0.00	0.00	
Registration Fees	0.00	0.00	0.00	
6412 · Registration Fees	0.00	0.00	0.00	
6413 · Airfare	0.00	203.96	203.96	



**CORA (Community Overcoming Relationship Abuse)**  
**Profit & Loss by Class**  
 July 1, 2018 through April 22, 2019

	Emergency Shelter CH (Housing Prog)	Emergency Shelter LH (Housing Prog)	TOTAL	Town of Coima
6414 · Lodging/Meals	0.00	472.03	472.03	
6415 · Mileage	0.00	0.00	0.00	
6416 · Parking/Transportation	0.00	0.00	0.00	
6419 · Other Staff Trg	10.31	45.31	55.62	
6410 · Staff Training - Other	0.00	0.00	0.00	
<b>Total 6410 · Staff Training</b>	<b>10.31</b>	<b>721.30</b>	<b>731.61</b>	
6420 · Volunteer Training	0.00	0.00	0.00	
6430 · Other Training	0.00	0.00	0.00	
6435 · Materials	0.00	0.00	0.00	
<b>Total 6400 · Training/Education</b>	<b>10.31</b>	<b>721.30</b>	<b>731.61</b>	
6470 · Meals and Entertainment			0.00	
6472 · Client Meals	0.00	943.82	943.82	
6479 · Other	52.26	208.22	260.48	
<b>Total 6470 · Meals and Entertainment</b>	<b>52.26</b>	<b>1,152.04</b>	<b>1,204.30</b>	
6500 · Rent			0.00	
6520 · Other Rent	0.00	0.00	0.00	
<b>Total 6500 · Rent</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
6550 · Utilities	5,378.47	13,993.49	19,371.96	2,500
6580 · Emergency Lodging	0.00	24,484.23	24,484.23	
6590 · Repairs and Maintenance	3,038.69	8,991.06	12,029.75	
6600 · Office Expense			0.00	
6602 · Computer Supplies	351.23	1,168.90	1,520.13	
6603 · Janitorial	918.70	4,407.51	5,326.21	
6604 · Office Supplies	879.70	2,615.70	3,495.40	
6606 · Service/Maintenance Costs	4,390.26	10,378.63	14,768.89	
6610 · Other Office Expenses	0.00	0.00	0.00	
<b>Total 6600 · Office Expense</b>	<b>6,539.89</b>	<b>18,570.74</b>	<b>25,110.63</b>	
6640 · Telephone			0.00	
6641 · Language Access	0.00	875.84	875.84	
6640 · Telephone - Other	4,893.79	5,991.51	10,885.30	
<b>Total 6640 · Telephone</b>	<b>4,893.79</b>	<b>6,867.35</b>	<b>11,761.14</b>	
6650 · Postage	28.50	213.33	241.83	
6660 · Printing	44.92	287.79	332.71	
6670 · Program Activities			0.00	
6671 · Children	0.00	0.00	0.00	
6673 · Family	0.00	0.00	0.00	
6675 · Community	0.00	56.20	56.20	
<b>Total 6670 · Program Activities</b>	<b>0.00</b>	<b>56.20</b>	<b>56.20</b>	
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	
6700 · Program Supplies			0.00	
6708 · Flexible Funds-Legal	0.00	0.00	0.00	
6704 · Basic Needs			0.00	
6707 · Flexible Funds-Housing	0.00	0.00	0.00	
6705 · Flexible Funds-Shelter	0.00	18,671.98	18,671.98	
6704 · Basic Needs - Other	575.78	2,633.01	3,208.79	
<b>Total 6704 · Basic Needs</b>	<b>575.78</b>	<b>21,304.99</b>	<b>21,880.77</b>	
6706 · Children's Supplies	0.00	0.00	0.00	
6710 · Other	54.18	291.58	345.76	
<b>Total 6700 · Program Supplies</b>	<b>629.96</b>	<b>21,596.57</b>	<b>22,226.53</b>	
6752 · Bank Charges	0.00	0.00	0.00	
7000 · Insurance	269.29	4,071.75	4,341.04	
7200 · Taxes			0.00	
7210 · Sewer Assessment	42.37	3,993.84	4,036.21	
<b>Total 7200 · Taxes</b>	<b>42.37</b>	<b>3,993.84</b>	<b>4,036.21</b>	
7500 · Interest Expense			0.00	
7520 · Credit Line - Interest	0.00	0.00	0.00	
7530 · Mortgage Interest	0.00	0.00	0.00	
7570 · Other Interest	0.00	0.00	0.00	
<b>Total 7500 · Interest Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
8000 · Dues and Subscriptions	0.00	0.00	0.00	
8050 · Advertising and Promotion - Dev			0.00	
8054 · Promotion	0.00	0.00	0.00	
8051 · Advertising	0.00	223.00	223.00	
8052 · Video and Special Projects	0.00	0.00	0.00	
8053 · Social Media	0.00	0.00	0.00	
<b>Total 8050 · Advertising and Promotion - Dev</b>	<b>0.00</b>	<b>223.00</b>	<b>223.00</b>	
8300 · Professional Fees			0.00	
8310 · Consulting	0.00	0.00	0.00	
8320 · Consulting Psych	0.00	0.00	0.00	
8330 · Outside/Contract Services	1,160.02	15,158.64	16,318.66	
8340 · Audit and Tax Fees	0.00	0.00	0.00	
<b>Total 8300 · Professional Fees</b>	<b>1,160.02</b>	<b>15,158.64</b>	<b>16,318.66</b>	
8400 · Other Fees	0.00	0.00	0.00	
8500 · Depreciation	164.78	95,810.00	95,974.78	
8600 · Special Event Expense			0.00	
8601 · Speak Up	0.00	0.00	0.00	
8602 · House Parties	0.00	0.00	0.00	
8603 · Other Events Expenses	0.00	0.00	0.00	
<b>Total 8600 · Special Event Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
8750 · Donated Expenses			0.00	
8752 · Adopt-A-Family	0.00	848.00	848.00	

**CORA (Community Overcoming Relationship Abuse)**  
**Profit & Loss by Class**  
 July 1, 2018 through April 22, 2019

	Emergency Shelter CH (Housing Prog)	Emergency Shelter LH (Housing Prog)	TOTAL	Town of Colma
8756 · Donated Services	0.00	34,937.00	34,937.00	
8750 · Donated Expenses - Other	0.00	6,620.00	6,620.00	
<b>Total 8750 · Donated Expenses</b>	<b>0.00</b>	<b>42,405.00</b>	<b>42,405.00</b>	
<b>Total Expense</b>	<b>80,765.18</b>	<b>520,977.60</b>	<b>601,742.78</b>	
<b>Net Ordinary Income</b>	<b>-42,205.18</b>	<b>-213,511.87</b>	<b>-255,717.05</b>	
<b>Other Income/Expense</b>			0.00	
Other Income			0.00	
4725 · Investment Earnings	0.00	0.00	0.00	
4760 · Unrealized Gain(Loss)-Investmen	0.00	0.00	0.00	
4770 · Realized Gain(Loss)-Investments	0.00	0.00	0.00	
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Net Income</b>	<b>-42,205.18</b>	<b>-213,511.87</b>	<b>-255,717.05</b>	<b>2,500</b>



## Non-Profit Funding Request Form FY 2019-20

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](mailto:pat@dcpartnership.org)

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

2. Amount of Request: \$ 25,000.00

a. Total Agency Annual Budget: \$ 1.2 million

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

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

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

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


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

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

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 90<sup>th</sup> Street, also has an emergency food pantry and bi-monthly produce distribution for anyone who is hungry and in need, food gift cards, and distributes groceries rescued from Trader Joes, clothing, toiletry and home good donations from Colma Target. Pats' Closet, the peninsula's newest resource for gently used clothing and home goods, is in its third year of operation. Overseen by Colma resident Gaby Plancarte, amongst other Colma and Daly City volunteers, this resource center recycles thousands of pounds of goods each year to needy families and the homeless. 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. Other seasonal features facilitated by the center include summer backpack and school supply drives, Thanksgiving food baskets, and 'Operation Santa Claus' toy deliveries in December to over 200 Daly City, Broadmoor and Colma families. New services introduced this past year are weekly Costco food distributions, and a 'Diaper Club' where low income moms can receive a month's supply of diapers for their babies and toddlers.

The center receives only \$168,000. in pass-through funding from San Mateo County, out of which we need to support 2 full-time case workers, 1 full-time intake/front office data specialist, and 1 full-time director. As you can imagine, this amount does not cover four full-time salaries, so the contribution made by the Town of Colma goes a long way in supporting our general operating expenses while also being able to meet the growing demands for safety net services. The City of Daly City has provided in-kind office space and phone service, but has had to cut budgetary support to \$15,000. annually, and has eliminated internet, network and other maintenance support due to current and expected city budget deficits.

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

- **"Learning Together" Parent Education:** in partnership with  StarVista, families may enroll in educational playgroups at Our Second Home or sign-up for in home parent support services.
- **Preschool:** 4 or 5 year olds from low income families may enroll in Our Second Home's morning Pre-K, state-subsidized and operated in partnership with Bayshore Childcare / Peninsula Family Services.
- **Bi-Lingual Play Groups:** Parents and Caregivers with children aged one through five are welcome to drop in for fun and socialization.
- **English as a Second Language Class:** Adults may drop-in for FREE English language lessons on Mon, Tues., Wed., & Thurs. afternoons- childcare provided ( Sponsored in partnership with JUHSD Adult Education)

- **'Ages and Stages' Developmental Screenings:** Parents can discover if their child (aged 3 months to 5 years) is reaching their developmental milestones.
- **Speech and Learning Delay Screenings:** Follow-ups on an ASQ assessment, as needed, are provided to children aged 3 months to five years with a preliminary speech screening - courtesy Speech Goals.
- **Individual, Child, and Family Therapy:** Families with Children ages 0-19 may be referred for free family well-being counseling with Daly City Partnership's Mental Health Clinician (MFTi).
- **Childcare Provider/Early Childhood Educator Trainings:** Our Second Home's schedules professional development for ECE providers on various training topics. ECE Professional Development Growth Hours available.
- **Parent Education Workshops:** Our Second Home's monthly calendar features classes and workshops designed to enhance parenting skills, such as "Play to Grow" and "Circle of Security".
- **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)
- **Parent's Club** (Formerly Colma/Daly City Mother's Club): On line membership has grown to over 100 families enrolled, and Our Second Home provides a welcome place for the club to meet socially.
- **Support Group for Parents of Children with Special Needs:** Parents whose children are on the autism spectrum, have learning delays, or physical disabilities can gather on the second Wednesday night of each month to share the joys and challenge of raising a special needs child.
- **Nutrition and Exercise Programs:** Scheduled each month for health and well-being (Zumba, Yoga) Healthy Cooking & Nutrition Programs (most are 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.
- **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. Annually, over 1000 parents are connected to community resources, childcare, and services through Our Second Home's information, assistance and referral program, and over 700 family members participate in one or more of our support programs.

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

Daly City Partnership is requesting \$25,000. (same request as last year) in order to hire a part-time case worker and data specialist to support the D.C. Community Service Center. The growing number of clients-in-need accessing safety net services has grown by leaps and bounds, as is evidenced by the following graph:

Fiscal Year	# of Households Served	# of those Households with children	Total Individuals served	Number of wrap-around service units
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2014-15 with city staff	690	247	1443	6,670
2015-16 with city staff	731	289	1,636	5,765
2016-17 with DCP staff	1093	497	2,640	73,063
2017-18 with DCP staff	1367	544	3011	95,314
2018-19 with DCP staff	1544	626	3639	29,961



As in years past, DC Partnership is willing to accept any support offered by the Town of Colma.

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

The Town of Colma has always been an integral part of Daly City Partnership's programs and services. In 1995, our original tutoring, homework assistance, and summer "Kindergarten Readiness" programs were piloted at Colma Elementary and John F, Kennedy School. Our on-site preschool has always had 4 and 5 year Colma students in attendance each year. This past summer, many incoming Kindergarten and First grade students from Colma participated in the "Inspiring Summers" program at JFK School...a high quality summer school readiness program sponsored by the "Big Lift" county program and co-lead by DCP and Jefferson Elementary School District. For the Town of Colma, the multiple services available at Our Second Home, DCP's Family Resource center, can easily be accessed by Colma families. And Colma's support will help us keep the doors open, the lights on, and programs growing for all Colma families who can 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. In addition to presenting an overview of our services to the Colma Town Council, our team will schedule meetings with Colma Police and Fire in order to acquaint all departments with our emergency and crisis services. The benefit of knowing where to send families and individuals in need of emergency support should help alleviate crisis situations that Colma residents may experience.

7. Describe the following:

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

A. The number of Colma residents served by the D. C Community Service Center has held steady, and is best exemplified by the following graph:

Town of Colma Residents	# of Households	# HH with children	# HH without children	# of Singles	Total Individuals
2016-17	27	10	5	12	67
2017-18	38	11	6	21	83
2018-19	37	11	10	16	83

- B. The Daly City Community Service Center is located at 350 90<sup>th</sup> 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 3,500 community members and agency partners. We also have an actively used web site: [www.dcpartnership.org](http://www.dcpartnership.org) and have Facebook and twitter links. On Wednesday, September 12, 2018, the Executive Director related the features of each center to the Colma Town Council. On Saturday, July 13, 2019, Daly City Partnership participated in the Colma Community Fair, and tabled with information on all of our services. In addition, DCP is prominently known through our After School Academic Programs and family engagement efforts at nearby Susan B Anthony, T R Pollicita, and John F. Kennedy Schools...all of which serve Colma residents. Annually, over 800 families attend our Literacy and Health Fair held at Susan B. Anthony School in the spring. Our intent is to expand all of these marketing-outreach venues, and partner with the Town of Colma on marketing and awareness of both programs services.

8. Provide a detailed account of how the FY 2018-19 contribution was used:

The excel spread sheets below show the income and expense allocations for both the D C Community Service Center and Our Second Home. *Please note* that the Daly City Partnership benefited FROM the Town of Colma by their donation of excess office furniture to both Our Second Home and the Community Center, at a cost savings of over \$5000.00. We are very grateful to the City Manager, his office staff, and public works personnel in assisting with this wonderful donation. Our offices have never looked better, and we now can recycle the worn and stained chairs from the 1980's.



**Our Second Home**

**2018-19**

Income Source				Spent in	2017-18	Status	Amount
Big Lift -Co Lead Coordination -JESD					27,000.00	secured	27,000.00
Town of Colma - Contribution					5000	secured	5,000.00
Facility Use Fees, Revenue	PFS: 12,000.	AARS/Mana: 10,000.			22,000.00	secured	24,000.00
JESD MHSA LMFT Contract					34,000.00	secured	32,500.00
First 5 Host Agency Grant					37,500.00	secured	36,933.00
Seton Medical Center M.H. Grant	Grant Promised , then declined due to Bankruptcy				25,000.00	NOT granted	0.00
Sunlight Giving Foundation Grant						secured	10,000.00
Pride Center Allocation					Reimbursable	pending	12,000.00
4 R's Grant						secured	1,920.00
Play to Grow Contract							12,144.00
NCOC Allocations							10,000.00
Contractual Accounting & 501c3 Support	ASAP	DCCSC	Meas K			shared	30,000.00
<i>Reserves Depleted</i>							17,500.00
<b>Total Income 2018-19</b>							<b>\$ 218,997.00</b>

DCPPC - DCCSC Expense					CA-SUI	SS-Medicare	Wrkrs' Comp	
Staff or Item Description	Hourly	Bi Weekly	Annually	Benefits	0.0623	0.078	0.0068	Actual Cost
Admin. Facility, Accounts Mgr.	23.53	1,882.40	48,942.40	4,620.00	3,049.11	3,817.51	332.81	60,761.83
Lic.Marriage & Family Therapist	36.00	2,160.00	51,840.00	4,620.00	3,229.63	4,043.52	352.51	64,085.66
Program Director - .10 FTE	43.74	349.92	9,097.92	554.40	566.80	709.64	61.87	10,990.62
Program Manager - .75 FTE	33.00	1,980.00	47,520.00	4,620.00	2,960.50	3,706.56	323.14	59,130.19
MFT Intern	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parent Liaison Assists /Childcare	20.00	80.00	1,200.00		74.76	93.60	8.16	1,376.52
Salaries and Benefits			37,744.51	14,414.40	9,880.80	12,370.82	1,078.48	<b>\$ 196,344.83</b>
Telephone Service Charge								3,000.00
Mileage ( to county meetings, bus pass pick-up)								500.00
Communications								500.00
Equipment Maintenance Contract								4,000.00
Professional Services								2,000.00
Utilities								2,000.00
Copier Services								500.00
Office Supplies / Expense								4,362.39
Postage / Mailing								200.00
Other Miscellaneous Expense / Indirect Costs ( Liability Insurance, Marketing)								5,400.00
<b>Total Direct Expenses for 2018-19</b>								<b>\$ 218,807.22</b>
<b>IN- Kind Support of the Center</b>	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
<b>DCP Staff or Item Description</b>	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 & Furnishings from Town of Colma								5,000.00
Indirect Operating Costs								5,000.00
<b>Total Matching In-Kind Support Each Year</b>								<b>223,280.48</b>



## Daly City Community Service Center - Budget

Income Source					Status or Change		Amount	
San Mateo County Core Agency Contract					secured		161,688.00	
City of Daly City - Contribution					secured		9,800.00	
CBDG Grant thru SMC DOH					secured		10,000.00	
Town of Colma - Contribution					secured		10,000.00	
Sunlight Giving Foundation					secured		40,000.00	
<i>Reserves Depleted</i>							19,000.00	
<b>Total Income for 2018-19</b>							<b>250,488.00</b>	
<b>DCPPC - DCCSC Expense</b>					CA-SUI	SS-Medicare	Wrkrs' Comp	
<i>Staff or Item Description</i>	Hourly	Bi Weekly	Annually	Benefits	0.0623	0.078	0.0135	Actual Cost
Prog. Supervisor CW 1 FT	25.50	2,040.00	53,040.00	4,620.00	#####	4,137.12	716.04	65,817.55
Case Worker 2 FT	20.50	1,640.00	42,640.00	4,620.30	#####	3,325.92	575.64	53,818.33
Program Director - .40 FTE	43.65	1,396.80	36,316.80	554.40	#####	2,832.71	490.28	42,456.72
Case Worker 3 - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Volunteer Coord. Pats' Closet	16.05	321.00	7,704.00	0.00	479.96	600.91	104.00	8,888.88
Reception-Office Admin. Assist.	17.75	1,420.00	36,920.00	4,620.00	#####	2,879.76	498.42	47,218.30
<b>Salaries and Benefits</b>							<b>218,199.78</b>	
Telephone Service Charge	In-Kind : City of Daly City less Maintenance Charges						500.00	
Mileage ( to county meetings, bus pass pick-up)							500.00	
Equipment Maintenance Contract							500.00	
Bldg Maintenance Svc Charges							4,000.00	
Copier Services	Non City Vendor						800.00	
Office Supplies / Expense							2,000.00	
Postage / Mailing							2,000.00	
Accounting and Payroll Expense							12,000.00	
Other Miscellaneous Expense / Indirect Costs ( Liability Insurance, Marketing, Audits)							9,900.00	
<b>Total Direct Expenses for 2018-19</b>							<b>250,399.78</b>	
<i>IN- Kind Support of the Center</i>	Hourly	X bi-wkly	Annually	Benefits	0.0623	0.078	0.0068	In-kind value / Pass thru value
Volunteer Support of Facility	24.95	199.60	4,790.40	0.00	298.44	373.65	64.67	5,527.16
Rent In-Kind Value								74,000.00
Building Maintenance, County WiFi								32,000.00
<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
Material Donations ( Food, Clothing, Home Goods)								850,000.00
DCP Executive Director	41.65	833.00	21658.00	800.00	1349.29	1689.32	147.27	25,643.89
SVCF Hubert L Johnson Emergency Funds								15,000.00
DCP Office Administrator	22.76	364.16	9468.16	400.00	589.87	738.52	64.38	11,260.93
Housing Assistance Homeless Prevention Funds : SOS, CSBG, Measure K, HIF, Clepsa								187,000.00
In Kind Supplies ( Includes 40 Office Chairs Donated by Town Of Colma)								25,000.00
Indirect Operating Costs								5,000.00
<b>Total Matching In-Kind Support Each Year</b>							<b>1,235,203.92</b>	

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

2018-19: City of Daly City -\$9,800. Support of D.C.Community Service Center (plus in-kind rent)

2018-19: County of San Mateo - \$ 10,000. CSBG for General Operating Support

2019-20: City of Daly City - \$ 15,000. -annual support of DC Community Service Center

2019-20: County of San Mateo - \$ 10,000. CSBG for General Operating Support

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.

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

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

OCT 03 2008

DALY CITY PENINSULA PARTNERSHIP  
COLLABORATIVE  
111 LAKE MERCED BLVD  
DALY CITY, CA 94015-1048

Employer Identification Number:

06-1734338

DLN:

17053257702028

Contact Person:

FAITH E CUMMINS

ID# 31534

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170 (b) (1) (A) (vi)

Dear Applicant:

Our letter dated April 2005, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

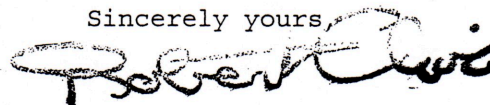
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)



Daly City Peninsula Partnership Collaborative  
[www.dcpartnership.org](http://www.dcpartnership.org)  
**Board of Directors: 2019-2020** (no term limits per by-laws)

**Sue Larramendy –President**, *Exec Committee* ***Caucasian*** ***DCPPC Board Member Since 2015 – 4 years***  
Sue is the former Principal of Bayshore Elementary School, served as the Bayshore School District Superintendent until 2002, and was a founding partner of the Daly City Collaborative. Sue served as Associate Superintendent for Student Services with San Mateo County Office of Ed. until 2007. [slarramendy@comcast.net](mailto:slarramendy@comcast.net)

**Bruce Breitler – VP, Family Resource Center Chair** ***Caucasian*** ***DCPPC Board Member since 2015- 4 years***  
Bruce is the former Assistant Superintendent of Instruction (now retired) for the Jefferson Elementary School District, and is a current member of the Daly City – South San Francisco Rotary Club. A founding member of the Daly City Partnership, Bruce is also a licensed real estate agent. [brbreitler@aol.com](mailto:brbreitler@aol.com)

**Melinda Dart – Secretary**, *Community Schools Advisory*, ***Caucasian*** ***DCPPC Board Member since 2017 -2 years***  
Melinda is a retired Teacher and Instructional Coach with over 30 years working for the Jefferson Elementary School District. She was President of AFT Local 3267 for 16 years. She currently is on the advisory board for the Mission Corridor Community Schools Network, and is the current President of the SMC Labor Council [melinda@dcpartnership.org](mailto:melinda@dcpartnership.org)

**Anastacio Flores, Jr. - Treasurer**, *Membership Chair* ***Filipino*** ***DCPPC Board Member since 2013 – 6 years***  
Anastacio is the current Program Manager for Asian American Recovery Services, and is on the planning team for 'Recovery Happens'. A volunteer mentor for high school students, Anastacio also worked in collaboration with DCP as an after school program assistant with the Bayshore Boys and Girls Club. [aflores@aars.org](mailto:aflores@aars.org)

**Colleen Sasso -Emergency Preparedness Chair** ***Caucasian*** ***DCPPC Board Member since 2014 – 4 years***  
Colleen is a retired Radiology Nurse and Administrator for the Veterans Hospital of San Francisco. She is past president and board member of the Association of Radiological and Imaging Nurses & Transplant Recipient International Org., & volunteers for the American Red Cross & St. Vincent de Paul. [colleen.sasso@yahoo.com](mailto:colleen.sasso@yahoo.com)

**Jessica Pace – Literacy & Health Day Committee** ***Caucasian*** ***DCPPC Board Member since 2012 -8 years***  
Jessica is the Program Director for English Language Arts and Tech Integration for the Jefferson Elementary School District in Daly City. She is the former principal of Westlake Elementary School, and holds a Master's degree in Public Administration with an emphasis in Education. [jp pace@jeffersonesd.org](mailto:jp pace@jeffersonesd.org)

**Elena Vera – Marketing Advisory - Hispanic** ***DCPPC Board Member since 2010 –9 years***  
Elena is a past PTA Council Board Member and serves on the board of the Kid's First Education Foundation. She is a former registered nurse with a Master's in Business Administration, and worked as a senior buyer for Incyte Genomics and Rigel Pharmaceuticals. [elenamvera@gmail.com](mailto:elenamvera@gmail.com)

**Reverend Lynn Bowdish-HART Chair** ***Caucasian*** ***DCPPC Board Member since 2015 –4 years***  
Lynn was the first female Episcopal Minister to receive her own parish in Northern California. Now retired, she remains active with the St. Martin's Holy Child episcopal congregation, serves on the Seton Medical Center advisory board, and assists with sustainability of the Doelger Senior Center in Daly City. [vicarlynn@aol.com](mailto:vicarlynn@aol.com)

**Merl Sabado, ASAP Co-Chair**, ***Filipino*** ***DCPPC Board Member since 2018 Year 2***  
Merl is the Parent & Community Liasion for the Bayshore School District. She also has over 20 years experience collaborating with partner agencies- Daly City Library and Recreation and the Delue Boys and Girls Club. [msabado@thebayshoreschool.org](mailto:msabado@thebayshoreschool.org)

**Angela Encarnacion, HART Co-Chair**, ***Filipino*** ***DCPPC Board Member since 2018 Year 2***  
Angela is the Owner/Manager of Always Best Care Senior Services. She is a Member of the South San Francisco Rotary Club, a supporter of the Parkinsons and Alzheimers Associations, and a volunteer with Catholic Charities and the Magnolia Senior Center. [aencarnacion@abc-seniors.com](mailto:aencarnacion@abc-seniors.com)



# Daly City Peninsula Partnership Collaborative Organizational Operating Budget 2018-19

		Year	2017-18	Percent	Actuals 2017-18	2018-19	2019-20
	Category		Budget	to Budget	At Close Out	Budget	Projections
CODE	Beginning Balances (Retained earnings)				\$106,000.00	\$30,000.00	
43410	Government Contracts		\$ 495,000.00	101%	\$499,994.46	\$524,000.00	\$625,000.00
43420	School Contracts		\$ 120,096.00	153%	\$184,083.69	\$214,000.00	\$225,000.00
43430	Foundation Grants		\$ 150,000.00	45%	\$67,500.00	\$97,500.00	\$150,000.00
43440	Individual Donor Contribut.(Events,Campaigns		\$ 20,000.00	24%	\$4,708.04	\$8,000.00	\$10,000.00
43445	Measure A / K Contract		\$ 293,808.00	50%	\$146,904.00	\$146,904.00	\$180,000.00
43450	Corporate Business Contributions		\$ 5,000.00	50%	\$2,500.00	\$5,000.00	\$10,000.00
43500	Other Contractual Obligations		\$ 5,000.00	551%	\$27,573.89	\$30,000.00	\$30,000.00
47230	Membership Dues		\$ 5,000.00	54%	\$2,688.38	\$3,000.00	\$5,000.00
47250	Facility Use & Service Fees & Reimbursements, Misc		\$ 20,000.00	461%	\$92,236.08	\$90,000.00	\$100,000.00
	<b>TOTAL REVENUE:</b>		<b>\$1,113,904.00</b>	<b>102%</b>	<b>\$1,134,188.54</b>	<b>\$1,148,404.00</b>	<b>\$1,335,000.00</b>
66000	<b>SALARIES &amp; BENEFITS:</b>						
66010	FT Salaries - Payroll						
66010	PT Salaries						
	Total Salaries		\$625,000.00	123%	\$765,957.10	\$765,000.00	\$850,000.00
62160	Payroll Fees		\$11,000.00	81%	\$8,874.51	\$8,500.00	\$9,500.00
	Employee Benefits- Group Insurance		\$48,000.00	75%	\$36,015.00	\$42,000.00	\$48,000.00
	Payroll Taxes (7.86)		\$63,000.00	110%	\$69,306.08	\$70,000.00	\$75,000.00
	Workers Compensation (.0068)		\$7,000.00	86%	\$6,001.16	\$7,000.00	\$7,000.00
	Hiring Expense		\$2,000.00	68%	\$1,364.27	\$1,500.00	\$1,800.00
	<b>TOTAL SALARIES &amp; BENEFITS:</b>		<b>\$756,000.00</b>	<b>117%</b>	<b>\$887,518.12</b>	<b>\$894,000.00</b>	<b>\$991,300.00</b>
	<b>SERVICES &amp; SUPPLIES:</b>						
60930	Incentives/Stipends		\$10,000.00	18%	\$1,810.60	\$3,000.00	\$3,000.00
60960/62150	Other Contractual Services(Teachers, Consultants,audit)		\$70,000.00	128%	\$89,826.17	\$90,000.00	\$100,000.00
62805	Professional Services-Janitorial, Lands, Accountant		\$25,000.00	71%	\$17,874.39	\$20,000.00	\$25,000.00
62890	Utilities		\$6,000.00	88%	\$5,290.57	\$7,000.00	\$8,000.00
62.850	Equip Maintenance, Purchase		\$3,000.00	59%	\$1,777.47	\$18,000.00	\$3,000.00
65005	Bank /Accounting/Audit Fees		\$7,000.00	138%	\$9,654.99	\$9,000.00	\$1,000.00
65010	Books, Subscriptions, Memberships		\$700.00	43%	\$300.00	\$500.00	\$500.00
65020	Postage / Mailing		\$300.00	108%	\$324.20	\$300.00	\$500.00
65030	Printing / Copying		\$4,000.00	33%	\$1,312.68	\$2,000.00	\$3,000.00
65050	Communications (Phones, IT.)		\$10,000.00	110%	\$10,965.55	\$10,000.00	\$12,000.00
65120	Liability / D & O Insurance		\$13,000.00	70%	\$9,162.30	\$10,000.00	\$11,000.00
68310	Conference, Meeting Fees, DCPCC Mtgs (PD)		\$2,000.00	62%	\$1,240.30	\$1,000.00	\$3,000.00
68320	Mileage Reimbursement / Car		\$5,000.00	134%	\$6,710.61	\$7,000.00	\$8,000.00
65050/	Other Misc. Expense, Security Sys		\$1,000.00	437%	\$4,370.25	\$5,000.00	\$5,000.00
60910/65015	Office Supplies (Classroom, Equip, too)		\$15,000.00	57%	\$8,544.23	\$8,000.00	\$9,000.00
60945	Measure A / K Grocery Shopping		\$2,000.00	70%	\$1,400.42	\$2,000.00	\$1,500.00
60946	Measure A / K Food Program - Meals on Wheels		\$30,000.00	105%	\$31,422.00	\$30,000.00	\$60,000.00
60930/68310	Staff/ Program /Event (Mtg Food, Field Trips, PD Food)		\$7,000.00	222%	\$15,549.70	\$10,000.00	\$10,000.00
	<b>Total Operating Expenses</b>		<b>\$211,000.00</b>	<b>103%</b>	<b>\$217,536.43</b>	<b>\$232,800.00</b>	<b>\$263,500.00</b>
	<b>TOTAL ALL EXPENSES</b>		<b>\$967,000.00</b>	<b>114%</b>	<b>\$1,105,054.55</b>	<b>\$1,126,800.00</b>	<b>\$1,254,800.00</b>
			<i>Income Less Expense</i>		<b>\$29,133.99</b>	<b>\$21,604.00</b>	<b>\$80,200.00</b>
	<b>Budget Approved by Board 6-15-18</b>		<b>Updated 2-1-2019</b>				



**Town of Colma  
Annual Report \* July 1, 2019  
Daly City Partnership**

The Daly City Partnership is so fortunate to have a third consecutive year of support provided by the Town of Colma for two social service and educational programs of benefit to the community...DCP's Core Safety-Net Agency, and our Family Resource Center known as '**Our Second Home**', which is located at the foot of the San Bruno Mountains on the east side on the JFK School Campus. Our Second Home has once again made significant increases in information and referral, mental health services, and family engagement. The Core agency continues to be very busy in assisting our lowest income residents with Food, Emergency Shelter, and Clothing, as well as Housing and Utility Assistance funds.

**Daly City Community Service Center – Managed by the Daly City Partnership**

Our Core safety-net agency continues to grow by leaps and bounds in the number of individuals and families served. This is indicative of how the high cost of living in the bay area is making life challenging for our lowest income residents. We continue to conduct outreach in the community through our civic, non-profit, and school partners, and this has produced confidence in knowing where folks can go for assistance, as is evidenced by the following year-to year comparison:

Fiscal Year	# of Households Served	# of those Households with children	Total Individuals served	Number of wrap-around service units
2014-15 with city staff	690	247	1443	6,670
2015-16 with city staff	731	289	1,636	5,765
2016-17 with DCP staff	1093	497	2,640	73,063
2017-18 with DCP staff	1367	544	3011	95,314

1476 Households have been served, so far this year. Of those, 598 of those households had children. 3494 individuals have been served thus far for 2018-19. All of these numbers will grow as we continue to catch up with data entry from recent months. Keeping up with entering data from various wrap-around service logs can be challenging, and our thinly-stretched busy staff of 2 caseworkers and one intake coordinator are still catching up..

The Community Center once again overspent their budget of \$187,000. in housing assistance by June 15th. We were able to maintain limited financial services thanks to a small Emergency Fund provided by Silicon Valley Community Foundation.

The Partnership re-applied for and received FEMA funds through the United Way for Motel Vouchers for the homeless. Over the Spring of 2019, we were able to provide between 3 to 6 nights stay at warm, clean motels for over a dozen families.

On June 11th, over 50 volunteers from Google and Hand-On Bay Area came to pack food boxes, sort clothing donations, and conduct data entry..

This year represents the second full year of the county-wide implementation of the coordinated entry system for both single individuals and families. All eight of the Core agencies share 4 Coordinated Entry Specialists (CES), who split their time amongst all 8 and assist the homeless in identifying their resources (friends and family) who might house them and help prevent a stay in a shelter.

Overall participation by Colma residents has risen from the prior years to this year, and Colma residents currently reflect nearly 6% of those we serve. These numbers may rise as we capture more year-end data.

Town of Colma Residents	# Households	# w/kids	# No Kids	# Single	Total Individuals
2016-17	27	10	5	12	67
2017-18	38	11	6	21	83
2018-19	37	11	10	16	83

Although the number of those served from last year to this appear similar, we anticipate that the 2018-19 numbers will grow as we continue to enter May and June data.

Other features that DCP continues to offer at our Community Service Center location is in partnership with collaborating providers who offer the following on-site services:

- On-site HIP Housing services every Thursday
- Weekly SHFB CalFresh Application and Food Connection Services
- Weekly Tenant’s Rights Clinics by San Mateo County Legal Aid
- Weekly Restraining Order Counseling provided by Bay Area Legal Aid
- Weekly pick-up of Target donations, which includes toiletries, clothing, household products, and pet food.
- Twice Weekly ‘Peninsula Food Runners’ redistribution of bakery, restaurant and grocery rescue donations from Trader Joes and local bakeries and restaurants.
- Fully stocked food pantry for anyone who is hungry
- Bi-Weekly SHFB Produce delivery and distribution to anyone in need
- Monthly DCP- SHFB Family Harvest food distribution in the Bayshore District.



Daly City Partnership was recently selected by Second Harvest Food Bank to receive deliveries of food that is shortly due to expire from Costco . Although we never know how much or what we will receive each Friday morning,our clients still appreciate this wonderful gift of extra food to help them make ends meet.

Donations continue to pour in for Pat' Closet, even form Town of Colma staff and council members, Pats' Closet is Northern San Mateo County's newest resource for new and gently used clothing and home goods. On average, from one to two dozen individuals and families visit Pat's' Closet to"shop" each week.

This year, DCP was awarded \$25,000. from 4 R's (Recycle, Reuse, etc.) toward the operation of Pats' Closet. Not only will this cover our Volunteer Coordinator' salary, but it will also help improve display fixtures and support marketing materials.

We also wish to thank the Town of Colma for sharing their surplus furniture with the Partnership. We were able to select over 36 conference room chairs, 2 desk chairs, 2 reception room chairs and several storage containers. It is estimated that this donation is valued at about \$5,000. that we may have otherwise spent on brand new items.

Debating this year is our "Diaper Club" for low-income parents. In partnership with the non-profit " Help a Mother Out" Qualifying families from Daly City and Colma receive over 130 diapers each month free of charge, along with wipes and other goodies.



Our Second Home continues to thrive and be a resource for both parents and childcare providers. Thanks to the support from the Town of Colma, we have expanded our individual and group Marriage and Family Therapy. We just celebrated the one-year anniversary of the new 'Parents of Children with Special Needs" support group. Our LMFT, Vicki Vinculado, saw an increase from 136 clients the prior year, to 157 children and families in coping with adverse childhood experiences as well as couples marriage therapy. (Please see the attached Our Second Home report for a graph of this year's snapshot on client progress in reaching resilience.)

Also new for this year was the increased popularity of parent groups such as Parent Cafes, Play to Grow, and Peer Support Group. Held at Our Second Home as well as General Pershing State Preschool and other Big Lift preschool sites, over 117 parents participated in this informal yet impactful sharing of feelings and information. 'Journey to Empowerment' attracts between 20 to 40 individuals each month, and our Bi-lingual playgroup has up to 15 participants each week. Our English as a Second Language class has between 6 to 12 participants four days each week during the school year.

New for 2019-2020 is our participation in "upstream" efforts such as a partnership with Peninsula Family Service's Financial Empowerment Department and being a leadership member of the Community Collaboration for Children's Success project, which identifies strategies to improve the health and well-being of the most vulnerable children and families in San Mateo County through a place-based, trauma-informed planning initiative using innovative outreach approaches, art, and deep community engagement. We were also a recipient of the 4Rs grant from the Office of Sustainability to

support Our Second Home in increasing our landfill diversion, promoting reuse of Halloween costumes, and skillbuilding mom volunteers to upcycle old clothing into tote bags.

Information, forms assistance and referrals to community resources has risen this past year. This fiscal year we made 1,100 connections to services and programs such as inquiries regarding preschools, Big Lift Inspiring Summer program enrollment assistance, and legal assistance..

Additional services that Our Second Home continues to offer are

- **Preschool:** 4 or 5 year olds may be enrolled in Our Second Home’s morning Pre-K, operated in partnership with Bayshore Child Care / Peninsula Family Services. OSH Summer Pre-K is now in session with 24 enrolled.
- **Bi-Lingual Playgroups:** Parents & Caregivers with children aged one through five are welcome to drop in for fun & socialization. Program is led by StarVista family advocates
- **English as a Second Language Class:** Adults may drop-in for FREE English language lessons Monday , Tuesday, Wednesday and Thursday mornings - 8:45- 11:45 am ( Sponsored by Jefferson High School District Adult Education)
- **Ages and Stages Developmental Screenings:** Parents can discover if their child (aged 3 months to 5 years) is reaching their developmental milestones.
- **Support Group for Parents of Kids with Special Needs:** a warm and safe peer support space
- **Parent Education Workshops:** Our Second Home’s monthly calendar features classes and workshops designed to enhance parenting skills.
- **Pacific Island Parent’s Support Group:** Meets the first Friday evening of each month for support & friendship –dinner provided. (Non P.I. Parents welcome)
- **Mana (new this year)** A parent project aimed at the Asian / P.I. community, but welcome to all. Meets each Thursday for 12 weeks.
- **Access to Community Resources:** Info and assistance is available by phone or drop-in, with help connecting to childcare, preschools, and social services such as CalFresh, health benefits, & more.
- **Multilingual Resource Library and Computer Station:** Check out Books, DVDs, or access the Internet



New for this year is the merging of Daly City / Colma Mother’s Club we started last year with Daly City Parents Club, which was founded by a couple of local moms on social media. OSH hosted the club’s first potluck on Sunday June 23, 2019

In addition, Our Second Home offers fun events for families. In June, we continued the tradition of hosting summer “Family Movie Night,” this time in partnership with the neighboring elementary school. “Into the

Spiderverse” was on the bill, and the Lego movie #2 and How to Train Your Dragon #2 will be follow in July and August. Children are encouraged to wear their pajamas as we feast on Pizza and Popcorn while watching the movie on big screens with surround sound.

This August, we celebrate our one year anniversary of “Support Group for Parents of Children with Special Needs”. Hosted by our Licensed Marriage and Family Therapist, it will feature guest speakers, and a frank discussion of the joys and challenges of parenting a child with learning delays.

See attached PDFs and fliers for illustrations of the impact that Daly City Partnership continues to make in the community. Please feel free to print and circulate in the Colma community.

Thank you, once again, for your tremendous support of the Daly City Partnership & our community!

Respectfully submitted

- Pat Bohm, *Executive Director* 650-301-3305 [pat@dcpartnership.org](mailto:pat@dcpartnership.org)

-Ei Ei Samai, *Early Childhood Initiatives Manager*, 650-301-3302 [eiei@dcpartnership.org](mailto:eiei@dcpartnership.org)







## Non-Profit Funding Request Form FY 2019-20

Name of Organization: Daly City Public Library Associates

Contact Person: Victoria Magbilang

Address: PO Box 3283, Daly City, CA 94015  
Street Address City State Zip Code

Phone Number: 415-596-8194 Email Address: info@dcpla.org

1. Mission Statement: The mission of DCPLA is to raise private funds to supplement public funding of the Daly City libraries. We accomplish this by developing community, civic, and business support for fundraising, advocacy, and innovative programs that benefit our diverse community.

2. Amount of Request: \$5,500

a. Total Agency Annual Budget: \$52,802

b. Number of Agency Employees: one part time, on contract

c. Payroll is 11.36% 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; <sup>[[ ]]</sup> <sub>[[ ]]</sub> <sup>[[ ]]</sup> <sub>[[ ]]</sub>
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services; <sup>[[ ]]</sup> <sub>[[ ]]</sub>
- C. Educate and engage residents; <sup>[[ ]]</sup> <sub>[[ ]]</sub>
- 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.** The "Lucky Day Collection" is a collection of high-demand items that would be in a special collection that doesn't allow holds or renewals. This collection serves visitors to the library who like to browse and increases the likelihood that they will find something appealing. By rewarding patrons who personally visit the libraries, the "Lucky Day Collection" encourages community involvement and interaction. It also serves library patrons who do not have home access to a computer to reserve items. Having such a collection gives patrons a sense of excitement upon entering the library, especially when they come across an item that they're "lucky" enough to find on the shelf that, otherwise, would be unavailable to them for check out for an extended period of time. Additional benefits include reducing the number of holds on popular items, thereby reducing the amount of time patrons who reserved items have to wait and increasing the public's familiarity with and perception of the Library's offerings, which, in turn, improves their opinion of the value of our public libraries.

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

All other PLS Libraries have such a collection, but Daly City Public Libraries lack the funds to provide this special collection to their patrons. Funds would be used to purchase high-demand items that, if requested to be held online, would have a wait time of several months to a year. In addition to the \$5,000 to be used to purchase library items available for checkout, we are also requesting \$500 to be used for operating expenses for the Daly City Public Library Associates so that we can continue our mission to support the Daly City Public Libraries.

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, the Town of Colma generously funded the purchase of Early Literacy Stations for the Daly City Public Libraries. Since the stations are still fully-functioning, this year, the Daly City Public Library Associates are requesting that the Town of Colma fund a different need: the "Lucky Day Collection." The Library requested, at least, \$5,000 to purchase the special collection of items available for checkout.

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

Since there are no public libraries located within the Town of Colma, Daly City Public Libraries are happy to serve both Daly City and Colma residents. All communities benefit from an educated and entertained population. If the "Lucky Day Collection" is funded by the Town of Colma, the DCPLA will adhere bookplates acknowledging the donation in each of the "Lucky Day Collection" items placed in the libraries.

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;  SEP
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and  SEP
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

The entire population of Colma is served by the Daly City Public Libraries, in their Serramonte (40 Wembly Dr.), John Daly (134 Hillside Blvd.), Westlake (275 Southgate Ave.), and Bayshore (460 Martin St.) locations. Invitations to the Daly City Public Library Associates' programs, Author Talks, and events are advertised to Colma residents through social media, print advertising, direct mail, and word of mouth. Many Colma businesses are generous supporters of Daly City Public Library Associates events, and our annual St. Patrick's Day luncheon is held at the Colma Community Center.

8. Provide a detailed account of how the FY 2018-19 contribution was used:

The Early Literacy computer stations were purchased by Daly City Library on December 12, 2018.



Purchased with a grant from the Town of Colma, the stations were deployed at the Westlake and Bayshore Libraries. They replaced older machines that were no longer functioning reliably. These workstations provide early literacy and school readiness skills building content in English as well as Spanish.

Studies have shown that children who are not reading on grade level by 3rd grade are likely to fall behind and not meet their grade level peers through the remainder of their schooling. The Early Literacy Stations are one resource the library provides to set young learners on the right path beginning at an early age. Children are introduced to early literacy skills through the use of fun, interactive technology in a safe, closed (non-internet-connected) system where all learning material is preloaded on the workstations. Since they have been deployed, the workstations have had an average of 55 uses per week.

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

The Town of Colma is the only city that contributed to the Daly City Public Library Associates in 2018-19. We are not requesting funds for 2019-20 from any other cities.

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.

          N/A          

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
- Current Year Annual Operating Budget
- Completed IRS 990 form for the last fiscal year

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 12 2011

THE DALY CITY PUBLIC LIBRARY  
ASSOCIATES  
C/O STAN GUSTAVSON  
40 WEMBLY DR  
DALY CITY, CA 94015-4399

Employer Identification Number:  
27-3262898  
DLN:  
17053109353041  
Contact Person:  
JEFFERY A CULLEN ID# 31215  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
January 22, 2010  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

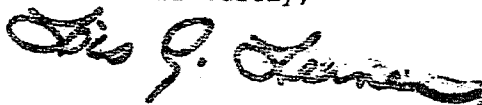
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner  
Director, Exempt Organizations

Enclosure: Publication 4221-PC





**DCPLA**

**DALY CITY PUBLIC LIBRARY ASSOCIATES**

P.O. Box 3283  
Daly City, CA 94015-3283

info@dcpla.org  
www.dcpla.org

Tax ID# 27-3262898

**DALY CITY PUBLIC LIBRARY ASSOCIATES - a local public foundation that supports community literacy**

**BOARD OF DIRECTORS**

Tom Nuris, **President**  
Pauline Fong, **CFO**  
Bernardo Vidales, **Secretary**  
Adrienne Tissier, **Past President**  
Al Teglia (1931-2014), **Founding President**

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Mike Pacelli  
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Rosie Tejada  
Marie Villarosa

**EX-OFFICIO**

Victoria Magbilang, **Executive Director**  
Angella Logarta, **Library Board of Trustees**  
Shawwna Maltbie, **City Manager**

The Daly City Public Library Associates							
2019 Budget							
Income/Expense				2019 Budget			
Income				Projected Income			
			Direct Public Support				
			Book Sales			0	
			Individ, Business Contributions			5,000	
			Membership Renewals			7,500	
			Direct Public Support - Other			0	
			<b>Total Direct Public Support (Unrestricted)</b>			<b>12,500</b>	
			Special Events				
			St. Pat's luncheon (restricted)			15,000	
			St. Patrick's luncheon (unrestricted)			6,000	
			Crazy About Cars (unrestricted)			25,000	
			Easter Bunny Event/Other			1,000	
			<b>Total Special Events Income</b>			<b>47,000</b>	
			<b>Total Grants (Restricted)</b>			<b>15,000</b>	
			<b>Total Other Types of Income</b>			<b>500</b>	
			<b>Total Income</b>			<b>75,000</b>	
Expense				Projected Expenses			
			Contract Services				
			Accounting Fees			600	
			<b>Total Contract Services</b>			<b>600</b>	
			<b>Event Expenses</b>				
			Facilities and Equipment				
			Rent, Parking, Utilities			3,000	
			<b>Total Facilities and Equipment</b>			<b>3,000</b>	
			Filing Fees			45.00	
			Operations				
			Bank Service Charges			2	
			Dues & Memberships			200	
			Insurance - Liab, D and O, WC			2,500	
			Internet Exp			250	
			Marketing			2,000	
			Meeting/Retreat Exp			350	
			Miscellaneous Expenses			1,500	
			Office Supplies			1,500	
			Director's Compensation			12,000	
			Paypal Fees			100	
			Postage, Mailing Service			1,200	
			Printing and Copying			1,000	
			<b>Total Operations</b>			<b>22,602</b>	
			Program Expenses				
			<b>Grants</b>			<b>20,000</b>	
			Public Events (Does not include grant to City from Crazy About Cars event).			6,000	
			Author Events			600	
			<b>Total Public Events</b>			<b>6,600</b>	
			Sponsorship			900	
			<b>Total Program Expenses</b>			<b>27,500</b>	
			<b>Total Expense</b>			<b>52,802</b>	
			<b>Net Income</b>			<b>22,198.00</b>	

<b>The Daly City Public Library Associates</b>						
<b>2019 Budget</b>						
<b>Income/Expense</b>						
<b>Income</b>						
			Direct Public Support			
			Book Sales			
			Individ, Business Contributions			
			Membership Renewals			
			Direct Public Support - Other			
			<b>Total Direct Public Support (Unrestricted)</b>			
			Special Events			
			St. Pat's luncheon (restricted)			
			St. Patrick's luncheon (unrestricted)			
			Crazy About Cars (unrestricted)			
			Easter Bunny Event/Other			
			<b>Total Special Events Income</b>			
			<b>Total Grants (Restricted)</b>			
			<b>Total Other Types of Income</b>			
			<b>Total Income</b>			
<b>Expense</b>						
			Contract Services			
			Accounting Fees			
			<b>Total Contract Services</b>			
			<b>Event Expenses</b>			
			Facilities and Equipment			
			Rent, Parking, Utilities			
			<b>Total Facilities and Equipment</b>			
			Filing Fees			
			Operations			
			Bank Service Charges			
			Dues & Memberships			
			Insurance - Liab, D and O, WC			
			Internet Exp			
			Marketing			
			Meeting/Retreat Exp			
			Miscellaneous Expenses			
			Office Supplies			
			Director's Compensation			
			Paypal Fees			
			Postage, Mailing Service			
			Printing and Copying			
			<b>Total Operations</b>			
			Program Expenses			
			<b>Grants</b>			
			Public Events (Does not include grant to City from Crazy About Cars event).			
			Author Events			
			<b>Total Public Events</b>			
			Sponsorship			
			<b>Total Program Expenses</b>			
			<b>Total Expense</b>			
<b>Net Income</b>						



**DCPLA**

**DALY CITY PUBLIC LIBRARY ASSOCIATES**

P.O. Box 3283  
Daly City, CA 94015-3283

info@dcpla.org  
www.dcpla.org

Tax ID# 27-3262898

June 6, 2019

## Grant Final Report: Early Literacy Computer Stations

### Grant Description

Name of Grantor: Town of Colma  
Name of Grantee: Daly City Public Library Associates  
Mailing Address: PO Box 3283, Daly City, CA 94015-3283  
Telephone number: (415) 596-8194  
Executive Director: Victoria Magbilang  
Project Title: Early Literacy Computer Stations  
Date: December 10, 2018  
Grant amount: \$4,000

### Description of Outputs and Outcomes

The Early Literacy Computer stations are designed for children ages 2 to 8. This is the population that needs to get a head start in language skills. The computers were purchased by Daly City Library on December 12, 2018 (see enclosed invoice).

The Early Literacy Stations purchased with this grant were deployed at the Westlake and Bayshore Libraries. They replaced older machines that were no longer functioning reliably. These workstations provide early literacy and school readiness skills building content in English as well as Spanish.

Studies have shown that children who are not reading on grade level by 3rd grade are likely to fall behind and not meet their grade level peers through the remainder of their schooling. The Early Literacy Stations are one resource the library provides to set young learners on the right path beginning at an early age. Children are introduced to early literacy skills through the use of fun, interactive technology in a safe, closed (non-internet-connected) system where all learning material is preloaded on the workstations. Since they have been deployed, the workstations have had an average of 55 uses per week.

The DCPLA is very grateful for the generous support from the Town of Colma, and looks forward to working with you again in the future!

Victoria Magbilang  
Executive Director  
Daly City Public Library Associates

**DALY CITY PUBLIC LIBRARY ASSOCIATES - a local public foundation that supports community literacy**

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Angella Logarta, *Library Board of Trustees*  
Shawwna Maltbie, *City Manager*

# AWE LEARNING

2501 Seaport Drive, Suite 410-SH  
Chester, PA 19013

# INVOICE

Invoice Number: DALY18001-1  
Invoice Date: Dec 12, 2018  
Page: 1

<b>Bill To:</b>
City of Daly Library 40 Wembley Drive Daly City, CA 94015
Attention: Chela Anderson

Customer ID	Customer PO	Payment Terms	
DALY		Net 15 Days	
Sales Rep	Shipping Method	Ship Date	Due Date
Walter, Sandi	Ground	12/12/18	12/27/18

Quantity	Item	Description	Unit Price	Amount
3.00	12.3.53.BLS	EARLY LITERACY STATION_ BILINGUAL SPANISH - 20 ALL-IN-ONE - S/Ns:30RVMR2, F419CS2, F3S9CS2	3,350.00	10,050.00
3.00	CALIFA	DISCOUNT FOR CALIFA MEMBERS	569.00	-1,707.00
3.00	RECYCLING FEE	CALIFORNIA RECYCLING FEE	6.00	18.00
3.00	SHIPPING	SHIPPING CHARGES	50.00	150.00

AWE Acquisition Inc Federal  
Tax ID: 47-3506401

Phone: 610-833-6400  
610-833-6440

Fax

Subtotal	8,511.00
Sales Tax	730.01
Total Invoice Amount	9,241.01
Payment/Credit Applied	
<b>TOTAL</b>	<b>9,241.01</b>

**PLEASE MAKE CHECKS PAYABLE TO:**

AWE Acquisition, Inc  
2501 Seaport Drive, Suite 410SH Chester, PA 19013





## Non-Profit Funding Request Form FY 2019-20

Name of Organization: Daly City Youth Health Center

Contact Person: Pat Carbullido

Address: 350 90<sup>th</sup> St., 3<sup>rd</sup> Floor Daly City CA 94015  
Street Address City State Zip Code

Phone Number: 650-877-5743 Email Address: [pcarbullido@dalcityyouth.org](mailto:pcarbullido@dalcityyouth.org)

1. Mission Statement:

The mission of Daly City Youth Health Center (DCYHC) is to provide safe, respectful, comprehensive health services to underserved teens and young adults in northern San Mateo County.

DCYHC believes that all young people deserve access to healthcare. Founded in 1990 to reach this goal, during the past 29 years over 60,000 low-income teens and young adults have benefited from DCYHC's physician led primary healthcare services, behavioral health counseling, and sexual health education. Last year, the three DCYHC programs combined to serve a total of 3,263 young people from the ages of 12-24, with 1,700 unduplicated youth and young adults receiving primary care medical services, 272 unduplicated youth and young adults receiving counselling services, and 1,291 unduplicated high school students going through a sexual health classroom program. Many of these youth have complex problems and needs such as English language acquisition, learning disabilities, domestic violence, alcohol/drug abuse, crowded housing, and insufficient access to healthcare and lack of health insurance.

2. Amount of Request: \$7,500

- a. Total Agency Annual Budget: \$976,913
- b. Number of Agency Employees: 12
- c. Payroll is 67% 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.

DCYHC is an ideal fit for category B by providing mental health services along with a continuum of care that can cover other physical healthcare needs when needed.

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. The issues being treated ranges from bullying, stress, anxiety, substance use and abuse, truancy, depression, trauma, and family or relationship conflicts.

DCYHC aims to provide counseling to at least 250 unduplicated individuals per year. DCYHC reaches the target number of youth within the age range of 12 to 24 through ongoing referrals from school counselors, teachers, clinic staff, drop-ins, and community partners as well as screening youth in the DCYHC clinic waiting area.

The DCYHC partnership with the Jefferson Union High School District and the San Mateo County Medical Center provides 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. For example, recently one of the DCYHC nurses treated a patient who had experienced physical abuse and who also demonstrated obvious emotional trauma. Therefore, immediately after the medical treatment the nurse was able to walk the patient down a hallway to the behavioral health area for a warm handoff to a mental health representative for a behavioral health screening appointment.

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 who are unable to go to our onsite facility due to time constraints and transportation problems.

To screen youth for behavioral health challenges and special needs, a comprehensive questionnaire is 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 2019-20, the grant from the Town of Colma will help provide:

- 1) access to behavioral health and substance abuse screening to at least 250 unduplicated youth in schools and onsite
- 2) access to counseling four or more times to at least 65 unduplicated youth.

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:

- 65% of individuals with substance abuse improved at least one step;



- 70% of individuals with anxiety improved at least one step;
- 70% of individuals with depression improved at least one step.

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

Youth in northern San Mateo County have an urgent need for behavioral health services. Alarming, 15.7% of youth and young adults in San Mateo County have thought seriously about committing suicide according to the California Health Interview Survey (2015 – 2016, [www.smcallytogetherbetter.org](http://www.smcallytogetherbetter.org)).

In addition, according to a survey of 68 nonprofit leaders in northern San Mateo County conducted by Thrive from December, 2018 through February, 2019, the most urgent unmet health need in northern San Mateo County is access to mental health services. The survey, *Needs of North San Mateo County Families and Nonprofits That Serve Them*, reported that 78% of the respondents believed that access to mental health services was the most urgent unmet health need in northern San Mateo County. Coming in second at 43% was access to healthcare services, which DCYHC also offers within its continuum of care.

Despite there being a critical need for behavioral health services in northern San Mateo County, many residents are not able to afford these services. In northern San Mateo County, 22,050 residents live below the Federal poverty level and 58,332 are below the San Mateo County poverty level according to the U.S. Census Bureau, 2013-2017 American Community Survey 5-year Estimates. This data speaks to the important of the services provided by DCYHC at no cost to the clients.

With the support of Town of Colma, more Town of Colma youth will have access to intensive counseling services. The funding from Town of Colma will help provide increased screening and counseling for youth onsite 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:

N/A

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

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

- Accessibility and availability of integrated wellness services in the DCYHC clinic for youth, especially to those who belong to the low-income and immigrant population residing in Town of Colma.
- Accessibility and availability of intensive counseling treatment for Town of Colma youth residents enrolled in one of the JUHSD high schools. In the school year of 2018/19, 103 Town of Colma residents were enrolled in JUHSD schools.
- Warm handoff to onsite physician led primary care medical services based on need as well as to community partners should the 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 and young adults from Town of Colma can access the programs and services of the DCYHC onsite at 350 90<sup>th</sup> Street, 3<sup>rd</sup> Floor in Daly City and at the partner high schools.

In fiscal year 2018-19, the DCYHC behavioral health program provided access to services for 275 youth and two of the youth counseled onsite were Town of Colma residents.

The DCYHC behavioral program provided a total of 1,492 total visits and the physician led medical team provided 2,685 total visits. Of the 4,177 combined total appointments conducted by both the DCYHC medical team and mental health team, 293 of the appointments were provided to residents of the zip code 94080 (which covers Town of Colma, South San Francisco, and Tanforan) and 421 appointments were provided to the zip code of 94014 (which covers Town of Colma and Daly City).

In addition, in Project PLAY (Peer Leadership Alternatives for Youth), a sexual health and social and emotional development education program that DCYHC conducts in local high schools, three of the volunteer Peer Health Educators were Town of Colma residents. The Peer Health Education program is an after school program specifically developed for youth who are interested in expanding their sexual health knowledge and social and emotional development and becoming a leader on campus.

Peer Health Educators play an important role in implementing Project PLAY in schools and serving as an important level of support for their high school peers. Project PLAY operates a 10-day curriculum in schools which effectively engages students to increase their knowledge about sexual health and empowers them to establish self-advocacy, body autonomy, boundaries, responsible decision making, shared responsibility, and gender equality through integrating components of social emotional learning. In addition to in depth lessons on STIs, pregnancy prevention, consent, and healthy relationships, there are many contextual factors and challenges that affect the youth we serve in the 10-day curriculum. Project PLAY has a lesson on body image that teaches the youth about body self-acceptance. Licensed therapists from the DCYHC Behavioral Health team also participate in other Project PLAY programs by teaching subjects such as the danger of social stigma of mental health support and the ways in which students can get support. Project PLAY is currently implemented in five high schools in the JUHSD and in El Camino High School in the South San Francisco Unified School District.

In terms of community outreach, DCYHC goes to community college health fairs and malls in partnership with Daly City/Colma Chamber and City of Daly City Library and Recreation Services. At the start of the school year DCYHC does tabling and presentations during the back to school nights at JUHSD high schools.

8. Provide a detailed account of how the FY 2018-19 contribution was used:

\$4,880 of the \$6,000 grant received from Town of Colma supported the salary and benefits of our licensed Behavioral Health Clinical Manager. In addition, \$500 of the grant went towards a stipend for the mental health interns. These interns are graduate students who work under the license of our Behavioral Health Clinical Manager to counsel youth and receive the required hours for their license. The remaining \$620 went towards counseling supplies and such as writing journals, workbooks, pamphlets, and art materials used by the youth during therapy sessions.

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

- FY 2018-19 = 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.

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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
- Current Year Annual Operating Budget
- Completed IRS 990 form for the last fiscal year



# Jefferson Union High School District

## ADMINISTRATIVE OFFICES - SERRAMONTE DEL REY

699 Serramonte Boulevard, Suite 100

Daly City, CA 94015-4132

650-550-7900 • FAX 650-550-7888

### Board of Trustees

Andrew Lie

Braxton Lethco

Nick Occhipinti

Kalimah Y. Salahuddin

Rosie U. Tejada

Tina VanRaaphorst  
Interim Superintendent

August 14, 2017

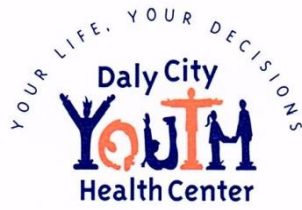
To Whom It May Concern:

Please be advised that Jefferson Union High School District is exempt from filing Form 990 and 990EZ because we are a school district below college level.

If you have any questions regarding this, please contact me at 650-550-7900.

Sincerely,

Tina VanRaaphorst  
Interim Superintendent



A collaborative program of the Jefferson Union High School District and the San Mateo Medical Center

## Daly City Youth Health Center Board

### **Andrew Lie, President**

Director of Finance at Perkins + Will  
City of Residence: Daly City

### **Kalimah Salahuddin, Vice President**

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Parent  
City of Residence: South San Francisco

### **Nick Occhipinti, Board Member**

Project Director at L.I.V.E  
City of Residence: Daly City



**DALY CITY YOUTH HEALTH CENTER  
Fiscal Year 2018-2019 Budget**

<b>REVENUE *</b>	<b>Secure</b>
Government Grants/Contracts	\$350,000
Foundation Grants	\$278,913
School District (JUHSD)	\$248,000
Individual Donations	\$100,000
<b>Total Revenue</b>	<b>\$976,913</b>

<b>EXPENSE</b>	
<b>Personnel</b>	
Payroll	\$515,765
Benefits	\$212,580
<b>Total Personnel</b>	<b>\$728,345</b>
<b>Facility</b>	
<b>Total Facility</b>	<b>\$184,801</b>
<b>Professional/Purchased Services</b>	
Advertising	\$300
Consultants	\$0
<b>Total Professional Services</b>	<b>\$300</b>
<b>Supplies</b>	
Youth Awards/Incentives/Educational Materials	\$12,500
Fundraising Supplies	\$15,000
Office Supplies	\$13,000
<b>Total Supplies</b>	<b>\$40,500</b>
<b>Travel</b>	
Conference/Mileage/Training	\$7,800
<b>Total Travel</b>	<b>\$7,800</b>
<b>Miscellaneous</b>	
Dues/Membership	\$840
Fingerprinting	\$350
Website/ text messaging	\$1,640
Lobbying	\$0
<b>Total Miscellaneous</b>	<b>\$2,830</b>
<b>SUBTOTAL</b>	<b>\$964,576</b>
<b>Indirect - JUHSD</b>	<b>\$12,337</b>
<b>TOTAL EXPENSES *</b>	<b>\$976,913</b>



## Jefferson Union High School District

ADMINISTRATIVE OFFICES – SERRAMONTE DEL REY

699 Serramonte Boulevard, Suite 100  
Daly City, California 94015-4132  
(650) 550-7900 • FAX (650) 550-7888

### Board of Trustees

Jean E. Brink  
Rachel P. Juliana  
Maria S. Luna  
David K. Mineta  
Thomas A. Nuris

Michael J. Crilly  
Superintendent

January 18, 2007

To Whom it May Concern

**RE: Daly City Youth Health Center**

We are pleased to make the following representations in accordance with Internal Revenue Code regulations.

The Daly City Youth Health Center, as part of the Jefferson Union High School District (a public school district grades 9-12), is a non-profit educational organization. Pursuant to the Internal Revenue Code Section 170(b)(1)(A)(ii), 501(a) and 501(c)(3) and the California Constitution, Article XIII, Section 3(d) and the California Revenue and Taxation Code Section 202(c), subject to Section 103, all public school districts in this State are exempt from federal income and local taxes.

For purposes of reporting grants, donations and contributions to the District, our federal identification number is 94-3083772.

If you require further information, please do not hesitate to call.

Sincerely,

Steven R. Fuentes  
Associate Superintendent-Business Services

SRF:cs

**(a) By June 30, 2019 or within 90 days after completion of the program or project, whichever is earlier, Grantee will present a final report to the Town that:**

**(i) Describes the results of the program or project funded by the grant;**

As of June 1, 2019, the Daly City Youth Health Center (DCYHC) behavioral health program has served a total of 257 unduplicated youth with counseling services starting from July 1, 2018. Two of these patients were residents of Town of Colma.

Youth in the behavioral health program undergo screening using questionnaires that identify mental health challenges. These challenges include relationship issues, family conflict, depression, anxiety, grief, anger management, eating disorders, drug addiction, sexuality, trauma, and abuse. Once issues have been identified, mental health clinicians and clients work on the treatment goals together. Clients generally participate in therapy from three months to one year. 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 that they are able to have coping solutions to everyday challenges.

DCYHC tracks the mental health status and progress of patients through the Patient Health Questionnaire (PHQ)-9, Generalized Anxiety Disorder (GAD)-7, Alcohol Use Disorders Identification Consumption (AUDIT C), the NIDA Modified Assist for drug use, and staff clinical assessments. In addition, DCYHC utilizes the CRAFT screening test to screen for substance abuse risks. The evidenced based surveys are administered every fourth session as screening and evaluation tools to measure the impact of our services for the youth seen onsite.

Over the past year, 71 youth were seen onsite at least four times and filled out the appropriate surveys. Of these 71 youth, 54% of them started with a history of substance abuse.

The outcomes for these individuals were:

- 66% of individuals with substance use improved at least one step (out of 38 total youth)
- 76% of individuals with anxiety improved at least one step (out of 71 total youth)
- 82% of individuals with depression improved at least one step (out of 71 total youth)

Last year the behavioral program provided a total of 1,492 total visits and DCYHC's physician led medical team treated 1,700 unduplicated patients and had 2,685 total visits. Of the 4,177 combined total appointments conducted by both the DCYHC medical team and mental health team, 293 of the appointments were provided to residents of the Town of Colma zip code 94080 and 421 appointments were provided to the zip code of 94080 which covers both Town of Colma and Daly City. Lastly, in DCYHC's sexual health education program that is conducted in local high schools, three of the volunteer Peer Health Educators were Town of Colma residents.

DCYHC utilizes a continuum of care to reach out to youth in need of mental health support. DCYHC reaches clients through referrals from school counselors, DCYHC medical clinic staff, drop-ins, and community partners. The DCYHC primary care clinic is only doors away from the behavioral health



offices and so the physician and nurses can seamlessly refer patients for necessary counseling services by introducing them to a therapist with a warm handoff or scheduling their behavioral health screening appointment before they leave.

These are the words of Ana, a former patient at the DCYHC who spoke at the recent grand opening of the new DCYHC facility: “At the age of 16 I had suicidal thoughts and began self-harm -- and I even experienced an involuntary hold in a mental health unit. This is how I came into contact with the Daly City Youth Health Center. It took me two years of counseling there to finally learn how to ask for help and to embrace vulnerability.”

Through hard work Ana has learned how to work with and manage her challenges. Today, Ana is a college freshman, president of a student organization that she founded, and an intern in a city office of San Francisco. When Ana finished speaking her audience was in tears. “This wouldn’t have been possible without the Daly City Youth Health Center”, she said. “I can honestly say I wouldn’t be who I am today without this place and my amazing therapist, who always believed in me even when I didn’t”.

DCYHC is proud to have provided 257 unduplicated low-income youth with mental health appointments so far this year in Northern San Mateo County and we look forward to helping even more young people in the future.

**(ii) Evaluates the results of the program or project funded by the grant**

The results of DCYHC’s behavioral health program are carefully tracked and monitored through multiple patient surveys. As described, DCYHC uses the Patient Health Questionnaire (PHQ)-9 to detect depression, the Generalized Anxiety Disorder (GAD)-7 to monitor anxiety, and the Alcohol Use Disorders Identification Consumption (AUDIT C) and the NIDA Modified Assist for to monitor substance abuse.

During treatment in DCYHC’s behavioral health program each patient continues to answer the survey questions which relate to their care and then measurements of their progress are tracked through both the survey data and continued clinical assessments.

The program goals for last year were for 75% of youth who were seen four or more times onsite to improve at least one step in substance abuse, anxiety, and depression. DCYHC exceeded this goal for both anxiety and depression and missed the substance abuse goal by 9%. While 66% of individuals with substance abuse improving at least one step is still above the national average, this number would be significantly higher if DCYHC included the students that we counsel at the school sites. The school clients do not complete confidential health surveys because of FERPA laws. FERPA laws mandate that students who are counseled in schools do not have the same confidentiality rights around surveys because parents can access this information. The clients seen at DCYHC are under HIPPA and thus minors are protected regarding confidentiality with surveys and other documents.

Another key evaluation of the current DCYHC program is its increased ability to serve more patients in an optima medical I setting. DCYHC recently completed a move into a single state of the art facility that

was specifically designed for medical purposes. The previous DCYHC location was a fragmented facility which spanned three different floors and five separate offices and also lacked adequate space. The total square footage of the newly remodeled facility is approximately twice as big as the combined total of the previous set of offices. DCYHC patients now experience larger treatment rooms and a much less crowded waiting room. In addition, DCYHC has installed 35 new doors for the renovated new office location. The doors are all sound proof and their coverage includes the exam rooms, counseling rooms, and conference rooms. This has allowed DCYHC to make client feel safer during their therapy sessions which has manifested in more productive sessions. At the previous DCYHC location the doors were so thin that white noise machines had to be set up on the floor outside counselling rooms to insure privacy. The new sound proof and state-of-the-art doors make the need for noise machines a thing of the past. DCYHC looks forward to building on the success of the behavioral health program in the future and continuing to serve residents of Town of Colma.

**(iii) Provides an accounting of the use of the grant funds.**

The generous donation of \$6,000 from the Town of Colma enabled our mental health team to continue to counsel youth. The following is how the \$6,000 was spent:

Mental Health Manager	\$4,500
Mental Health Intern	\$500
Material including supplies for curriculum	\$500
Art therapy materials	\$500
<b>Total</b>	<b>\$6,000</b>

# Non-Profit Funding Request Form FY 2019-20

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

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

**Address:** 800 S. Claremont Street, #210 San Mateo, CA 94402  
Street Address City State Zip Code

**Phone Number:** 650-348-6660

**Email Address:** cveloso-lugo@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 organization was founded in 1972, to address the economic inequities in San Mateo County, by providing low-income individuals, seniors, and families with the opportunity to access decent, stable, and affordable housing.

Quality, affordable housing is the cornerstone of sustainable economic vitality and personal well-being. Yet access to stable and affordable housing continues to be a serious challenge, both in the Town of Colma, and throughout San Mateo County. HIP Housing's programs Home Sharing, Self Sufficiency, and Property Development & Management, address this issue head-on every single day, by preventing homelessness, countering displacement, and enabling more than 1,400 low-income individuals to find, or maintain a decent, stable and affordable home every year, right here in San Mateo County.

## 2. Amount of Request: \$5,000

- a. Total Agency Annual Budget: \$2,629,832:
- b. Number of Agency Employees: 39
- c. Payroll is 66% of the Agency's total Annual Budget.

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

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life; <sup>[[ ]]</sup><sub>SEP</sub>
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services; <sup>[[ ]]</sup><sub>SEP</sub>
- C. Educate and engage residents; <sup>[[ ]]</sup><sub>SEP</sub>
- 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 funding request falls under Category A. This county is at a pivotal moment. With the massive increase in job growth, coupled with limited affordable housing development, we have a scarcity issue that has driven housing costs up far beyond what most local workers can afford. The result? People are leaving San Mateo County in droves. To help us address this issue, HIP Housing is requesting a grant of \$5,000, which if approved, will be used to support the activities of our Home Sharing Program in FY 2019-2020.

The Home Sharing Program matches people who have space in their home to share, with people who are searching for an affordable place to live. By making more efficient use of the existing housing resources in Colma, the Home Sharing Program is providing a unique, creative, and affordable solution to the lack of affordable housing in the Town of Colma, and throughout San Mateo County.

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

San Mateo County is home to some of the most affluent zip codes in the nation. According to Zillow.com, the median home price in San Mateo County today is \$1.3M. In the Town of Colma, the median home price is nearly \$1M. Yet, in the shadows of some of San Mateo County's most beautiful and wealthy neighborhoods, are hidden pockets of poverty.

San Mateo County is a notoriously expensive place to live. Whether you attribute this to the Silicon Valley Tech Industry, gentrification, or housing policy, the reality is that low-income individuals and families are being priced out of the neighborhoods they have always called home. In a region that has come to be defined by its constantly skyrocketing housing costs, HIP Housing's Home Sharing Program is providing the low income residents of Colma with an incredibly effective solution to their affordable housing challenges.

This funding, if approved, will be used to support the activities of HIP Housing's Home Sharing Program during FY 2019-2020. Key elements that make this program so successful include:

- *Creating New Affordable Housing Using Existing Housing Stock.*

By making more efficient use of existing housing inventory, the Home Sharing Program creates new affordable housing opportunities for low-income individuals, seniors, and families, in Colma, and throughout San Mateo County.

- *Thorough & In-Depth Matching Process.*

Clients begin the Home Sharing process by completing a detailed application to ensure that they are matched in appropriate and compatible living arrangements, followed by a thorough interview to establish their specific needs, after which staff carry out local reference and background checks. Once clients are matched, staff bring both parties together to help them outline their expectations and agree on rights and responsibilities. This information is then documented in a Living Together Agreement, which is signed by both the Home Provider and the Home Seeker.

- *Ongoing Client Services & Support.*

One of the very special and unique features of HIP Housing's Home Sharing Program, is that the process does not end once clients have been matched. Every client is unique, and so are their needs. With this in mind, our program staff provide ongoing support to all clients. Matches involving seniors are typically contacted every three months, 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.

In addition, Home Sharing staff will also periodically arrange a Reduced Rent Exchange, in which one person exchanges light household chores such as cooking, cleaning, and companionship, for seniors and / or people living with disabilities, in exchange for a reduced rent.

HIP Housing's Home Sharing Program is the only program of its kind in San Mateo County, and one of the largest in the nation. The program is also one of the few sources of readily available affordable housing in San Mateo County today. This irreplaceable program has evolved into what is now a critical resource for people of all ages and backgrounds, who are struggling to find decent, affordable housing, or to remain in their existing housing.

With your help in FY 2019-2020, HIP Housing's Home Sharing Program will continue to impact the lives of our clients in a truly meaningful way, helping to make this county a great place for everyone to live, work, and raise a family.

#### **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:**

With the demand for stable and affordable housing in Colma far outpacing supply, many of the town's low-income residents are facing the very real possibility that they will be priced out of the neighborhood they have always called home.

There is a desperate need for decent, stable, and affordable housing in the unique and historic Town of Colma, where today, the average rent for a one-bedroom apartment is \$2,225/month (Source: Zillow.com). Using the National Low Income Housing Coalition's 2018 Out of Reach formula, Colma residents would need to earn more than \$48.00 an hour to afford this rent. More than three times the minimum wage here in San Mateo County.

If the low-income residents of Colma are priced out of their community because they can no longer afford to live there, it will impact us all. These people are not strangers, they are our neighbors: Low-income individuals, seniors and working families, educators, child-care workers, first responders, and retail and service personnel.

By making more efficient use of the existing housing resources in Colma, HIP Housing's Home Sharing Program is providing a unique, creative, and practical solution to the lack of affordable housing in the town. The Home Sharing Program strives every day to meet the needs of Colma residents by:

- Preventing displacement and helping low-income individuals to find a stable and affordable place to live, that is close to their work, their school, and their family support networks.
- Enabling struggling renters and homeowners, to protect and maintain their existing affordable housing.
- Allowing seniors and people with special needs to remain independent in their home.

Having a stable and affordable place to live provides the foundation for all of our lives. Investing in HIP Housing's innovative and scalable Home Sharing Program, will ensure increased affordable housing opportunities for those who live and / or work in the Town of Colma, and throughout the county, who are searching desperately for a stable and affordable place to live.

*In the Town of Colma during Fiscal Year 2019-2020 Home Sharing Staff Will:*

- Provide housing information and referrals to 5-10 individuals who live and / or work in the Town of Colma.
- Interview, screen, and provide housing assistance to 5-10 individuals who live and / or work in the Town of Colma, matching 1-2 in new affordable housing arrangements, while providing ongoing support to 1-2 Colma residents matched in previous years.
- In addition, our Self Sufficiency Program staff will empower 1 low-income Colma family (2 adults & 3 children) to start their journey to self-reliance and financial independence.

*Countywide during Fiscal Year 2019-2020 Home Sharing Staff Will:*

- Interview, screen, and provide housing assistance to 1500 individuals.
- Help 650 individuals to find or remain in safe, stable, and affordable housing.
- Offer information and referrals to 3,300 individuals who contact our agency to request information about how to apply for housing, or who need information about HIP Housing's programs.

- In addition, Self Sufficiency Program staff will empower 55 low-income families (134 adults & children) to start their journey to self-reliance and financial independence.

The environment where we live and interact with others impacts every aspect of our daily lives, which is why access to stable and affordable housing is so much more than just a basic human need. By helping low-income individuals, seniors, and working families in Colma, and throughout San Mateo County to gain access to stable and affordable housing, the entire community will remain healthy, diverse, and strong. Everybody wins.

**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;** [SEP]
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and** [SEP]
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.**

Thanks to your generosity and support during Fiscal Year 2018-2019:

- 13 individuals who live and / or work in the Town of Colma were interviewed and screened by our Home Sharing staff.
- 1 individual was matched in a new affordable Home Sharing arrangement in Colma. This individual is an employee of Best Buy in Colma, and after finding an affordable place to live through the Home Sharing Program, reduced his housing costs to 16% of his income.
- 3 Colma residents matched in previous years received ongoing support from program staff. These individuals are also members of Colma's workforce, including: A Caregiver at Seton Hospital, and Sales Clerks from Beverages & More, Ross Stores, and Home Depot. All located in the Town of Colma.
- An additional 5 Colma residents who contacted HIP Housing for assistance, received vital housing information and resources.

The Home Sharing Program helped these Colma residents to reduce their housing costs dramatically, while also enabling the town's vital workforce to find sustainable residency in the Town of Colma. This irreplaceable program maximizes existing housing stock to provide housing opportunities to low-income individuals, seniors, and families both in the Town of Colma, and throughout the county, who are searching desperately for an affordable place to live.

These clients began their Home Sharing intake process by meeting one-on-one with a Home Sharing Coordinator for a detailed and thorough interview, after which, staff carried out local reference and background checks, while also verifying each client's income. Intake interviews usually take place by appointment at HIP Housing's office located at 800 South Claremont Street in San Mateo. However, if a client has special needs that prevent them from coming into our office, a member of the Home Sharing staff will schedule some time to meet with the client in their home. We also have field offices in the following locations:

- 2600 Middlefield Road, Redwood City, CA 94063
- 601 Grand Avenue, South San Francisco, CA 94080
- 350 90<sup>th</sup> Street, #1, Daly City, CA 94105

Members of the Home Sharing team staff these field offices one day per week, to interview clients and provide housing information and resources to the local community.

Agency Outreach Activities Targeting the Town of Colma during FY 2018-2019 Included:

- Home Sharing Informational Flyers sent to businesses in Colma.
- Flyers sent monthly to the Colma Town Clerk, Town Manager, Parks & Recreation, Schools, Sterling Park Community Center, and Town Council.
- HIP Housing Outreach Coordinator monitors Nextdoor.com postings in the Town of Colma.
- Targeted mailings to Holy Angels Church, Town of Colma Human Resources Director, and former Home Sharing Providers in Colma.
- Presentations made by Home Sharing staff to the Colma Police Department, Fire Department, and Town Council.
- Home Sharing staff are currently researching the feasibility of participating in the Colma Town Festival, and Music in the Park events.

HIP Housing will continue to explore opportunities that allow us to grow and expand our outreach activities in the Town of Colma during FY 2019-2020, to ensure that those in the greatest need will learn about HIP Housing's programs and have the opportunity to receive the direct assistance they may need to prevent homelessness, avoid displacement, and remain independent in their homes.

#### **8. Provide a detailed account of how the FY 2018-19 contribution was used:**

In FY 2018-2019, HIP Housing received a generous grant of \$5,000 from the Town of Colma, which was used to support the activities of HIP Housing's Home Sharing Program staff. With your support, Home Sharing staff achieved the following outcomes:

- 3,413 individuals countywide contacted our agency requesting housing information and assistance.
- 1,435 people were interviewed and screened by program staff.
- 190 individuals were matched in new affordable Home Sharing arrangements.
- 470 clients matched in previous years received ongoing support and services from program staff.

Of the Home Providers Served by the Home Sharing Program in FY 2018-2019:

- 55% were seniors.
- 80% were low-income and 24% were disabled.
- Before finding a housemate, Home Providers spent an average of 41% of their income on housing. After matching with a housemate, they reduced their housing costs to an average of 20% of their income.
- The average rent charged by Home Providers matched through the program was \$1,003.

Of the Home Seekers Served by the Home Sharing Program in FY 2018-2019:

- 33% were previously homeless, and 42% were at risk of homelessness.
- 85% were low-income and 32% were disabled.
- Before finding an affordable place to live through the program, Home Seekers were paying an average of 27% of their income on housing. After moving in with a housemate, they reduced their housing costs to an average of 25% of their income.
- Many Home Seekers who apply to the Home Sharing Program are already living in a Home Sharing arrangement as a means of keeping their housing costs affordable. However, some are being displaced

because their landlord decides to sell the property, raise the rent, or needs the room back for a family member who can't find housing.

On behalf of the entire HIP Housing team and the people we serve, thank you for your enduring support of this irreplaceable program.

**9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:**

Atherton: FY 2018-2019 \$2,500 Received - FY 2019-2020 \$2,500 Approved.  
Belmont: FY 2018-2019 \$5,000 Received - FY 2019-2020 \$5,000 Approved  
Brisbane: FY 2018-2019 \$5,000 Received - FY 2019-2020 \$5,000 Approved  
Burlingame: FY 2018-2019 \$5,550 Received - FY 2019-2020 \$5,410 Approved  
Daly City: FY 2018-2019 \$12,000 Received - FY 2019-2020 \$12,000 Approved  
East Palo Alto: FY 2018-2019 \$2,500 Received - FY 2019-2020 \$2,500 Approved  
Foster City: FY 2018-2019 \$5,000 Received - FY 2019-2020 \$5,000 Approved  
Half Moon Bay: FY 2018-2019 \$1,000 Received - FY 2019-2020 \$1,000 Approved.  
Hillsborough: FY 2018-2019 \$2,500 Received - FY 2019-2020 \$2,500 Approved  
Menlo Park: FY 2018-2019 \$17,500 Received - FY 2019-2020 \$17,500 Projected  
Millbrae: FY 2018-2019 \$5,000 Received - FY 2019-2020 \$5,000 Approved  
Pacifica: FY 2018-2019 \$1,000 Received - FY 2019-2020 \$1,000 Approved  
Portola Valley: FY 2018-2019 \$3,000 Received - FY 2019-2020 \$3,000 Approved  
Redwood City: FY 2018-2019 \$15,000 Received - FY 2019-2020 \$15,405 Approved  
San Bruno: FY 2018-2019 \$30,000 Received - FY 2019-2020 \$30,000 Approved  
San Carlos: FY 2018-2019 \$20,000 Received - FY 2019-2020 \$20,000 Projected  
San Mateo: FY 2018-2019 \$14,400 Received - FY 2019-2020 \$16,500 Approved  
So. San Francisco: FY 2018-2019 \$9,200 Received - FY 2019-2020 \$11,400 Approved  
Woodside: FY 2018-2019 \$2,500 Received - FY 2019-2020 \$2,500 Approved  
County of SM CDBG: FY 2018-2019 \$48,641 Received - FY 2019-2020 \$48,641 Approved  
County of SM Measure K: FY 2019-2020 \$180,250 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
- ✓ Current Year Annual Operating Budget
- ✓ Completed IRS 990 form for the last fiscal year



**Internal Revenue Service**

**Date:** June 7, 2006

HUMAN INVESTMENT PROJECT INC  
364 S RAILROAD AVE  
SAN MATEO CA 94401-4024

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**

Ms Bradshaw #31-02167  
Customer Service Representative

**Toll Free Telephone Number:**  
877-829-5500

**Federal Identification Number:**  
94-2154614

Dear Sir or Madam:

This is in response to your request of June 7, 2006, regarding your organization's tax-exempt status.

In August 1972 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

HIP HOUSING (Human Investment Project, Inc.)  
BOARD OF DIRECTORS 2018-2019

**Ms. Addie Chan**  
Inst. 9/2011  
Wells Fargo Advisors  
[addie\\_chan@yahoo.com](mailto:addie_chan@yahoo.com)

**Ms. Lauren Boro**  
Inst. 9/2018  
Stice & Block LLP  
Real Estate Attorney  
[laurenbb14@gmail.com](mailto:laurenbb14@gmail.com)

**Ms. Nancy Bush**  
Inst: 9/2017  
Senior Vice President  
United American Bank  
[nancybush@gmail.com](mailto:nancybush@gmail.com)

**Ms. Diana Kayiatos**  
Inst. 9/2016  
Bank Manager  
First Bank  
[dkayiatos@yahoo.com](mailto:dkayiatos@yahoo.com)

**Mr. Bill Lowell**  
Inst 9/2017  
Director of Housing (ret.)  
County of San Mateo  
[wlowell231@gmail.com](mailto:wlowell231@gmail.com)

**TREASURER**  
**Mr. Don McVey, CPA**  
Inst 9/2015  
Director of Finance (ret.)  
City of Daly City  
[dwmcvey@gmail.com](mailto:dwmcvey@gmail.com)

**Mr. Gene Mullin**  
Inst 9/2018  
Public Policy Consultant  
[genemullin@comcast.net](mailto:genemullin@comcast.net)

**Ms. Meris Ota**  
Inst. 9/2016  
Vice President  
Seris Regis Group  
[mota@srgnc.com](mailto:mota@srgnc.com)

**Ms. Carolyn Moore**  
Inst 9/2015  
Human Resource  
Mercedes Benz, Inc.  
[Cfmoore@comcast.net](mailto:Cfmoore@comcast.net)

**Ms. Leila Perreras**  
Inst. 9/2015  
Marketing-Community Relations  
Circle Communications  
[leila@circlecommunications.com](mailto:leila@circlecommunications.com)

**Mr. Bill Palmer**  
Inst: 9/2018  
Retired CEO  
Commercial Casework  
[bp@commercialcasework.com](mailto:bp@commercialcasework.com)

**VICE PRESIDENT**  
**Ms. Shelley Pavela**  
Inst: 9/2012  
Project Manager  
Kaiser Permanente  
[sfpavela@gmail.com](mailto:sfpavela@gmail.com)

**Ms. Gina Quiney**  
Inst. 9/2012  
Legislative Aide  
Office of Supervisor Carole Groom  
[ginaquiney@yahoo.com](mailto:ginaquiney@yahoo.com)

**Ms. Melissa Stoller**  
Inst: 9/2017  
Vice President/Sr Community Affairs  
Bank of the West  
[mjstoller@gmail.com](mailto:mjstoller@gmail.com)

**Dr. Jennifer Taylor-Mendoza**  
Inst 6/2015  
Vice President of Instruction  
Skyline College  
[Jmendoza450@gmail.com](mailto:Jmendoza450@gmail.com)

**Mr. Paul Taylor**  
Inst 9/2013  
Sr. Regional Manager  
Related Companies  
[paultaylorZ06@sbcglobal.net](mailto:paultaylorZ06@sbcglobal.net)

**PRESIDENT**  
**Ms. Virginia Taylor**  
Inst. 9/2011  
Retirement Plan Consultant  
Taylor Financial Solutions  
[virginia@taylor401k.com](mailto:virginia@taylor401k.com)

**Toni von dem Hagen**  
Inst: 9/2017  
Attorney and Philanthropist  
[toni.vdhagen@gmail.com](mailto:toni.vdhagen@gmail.com)

**SECRETARY**

HIP HOUSING APPROVED BUDGET FOR 2019-2020						
APPROVED BY THE BOD ON JUNE 18, 2019						
(7/1/2019- 6/30/2020)	HS Approved Budget 2019/2020	SSP Approved Budget 2019/2020	Management &General Approved Budget 2019/2020	Fundraising Approved budget 2019/2020	Inclusionary Program 2019/2020	Total Programs Budget
<b>Income:</b>						
Carry Fund balance from 2018/2019	8817	150000	76183			235000
San Mateo County CDBG	\$ 48,641					48641
Cities within the County *	346,055					346055
Special events		17,000		170,000		187000
Fundraising, Grants	30,300	220,000	25,000	229,500	78,700	583500
Contribution Individuals	5,200	23,100	150,650	45,050		224000
PBA income						0
Support from Affiliates	556,709	151,093	137,488	34,562	7,709	887561
Other Misc Income			132,200			132200
Assets Management Fees	5,000	20,000	76,831			101831
<b>Total Income</b>	<b>\$1,000,722</b>	<b>\$581,193</b>	<b>\$598,352</b>	<b>\$479,112</b>	<b>\$86,409</b>	<b>\$2,745,788</b>
<b>Expenses:</b>						
<b>Direct Cost</b>						
Salaries - Direct	\$439,739	\$244,442	\$36,369	\$7,835	\$3,861	\$732,246
Payroll Taxes & Benefits - Direct	\$122,409	\$53,613	\$9,053	\$1,879		\$186,955
<b>Total Direct Salary &amp; Benefits</b>	<b>\$562,148</b>	<b>\$298,055</b>	<b>\$45,423</b>	<b>\$9,714</b>	<b>\$3,861</b>	<b>\$919,201</b>
<b>Salaries - Indirect</b>	<b>\$ 122,425</b>	<b>\$ 64,019</b>	<b>\$ 153,782</b>	<b>\$ 307,724</b>	<b>\$ 16,595</b>	<b>\$ 664,545</b>
Payroll Taxes & Benefits - Indirect	\$ 34,955	\$ 16,623	\$ 56,212	\$ 54,210	-	\$ 162,000
<b>Total Administration</b>	<b>\$157,380</b>	<b>\$80,642</b>	<b>\$209,994</b>	<b>\$361,934</b>	<b>\$16,595</b>	<b>\$826,545</b>
<b>ADMINISTRATION</b>						
<b>Program Service Expenses:</b>						
Bonus	5,900	3,100	4,200	3,050	0	16,250
Office Supplies	4,239	2,685	565	2,261		9,750
Rent - Office	65,850	45,270	61,831	5,300		178,251
Calendar expenses				11,950		11,950
Audit Expense	3,913	2,478	522	2,087		9,000
Accounting & Bookkeeping	3,043	1,928	406	1,623		7,000
Automobile Expense	2,200	500	1,000	500	700	4,900
Telephone	3,144	2,508	686	1,993		8,331
Office Equipment	2,157	1,249	421	934		4,761
Bank Service Charges	5,739	3,635	765	3,061		13,200
Training/ Staff development	9,100	4,900	8,600	5,000		27,600
professional Fees	10,000	3,304	696	2,783	40,560	57,343
Printing/Copying/Reproduction	5,777	3,652	770	3,081		13,280
Dues and Subscriptions	1,837	1,163	245	980		4,225
Postage and Delivery	3,122	1,977	416	1,665		7,180
Computer Expense	9,471	4,665	1,930	7,718		23,784
Office Expenses	4,339	2,748	579	2,314		9,980
Adv./Promo/Mktg.	2,150	1,100	900	550		4,700
Board expenses			4,500			4,500
Expenses Support by Grants	-	76,474	-	-	24,693	101,167
Communications				19400		19,400
Other Admin Expenses	3,815	2,416	509	2,035		8,775
Property & Liability Insurance	2,391	1,514	319	1,275		5,500
Hop Workshop expenses		12,566				12,566
Miscellaneous	-	-	150	-		150
Special Events	35,783	22,662	4,771	19,084		82,300
Fremont & Measure "K"	97,224					97,224
Planned Giving				1,200		1,200
Annual Appeal				7,620		7,620

Expenses that it will be paid through the Operating Funds.	-	-	132,200	-	-	132,200
<b>Total Program Services</b>	<b>\$281,194</b>	<b>\$202,496</b>	<b>\$226,979</b>	<b>\$107,464</b>	<b>\$65,953</b>	<b>\$884,086</b>
<b>Total Expenses</b>	<b>\$1,000,722</b>	<b>\$581,193</b>	<b>\$482,396</b>	<b>\$479,112</b>	<b>\$86,409</b>	<b>\$2,629,832</b>
	<b>\$0</b>	<b>\$0</b>	<b>\$115,956</b>	<b>\$0</b>	<b>\$0</b>	<b>\$115,956</b>



June 30, 2019

Mr. Brian Dossey  
Town Manager  
Town of Colma  
1198 El Camino  
Colma CA 94014

Dear Brian:

It was very nice meeting with you, Mayor del Rosario, and Vice Mayor Goodwin on Friday. We appreciate the Town of Colma's support of HIP Housing's programs and look forward to increasing outreach efforts to raise visibility of our housing resources.

The purpose of this report is to provide a summary of activities achieved during Fiscal Year 18-19 with the funding support provided by the Town of Colma.

### **HOME SHARING PROGRAM HIGHLIGHTS**

In FY 18-19, HIP Housing provided support to 3,413 persons who contacted HIP Housing with questions about our programs, San Mateo County housing resources, or to understand how to access other housing and community resources in the County. Every caller is either directed to apply to one of HIP Housing's programs or is provided with an affordable housing resource guide as well as information about any affordable housing waiting lists we have information about. The resource sharing helps callers develop a plan of action to address their housing needs.

The Home sharing Program team consists of a North, Mid, South, and Coastsides Coordinator who maintain a caseload of Home Providers and Home Seekers who live or wish to live in their caseload territory. Four offices are made available to interview clients in, including the Daly City Community Center, Magnolia Senior Center in South San Francisco, Fair Oaks Community Center in Redwood City, and HIP Housing's Main office in San Mateo. Home Visits are also scheduled to meet Home Providers in their place of residence.

In FY18-19, a total of 1,190 households representing 1,435 persons applied to the Home Sharing Program. A total of 190 persons were placed in home sharing matches during the fiscal year and an additional 470 persons who were placed in home sharing in previous fiscal years remained in their housing arrangement at some point during the year.

### **General Home Sharing Client Statistics:**

#### **Home Provider statistics:**

- 55% percent of the Home Providers who applied to the program were seniors, a 15% increase from the previous fiscal year.
- 80% of Home providers were low-income and 24% were disabled.
- Prior to having a housemate move in, Home Providers spent an average of 41% of their income on housing. After a HIP Housing housemate moved in, they reduced their housing costs to 20%.

- The average rent charged by Home Providers who matched with a housemate was \$1,003 versus the average rent for a one bedroom apartment in Colma being over \$2100 per month (Realtor.com)

#### **Home Seeker statistics:**

- 33% of the Home Seekers who applied to the program were previously homeless and 42% were at-risk of homelessness.
- 95% of Home Seekers were low-income and 32% were disabled.
- Matched Home Seekers were spending 27% of their incomes on housing costs prior to moving in with a Home Provider. After moving in with a housemate, they reduced their housing costs to 25% of their income. Many home seekers who apply to the program are already living in a home sharing arrangement as a means of keeping their housing costs affordable however some of them are being displaced because their landlord is selling the property, or needs room back for a family member who can't find housing, or desires to raise the rent.

#### **Outreach Highlights:**

- Hosted a National Home Sharing Conference which brought together over 80 Home Sharing Program staff representing 40 Home Sharing programs throughout the United States.
- Collaborated with Sequoia Hospital District, County Office of Education, and the County of San Mateo to enhance Home Sharing Outreach efforts to employees and retirees.
- Secured a one year contract with the Half Moon Bay radio station to run Public Service Announcements about HIP Housing's Home Sharing Program.
- Purchased Home Sharing marketing ads which were displayed on Sam Trans Buses, Electronic Highway billboards, Shopping Malls kiosks, Street Banners, and grocery card ads.
- Val Pak coupon book included an ad about Home Sharing.
- Sent information about Rebuilding Together Peninsula's services to HIP Housing's Home Providers.
- HIP Housing's Home Sharing Coordinator and SJSU Intern participated during the County of San Mateo's One Day Homeless Count
- Home Sharing program secured two summer interns from Cal State East Bay and Eastside Prep School who are assisting with outreach efforts.

#### **Town of Colma Home Sharing Program highlights:**

- 5 persons from Colma contacted HIP Housing for affordable housing information.
- 6 residents and 7 persons who work in the Town of Colma applied to HIP Housing's Home Sharing Program and received housing and community resource information.
- Nick was homeless when he applied to the Home Sharing Program. He lost a one bedroom apartment he shared after his roommate lost his job. The rent was \$2,700. Soon after losing the apartment, Nick lost his job in Foster City and became homeless. When he lost his job, he ended up needing to work two jobs to get financially caught up. One of the jobs he was able to secure was at Best Buy in Colma. Thankfully he was able to find a housing arrangement in the North County in a room for \$1,000, \$350 less than what he had been paying sharing an apartment. The new housing cost represents 16% of his budget.
- Three other residents or employees from Colma were in home sharing arrangements during the year including: a caregiver who works at Seton Hospital; a clerk who works at Beverages & More and Ross Stores in Colma; and, a clerk who works at Home Depot in Colma.

- Outreach activities specifically in Colma included:

Informational flyer and letter sent to local businesses in Colma.

Flyers are sent monthly to the Town Clerk, Town Manager, Parks & Recreation, Schools, Sterling Park Community Center and the Town Council.

Outreach Coordinator monitors the nextdoor postings in the Town of Colma.

Mailing to Holy Angels Church; Town of Colma Human Resource Director; and former Home sharing providers in Colma.

Presentation to Police Department and mailing to Fire Department.

Researching feasibility of participating at the July 2019 Town festival, as well as the music in the park events in August 2019.

### **Funding Allocation:**

The \$5,000 contribution from the Town of Colma was allocated to the salaries for the Home Sharing program consultants.

### **SELF SUFFICIENCY PROGRAM HIGHLIGHTS**

HIP Housing's Self Sufficiency Program for low-income families with children offers 1-5 years of housing support depending on the educational goals and motivation of clients. Critical to the model is access to housing that clients can afford to remain in once they graduate from the program coupled with intensive case management to help parents stay on track to reach their career and life goals. Families receive coaching services which included financial literacy training, review of educational/career goals, setting up savings accounts, counseling services and connection to community resources. During the year, the Self Sufficiency Team benefitted from intense coaching about ACES (Adverse Childhood Experiences) and are developing an assessment tool to screen for early childhood trauma while incorporating a trauma-focused case management strategy for all families.

During the fiscal year, sixty-two families representing 74 adults and 98 children were provided support through HIP Housing's Self Sufficiency Program. One of the single mothers who is a participant of the program has been a resident of the Town of Colma for 12 years. Mary is a single mom of three children who also cares for her elderly 90 year old mother. Mary has been renting a two bedroom apartment in Colma for \$1950 and with the support of HIP Housing's scholarship, she is receiving a housing stipend for up to 5 years. The family receives Cal Works, Cal Fresh, and Mary earns about \$1400 a month as her mother's caregiver. Mary is attending City College of SF taking ESL classes and working toward a degree in Business. She would like to become an Arabic translator. She's setting a great example for her college aged daughter who is majoring in marketing at SFSU.

### **FY 18-19 Self Sufficiency Program Graduate statistics:**

- 88% improved their money management skills
- 100% of graduates increased their savings by an average of \$2,139
- 78% of graduates increased their credit score by an average of 115 points
- 89% of graduates increased their income by an average of 100%
- 100% of graduates remained in affordable housing upon graduation
- 100% of graduates secured bank accounts

## PROPERTY DEVELOPMENT HIGHLIGHTS

In order to increase the supply of affordable housing for HIP Housing's Program participants and property tenants, HIP Housing's Property Development division accomplished the following activities:

- Completed the financing and pre-development work for a rehab project at Redwood Oaks, a 36 unit Project Based Section 8 property in Redwood City which is home to 47 low-income residents. The project will include a major rehab of all 36 units as well as adding a community room.
- Securing funding to purchase a 10 unit building Rolison Road in Redwood City that HIP Housing has been managing for the past year. The building has 10 studio apartments and is fully occupied. It's HIP Housing's intention to purchase the property within the next year.
- Acquired a contract to complete compliance work to manage 26 inclusionary units at Marymount Gateway & Summit Apartments in Pacifica.
- In discussion with Windy Hill for 2 units in their downtown San Mateo development on 4<sup>th</sup> and Railroad.
- Working with the City of San Carlos and Eden Housing on the redevelopment of HIP Housing's six unit apartment building on Cherry Street in San Carlos. The goal is to redevelopment the Cherry Street building and an adjacent property to develop 25 housing units for very low and extremely low income individuals and families.
- Provided information to HIP Housing program participants on waiting list openings including those at: HIP Housing's Properties; Rotary Hacienda senior housing; Arroyo Green and Mosaic Gardens in Redwood City; Chestnut Street in Livermore; Trestle Glen in Colma; Rotary Terrace in South San Francisco.
- HIP Housing's Senior Service Coordinator continues to collaborate with Second Harvest Food Bank, Samaritan House, City of San Mateo Parks & Recreation department, Peninsula Humane Society, and other service providers to offer social and recreational activities for the residents of Edgewater Isle, Rotary Hacienda, and Rotary Floritas senior housing.

## THANK YOU

We thank the Town of Colma for the ongoing support and recognition of how HIP Housing's programs and properties are contributing to helping our community members find or remain in their place of residence. Nothing is more important than having a secure, affordable, sustainable, place to call home so that our seniors, students, working professionals and others are able to live, work, and thrive in our Community. With the Town of Colma's support, over 1,400 individuals are provided with housing each year and over 3,400 persons are provided with housing and community resource support to address their housing needs. We look forward to continuing outreach efforts in Colma and providing affordable housing resources to those who live or work in Colma and Countywide.

Sincere regards,

*Laura Fanucchi*

Laura Fanucchi  
Associate Director





## Non-Profit Funding Request Form FY 2019-20

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: 650-550-7847/415-806-1818 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: \$ 6000.00

a. Total Agency Annual Budget: \$ \$66 Million

b. Number of Agency Employees: 500

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 and expand on our field trips

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2. Buy chicken and garden supplies

---

3. Support shared meals and camping supplies

---

4. Audio visual, Art and educational enrichment supplies

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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.

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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 skill 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.

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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; [redacted]

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

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 approximately 50 students. They will receive services through their enrollment at Susan B. Anthony School. We make a concerted effort to purchase and conduct business Colma

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8. Provide a detailed account of how the FY 2018-19 contribution was used:

Contracted transportation & Public transportation:	\$ 1628.00
Entrance Fees	\$ 0.00
Chicken & Garden supplies	\$ 1027.19
Miscellaneous (picnic & food supplies)	\$ 1686.12
Total =\$ 4341.31	

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

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  \_\_\_\_\_

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
- Current Year Annual Operating Budget
- Completed IRS 990 form for the last fiscal year

# **BOARD OF TRUSTEES**

**For**

## **JEFFERSON UNION HIGH SCHOOL DISTRICT**

Andrew Lie  
President

Kalimah Salahuddin  
Vice President

Carla Ng-Garrett  
Trustee

Nick Occhipinti  
Trustee

Rosie Tejada  
Clerk

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals			2019-20 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>A. REVENUES</b>									
1) LCFF Sources		8010-8099	44,291,875.00	2,435,074.00	46,726,949.00	47,038,655.00	2,459,425.00	49,498,080.00	5.9%
2) Federal Revenue		8100-8299	0.00	1,785,831.10	1,785,831.10	0.00	1,808,104.57	1,808,104.57	1.2%
3) Other State Revenue		8300-8599	1,646,653.00	3,143,694.18	4,790,347.18	929,564.00	2,636,816.00	3,566,380.00	-25.6%
4) Other Local Revenue		8600-8799	3,831,500.00	4,381,965.62	8,213,465.62	3,959,815.00	6,444,695.58	10,404,510.58	26.7%
5) TOTAL, REVENUES			49,770,028.00	11,746,564.90	61,516,592.90	51,928,034.00	13,349,041.15	65,277,075.15	6.1%
<b>B. EXPENDITURES</b>									
1) Certificated Salaries		1000-1999	16,730,656.95	5,004,080.94	21,734,717.89	15,071,075.41	8,631,379.19	23,702,454.60	9.1%
2) Classified Salaries		2000-2999	6,229,794.28	2,555,328.27	8,785,122.55	7,056,445.91	2,597,591.40	9,654,037.31	9.9%
3) Employee Benefits		3000-3999	9,440,362.95	4,607,169.57	14,047,532.52	10,370,039.04	5,204,231.23	15,574,270.27	10.9%
4) Books and Supplies		4000-4999	916,022.05	1,532,377.81	2,448,399.86	1,319,728.20	1,948,992.43	3,268,720.63	33.5%
5) Services and Other Operating Expenditures		5000-5999	4,746,763.12	5,310,765.00	10,057,528.12	4,548,863.62	5,375,857.51	9,924,721.13	-1.3%
6) Capital Outlay		6000-6999	77,012.18	122,423.00	199,435.18	75,424.00	120,323.11	195,747.11	-1.8%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	478,653.62	3,308,808.11	3,787,361.63	480,332.52	3,289,097.00	3,769,429.52	-0.6%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(160,215.38)	160,215.38	0.00	(63,964.38)	63,964.38	0.00	0.0%
9) TOTAL, EXPENDITURES			38,458,949.67	22,601,148.08	61,060,097.75	36,857,944.32	27,231,436.25	66,089,380.57	8.2%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			11,311,078.33	(10,854,583.18)	456,495.15	13,070,089.68	(13,882,395.10)	(812,305.42)	-277.9%
<b>D. OTHER FINANCING SOURCES/USES</b>									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	1,174,930.00	0.00	1,174,930.00	100,000.00	0.00	100,000.00	-91.5%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(11,693,478.23)	11,693,478.23	0.00	(12,908,719.41)	12,908,719.41	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(12,868,408.23)	11,693,478.23	(1,174,930.00)	(13,008,719.41)	12,908,719.41	(100,000.00)	-91.5%

**THE COMMUNITY ENVIRONMENTAL EDUCATION PROGRAM**

**Wilderness School Program**

Jefferson Union High School District

Daly City • Pacifica, California

*Learning • Doing • Reflecting • Internalizing*

115 First Ave  
Daly City, CA.  
94014  
(650) 550-7847

Edward L. Lopez  
Teacher

**FY 2018/19**

**Non-Profit Funding Annual Report**

**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.*

- Walking field trip to the Wilderness School for "Pumpkin Day."
- Field trip to Elkus Ranch, including a preparatory visit by Wilderness students.
- Garden visit at the CEEP garden for two 2<sup>nd</sup> grade classes.
- "Geometry Project" for two 2<sup>nd</sup> grade classes
- Hike up San Bruno Mountain and overnight camping trip for two 3<sup>rd</sup> grade classes.

Contracted transportation & Public transportation:	\$ 1628.00
Entrance Fees	\$ 0.00
Chicken & Garden supplies	\$ 1027.19
Miscellaneous (picnic & food supplies)	\$ 1686.12
Total =	\$ 4341.31

The 2018/19 school year presented a few challenges hindering are ability to fully use all of the funds awarded. In the Fall we had to cancel fieldtrips because of the smoke from the fires which required us to "shelter in place". Additionally because of the rain in the Spring semester we also needed to cancel activities.

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.







**Non-Profit Funding Request Form  
FY 2019-20**

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, x158 Email Address: jleahy@lifemoves.org

1. **Mission Statement:** LifeMoves is the largest and most effective non-profit organization committed to ending the cycle of homelessness for families and individuals in San Mateo and Santa Clara Counties. Our mission, since 1987, has been to provide interim housing and supportive services for homeless families and individuals to rapidly return to stable housing and achieve long-term self-sufficiency.

2. **Amount of Request:** \$ 5,000

a. **Total Agency Annual Budget:** \$ 23,991,400

b. **Number of Agency Employees:** 225

c. **Payroll is** 66 % of the Agency's total Annual Budget.

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

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

LifeMoves has ten shelters throughout the Peninsula and Silicon Valley, including five shelters in San Mateo County. Renewed funding from the Town of Colma will help LifeMoves continue to provide critically needed shelter and other supportive services to homeless individuals and families residing in Colma and the surrounding communities to help them rapidly return to stable housing and achieve long-term self-sufficiency.

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

The issues of homelessness and lack of affordable housing continue to plague our region. According to initial results from the January 2019 Point-in-Time Homeless Count, the homeless population in San Mateo County grew by 20% over the past two years, from 1253 to 1512 individuals, (see SMC press release of July 1, 2019, available at: <https://cmo.smcgov.org/blog/2019-07-01/county-san-mateo-releases-one-day-homeless-count-data>). According to this report, there was a 127% increase in the

number of individuals living in RVs, and this accounted for most of the overall increase in homelessness in San Mateo County. Due to the extremely high cost of housing in this region, a single financial emergency—an automobile accident, an uninsured medical condition, or even a small rent increase—can result in people losing their homes. Given this environment, LifeMoves continues to experience very strong demand for our shelters and supportive services, and we do not expect to see a change in this situation in the foreseeable future.

**Use of Funds:** At all of our shelters, clients receive safe housing and all basic necessities, including food, clothing, toiletries, and laundry supplies. In addition, we provide a wide range of supportive services that help address the issues that led to those clients becoming homeless in the first place. During their stay, clients work closely with their Case Managers to create and execute concrete plans to secure jobs, affordable child care, permanent housing, and the skills and resources needed to maintain them. Our supportive services include:

- HousingMoves: housing locator specialists; short-term rental subsidies and one-time move-in funds; 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
- BehavioralMoves: free, on-site, mental health assessment and treatment for children, single adults, and families; and addiction and recovery support services

Because homelessness severely affects children, LifeMoves also offers a robust children’s program designed to bridge the achievement gaps that frequently accompany homelessness. Our children’s program includes academic assistance with supplemental STEM programming, Summer Adventure Camp, and special needs screening, as well as mental health services designed specifically for children.

**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

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

Over the past four years, LifeMoves has served 25 adults and children from Colma at LifeMoves shelters in San Mateo County. The support we received from the Town of Colma this past year was instrumental in improving the life of one Colma resident who was a client at the LifeMoves Maple Street Shelter in Redwood City. This client, a 54-year-old Caucasian man, had been homeless on and off since 2016. He also has a mental health disability. The client stayed for 43 days at Maple Street, where he received food, clothing, shelter, and all other basic necessities. In addition, he received supportive services and housing search assistance that enabled him to exit Maple Street and move into market-rate housing. This man has stable housing for the first time in several years, thanks in part to the generosity of the Town of Colma.

In addition to serving Colma residents, LifeMoves shelters are available to serve all residents of San Mateo County, including those from cities and towns surrounding Colma, and we are pleased that the Town’s Administrative Code recognizes the benefit to Colma residents by virtue of homeless services provided in these adjacent areas (“a public purpose could be served even if only a very small number of Town residents are served. For example, any organization that helps the homeless population would be providing both a regional-wide and a Town-wide benefit by reducing the homeless population”).

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 of Colma in FY 2016, two Colma residents in FY 2017, and one Colma resident in each of FY2018 and 2019.

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

Clients from Colma are referred to LifeMoves shelters through San Mateo County's "Coordinated Entry System" (CES). The LifeMoves shelters available to Colma residents are: Family Crossroads in Daly City, First Step for Families in San Mateo, Maple Street Shelter in Redwood City, Redwood Family House in Redwood City, and Haven Family House in Menlo Park.

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

LifeMoves is fortunate to have a Homeless Outreach Team ("HOT") in San Mateo County that provides services directly to unsheltered homeless individuals living on the streets, in encampments, or in vehicles. LifeMoves HOT members work throughout the County (including the Town of Colma) and connect them to basic needs, including medical care and housing. HOT members work closely 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 available services. A significant number of those served are veterans and/or chronically homeless.

8. **Provide a detailed account of how the FY 2018-19 contribution was used:**

LifeMoves operates five shelters in San Mateo County (four for families, and one for single adults), all of which operate at a deficit. Therefore, we rely on support from both private donors and local municipalities to continue operating. The Town's FY19 contribution to LifeMoves was allocated to our Maple Street Shelter in Redwood City, which serves single adult clients. This facility has a total of 141 beds (including 30 new beds that were added on July 1), eight case managers, 19 program assistants/residential service coordinators, and a part-time LVN. Like all of our shelters, Maple Street Shelter shelter operates 24 hours per day, 365 days per year, providing residents with a safe, warm and welcoming environment, as well as three meals a day, clothing, toiletries and all other necessities. Additionally, LifeMoves provides all shelter clients with intensive case management and a broad range of supportive services such as life-skills and personal finance workshops, employment and housing search assistance, and behavioral health and substance abuse support.

Here are a few examples of how we are both broadening and deepening our work at Maple Street Shelter to help as many people as possible return to stable housing and long-term self-sufficiency:

1. We have added 30 new beds on July 1 by expanding into an unused out-building on the grounds of the Maple Street Shelter in Redwood City. These additional 30 beds will be dedicated to serving homeless women, and we believe that being able to serve these women in a separate building will provide them with an increased sense of safety and security.
2. HealthRIGHT 360 recently opened an on-site drug treatment program at our Maple Street Shelter, thereby reducing barriers to treatment for shelter clients.
3. We are currently piloting Trauma-Sensitive Yoga (TSY) classes at Maple Street Shelter. TSY is an evidence based treatment for complex trauma and post-traumatic stress disorder (PTSD).

**9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:**

<b>CITY</b>	<b>FY18-19 Received</b>	<b>FY 19-20 Anticipated/Pending</b>
Daly City	\$16,000	\$16,000 (received)
Foster City	\$3,000	\$3,000 (received)
Menlo Park	\$17,500	\$17,500
Milpitas	\$48,723	\$136,677 (awarded)
Mountain View	\$76,511	\$0
Palo Alto	\$80,190	\$126,922 (awarded)
Redwood City	\$52,277	\$52,277
San Carlos	\$18,000	\$18,000
Sunnyvale	\$31,000	\$30,000

**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.

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**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
- Current Year Annual Operating Budget
- Completed IRS 990 form for the last fiscal year



OGDEN UT 84201-0046

In reply refer to: 0423261453  
Mar. 25, 2016 LTR 252C 0  
77-0160469 000000 00  
00006351  
BODC: TE

LIFEMOVES  
181 CONSTITUTION DR  
MENLO PARK CA 94025



023861

Taxpayer Identification Number: 77-0160469

Dear Taxpayer:

Thank you for your Form 990.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you need forms, schedules, or publications, you may get them by visiting the IRS website at [www.irs.gov](http://www.irs.gov) or by calling toll-free at 1-800-TAX-FORM (1-800-829-3676).

If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

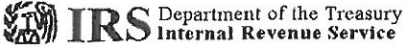
Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

Sincerely yours,

Brett S. Bemenderfer  
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):  
Copy of this letter



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 0223343108  
Sep. 30, 2013 LTR 4168C 0  
77-0160469 000000 00

00032816

BODC: TE

INNVISION SHELTER NETWORK  
181 CONSTITUTION DR  
MENLO PARK CA 94025-1106



011495

Employer Identification Number: 77-0160469  
Person to Contact: F WALKER  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 24, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in May 1992.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

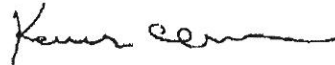
Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0223343108  
Sep. 30, 2013 LTR 4168C 0  
77-0160469 000000 00  
00032817

INNVISION SHELTER NETWORK  
181 CONSTITUTION DR  
MENLO PARK CA 94025-1106

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Kenneth Corbin, Acting Director  
Exempt Organizations

**Officers:****Christina Dickerson (Chair)**

*VP, Corporate Development  
Corium International, Inc.*

235 Constitution Drive (*work*)

Menlo Park, CA 94025

(W) 650-298-8257

(Fax) 650-298-8012

[cdickerson@mindspring.com](mailto:cdickerson@mindspring.com)

Committees: Executive, Development

**John Brew (Treasurer)**

*Independent Consultant*

*Noel Capital LLC*

320 Golden Oak Drive (*work*)

Portola Valley, CA 94028

(W) 650-530-2131

[johnbrew63@gmail.com](mailto:johnbrew63@gmail.com)

Committees: Executive, Finance

**Melissa Selcher**

*Vice President, Brand Marketing and Corporate  
Communications*

*LinkedIn*

2029 Stierlin Court Suite 200 (*work*)

Mountain View, CA 94043

[mselecther@linkedin.com](mailto:mselecther@linkedin.com)

Committees: Development, Executive

**Joe Stockwell (Vice Chair)**

*Principal*

*Odyssey Management Capital*

181 Constitution Drive (*volunteer office*)

Menlo Park, CA 94025

[jstockwell@yahoo.com](mailto:jstockwell@yahoo.com)

Committees: Finance, Executive

**Julie Gruber (Secretary)**

*Deputy General Counsel*

*Gap Inc./Old Navy*

2 Folsom Street (*work*)

San Francisco, CA 94105

(H) 650-773-3244

[julie\\_gruber@gap.com](mailto:julie_gruber@gap.com)

Committees: Executive

**Patrick Heron**

*Managing General Partner*

*Frazier Healthcare Partners*

70 Willow Road, Suite 200 (*work*)

Menlo Park, CA 94025

(W) 650-325-5156

[patrick@frazierhealthcare.com](mailto:patrick@frazierhealthcare.com)

Committees: Executive

**Directors:****Marianne Baldrica**

*Retired Vice President, Corporate Client Group  
The NASDAQ Stock Market*

181 Constitution Drive (*volunteer office*)

Menlo Park, CA 94025

(W) 650-233-2043

[marianne.baldrica@nasdagomx.com](mailto:marianne.baldrica@nasdagomx.com)

Committees: Development

**Sarah Boisseree**

*Senior Financial Analyst, Corporate Planning  
Salesforce*

The Landmark @ One Market, Suite 300 (*work*)

San Francisco, CA 94105

(C) 650-867-6460

[Sarah5elise@gmail.com](mailto:Sarah5elise@gmail.com)

Committees: Audit

**Holly Campbell**

*Retired Vice President, Corporate Responsibility  
Adobe*

45 Park Avenue (*work*)

San Jose, CA 95110

(C) 408-623-2045

[hollywcampbell@gmail.com](mailto:hollywcampbell@gmail.com)

Committees: N/A

**Scott Goree**

*Director, Head of Global Distribution*

*Pure Storage*

181 Constitution Drive (*volunteer office*)

Menlo Park, CA 94025

(C) 650-685-5880

[sgoree@purestorage.com](mailto:sgoree@purestorage.com)

Committees: N/A



**Tiffany Hong**

*Senior Vice President  
Franklin Templeton Investments*  
1 Franklin Parkway (work)  
San Mateo, CA 94403  
(W) 650-312-2989  
[tiffany.hong@franklintempleton.com](mailto:tiffany.hong@franklintempleton.com)  
Committees: Principal Gifts

**Ray Mueller**

*Mayor  
City of Menlo Park*  
181 Constitution Drive (volunteer office)  
Menlo Park, CA 94025  
(C) 650-776-8995  
[rmueller@rmuellerlaw.com](mailto:rmueller@rmuellerlaw.com)  
Committees: n/a

**Kevin O'Connor**

*Sr. Vice President & Chief Administrative Officer  
Franklin Templeton Investments*  
1 Franklin Parkway (work)  
San Mateo, CA 94403  
(W) 650-313-2392  
[kevin.oconnor@franklintempleton.com](mailto:kevin.oconnor@franklintempleton.com)  
Committees: N/A

**Amanda Riddle**

*Partner, Attorney  
Corey, Luzaich, Pliska, de Ghetaldi, & Nastari LLP*  
700 El Camino Real (work)  
Millbrae, CA 94030  
(W) 650-871-5666  
(Fax) 650-871-4144  
[alr@coreylaw.com](mailto:alr@coreylaw.com)  
Committees: Governance

**Pamela Weiss**

*Philanthropist, Writer, Community Activist*  
181 Constitution Drive (volunteer office)  
Menlo Park, CA 94025  
[pamelaweiss@hotmail.com](mailto:pamelaweiss@hotmail.com)  
Committees: N/A

**Lauren Koenig**

*Philanthropist, Mentor, Volunteer*  
181 Constitution Drive (volunteer office)  
Menlo Park, CA 94025  
(C) 650-245-1882  
[lgkoenig@me.com](mailto:lgkoenig@me.com)  
Committees: Development

**Marquise Murphy**

*Realtor, Compass*  
1409 Chapin Ave, Mezzanine Floor  
Burlingame CA 94010  
(M) (650) 533-2417  
[brokerquise@gmail.com](mailto:brokerquise@gmail.com)  
Committees: Non-Clinical Programs

**Everett Oliven**

*Group Vice President Sales  
Oracle*  
500 Oracle Parkway (work)  
Redwood City, CA 94065  
(H) 415-999-8798  
[everett.oliven@oracle.com](mailto:everett.oliven@oracle.com)  
Committees: Development

**May Topper**

*Currently Marketing Consultant  
Former Vice President, Marketing Oral-B*  
181 Constitution Drive (volunteer office)  
Menlo Park, CA 94025  
650-685-5880  
[mtopper@pacbell.net](mailto:mtopper@pacbell.net)  
Committees: N/A

**Bene Werle**

*Vice President, Global Partner Organization  
Cisco*  
300 E Tasman Drive (work)  
San Jose, CA 95134  
(H) 925-217-4202  
Committees: N/A



Operating Budget for Fiscal Year 2020

**Revenue**

Public Contracts	\$ 14,128,200
Private:	
Individuals	\$ 4,469,000
Foundations	\$ 3,215,500
Corporations	\$ 1,508,560
Subtotal Private	<u>\$ 9,193,060</u>
Other	\$ 669,740
Total Revenue	<u><u>\$ 23,991,000</u></u>

**Expenses**

Direct Labor & Fringe	\$ 7,783,300
Direct Expenses for Clients	\$ 3,482,757
Operating Expenses	\$ 7,426,075
Subtotal Program Expenses	<u>\$ 18,692,132</u>
Administrative	\$ 2,605,947
Development	\$ 2,692,921
Total Expenses	<u><u>\$ 23,991,000</u></u>
Surplus/(Deficit)	\$ 0



**FINAL REPORT PREPARED FOR THE TOWN OF COLMA  
JUNE 2019**

On behalf of the homeless individuals and families LifeMoves serves, thank you for the Town of Colma's continued commitment to our work. We are very grateful for the grant of \$4,000 we received in December 2018 to support programs serving Colma residents. LifeMoves is pleased to report on the achievements the Town of Colma's support has helped make possible and provide you with a brief organizational update.

**LIFEMOVES ACCOMPLISHMENTS**

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Last year, with the support of more than 10,000 dedicated volunteers, LifeMoves served 10,184 homeless individuals, including families with children. We provided 266,590 nights of shelter, nutritious food, clothing, and intensive support services for all family members. Our supportive services include case management, job counseling, behavioral health services, and education support. As detailed below, this combination of shelter and comprehensive support services contributes to LifeMoves' continued success rate in helping local homeless families and individuals return to stable housing, equipped with life skills and competencies needed to maintain long-term self-sufficiency.

LifeMoves is pleased to report that 89% of families who completed the LifeMoves interim housing program last year successfully returned to stable housing. We attribute this success to the continuing evolution of our behavioral health program, BehavioralMoves. BehavioralMoves provides real-time, on-demand, on-site and free behavioral health services to LifeMoves clients, both adults and children. These services, provided in individual and group settings, continue to help LifeMoves clients not only secure housing, but also maintain on-going self-sufficiency. People who experience homelessness have almost always experienced trauma, and many also struggle with acute anxiety, depression, and other serious mental health issues.

The region's continuing, unprecedented housing crisis is significantly affecting the housing search process for our families. The vast majority of the families LifeMoves serves come from and have always lived in San Mateo and Santa Clara Counties. Of the families who were able to regain stable housing, we observe an even split among those who remain in their home county, those who move to less expensive regions of Santa Clara County, and those who leave the area completely for other, less expensive areas in California or even other, less expensive states.

Last year we also saw 73% of the single adults who completed a LifeMoves interim housing program successfully return to stable housing and achieve self-sufficiency. As we compare this outcome to last year, when 72% of single adults achieved stable housing, we believe that the measures we've taken to strengthen our programming for single adults has helped to stop the slide in our success rates for our single clients. However, several key factors still combine to make this a difficult-to-house population, including the continuing increase in regional housing costs and lack of affordable housing options; the behavioral health issues faced by our single adult clients; the increasing substance abuse and recent criminal justice involvement among our chronically homeless single adult clients; and an aging population of single homeless adults, who often have a difficult time (re)entering the workforce. We continue to evaluate and update our programs to address these changes we are seeing in our client population.



The support we received this past year from the Town of Colma was instrumental in improving the life of one Town of Colma resident who was a client at the LifeMoves Maple Street Shelter in Redwood City. This client, a 54-year-old Caucasian man, had been homeless on and off since 2016. He also has a mental health disability. The client stayed for 43 days at Maple Street, where he participated in our therapeutic programming. We are very pleased to report that he successfully completed our program and moved from Maple Street to an apartment rented without a subsidy. He has stable housing for the first time in several years, thanks in large part to the generosity of the Town of Colma.

As with previous grants, all of this year's funds from the Town of Colma were allocated to our Maple Street Shelter, which serves single adult clients, both male and female. This facility currently has 111 beds, with on-site case managers and additional staff who operate the facility seven days per week, every day of the year. This summer we will add capacity to serve another 30 people at Maple Street, bringing the total to 141. The annual budget to operate Maple Street Shelter is quite substantial. In the face of declining HUD funding we rely more and more on our community partners for support, and we are grateful for support from the Town of Colma.

Although we again served fewer residents from the Town of Colma than in previous years, we are confident that the support and services LifeMoves provided to the Colma resident at our Maple Street Shelter made an enormous difference in his life. LifeMoves provides an important safety net for local families and individuals in need or at risk of homelessness, and also helps preserve public health and safety for other residents and merchants within the Town of Colma.

## **LIFEMOVES UPDATES**

---

The past year has been a strong one for LifeMoves, despite a housing market that continues to make it extremely difficult for homeless and low-income families and individuals in Silicon Valley to find affordable housing. We have continued to innovate and expand the scope of our impact, while at the same time, we have made new investments in our staff and improved our financial position.

New LGBTQ+ Friendly Shelter Opened December 2018. Research has found that the LGBTQ+ population, and especially LGBTQ+ youth and young adults, experience homelessness at much higher rates than the general population. Moreover, many LGBTQ+ individuals do not feel safe or welcomed at traditional single-sex or coed shelters. For these reasons, LifeMoves worked with the County of Santa Clara and the City of San Jose to turn an underutilized disaster-relief facility into a new LGBTQ+-friendly shelter, called New Haven Inn. After a "soft launch" in December of 2018, New Haven Inn has been operating at full capacity (20 clients per night) since mid-February. This new LifeMoves resource has been a welcomed addition to our broad and expanding range of services.

Continued Increases in Shelter Capacity. According to the recent Point-in-Time count, our region continues to experience increases in homelessness. However, both real estate costs and our political environment make it unlikely that any new shelters will be built in the foreseeable future. Given this situation, LifeMoves dedicates significant effort to ensuring that we are providing shelter for as many people as possible within the existing footprints of our shelter facilities. As reported last year, we increased our capacity at our Maple Street Shelter by 50%; this year, we will be increasing our capacity again by expanding into an unused out-building on the grounds of the Maple Street Shelter. In Santa Clara County, we have applications pending for funding to support the addition of 29 new beds across two of our shelters, thereby allowing us to serve between 90-120 more



clients each year. With the additional 20 beds now available at New Haven Inn, we are on track to have increased capacity by close to 80 beds during this past year—all without building any new facilities.

“Safe Parking” Sites in San Jose: As anyone driving around the Bay Area has seen, there has been a significant increase in the number of people living in their vehicles in recent years. Families who are living in vehicles are in crisis, and as a result, they may not have the resources or the knowledge required to get themselves and their children out of their vehicles and into stable housing. In November of 2018, with support from the City of San Jose, LifeMoves launched the first “Safe Parking” site as a pilot program in San Jose, targeting families with minor children living in their vehicles, with the goal of moving them into either temporary or permanent housing. We are thrilled to report that we’ve had a 94% success rate to date with the families we’ve served. This is where the LifeMoves programmatic model of intensive case management makes all the difference, and it is the key reason for our success in getting these families and their children out of their cars and into housing.

Based on this initial success, and with additional support from the City of San Jose, LifeMoves opened two additional “Safe Parking” sites on May 15<sup>th</sup>. These new sites are open to both adult individuals and couples, as well as families with children. They represent one more way that LifeMoves is expanding the breadth and reach of our services, while operating within the confines and practicalities of our local real estate market and our political environment.

## **CONCLUSION**

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Thank you again for the Town of Colma’s continued support for some of the most vulnerable members of our shared community. With your partnership, LifeMoves continues to create meaningful opportunities for homeless individuals and families to return to stable housing and long-term self-sufficiency. We look forward to continuing to work together to help our neighbors make the moves they need in order to transform their lives and build lasting solutions to homelessness.

If you have any further questions, please do not hesitate to contact Jeannie Leahy, Director of Grants and Contracts, at (650) 658-5880, ext. 158 or [jleahy@lifemoves.org](mailto:jleahy@lifemoves.org).





## Non-Profit Funding Request Form FY 2019-20

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

Street Address

City

State

Zip Code

Phone Number: [650-994-5150](#) Email Address: [fooddc@comcast.net](mailto: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: [\\$95,451.00](#)
  - b. Number of Agency Employees: [2](#)
  - c. Payroll is [37%](#) 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 expense of the hot meals.](#)**
4. Describe reason for request and how funds will be used:

**[Living in the Bay Area continues to be expensive and for many of our clients housing requires more than it's fair share of income. For many, the choice is having shelter or food. Funds received this funding request, grant applications, and fundraising events are used to provide food to the many in need in 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 2018-2019, \$12,500.00**

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

**Residents of Colma are eligible, encourages, and welcome to participate in both of our programs reducing the need for Town of Colma to provide this service.**

7. Describe the following:

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

**A. We are unable to provide the specific number of Colma residents that are served each year as we only track zip codes and Colma and Daly City share 94014 in our Food Pantry and do not request any information in the Dining Center.**

**B. Our services are offered at 31 Bepler Street, Daly City. We are within 1 block from a SamTrans stop.**

**C. We continue to make every effort to make sure that we are included in social service listings in San Mateo County as well as sharing information with local business for referrals**

8. Provide a detailed account of how the FY 2018-19 contribution was used:

**We have used the \$12,500.00 grant toward the purchase of 3,540 meals In December 2018, January 2019, February 2019, March 2019, April 2019, and May 2019.**

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

**City of Daly City provides the facility rental of \$1.00 per year.**

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.



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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
- Current Year Annual Operating Budget
- Completed IRS 990 form for the last fiscal year

Internal Revenue Service  
P.O. Box 2508  
Cincinnati, OH 45201

Department of the Treasury

Date: JUL 19 2006

NORTH PENINSULA FOOD PANTRY &  
DINING CENTER OF DALY CITY  
PO BOX 280  
DALY CITY CA 94016-0280

**Person to Contact:**

Vaida Singleton  
ID# 31-03018

**Toll Free Telephone Number:**

877-829-5500

**Employer Identification Number:**

94-3164510

Dear Sir or Madam:

This is in response to your request of June 9, 2006, regarding your name change.

Our records indicate that a determination letter was issued in October 1996, that recognized you as exempt from Federal income tax. Our records further indicate that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Cindy Westcott  
Manager, Exempt Organizations  
Determinations

**Internal Revenue Service**

**Date:** June 8, 2005

DALY CITY EMERGENCY FOOD PANTRY  
PO BOX 280  
DALY CITY CA 94016-0280 802

**Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201**

**Person to Contact:**

Laura A. Botkin 31-08415  
Customer Service Specialist

**Toll Free Telephone Number:**

8:30 a.m. to 5:30 p.m. ET  
877-829-5500

**Fax Number:**

513-263-3756

**Federal Identification Number:**

94-3164510

Dear Sir or Madam:

This is in response to your request of June 8, 2005, regarding your organization's tax-exempt status.

In October 1996 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

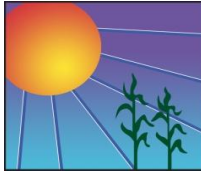
Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services



**North Peninsula Food Pantry & Dining Center of Daly City**

**BOARD OF DIRECTORS**

**President**

**Hon. Dennis Fiscaro**

Retired

Board Member Since 2000

**Vice President**

**Teresa Proaño**

Duggan's Serra Mortuary

Board Member Since 2006

**Secretary**

**Monica Devincenzi**

Republic Services

Board Member Since 2015

**Treasurer**

**Sara Watson**

Tri Counties Bank

Board Member Since 2014

**Directors**

**Tina Ahn**

Seton Medical Center and Seton Coastside

Board Member Since 2017

**Hon. Sandie Arnott**

San Mateo County Tax Collector/Treasurer

Board Member Since 2015

**Susan Cossett**

South San Francisco Unified School District

Board Member Since 2018

**Hon. Tom Ledda**

San Mateo County School Insurance Group

Board Member Since 2014

**Norm Torello**

Milestone Project Management Group

Board Member Since 2015

**North Peninsula Food Pantry & Dining Center of Daly City  
2019-2020 Budget**

**INCOME**

Dining Center Income	\$12,500.00
Food Pantry Income	\$6,000.00
General Funds Income	\$95,000.00
<b>TOTAL</b>	<b>\$113,500.00</b>

**EXPENSES**

Bookkeeping Tax Preparation	\$400.00
Building Maintenance	\$3,000.00
Dining Center	\$38,500.00
Equipment Expense	\$200.00
Fees & Dues	\$100.00
Food Pantry	\$8,000.00
FPDB Software Update	\$500.00
Fundraising Expense	\$2,500.00
Insurance - General Liability	\$1,400.00
Insurance - Property	\$300.00
Insurance - Worker's Comp	\$1,400.00
Office Supplies	\$300.00
Payroll	\$33,000.00
Payroll Tax	\$2,800.00
Photocopies & Printing	\$150.00
Post Office Box	\$350.00
Postage	\$500.00
Public Relations	\$150.00
Rent	\$1.00
Telephone Internet Television	\$1,800.00
Website	\$100.00
<b>TOTAL</b>	<b>\$95,451.00</b>

Approved 07/17/19

## Darcy De Leon

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**From:** NFPF DCDC <fooddc@comcast.net>  
**Sent:** Tuesday, June 25, 2019 2:23 PM  
**To:** Darcy De Leon  
**Subject:** NFPFDCDC 2018-2019 Grant Report

We, again, say THANK YOU to the continued generosity of the Town of Colma in our mission to feed the hungry.

We have used the \$12,500.00 grant toward the purchase of 3,540 meals In December 2018, January 2019, February 2019, March 2019, April 2019, and May 2019.

Please let us know if you need any additional information.

Please confirm receipt of this email.

Again, thank you!

Denise Kelly  
Executive Director  
North Peninsula Food Pantry & Dining Center of Daly City  
650/994-5150  
[www.fooddc.org](http://www.fooddc.org)



Non-Profit Funding Request Form  
FY 2019-20

Name of Organization: Ombudsman Services of San Mateo County, Inc.

Contact Person: Bernie Mellott, Executive Director

Address: 711 Nevada St. Redwood City, CA 94061  
Street Address City State Zip Code

Phone Number: 650-780-5702 Email Address: berniemellott@OSSMC.org

1. Mission Statement: The mission of OSSMC is to advocate for the dignity, quality-of-life and quality-of-care for all residents in long term care facilities in San Mateo County.

2. Amount of Request: \$ 5,000

a. Total Agency Annual Budget: \$ 936,826

b. Number of Agency Employees: 10

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

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

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

OSSMC works with residents, families and facilities to create immediate change for residents through our hands on advocacy efforts addressing physical and mental health issues that range from quality-of-care to egregious abuse.



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

This work depends upon 36 volunteer field ombudsmen who are supervised by four detained supervisors and one special needs supervisor. OSSMC depends upon grant programs to help fund this work.

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:

OSSMC serves residents of the Town of Colma in long-term care facilities throughout the County of San Mateo.

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; SEP
- (B) The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and SEP
- (C) The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

(A) 1. Angela's Rest Home - 6 residents - long-term care  
2. Peninsula Reflections - 57 residents - long-term care



- (B) all long-term care facilities in San Mateo County.
- (C) 1. all facilities must post the address; phone number of OSSMC in a conspicuous location;  
2. OSSMC has an informative website.

8. Provide a detailed account of how the FY 2018-19 contribution was used:

N/A

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

	FY: 2018-19	FY: 2019-20
Redwood City CDBG	15,000	15,000
South San Francisco CDBG	10,200	12,260
Beurlingame grant	470	470
Foster City grant	2,500	2,500
Menlo Park grant	2,000	2,000

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

If yes, please provide details.

\_\_\_\_\_

\_\_\_\_\_

11. Charitable Trust # or EIN # CT-118758

Please attach a copy of the following:

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



# Request for Determination of Eligibility for Grant Funding

Name of Organization: Ombudsman Services of San Mateo County, Inc.

Contact Person: Bernie Mellott, Executive Director

Address: 711 Nevada St. Redwood City, CA 94061  
Street Address City State Zip Code

Phone Number: 650-780-5702 Email Address: berniemellott@OSSMC.org

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

- 501(c)(3) charity Calif. Charitable Trust # CT-118758
- Government entity FEIN # \_\_\_\_\_
- Chamber of Commerce FEIN # \_\_\_\_\_

2. Mission Statement or Goals:

The residents in long term care facilities are often the most vulnerable in society. OSSMC works to assure the protection of these residents through advocacy, direct intervention and education in collaboration with service providers.

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

OSSMC monitors all long term care facilities in San Mateo County

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

5. Summarize the organization's history:

The long-term care ombudsman program has existed in San Mateo County since 1975 and was previously operated by Catholic Charities. OSSMC was incorporated in 2001.



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

Presently, OSSMC monitors 462 facilities in San Mateo County with a total of 9,223 residents. Most of the population are elderly living in skilled nursing facilities and residential care facilities.

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

OSSMC provides annual reports documenting the number of residents served, and race, ethnicity and age; the number of visits to facilities; and the number of cases opened and closed.

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

Yes \_\_\_\_\_

No

If yes, please provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Please attach a copy of the following:

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



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248164870  
May 01, 2009 LTR 4168C E0  
94-3397402 000000 00 000  
00015746  
BODC: TE

OMBUDSMAN SERVICES OF SAN MATEO  
COUNTY INC  
711 NEVADA STREET  
REDWOOD CITY CA 94061



030248

Employer Identification Number: 94-3397402  
Person to Contact: Ms. Lane  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Apr. 22, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in November 2001, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

*Michele M. Sullivan*

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I





**OMBUDSMAN SERVICES**  
OF SAN MATEO COUNTY INC  
**ADVOCATE. EDUCATE. EMPOWER.**

## Board Members

### **PRESIDENT**

Denis Fama  
370 Castaneda Drive  
Millbrae, CA 94030  
Associate Professor, College of  
Business & Professional Studies  
John F. Kennedy University  
Cell: (415) 602-2741  
[dennyduz@aol.com](mailto:dennyduz@aol.com)

### **VICE PRESIDENT**

Monika Lee, Esq.  
3021 Hacienda St.  
San Mateo, CA 94403  
Attorney in Private Practice  
Phone: (650) 572-0821  
[monikapleyer@gmail.com](mailto:monikapleyer@gmail.com)

### **TREASURER**

Cindy Safe  
1607 Hampton Ave.  
Redwood City, CA 94061  
Administrative Services Manager,  
Woodside Town Council  
Phone: (408) 499-5359  
[cindysafe@sbcglobal.net](mailto:cindysafe@sbcglobal.net)

### **SECRETARY**

Mary Pappas  
1719 Notre Dame Ave.  
Belmont, CA 94002-1928  
Retired  
[xipne@sbcglobal.net](mailto:xipne@sbcglobal.net)

### **DIRECTORS**

Harold Hughes  
630 N. San Mateo Drive  
San Mateo, CA 94401  
Attorney  
[Harold@hugheslaw.legal](mailto:Harold@hugheslaw.legal)  
(650) 342-3523

Chet Lexvold, Esq.  
221 Grand Blvd.  
San Mateo, CA 94401  
Attorney/Research Consultant  
LexisNexis  
Phone: (651) 380-2764  
[clxvold@gmail.com](mailto:clxvold@gmail.com)

Bob Montevaldo  
544 Nevada Ave.  
San Mateo, CA 94402  
Retired  
Phone: (650) 464-7705  
[rfmonte@comcast.net](mailto:rfmonte@comcast.net)

Sharmin Nabi, Esq.  
221 Grand Blvd.  
San Mateo, CA 94401  
Attorney  
Contract Manager  
Genentech  
Phone: (651) 724-2202  
[sfnabi@gmail.com](mailto:sfnabi@gmail.com)

Mitchell Bailey  
Vice Chancellor/Chief of Staff,  
Office of Chancellor  
San Mateo County Community  
College District  
San Mateo  
Phone: (650) 574-6510  
[baileym@smccd.edu](mailto:baileym@smccd.edu)

Vic Lee  
KFO-TV-DT  
900 Front Street  
San Francisco, CA 94111-1450  
[vic.lee@abc.com](mailto:vic.lee@abc.com)  
(415) 954-7864

### **MEMBER EMERITUS**

Lance Reynolds  
470F Cola Ballena  
Alameda, CA 94501  
Retired  
Phone: (510) 814-1942  
[lancereyno@sbcglobal.net](mailto:lancereyno@sbcglobal.net)

Nancy Cronin  
723 Jacaranda Circle  
Hillsborough, CA 94010  
Self-Employed Fiduciary  
Phone: (650) 340-9873  
[nacronin@aol.com](mailto:nacronin@aol.com)

Betty Brown  
260 Erica Way  
Portola Valley, CA 94028  
Retired  
Phone: (650) 854-0265  
[beloubrown@aol.com](mailto:beloubrown@aol.com)

## Approved Budget for FY 2019-2020

OMBUDSMAN SERVICES OF SAN MATEO COUNTY, INC  
BUDGET FY2019-2020

Operating Income		Approved FY19-20
<b>Business/Corporate Funding</b>		
	Sutter Health	5,000
	Other:	0
	Recology	2,500
	Butler Construction	1,000
	Other	1,000
<b>Direct Public Support/Donations</b>		
	Annual Report/Newsletter	3,000
	Appeal Letters Fall	9,000
	Appeal Letters Spring	4,000
	Board Gifts	10,000
	Individual donations	7,500
	Volunteer Recognition Luncheon	40,000
	Fall Event	0
<b>Foundation Funding</b>		
	Atkinson	10,000
	Callison	0
	Gordon Moore Foundation	0
	Safeway Foundation	2,500
	San Bruno Community Foundation(New)	5,000
	TouchPoint	3,000
	Woodlawn	40,000
	New Foundations:	0
	Wells Fargo	10,000
	Bothin	10,000
	Kaiser Foundation	15,000
<b>Government Funding</b>		
	SMC Title IIIB (OAA)	32,680
	SMC Title VIIA	43,964
	SMC General Funds	125,287
	Special Deposit Funds (SHFCPA)	15,749
	SNF Quality Assurance	50,100
	State General Fund	91,206
	Public Health L&C Prog Fund	10,547
	Measure K(formerly A)	111,507
	CDBG Redwood City	15,000
	CDBG SSF	10,200
	Other City Grants - Burlingame	470
	Other City Grants - Foster City	2,500
	Other City Grants - Menlo Park	2,000
<b>Healthcare Districts</b>		
	Peninsula Health Care District	60,000
	Sequoia Healthcare District	55,000
	In Kind volunteer hours	150,000
<b>Investment Income</b>		80,000
	Other Income to balance budget	0
	Other Income	
<b>Total Revenue</b>		<b>1,034,710</b>

## Approved Budget for FY 2019-2020

<b>Expenses</b>		Approved FY19-20
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<b>Development/Marketing</b>		
<b>Fundraising</b>		
Grant Writing		0
Volunteer Recognition Luncheon		15,000
Fall Event		0
Fall Appeal		1,900
Spring Appeal (originally combined with Fall Appeal)		1,250
<b>Marketing</b>		
Marketing PR		3,500
<b>Printing &amp; Reproduction</b>		
Newsletter/Annual Report		5,500
Brochures/tentcards/bus cards		1,000
Website		2,000
Other		
<b>Employee Expense Direct</b>		
Payroll		548,785
Benefits (medical, dental)		39,932
ER Taxes		46,742
Workers Compensation		3,168
Salary Reserve		10,000
<b>Employee Indirect Expenses</b>		
Education		2,000
Recruiting		0
Travel Reimbursement		16,000
Payroll Service Fee		3,500
<b>Operating Expenses</b>		
Board Expenses		3,500
<b>Facilities &amp; Equipment</b>		
Computer Maintenance		2,000
Computer Software		2,850
Maintenance Agreements		2,250
Office Equipment		2,000
Office Furnishings		1,000
Rent		12,000
<b>Financial Expenses</b>		
Accounting/Audit		13,500
Bookkeeper		
Investment Advisory Fees		11,069
PayPal Fees		1,500
Bank Charges		25
<b>Insurance</b>		
Directors and Officers		1,800
General Liability		3,200
Membership Dues & Subscriptions		3,000
Office Supplies		3,500
Postage and Delivery		1,500
Telephone and Internet		5,000
<b>Program Expense</b>		
Misc		1,000
Professional Services/contracted svcs		
Hiring Costs for new ED		
Corporate Registration		180
Taxes		
<b>Special Projects</b>		
Alzheimer's Association		5,000
Music and Memory		2,500
Volunteer Expenses		8,175
Volunteer In-kind hours		150,000
<b>Total Expenses</b>		<b>936,826</b>





## Non-Profit Funding Request Form FY 2019-20

Name of Organization: Operation Santa Claus

Contact Person: Jennifer Linde

Address: 10 Wembley Dr. Daly City, CA 94015  
Street Address City State Zip Code

Phone Number: 415.828.0062 Email Address: linde@sbcglobal.net

1. Mission Statement: To provide a traditional Christmas experience

to families in the communities of Colma, Daly City and Broadmoor that are homeless or whose income is less than their monthly expenses. Operation Santa Claus delivers to families new toys who register with us.

2. Amount of Request: \$ 1,500-

a. Total Agency Annual Budget: \$ 24,000-

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; <sup>(1)(1)</sup> <sub>(5)(2)</sub>
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services; <sup>(1)(1)</sup> <sub>(5)(2)</sub>
- C. Educate and engage residents; <sup>(1)(1)</sup> <sub>(5)(2)</sub>
- 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.

Complimentary clothing, toys, books for children under 12 years old in our community.

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

Purchase target gift cards, books and children oriented gifts for Colma Community members that apply for assistance.

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:

We delivery to registered families in Colma toys and gift cards specific to their families age ranges

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.

Up to 35 residence (140 children) each year for the past 70 years  
Operation Santa Claus delivers via volunteer drivers to the family's residence. If homeless, the family can pickup



secured gifts at Station 94 in Daly City  
We communicate to all school principals when the program  
will accept applications.

8. Provide a detailed account of how the FY 2018-19 contribution was used:

City of Colma's donation was included in other fundraising  
results. All donations were entirely used to acquire as  
outlined:

Toys: \$12,000

Gift cards: \$2,625

Total: \$14,625

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

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  \_\_\_\_\_

If yes, please provide details.

11. Charitable Trust # or EIN # 94-2920191

Please attach a copy of the following:

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

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 15 1989

OPERATION SANTA CLAUS  
10 WEMBLEY DRIVE  
DALY CITY, CA 94015

Employer Identification Number:  
94-2920191  
DLN:  
319299171  
Contact Person:  
ASHOK B JOSHI ID# 31371  
Contact Telephone Number:  
(877) 829-5500  
Our Letter Dated:  
November 1984  
Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

\* Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

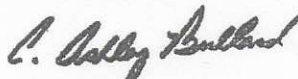
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

Letter 1050 (DO/CG)



**TIN 94-2920191**

**OPERATION SANTA CLAUS  
10 Wembley Drive, Daly City, CA 94015**

**Board of Directors**

□ • Bobby Stuhler, President • Barney Maffei, Treasurer • Jennifer Linale, Secretary  
Cpt. Cameron Christensen • Maria DeLucchi • Denise Brown • Romeo Benson • Pat Bohm



# OPERATION SANTA CLAUS

10 Wembley Drive, Daly City, CA 94015

## Board of Directors

• Bobby Stuhler, President • Barney Maffei, Treasurer • Jennifer Linale, Secretary  
Maria DeLucchi • Denise Brown • Romeo Benson • Pat Bohm • Officer Cameron Christensen

TIN 94-2920191

January 27, 2019

Darcy De Leon  
Colma City Hall  
1198 El Camino Real  
Colma, CA 94014

Dear Darcy,

On behalf of the Operation Santa Claus board, I wish to thank the officers of the City of Colma for the generation donation of \$1,000.

During the past holiday season, we assisted 214 families, which included 455 children with newly purchased toys, 75 teens with gift cards.

The \$1,000 donation received from the City of Colma was included with other fundraising results. All donations were entirely used to acquire the items mentioned above:

Toy Purchases:	\$12,000
Gift Cards:	\$2,625
Total	\$14,625

Please contact me should you require any further information.

Once again thank you for your contribution.

Best Regards,

Jennifer Linale  
OSC Secretary  
(415) 828-0062 mobile  
linale@sbcglobal.net







## Non-Profit Funding Request Form FY 2019-20

Name of Organization: Peninsula Conflict Resolution Center (PCRC)

Contact Person: Michelle Vilchez

Address: 1670 South Amphlett Blvd., Ste. 115, San Mateo, CA 94402  
Street Address City State Zip Code

Phone Number: 650 513 0330 Email Address: [mvilchez@pcrcweb.org](mailto: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 communicate 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: \$ 1,378.65

- a. Total Agency Annual Budget: \$1.92 million
- b. Number of Agency Employees: 20
- c. Payroll is 87% 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.

Incorporated in 1986, the mission of the Peninsula Conflict Resolution Center (PCRC) is to foster collaborative engagement by bringing people together, facilitating conversation and building these skills in our community. PCRC believes that each of us has the power within us to work through our conflicts. Thousands who have utilized our services have seen that, although conflict can feel difficult, seeing it through can have many positive outcomes.

PCRC is the leading conflict resolution and violence prevention service provider in San Mateo County. Our key initiatives are designed to empower youth, strengthen families and engage communities in the belief that anyone can make a change in their own

circumstances with the proper development and support. PCRC uses its core competencies in mediation, facilitation and training to build on the collective strengths of individuals, families and their communities.

The core of PCRC's work is Mediation Services, which provides trained, volunteer mediators who help disputing parties identify issues, uncover needs, communicate effectively and reach mutually beneficial resolutions. Stakeholders include San Mateo County and city staff, County Superior and Small Claims courts, school districts and community-based organizations.

Mediations serve individuals such as neighbors, landlords and tenants, coworkers, family members, consumers and businesses, as well as workplace teams, homeowner associations and other complex, multi-party groups. A partnership with the San Mateo County Sheriff's Office, Macguire Correctional Facility and Maple Street Correctional Center enables PCRC to provide conflict transformation and communication services, helping adults effectively communicate and navigate collaboratively in their community after incarceration through facilitated planning sessions. Of all cases that reach mediation approximately 80% result in a resolution between the parties, and 95% of these agreements are kept over time.

PCRC also provides an array of additional services to residents, community groups, and public and private agencies, including facilitation for community meetings and private groups; community engagement services such as violence prevention through community building, resident involvement in public decision making, leadership development programs, and family engagement in schools; youth development programs and workshops; training in its core competencies, and; outreach to raise public awareness of its programs and services.

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.

**Services Provided by PCRC to the Town of Colma (City)**

**I. What PCRC will provide**

Services to be provided through this funding agreement are described below.

**A. Information Services**

All of the services in this category are unlimited and free of charge.

- 1) **Information and Referral:** A resource person is available by telephone, to assist residents who have specific questions relating to a conflict. Through this conversation the resident may clarify issues of concern, be given specific information about common practices related to their issue of concern and receive a referral to an appropriate agency / resource.

- 2) **Information and Assistance:** A resource person assists the concerned caller to de-escalate feelings, clarify issues and underlying needs, develop possible solution options, and begin to design an approach to dispute resolution.
- 3) **Promotion of Use of Conflict Resolution Services:** PCRC staff and volunteers will make presentations and develop press releases and media coverage. PCRC will provide brochures and other printed materials to be kept in public areas where community members are likely to seek resource information.

#### B. Mediation Services for Individuals

Some services in this category have a modest fee (see below).

- 1) **One Party Assistance:** A resource person assists a party to a dispute to think through a conflict situation, including clarifying issues and interests of involved parties, exploring approaches to dealing with the situation and solution options and assisting with the selection of an approach to resolution.
- 2) **Conciliation:** Conciliation is the resolution of a conflict through the intervention of a neutral third party, without the disputing parties coming together in a face-to-face mediation. A case development process, involving contacts with both/all involved parties, is initiated and during that process, a resolution of concerns is achieved, to the satisfaction of the involved parties.
- 3) **Mediation:** Mediation through PCRC involves a face-to-face meeting between disputing parties. With the assistance of a panel of trained volunteer mediators, parties work through a non-adversarial problem solving process and attempt to develop a mutually acceptable resolution to the issues of concern. There is a two-fold focus: development of a satisfying and durable agreement and, when appropriate, the preservation of an effective relationship. If a mediation is scheduled, each party is asked to pay \$30.

Through this contract, the City is subsidizing the provision of private mediation services to those who reside or work in the City. These services assist with conflict situations between *individuals*. The types of conflicts may include: landlord/tenant disputes, issues between two neighbors (either owners or renters), consumer disputes, roommate problems, conflicts between friends, plus some domestic or family issues.

PCRC also provides mediation services in more complex situations that involve multiple parties and/or multiple issues. For example: workplace disputes; intra- or extra-organizational conflicts, multi-neighbor disputes or public controversies. See C. Additional Conflict Resolution Services.

#### C. Additional Conflict Resolution Services

If the City, residents or local organizations use the services described below, this contract provides a 10% discount off of PCRC's standard fee schedule (available upon request).

- 1) **Training:** PCRC offers orientations to city staff about the mediation program and its services as part of the basic contract. In addition, PCRC can train groups in theory and practice of interest-based conflict management, negotiation, communication, and facilitation skills. Training sessions are tailored to the particular needs of the group and have proven useful to city department heads, front-line staff, commission members, workplace teams, community service providers as well as other groups.

- 2) **Conflict Assessment/Consultation:** PCRC can assist cities, as well as local community organizations and other groups, to assess specific conflict situations, analyze concerns of stakeholders and develop strategies for pro-active and interest based conflict resolution. The conflict assessment process usually involves PCRC contacting stakeholders to gather input and provide information about conflict resolution options. An assessment report can be prepared and provided to the client.
- 3) **Mediation Services for Complex Situations:** PCRC's staff and volunteers provide the same high quality of mediation services in multi-party, multi-issue, complex disputes as we do for individual disputes. This requires a more advanced level of mediation training and experience and more a more intensive preparation process.

Examples of complex mediation situations include: workplace conflict between supervisor and supervisee; workplace issues affecting a whole team; a neighborhood issue involving multiple households; a public controversy in which the City or other institution is involved.

- 4) **Conflict Resolution System Design:** PCRC assists organizations in building internal conflict resolution capacity, i.e. the development of policies and procedures for interest-based dispute prevention and early resolution. This service is tailored to the unique needs of the individual group, but is based on recognized and proven design principles.
  - 5) **Design and facilitation of Community Forums, Public Conversations, Dialogues:** Working with local representatives, PCRC assists with the design and facilitation for a wide variety of group sessions in which members of the public are encouraged to participate in dialogue about issues that affect the health and well-being of the community.
  - 6) **Facilitation for Committees, Departments, Councils:** PCRC will assist with the design and facilitation of all types of meetings for elected, appointed and civic groups.
- D. **Administration of a Community Mediation Program:** In collaboration with the contracting city, PCRC will administer a mediation program responsive to the needs of the community. PCRC may solicit input from city staff about unique areas of concern to a city and appropriate approaches to program implementation, improvement and promotion.
- E. **Recruitment and training of community volunteers:** PCRC will develop and maintain a pool of trained volunteer mediators, case developers and facilitators to serve the conflict resolution needs of the community. These residents of local communities will become skillful in the interest-based approach to conflict resolution. PCRC volunteers complete a minimum of 25 hours of training, according to regulations that govern programs receiving support from the California Dispute Resolution Trust Fund.

PCRC also offers on-going skill development opportunities to volunteers to improve and enhance their conflict resolution skills. These volunteers will also serve as ambassadors in the community, promoting the ideas of interest-based conflict resolution.

- 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 the request is \$1,378.65. This amount is the same as in 2018-19.

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

PCRC provides a wide range of services to residents and businesses in Colma, as outlined in above (Question 4), including the following:

- 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
- Contact by PCRC to another party or parties to invite them to participate in mediation
- Mediation services when all parties are willing. Typically, a 2-3 hour session, held in a neutral location at a convenient time, facilitated by trained, experienced mediators.
- 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; <sup>(1)</sup><sub>(SEP)</sub>
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and <sup>(1)</sup><sub>(SEP)</sub>
- C. The nature and extent of the efforts of the recipient organization to reach out to Colma residents and businesses.

(See above # 6 response) PCRC serves San Mateo County, California and its 20 cities and unincorporated areas. The town of Colma is located within the geographic area served.

8. Provide a detailed account of how the FY 2018-19 contribution was used:

The funding provided in 2018-19 was used to support the services described above. In addition, we provided outreach presentations to the Colma Police Department to educate them about our services with an emphasis in mediation. We have found that as a result of these Police Dept. presentations, the number of community mediation referrals has increased significantly throughout the County. We would like to work with the city to determine how to make sure that staff knows when and how to make referrals and the city is getting full benefit of the service.

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

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

<u>Name of City</u>	<u>2018-19 (received)</u>	<u>2019-2020 (anticipated)</u>
Belmont	\$3,150	\$3,370.50
Brisbane	\$2,370	\$2,370
Burlingame	\$20,456	\$20,456
Daly City	\$7,293	\$7,293
Foster City	\$1,500	\$1,500
Half Moon Bay	\$2,625	\$3,218
Hillsborough	\$2,756	\$2,756
Portola Valley	\$551	\$551
Redwood City	\$13,827	\$14,736
San Bruno	\$10,032	\$10,032
San Mateo	\$40,589	\$40,589
S. San Francisco	\$21,490	\$21,490
San Mateo County	\$9,178	\$9,362

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.

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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
- Current Year Annual Operating Budget
- Completed IRS 990 form for the last fiscal year

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
PO BOX 2350 ROOM 5127  
LOS ANGELES, CA 90053

DEPARTMENT OF THE TREASURY

Date: JUN 12 1982

Employer Identification Number:  
77-0144000

Contact Person:  
TYRONE THOMAS

Contact Telephone Number:  
(213) 894-6641

PENINSULA CONFLICT RESOLUTION  
CENTER  
C/O JOSEPH HARDEGREE  
177 BOVET RD SUITE 230  
SAN MATEO, CA 94402-3118

Our Letter Dated:  
April 1987  
Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

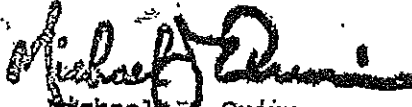
Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

Letter 1050 (DO/CG)

PENINSULA CONFLICT RESOLUTION

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Michael W. Quinn".

Michael W. Quinn  
District Director



2018-19

**Mediation Programs: Cases Opened**

<b>COLMA</b>													
<b>Types of Conflict Cases</b>													
	Landlord/Tenant	Neighbor/Neighbor	Consumer/Business	Workplace/Organizatio	Inter-Organizational	Family/Domestic	Community	Other	Complex	Consultations Info and Referral	Consultations Info and Assistance	Total Cases Opened	# of Participants
<b>Totals: Quarter FQ1</b>													
<b>Totals: Quarter FQ2</b>													
<b>Totals: Quarter FQ3</b>													
<b>Totals: Quarter FQ4</b>													
<b>2018-19 Totals to date:</b>													

<b>COUNTYWIDE</b>													
<b>2018-19 Totals to date:</b>	<b>25</b>	<b>36</b>	<b>7</b>	<b>6</b>		<b>27</b>	<b>5</b>	<b>5</b>	<b>12</b>	<b>131</b>	<b>66</b>	<b>308</b>	<b>314</b>

**Definition of Terms:**

**Complex cases:** Cases are designated as "Complex" when they involve multiple parties and/or require on-going service.

**Consultations:** "Info and Referral" includes those calls that are referred to another resource or agency. "Info and Assistance" includes those calls that require more extensive assistance, such as research done on behalf of the caller or coaching.

2018-19

**Mediation Programs: Disposition of Closed Cases**

COLMA														Mediation Agreements			
Conflict Case Outcomes																	
	Mediation/No Agreement	Mediation Cancelled	Did Not Appear	Conciliation	One Party Assist	Request Cancelled	Request Cancelled/Resolved	Mediation Declined	Not Appropriate	No Response	Consultations Info and Referral	Consultations Info and Assistance	Total Cases Closed	Fully Sustained	Partially Sustained	Not Sustained	# of Participants
Totals: Quarter FQ1										1			1				
Totals: Quarter FQ2													0				
Totals: Quarter FQ3													0				
Totals: Quarter FQ4													0				
2018-19 Totals to date:										1			1				

COUNTYWIDE																	
2018-19 Totals to date:	2	4			2	5	5	29		21	131	66	287	13	8	1	218

**Definition of Terms:**

**Mediation:** Parties have met face-to-face in the presence of mediators for at least one session.

**Conciliation:** PCRC worked with parties individually, but the parties did not meet face to face. The majority of the time these cases result in an agreement that resolves the situation.

**One Party Assist:** If mediation or conciliation did not occur, but assistance was provided to one of the parties.

**Sustained:** If an agreement is reached, PCRC contacts the parties at a later date to determine whether the agreement was fully, partially, or not sustained.

**Not Appropriate:** PCRC staff determines that mediation is not appropriate in this particular situation.

**Consultations:** "Info and Referral" includes those calls that are referred to another resource or agency. "Info and Assistance" includes those calls that require more extensive assistance, such as research done on behalf of the caller or coaching.



# ANNUAL REPORT



2017-2018

STRENGTHENING COMMUNITIES FROM WITHIN



**PCRC**

PENINSULA  
CONFLICT  
RESOLUTION  
CENTER



A diverse group of people of various ages and ethnicities are smiling and holding up a large, light-colored sign. The background is a textured wall.

## OUR MISSION

PCRC partners with individuals, groups and institutions to empower people, build relationships and reduce violence through collaborative and innovative processes.

A diverse group of people of various ages and ethnicities are smiling and holding up a large, light-colored sign. The background is a textured wall.

## CONTENTS

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A diverse group of people of various ages and ethnicities are smiling and holding up a large, light-colored sign. The background is a textured wall.

## OUR VISION

We envision a future where all members of society engage and collaborate to create a strong, vibrant community.



## LETTER FROM EXECUTIVE DIRECTOR

Dear Friends,

This past year has been one of tremendous growth and connection for PCRC. In response to widening divisions in our local communities, and beyond, we convened a record number of dialogues, trainings, summits and speaker series to bring community members together. PCRC partnered with libraries, schools, law enforcement, local government and public media outlets to bring the diverse population of San Mateo County together to share perspectives and learn from one another. We dedicated last year to our Strengthening Communities Project by facilitating communication and civic engagement, bringing together hundreds of community members from throughout the Bay Area that are eager to work together to bridge the divides and improve civil discourse.

As PCRC brought disparate groups together to hear from one another and learn from each other's stories, people around the country took notice. We were invited to join in national conversations about how to build the capacity of communities and make them more resilient in the face of growing tensions. PCRC was selected as one of only five pilot organizations to work with the Divided Communities Project, a national effort to better understand and engage with community conflict, based at the Moritz School of Law at Ohio State University. We were also invited to speak at the Kettering Foundation in Columbus, Ohio and join a cohort dedicated to improving the national dialogue. As a thought leader in the field of conflict resolution with a long history of success in community engagement, PCRC has been sought out to conduct webinars and speak at conferences to share our best practices as well as the challenges we face.

This year, PCRC is committed to helping turn the inspiration of community members coming together into concrete community action to bring about positive change. Our goal for the Action Summit was to bring together community partners to engage with others through civil discourse to INSPIRE deeper understanding across barriers, to DESIGN innovative strategies that promote empathy and respect in our families, schools and communities, and to commit to action to create CHANGE. We plan to work with our community partners to bring about the positive changes they designed to address important social issues of today, such as: race relations, gender identities, housing issues, and hate rhetoric.

PCRC's proven theory of change is based on the idea that dialogue, leadership development, and collaborative problem-solving lead to change. We continue to believe - as we have for over 30 years - that dialogue is a powerful tool and the first step toward change. Please join us in taking that step!

**Michelle Vilchez**  
*Executive Director*



## PCRC'S 2018 ACTION SUMMIT

In January 2018, the Peninsula Conflict Resolution Center convened leaders from throughout San Mateo County to share their experiences, learn from one another, and design innovative change to improve their communities in a two-day Action Summit. The summit drew over 400 attendees, hosting community partners on the first day and youth leaders on the second. PCRC hosted the Action Summit with the goal of strengthening relationships and turning divisions into community building action.

The 2018 Action Summit was the culmination of more than 18 months of work on PCRC's Strengthening Communities Project. During this project, PCRC took on community divisions in Silicon Valley driven by events involving communities of color and law enforcement, deteriorating civility among neighbors, and a national conversation which threw ideological and political fault lines into sharp relief.

PCRC then led a series of collaborations with other nonprofits, faith communities, law enforcement, civic leaders, youth, parents and business leaders. We conducted over 500 trainings throughout San Mateo County on basic skills in communication, conflict resolution, meeting management. People were receptive to creating change in their communities and we emphasized the value of community engagement through volunteering. We also conducted over 200 community dialogues, which gave over 1,500

stakeholders the space and tools necessary to identify and address issues dividing their communities.

The Action Summit was a vehicle to sustain the momentum from these dialogues and trainings, to inspire attendees to design the change they envisioned for themselves and their communities. Through the use of technology, graphic recording, and restorative practices during the summit, PCRC gained insightful input on the way in which communities are impacted and the actions that attendees are inspired to take. PCRC will continue building on and supporting these efforts in the next year.

*by Zehra Vahanvaty*







## BUILDING EMPATHY & RESTORING JUSTICE PROGRAM (BERJ)

### READY TO LIVE. READY TO LEARN.

The Building Empathy & Restoring Justice Project (BERJ) exists beneath the umbrella of our Empowering Youth Initiative. The initiative, first introduced to San Mateo County schools in 1990, focuses on teaching young people the skills they need to remove the non-academic barriers that stand between them and their success. BERJ fits beautifully within this framework. Designed to enhance relationships between students, faculty, staff, and parents; improve student behavior; reduce violence and bullying; and create a sense of community, the program is a prime example of PCRC's whole school-community approach.

### PREPARATION

To lay the groundwork for BERJ we use dialogues, discussions, and surveys to gauge the capacity and readiness of every stakeholder. The data we collect during this preparation phase allows us to shape the program to the needs and capabilities of each site.

### SKILL-BUILDING

Our facilitated trainings teach participants how to use the experiences, knowledge, and skills they already

have to successfully make the paradigm shift away from non-restorative practices towards a restorative culture. By honoring collective intelligence in this way, we acknowledge the diverse contexts and needs of our participants.

### COACHING & CONSULTATION

After trainings wrap up we remain on campus, working with school administrators to manage the program. We support teachers, counselors, and staff as they plan and facilitate restorative practices including classroom circles and activities that emphasize community building, academics, skill-building, and discussion. We also help to address challenges related to classroom management and student engagement.

### OUTCOMES

Almost 95% of our BERJ participants in this fiscal year reported improved communication skills, acquired new life skills, and improved relationship with their peers, parents and school staff. In addition, over 90% improved behavior and felt more engaged in their learning.

*by Veronica Montes*



## PARENT PROJECT

### IT'S ABOUT FAMILY.

PCRC has long recognized that families serve as the foundation for strong, thriving communities. Established in 2012, our Parent Project is the cornerstone of our commitment to supporting parents, legal guardians, and caregivers in their drive to create healthy family relationships.

The Parent Project is a 12-week course offered free of charge to those searching for practical tools and strategies to increase healthy behaviors at home. To make this program accessible to as many parents as possible we provide all class materials, plus dinner and childcare at no cost to participants.

Developed by parents for parents, the class covers a range of topics including arguments and family conflict, school performance, truancy, media influence, teen and adolescent relationships, drug use, gangs, teen violence, and LGBTQQI issues. We solicit feedback from participants after each class to ensure that the content evolves and maintains its relevance.

In addition to providing tools and strategies, the Parent Project also offers an introduction to local community resources. We partner with the San Mateo County Sheriff's Department, Second Harvest Food Bank, Project Outlet, the San Mateo County Health Department, and other agencies to teach parents how and where to find support in the areas

*“Results matter, and we're proud to report that Parent Project surveys reveal positive changes for participants.”*

of gangs, drugs, food, nutrition, LGBTQQI issues, and health insurance.

Results matter, and we're proud to report that Parent Project surveys reveal positive changes for participants. Using strategies learned in class, parents say they now communicate more effectively with their teenagers, which has led to important family conversations about conflicts, emotions, alcohol and drugs, and problem solving. Three Parent Projects were held in 2017-18 with a total of 50 participants. Parents of adolescents reported increased knowledge of how to handle difficult behavior and were able to have successful dialogue with their children on issues such as the opioid epidemic and the effect of certain drugs in the development of the brain. Perhaps the most compelling story is of the parent who was able to gain custody of her child after taking the class. Parent Project is changing families for the better.

*by Veronica Montes*



## WE LOVE OUR VOLUNTEERS



PCRC has a staff of 25 dedicated individuals responsible for providing mediation, facilitation, training, and coaching services. The staff is representative of a variety of cultures and professional disciplines, capable of providing multilingual and multicultural-centered services to best meet the diverse needs of our county. PCRC also has around 200 dedicated and skilled volunteers who provide direct services on behalf of the agency. Without the support of our volunteers, PCRC would not be able to respond to the increasing demand for its services throughout the County of San Mateo. In 2017 alone, PCRC volunteers contributed over 5,500 hours or an equivalent of \$142,000 to our agency.

In line with with PCRC's mission to empower people, we recruit volunteers with diverse backgrounds and levels of training. Our volunteers include highly trained individuals, students with an interest in community service, and residents with no previous training who are interested in mediation. What matters most to PCRC is that the individual is committed to building cultural humility and embracing differences.

Here are stories of some of our amazing volunteers! Martha, who recently joined our team of volunteers, is a highly skilled facilitator who consults for a large



organization in the Bay Area. She is supporting PCRC's efforts in the juvenile diversion programs by facilitating restorative-based dialogues as well as supporting complex community facilitations. Selena, an undergraduate student in her senior year, took PCRC's conflict resolution training and spent the last two summers interning with our mediation team. Ivan and Moises are Notre Dame de Namur (NDNU) undergraduate students, who came to PCRC to complete their practical hours for a community engagement class. We believe students are in the best position to get to know PCRC because they have the willingness and capacity to plug in to different initiatives throughout the agency. That is why we are increasing our student outreach efforts and embracing technology to help us engage.

Providing volunteer opportunities goes beyond responding to the demand for our services, it is about fulfilling our mission and vision. If you believe in communication and interest-based conflict resolution, we are looking for you. If you trust that communities work better when they engage in civic affairs, we are looking for you. If you understand that children are more successful when their parents are involved in their academic development, we are looking for you. Join our team of volunteers!

*by Rosie Rivera*



# YEAR IN REVIEW



## OVER 15,000 CLIENTS SERVED

Service Type	Mediation and Consultations	Facilitation Sessions	Training Sessions	Outreach Events	Restorative Practice Sessions	Coaching Sessions
Total by Activity Type	253	159	144	26	214	5
Total Participants	659	5,245	1,507	7,560	583	6

## STATEMENT OF OPERATING REVENUE & EXPENSES

7/1/2017- 6/30/2018

### REVENUE & SUPPORT

Direct Contributions	\$ 240,713.23	14.8%
Non-Government Grants	\$ 258,800.00	16.0%
Government Grants	\$ 136,244.00	8.4%
Revenue - Government Agencies	\$ 820,089.62	50.6%
Revenue - Fee for Service	\$ 165,271.59	10.2%
Investments	\$ 1,065.17	0.1%
<b>Total Revenue</b>	<b>\$ 1,622,183.61</b>	<b>100%</b>

### EXPENSES

Core Services	\$ 378,339.25	22%
Engaging Communities	\$ 434,016.89	25%
Strengthening Families	\$ 202,597.46	12%
Empowering Youth	\$ 197,266.53	11%
Administration	\$ 387,593.40	22%
Development	\$ 136,803.12	8%
<b>Total Expense</b>	<b>\$ 1,736,616.65</b>	<b>100%</b>

**Net Operating Cost** **\$ (114,433.04)**

*The 2017-18 fiscal year resulted in a deficit. The Board of Directors approved the use of reserve funds to cover operating costs.*



# OUR GENEROUS DONORS & SUPPORTERS

Able Works	City of Daly City	Fidelity Charitable	Margaret A. Marshall	San Mateo Parks & Recreation Department
Adelante Spanish Immersion School	City of East Palo Alto	First 5 of San Mateo County	Mario R. Rendon	Sarah Poulain
Alex Reis	City of Fairfield	Frank & Kathy Bartoldo	Marvin Goodman	Schwab Charitable Fund
Alicia Santamaria	City of Foster City	Gloria & Arthur Brown	Mary Stretcher	Sean Alexander
Anjanette Pelletier	City of Half Moon Bay	Gretchen Wehrle	Menlo Park Library	Sequoia Healthcare District
Anne Bers	City of Menlo Park	Hal Forbes	Michael B. Garb	Sequoia High School District
Anne Campbell	City of Redwood City	Herbst Foundation, Inc.	Michael F. Coyne	Sequoia Union High School District
Anne Hipskind Roberts	City of San Bruno	Hurlbut Johnson Fund	Michelle & Alejandro Vilchez	Shawneece & Eric Stevenson
Archelle & Monique Funnie	City of San Mateo	International Brotherhood of Electrical	Michelle Green	Silicon Valley Community Foundation
Asian Law Caucus, Inc.	City of San Mateo CDBG	Jacques M. Littlefield Foundation	Miriam S. Zimmerman	Sims Metal Management
Asian Pacific Institute on Gender-Based Violence	City of South San Francisco	James C. Ingwersen	Nadine Levin-Abrams	Sinisa Latu
Atkinson Foundation	Climb4acure	James R. Madison	Nancy Crabbe	SMUHSD
AV Consulting	Colin Rule	Jamillah Moore	Nancy G. Krah	Sobrato Family Foundation
Bayshore Christian Ministries	Community Matters	Jane & Walter Day	Ohio State University	South County Community Health Center, INC
Bernadine V. Scoles	Connect Community Charter School	Janet Lujan	Orlando C. Montes	StarVista
Bizgit Eekman	CORA	Janice & Monte Klein	Oxford Day Academy	Steven & Kathi Minden
Bohannon Foundation	County of San Mateo Health Department	Janis Stoner	Pacifica Co-op Nursery School	Superior Court of California
Brenda Bell	CuriOdyssey	Jennifer Bullock	Palo Alto Housing	Susan Hiestand
Brisbane School District	Dale Young	Jefferson Elementary School District	Patricia A. Brown	Susan M. Loftus
Bunker & Company	Daly City Boys and Girls Club	Jim Wilson	Patricia Love	Susan Stone
Cabrillo Unified Schools District	Dana Schuster	Jo-Ann & Rod Sockolov	Peninsula Health Care District	Teresa S. Chin
Cañada College	Danford Foundation	John B. Segall	Pride initiative	The Benefit Community Impact Fund
Cargill	Dave Norris	John Bejarano	Ravenswood Family Health Center	Theodore Geballe
Carol & Mitchell Lashman	David DesJardins & Nancy Blachman	Jorge Morales	Redwood City 2020	Timothy Elliott
Carlos & Candida Huerta	Dean A. Bagley	Joshua Frias	Redwood City School District	Tom Huening
Casa De Redwood	Deanna LaCroix	Joshua S. Hugg	Redwood High School	Toni Barack
Cassandra & Tony Jackson	Denise Deville	Kaiser Permanente Fund	Regional Training & Development Consortium	Town of Colma
Catherine Stapleton	Dennis McBride	Karen R. Herrel	Rhonda Gessow	Town of Hillsborough
Cecilia & John Canale	Derek Wolfgram	Karen Williams	Richard & Roberta Rudman	Town of Portola Valley
Center for Independence of Individuals with Disabilities	Dignity Health	Kevin Mullin	Rick & Robin Smith	University Square HOA
Chelsea M. Bonini	Don Horsley	Kim Overton & Carl Johnson	Roger Avedon	Vakatasi Foundation
Christina Lau & Jeemy Woo	Doug McGlashan	KQED	Rosie Dudley	Valerie Powell
Christopher Beth	Dyane Hendricks	Law Offices of Kevin D. Frederick	Roxana Cardoza	W. L. Butler Construction, Inc.
City of Belmont	East Palo Alto Library	Leslie Arroyo	San Bruno Community Foundation	Walter & Jane Day
City of Brisbane	Ed & Judy Elliott	Leslie Weil	San Mateo County Libraries	Warren L. Dale & Georgi LaBerge
City of Burlingame	Edward Gonzalez	Lillian Barden	San Mateo County Sheriff's Office	Wells Fargo Bank
	Elizabeth Weisberg	Lionel & Libby Traubman	San Mateo County Superintendent of School	Wendy S. Tukloff
	Eugene & Theresa Mullin	Lori McBride		Westborough Hills Condominium Association
	Evelyn B. Neely	Lorna Strachan		William Gekakis
	Fabio Di Paolo	Lyn Tomiaka		Zehra & Mustafa Vahanvaty
	Family Connections			

## BOARD OF DIRECTORS

**Lorna Strachan**  
Board Chair

**Jo-Ann Byrne Sockolov**  
Vice Chair

**David Taumoepeau**  
Treasurer

**Mieke Bloomfield Barrows**  
Secretary

**Warren Dale**  
Board Member

**Mariella Gianoli**  
Board Member

**Anne Hipskind**  
Board Member

**Captain Chris Hsiung**  
Board Member

**Carol Lashman**  
Board Member

**Quency Phillips**  
Board Member

## OUR STAFF

**Michelle Vilchez**  
Executive Director

**Zehra Vahanvaty**  
Director of Operations (outgoing)

**Mercedes Rodriguez**  
Director of Operations (incoming)

**Celia Benavides**  
Director of Finance

**AddieRose Mayer**  
Director of Core Programs Department

**Thomasina Russaw**  
Director of Initiatives; Children, Youth and Families

**Malissa Netane**  
Director of Initiative; Community and Local Government

**Keisarina Hafoka**  
Manager of Empowering Youth Initiative

**Cecilia Canale**  
Manager of Strengthening Families Initiative

**Scott Castillo**  
Manager of Engaging Communities Initiative

**Seini Mateialona**  
Manager of Mediation Programs

**Aida Negron**  
Manager of Training and Facilitation Services

**Katalina Tameilau**  
Family Engagement Specialist

**Lesly Laughlin**  
Family Support Specialist

**Ailao Aliapo**  
Engagement Specialist

**Evelia Chairez**  
Community Engagement Associate

**Juliet Vimahi**  
Community Engagement Specialist

**Sue Vuna**  
Community Engagement Specialist

**Adriana Fernandez**  
Community Engagement Specialist

**Anne Bers**  
Collaborative Processes Coach

**Debbie Schechter**  
Facilitation Associate

**Ana Rubio Mascaraque**  
Mediation Specialist

**Rosie Rivera**  
Operations Associate

**Carla Garcia**  
Office Manager

**Claudia Rodriguez**  
**Ivette Melendez**  
**Maria Echeverria**  
Parent Project Facilitators

## PCRC TIMELINE

PCRC has been honored to serve San Mateo County, since 1986. With pride and gratitude, we share our history, which would not have been possible without our present and former staff, partners, donors, dedicated volunteers and supportive community.

- 1982** The first community mediation program in San Mateo County is established. The Redwood City Neighborhood Boards Program serves Redwood City and North Fair Oaks.
- 1986** The Peninsula Conflict Resolution Center is founded on the vision of offering mediation services to all communities of San Mateo County. The founders borrow heavily from the Community Boards program in San Francisco, based on the idea that neighbors can help neighbors resolve issues together.
- 1990** PCRC develops the Conflict Resolution in the Schools Program (CRISP) as the first conflict prevention program aimed at helping young people develop skills to handle conflict effectively by “talking it out.” The City of Redwood City is the first public entity to partner with PCRC to provide facilitation services in city-hosted public participation forums.
- 1995** PCRC coordinates and facilitates the first San Mateo County gang mediation and the Victim-Juvenile Offender Mediation Program (VOMP) is established. Based on the principles of restorative justice, the program’s goal is to redirect first-time juvenile offenders. Participants make restitution to victims and are then motivated to refrain from further involvement in the justice system
- 1996** PCRC partners with the San Mateo County Superior Court Multi-Option ADR Program and the Bar Association to set protocols for a court-referred mediation program.  
In partnership with the Service League, PCRC volunteers begin teaching communication skills and anger management at the county jail.
- 1997** PCRC launches the Civic Engagement Initiative. The goal is to increase residents’ active involvement in issues that affect their lives through public dialogue on topics of race relations, housing, transportation and public decision-making.
- 2001** Kids Learning Empathy and Respect (KLEAR) launches through a partnership with San Mateo County Courts and San Mateo Union High School District. KLEAR teaches respectful verbal behavior in seven schools as an alternative to suspension. The Parent/Teen Mediation Program is created to help teens and parents resolve communication issues.
- 2002** Through a contract with the San Mateo County Department of Child Support Services, PCRC expands its family mediation services to include the mediation of visitation issues.
- 2004** The Tongan Interfaith Collaborative is established with local police, Tongan churches and families to steer Tongan youth into positive activities, resulting in a decrease in gang crime.  
The Parent Involvement and Leadership Program (PILF) is created to meet the needs of a growing immigrant population in Redwood City and to help parents support their children’s academic success.  
A Youth Leadership Conference is held at Notre Dame de Namur University, in Belmont, where over 200 youth come together to celebrate their leadership.

- 2005** The Strengthening Neighborhoods Program is launched, using a collaborative approach with residents, apartment landlords and the San Mateo police, to fight violence and gang activity in the 700 block of North Amphlett Boulevard. The neighborhood undergoes a dramatic transformation in which gang behavior is not tolerated and safety and trust are restored.
- 2007** A school-based Violence Prevention Program is created with Menlo Atherton High School focused on helping at-risk youth develop leadership skills.
- 2008** The MANA project is established to increase Pacific Islander youth graduation rates at San Mateo High School.
- 2010** The Violence Prevention Network is launched with 80 private and public partnering agencies.
- 2011** South San Francisco Coalition for Safe Neighborhoods is launched. The Strengthening Neighborhoods Program is replicated in partnership with the City of South San Francisco public officials, law enforcement and community-based organizations.
- 2012** PCRC launches a Strategic Planning process to realign all services under three areas of focus: Empowering Youth, Strengthening Families, and Engaging Communities. The three focus areas are driven by the organization’s expertise the core services of training, facilitation, and mediation.
- 2013** Through a grant with Juvenile Probation, PCRC launches the Emerging Leaders Program at three San Mateo County High Schools and within the Youth Services Center to teach youth and their families tools for managing conflict.  
PCRC’s evolution is what makes us uniquely successful. Our focus to empower youth, strengthen families, and engage communities thrives because of our rich history. Join our mailing list to stay current with our continued growth and donate to support our vision for a strong, resilient and thriving community.
- 2014** PCRC launches first ever International Violence Prevention conference with over 500 in attendance.
- 2015** In partnership with the SVCF, San Mateo County, and other partners, PCRC publishes the first ever disaggregated Pacific Islander Needs Assessment for San Mateo County. To respond to the needs assessment, PCRC launches the Pacific Islander Community Health Ambassadors Program.
- 2017**
- 2016** After a divisive elections process, PCRC launches the Strengthening Communities Project (SCP), where hundreds of residents are involved in capacity building, dialogues, and civic engagement. SCP culminates with an ACTION Summit in 2018, which hosted over 400 participants from throughout the region.
- 2018**



**PCRC**  
PENINSULA  
CONFLICT  
RESOLUTION  
CENTER

1670 S Amphlett Blvd # 115,  
San Mateo, CA 94402,  
United States  
650-513-0330

[www.pcrcweb.org](http://www.pcrcweb.org)







## Non-Profit Funding Request Form FY 2019-20

Name of Organization: San Mateo County Community College Foundation

Contact Person: Cherie Colin

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

Phone Number: (650) 738-4346 Email Address: colinc@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: \$ 3,882,049

b. Number of Agency Employees: 6

c. Payroll is 7.84 % 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 Graduate...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.

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

To provide Skyline College Promise Scholars Program which includes funding for fee waivers, support for books and a transportation incentive for first time full time students.

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

Same request as last year. The request of \$5,000 covers the entire program for approximately two students.

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

Increasing the number of 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. These wages fuel our 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 20% of the 15,337 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 online. 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 2018-19 contribution was used:

The \$3,500 was used to support the Skyline College Promise Scholars Program which includes books, a transportation incentive, scholarships and dedicated counseling and career preparation.

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9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

18-19 Town of Colma \$3,500 (received)  
19-20 Town of Colma \$5,000 (via this request)

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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.

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11. Charitable Trust # or EIN #  EIN # 94-6133905

Please attach a copy of the following:

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



U.S. TREASURY DEPARTMENT  
INTERNAL REVENUE SERVICE

DISTRICT DIRECTOR  
P. O. BOX 36040  
SAN FRANCISCO, CALIFORNIA 94102

SEP 27 10 07 AM '67

450 Golden Gate Avenue  
September 25, 1967

IN REPLY REFER TO

Form L-178  
Code 414

A:R:EO:JKD:Rm 7307  
SF-EO-67-554

\*San Mateo College Foundation  
1700 West Hillsdale Boulevard  
San Mateo, California 94402

PURPOSE	
Charitable	
ADDRESS INQUIRIES & FILE RETURNS WITH DISTRICT DIRECTOR OF INTERNAL REVENUE	
San Francisco	
FORM 990-A RE- QUIRED	ACCOUNTING PERIOD ENDING
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	June 30

Gentlemen:

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,

*Joseph M. Cullen*  
Joseph M. Cullen  
District Director

✓ If distributions are made to individuals, case histories regarding the recipients should be kept showing names, addresses, purposes of awards, manner of selection, relationship if any to members, officers, trustees, or donors of funds to you, in order that any and all distributions made to individuals can be substantiated upon request by the Internal Revenue Service. (Revenue Ruling 56-304, Cumulative Bulletin 56-2, page 306.)



**Internal Revenue Service  
District Director**

**Department of the Treasury**

**P. O. Box 2508  
Cincinnati, OH 45201**

**Date:** August 7, 1999

**Person to Contact:**  
Patty Dennis (31-01944)  
EP/EO Customer Service Rep  
**Telephone Number:**  
877-829-5500  
**Fax Number:**  
513-684-5936  
**Federal Identification Number:**  
94-6133905

San Mateo County Community  
Colleges Foundation  
3401 CSM Dr  
San Mateo, CA 94402-3651

Dear Sir or Madam:

This is in response to your correspondence received July 12, 1999. Your Amended Articles of Incorporation, regarding your name change have been received. Please note that we have changed your name as shown above. This change is now a part of your permanent record.

Our records indicate that a determination letter issued in September 1967 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(iv).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

San Mateo County Community Colleges Foundation  
94-6133905

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

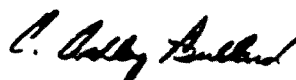
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



C. Ashley Bullard  
District Director



## **Board of Directors**

Sheryl Axline - Associate Director, Program Development at Stanford Graduate School of Business

André M. Cuerington – Managing Director, Client Strategy Group, Makena Capital Management, LLC

Richard Holober – Trustee, San Mateo County Community College District

Einat Meisel – Partner, O'Melveny

Thomas Mohr – Former Trustee, San Mateo County Community College District; Retired President of Cañada College

Shannon Nash (Secretary) – Chief Operating Officer & Chief Financial Officer, Inside Source, Inc.

Thomas A. Nuris – Trustee, San Mateo County Community College District

Larry Owens – Retired, Head Football Coach, College of San Mateo

Kathleen Ross (Chair) – Former Dean Business and Technology Division at College of San Mateo, Retired

Hiba Sharief – CIO and Startup Advisor

Patricia Siguenza – Vice President of BioAnalytical Sciences, Genentech

Diane Silven – Teacher, Community Volunteer

Bernata Slater (Treasurer) – Chief Financial Officer, San Mateo County Community College District

### **Ex-Officio**

Michael Claire – President, College of San Mateo

Ron Galatolo – Chancellor, San Mateo County Community College District

Jamillah Moore (Vice Chair) – President, Cañada College

Regina Stanback Stroud – President, Emerita, Skyline College

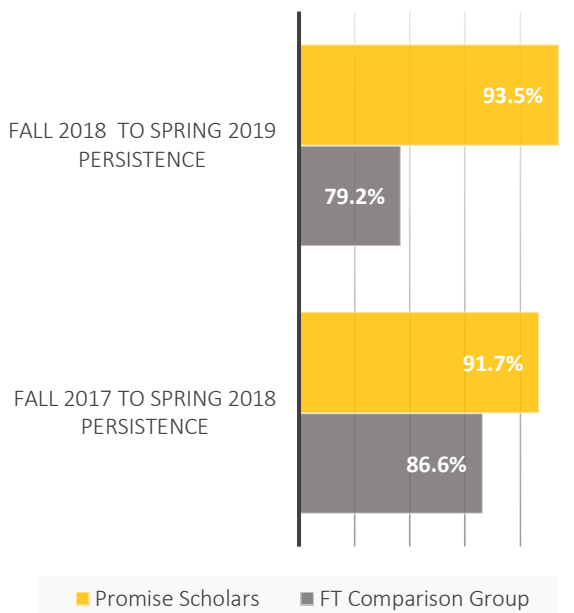
### **Emeritus**

John Hamilton – Principal, Embarcadero Capital Partners LLC

**SMCCC FOUNDATION BUDGET  
FOR FISCAL YEAR 2019-2020**

	Unrestricted Foundation Operations	Temporarily Restricted Scholarship and Program Total	Permanently Restricted Scholarship and Program Total	Foundation Budgeted Totals
<b>Support and Revenue</b>				
Total Contributions	\$ 150,000	\$ 1,100,000	\$ 300,000	\$ 1,550,000
Annual Campaign & Promise Program	300,000	200,000		500,000
Golf Tournament	200,000			200,000
Management Fee 1.5% on Endowed Funds	280,500	(280,500)		-
<b>Total Support and Revenue</b>	<b>930,500</b>	<b>1,019,500</b>	<b>300,000</b>	<b>2,250,000</b>
<b>In Kind Support</b>				
In-Kind Salaries & Benefits Support from the District	776,113	-	-	776,113
In-Kind Donated Facilities	11,936	-	-	11,936
<b>Total In Kind Support</b>	<b>788,049</b>	<b>-</b>	<b>-</b>	<b>788,049</b>
<b>Investment Income</b>				
Interest	-	-	-	-
Dividends	-	-	-	-
Unrealized Gains	109,829	734,171	-	844,000
<b>Total Investment Income</b>	<b>109,829</b>	<b>734,171</b>	<b>-</b>	<b>844,000</b>
<b>Total Support, Revenue and Investment Income</b>	<b>1,828,378</b>	<b>1,753,671</b>	<b>300,000</b>	<b>3,882,049</b>
<b>Expenses</b>				
Scholarships		1,250,000		1,250,000
Programs (Including Promise)		465,000	300,000	765,000
Annual Audit & Tax Returns	14,965			14,965
Consultants/Legal	1,000			1,000
Salaries & Benefits	304,256			304,256
IT Maintenance & Database	25,000			25,000
Portfolio Manager Fee	65,832			65,832
Membership Dues	3,000			3,000
Office Supplies	2,500			2,500
Postage	2,500			2,500
Printing	14,217			14,217
Travel, Meetings & Training	35,000			35,000
Development	180,000			200,000
Alumni & Donor Relations	20,000			
Communications & Marketing	5,000			5,000
Bank Fees	12,500			12,500
In-Kind Salaries & Benefits Support from the District	776,113			776,113
In-Kind Donated Facilities	11,936			11,936
<b>Total Expenses</b>	<b>1,473,819</b>	<b>1,715,000</b>		<b>3,488,819</b>
<b>Change in Net Assets</b>	<b>354,559</b>	<b>38,671</b>	<b>300,000</b>	<b>393,230</b>
<b>Net Asset Balances as of July 1, 2019 (Projected)</b>	<b>2,054,935.73</b>	<b>9,896,923</b>	<b>6,281,168</b>	<b>18,233,027</b>
<b>Net Asset Balances as of June 30, 2020 (Based on Budget)</b>	<b>2,409,495</b>	<b>9,935,594</b>	<b>6,581,168</b>	<b>18,626,257</b>

**Skyline College Promise Scholars  
Program Impact on Student  
Persistence Rates**



- The Promise Scholars Program provides incoming full-time students a full scholarship for two years, text book assistance, transportation vouchers, and academic and professional support. The program is open to first-time college students who can commit to attending Skyline College full-time.
- With the support of the Town of Colma, the broader community and San Mateo County, 750 new and continuing students will begin the Fall 2019 academic year as Promise Scholars.
- A pilot of the Promise Scholars Program began in Fall 2016 with 139 participating students
- Skyline College expanded the pilot program in Fall 2017 by supporting 253 students and again in Fall 2018 with 507 students.
- Initial results from the pilot programs show positive impact on student persistence rates, in comparison to other full-time students. This increase in persistence will have long-term positive benefits for the Town of Colma, as students complete their educational goals and become informed and engaged citizens.

**Spotlight on Student Success**

“The Promise Scholars Program provided me academic and financial support that made my first year successful. I have peace of mind since I am free from the financial stress of tuition and books as well as knowing that I am on track for transfer. This program also encourages a strong presence on LinkedIn which expanded my horizons professionally.”

- Marie Kyla Perez

Marie Kyla Perez is a Promise Scholar majoring in Computer Science with a cumulative GPA of 3.91. Graduating in 2020, Marie hopes to become a software engineer.



## **President's Innovation Fund Projects**

In addition to scholarships, the \$3,500 grant from the Town of Colma has allowed for matching funds for President's Innovation Fund (PIF) projects. The PIF is an initiative designed to support creativity, encouraging faculty, staff and administrators to "dream out loud". Projects funded for 2019-2020 include:

- A Collaborative Innovation Center
- Access to Success for Foster Youth
- Campus France – Get In, Get Through, and Bonjour
- Chemistry Jam
- Discover Days
- Discover Little Manila
- Energize Colleges
- Global and Domestic Academic Internship Program (GDAIP)
- Guiding Your Path to Success (GPS)
- The Human Library
- La Raza Youth Conference
- Library Outreach Programs
- Negril, Jamaica: A Service and Cross-Cultural Learning Experience
- Pre-Departure Online Orientation
- Science Expedition Fund
- SparkPoint Cash
- STEM Center Forums
- The Student Success Program
- Thematic Math Modules
- Transfer and Leadership Summer Program



## Non-Profit Funding Request Form FY 2019-20

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

**Contact Person:** Sara Townsend

**Address:** 455 County Center                      Redwood City                      CA                      94063  
*Street Address*    *City*    *State*    *Zip Code*

**Phone Number:** (650) 599-1189

**Email Address:** stownsend@smcgov.org

1. Mission Statement: We support San Mateo County youth age 14-21 in achieving their career and higher education goals. We accomplish this via our three pillars of success: skills workshops, job opportunities, and scholarships.
  
2. Amount of Request: \$3,000
  - a. Total Agency Annual Budget: \$280,779
  - b. Number of Agency Employees: 2
  - c. Payroll is 89 % 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.

100% of funding will go directly to the Jobs for Youth Scholarship Trust Fund. Founded in 2005 by former Mayor of Daly City Al Teglia, the Scholarship program was born out of the recognition that low-income Jobs for Youth participants needed support to achieve their higher education and vocational goals. The Scholarship is available to all San Mateo County youth age 16-21 who have a 2.0 cumulative GPA, are at least a junior in high school, and have attended at least one Jobs for Youth job skills workshop, with strong preference given to low-income youth who have encountered hardship. Jobs for Youth Scholars may reapply for a second award and can receive up to two full Scholarships.

We understand that youth from low-income backgrounds may need financial assistance in a number of areas in order to reach their higher-education goals. We allow our Scholars to use their funds for any resources they may need, including tuition, books, a computer, food, or housing.

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

By supporting the Jobs for Youth Scholarship, the Town of Colma helps first-generation, former foster, and other high-need youth build a better future for themselves, their families, and their communities. The Town of Colma has generously supported the Jobs for Youth Scholarship program for many years, providing \$500 to fund a third of a Scholarship in 2016, \$1,500 to fund a full Scholarship in 2017, and \$2,000 to fund a full Scholarship and partially fund a second in 2018.

This fiscal year, Jobs for Youth requests enough funding for two full Scholarships. The Jobs for Youth Operating Budget is fully sustained by the County of San Mateo; 100% of all grant monies received will directly support San Mateo County youth in achieving their higher education/vocational training and, ultimately, long-term career and financial goals.

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

In 2018-19, 787 students from two school districts that serve the Town of Colma became eligible for a Jobs for Youth Scholarship. We expect to serve a similar number of youth in the coming year and expect a majority of the 787 students from 2018-19 to maintain their eligibility (determined by their age) in 2019-20. Our Scholar selection process is fully anonymized and the specific residency and school location of applicants is not considered; however, as the number of JFY youth Members from the Town of Colma and surrounding areas increases, so too does the likelihood that one or more of those young people will apply for and win a Scholarship.

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

All young people between the ages of 14-21 in the County of San Mateo are eligible to become JFY Members, and all Members between the ages of 16-21 may apply for a Scholarship. Youth receive a number of benefits by becoming JFY Members: In order to become a Member, individuals must attend at least one Jobs for Youth workshop on career skills. This fiscal year, JFY began offering workplace soft skills training on topics like communication, relationship-building, and self-awareness in addition to more traditional workshops on resume-writing, interviewing, and other similar topics. By attending these workshops, youth begin developing the skills they need to thrive in their jobs and careers. Additionally, once youth are JFY Members, they receive other exclusive benefits, including access to our curated jobs board, a monthly newsletter with County-wide resources and employment opportunities, and eligibility for our Summer Internship program in various departments throughout the County of San Mateo.

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) 787 students from school districts that serve the Town of Colma attended JFY workshops and became Members in the 2018-19 fiscal year. By school, the numbers are as follows:
- a. Jefferson Union High School District: 359 students total
    - i. Jefferson High School: 40 students
    - ii. Thornton High School: 61 students
    - iii. Westmoor High School: 258 students
  - b. South San Francisco Unified District: 428 students total
    - i. El Camino High School: 405 students
    - ii. South San Francisco High School: 15 students
    - iii. Baden High: 8 students
- B) Most JFY Members attend workshops in the school setting during the regular school day. A minority of Members attend workshops at local libraries, Boys & Girls Clubs, community-based non-profits, at our office in Redwood City, or in other similar locations throughout the County. Students who are unable to attend workshops during school hours, are no longer in school, are homeschooled, or would otherwise benefit from services outside of the school setting are able to attend these workshops.
- C) JFY works closely with school and community-based partners in providing resources to youth. We maintain a network of relationships, including with teachers and administrators at both Jefferson Union High School District and South San Francisco Unified District, who help us schedule workshops and advertise our Scholarship program to students, parents, and staff. Additionally, we work with employers to advertise youth employment opportunities to our Members.

We also maintain regular communication with JFY Members by way of a monthly newsletter which features upcoming workshops, new opportunities on our jobs board, and community events and resources.

8. Provide a detailed account of how the FY 2018-19 contribution was used:

\$1,500 fully funds one JFY Scholarship. The Town of Colma's generous \$2,000 contribution in 2018-19 supports Nicole Silliman and Brayan Ramirez Gonzalez in achieving their higher education goals. Both Scholars have up to two years to claim their funds.

Nicole became a JFY Scholar nearly four years after graduating high school. A former foster youth, Nicole struggled with homelessness, family addictions, and financial troubles while in high school, and she is proud today to have both a high school diploma and a stable job in the County of San Mateo. Nicole is on track to earn her associate degree from Cañada College in 2020 and hopes to transfer to San Diego State for her bachelor's in Social Work. This Spring, Nicole completed courses in social science and child development with all As and Bs. She claimed her Scholarship in June.

Brayan graduated from San Mateo High School in May of this year. He has overcome working memory challenges to achieve academically and has succeeded in balancing academic demands with a part-time job. Brayan is thrilled to have been chosen for the JFY Scholarship, as he comes from a family of five that relies on only one parent income. Brayan looks forward to studying in the Radiologic Technology department at Cañada College, where he will receive hands-on training and an Associate of Science degree. Brayan has until 2021 to claim his Scholarship funds.

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

In the 2018-19 fiscal year, we received the following contributions:

- The Town of Hillsborough: \$750
- The City of Burlingame: \$1,220
- The City of Foster City: \$3,000
- The City of San Carlos: \$2,000
- Town of Colma: \$2,000
- City of Menlo Park: \$1,500

In the 2019-20 fiscal year, we plan on applying for funding from all of the above cities and hope to receive grants in similar denominations. Additionally, we plan on applying for funding from one or two additional San Mateo County 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 # 94-6000532 \_\_\_\_\_

Please attach a copy of the following:

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



**COUNTY OF SAN MATEO**  
OFFICE OF THE CONTROLLER

Juan Raigoza  
Controller

Shirley Tourel  
Assistant Controller

555 County Center, 4th Floor  
Redwood City, CA 94063  
650-363-4777  
<http://controller.smcgov.org>

November 7, 2016

To Whom It May Concern:

The County of San Mateo, California (the County) is a political subdivision of the State of California and is therefore exempt from federal and state income taxes pursuant to 26 USC §115 which provides:

"Gross income does not include--

- (1) income derived from any public utility or the exercise of any essential governmental function and accruing to a State or any political subdivision thereof, or the District of Columbia; or
- (2) income accruing to the government of any possession of the United States, or any political subdivision thereof."

Also, people who make contributions to the County can take a tax deduction on the basis of yet another statute, 26 USC § 170, which provides, in pertinent part:

"(c) Charitable contribution defined. For purposes of this section, the term "charitable contribution" means a contribution or gift to or for the use of-- (1) A State, a possession of the United States, or any political subdivision of any of the foregoing, or the United States or the District of Columbia, but only if the contribution or gift is made for exclusively public purposes."

The County's federal tax identification number is 94-6000532.

Sincerely,

Juan Raigoza  
Controller



County of San Mateo Jobs for Youth  
Human Resources Department  
County Government Center  
455 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

August 5, 2019

To whom it may concern,

Jobs for Youth has a number of stakeholders who provide direct and indirect oversight of our program. These stakeholders include the County of San Mateo Board of Supervisors, the Executive Director of the County of San Mateo Human Resources Department, and a core group of dedicated volunteers who make up our Jobs for Youth Workgroup.

I have attached information on each of these entities as well as individual affiliation information as relevant.

Please contact Sara Townsend at (650) 599-1189 or [stownsend@smcgov.org](mailto:stownsend@smcgov.org) with any questions regarding these attachments. Thank you.

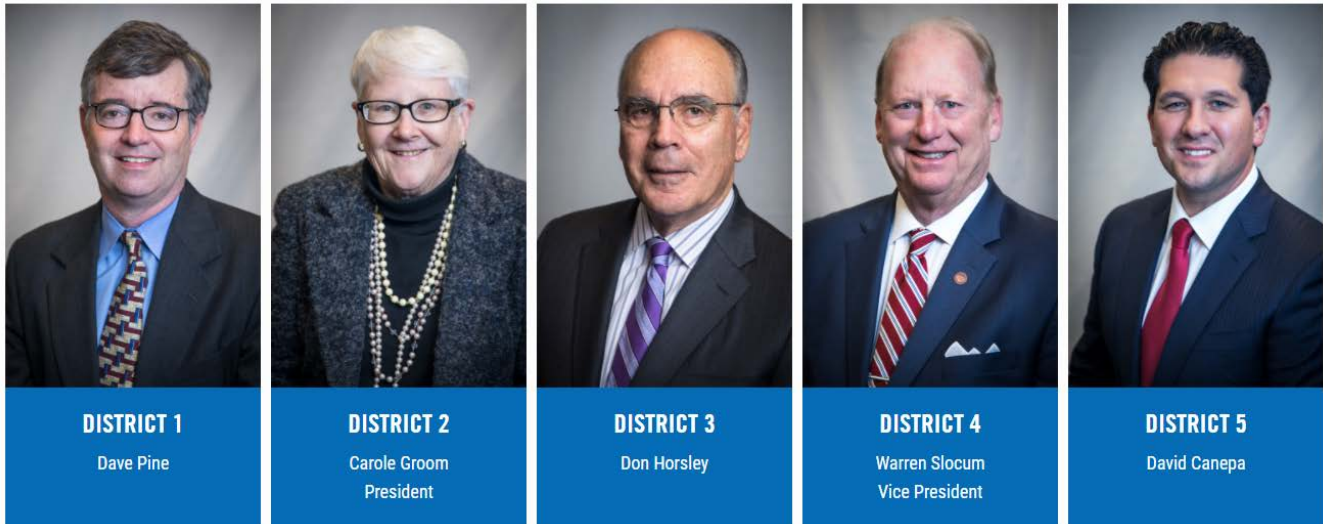
Sincerely,

**Sara Townsend**  
Jobs for Youth Program Coordinator



**San Mateo County Board of Supervisors**

**2019 BOARD OF SUPERVISORS**



**Human Resources Leadership**

The **Executive Director** of the County of San Mateo Human Resources Department is **Rocio Kiryczun**. Jobs for Youth has been housed in Human Resources since 2017. Previously, Jobs for Youth was in the County of San Mateo Human Services Agency.

**Fiscal Year 2019-20 Jobs for Youth Workgroup**

*\*Note: We are currently recruiting new members and anticipate some changes to the following roster by October 2019.*

<b>Name</b>	<b>Affiliation</b>	<b>Title</b>
Cherie Colin	Skyline College	Director of Community Relations
Hal Katoaka	Inspirant Photographer & Career Valor	Founder & Director
Sylvia Yeh Katoaka	Career Valor	Assistant Director
Molly Lai	Genentech, Inc.	Research Associate
Lexis Livengood	Cushman & Wakefield	Vice President
Leslie Lowe	County of San Mateo Employment Development Department	(Retired)
Tina Smith	County of San Mateo Office of Education	Career and Technical Education (CTE) Coordinator
Sharon Stefaniuk	County of San Mateo Human Services Agency	(Retired)
Tiffany Thich	State of California Employment Development Department	Employment Program Manager
Carolyn Woods	Hillsdale Shopping Center	<i>Staff member</i>

## JFY OPERATING BUDGET 2018-19 & 2019-20

IN HOUSE Jobs for Youth Operating Budget Expenditure Categories	Budget FY 2018-19	FY 2018-19 Actual as of 6/30/19	Budget FY 2019-20 as of 8/5/19
Regular Hour - Perm/Term Positions (Salary)	90,180.00	51,725.64	90,180.00
Extra Help/Term Hours - Pay & Benefits	114,661.00	65,843.23	114,661.00
Benefit Adjustments - Perm Positions	45,811.00	10,499.45	45,811.00
<b>Salaries &amp; Benefits</b>	<b>250,652.00</b>	<b>128,068.32</b>	<b>250,652.00</b>
Outside Printing & Copy Svc	4,000.00	4,958.73	4,000.00
General Office Supplies	5,250.00	533.27	5,250.00
Advertising & Publicity Expense	200.00	-	200.00
Employee Mileage Reimbursement	3,000.00	1,257.98	3,000.00
Meetings & Conference Expense	1,000.00	16.19	1,000.00
Other Business Travel Expense	500.00	-	500.00
Special Dept Exps (County-Hosted Events)	9,000.00	9,539.08	9,000.00
Fingerprinting & Criminology	100.00	71.00	100.00
Program Activities Expense	500.00	-	500.00
<b>Services &amp; Supplies</b>	<b>23,550.00</b>	<b>16,376.25</b>	<b>23,550.00</b>
Telephone Service Charges	1,682.00	-	1,682.00
Automation Services-ISD	3,936.00	23,520.00	3,936.00
General Liability Insurance	894.00	-	894.00
Official Bond Insurance	31.00	-	31.00
Human Resources Services	34.00	-	34.00
<b>Other Charges</b>	<b>6,577.00</b>	<b>23,520.00</b>	<b>6,577.00</b>
<b>Total Expenditures</b>	<b>280,779.00</b>	<b>167,964.57</b>	<b>280,779.00</b>

Detail of Special Dept Expense FY 2017-18	Budget FY 2018-19	FY 2018-19 Actual as of 6/30/19	Budget FY 2019-20 as of 8/5/19
Host/Facility/Meals	8,700.00	8,592.26	8,700.00
Printing: Invitations/Brochures	750.00	446.84	750.00
Awards	500.00	462.92	500.00
Signage	-	66.68	-
Tablecloths/Decorations/Favors	-	244.72	-
Misc. Program Supplies	50.00	97.98	50.00
<b>Total</b>	<b>10,000.00</b>	<b>9,911.40</b>	<b>10,000.00</b>



County of San Mateo Jobs for Youth  
Human Resources Department  
County Government Center  
455 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

August 5, 2019

To whom it may concern,

Jobs for Youth is an organization housed within the Human Resources Department of the County of San Mateo. As a county government entity, Jobs for Youth does not file a Form 990.

Please note: Jobs for Youth has two financial accounts, an Operating Budget account and a Scholarship Trust Fund account. The monies in these two accounts remain 100% separate, with 100% of the Scholarship Trust Fund account used exclusively for Scholarships.

Please contact Sara Townsend at (650) 599-1189 or [stownsend@smcgov.org](mailto:stownsend@smcgov.org) with any questions regarding these attachments. Thank you.

Sincerely,

**Sara Townsend**  
Jobs for Youth Program Coordinator







### 2019 Scholar Update



“I was raised in the foster care system and never had much support, especially when it came to college.”

Dear City of Colma,

My name is Nicole Silliman and I was chosen to receive the Jobs for youth Scholarship. I just wanted to express how thankful I am for you sponsoring me and being apart of this amazing program. This Opportunity means the absolute WORLD to me and will allow me to be financially stable while I am going to school. I was raised in the foster care system and never had much support, especially when it came to college. This program has made it possible for me to obtain a higher education and accomplish my dream of becoming a social worker. THANK YOU SO MUCH FOR ALL THAT YOU DO!

- Nicole Silliman

### Colma-sponsored JFY Scholars continue to work toward their goals

**Nicole Silliman**  
2019 Scholar

Nicole became a JFY Scholar nearly four years after graduating high school. A former foster youth, Nicole struggled with homelessness, family addictions, and financial troubles while in high school, and she is proud today to have both a high school diploma and a stable job in the County of San Mateo. Nicole is on track to earn her associate degree from Cañada College in 2020 and hopes to transfer to San Diego State for her bachelor's in Social Work. This Spring, Nicole completed courses in social science and child development with all As and Bs. She claimed her Scholarship in June.

**Brayan Ramirez Gonzalez**  
2019 Scholar

Brayan graduated from San Mateo High School in May of this year. He has overcome working memory challenges to achieve academically and has succeeded in balancing academic demands with a part-time job. Brayan is thrilled to have been chosen for the JFY Scholarship, as he comes from a family of five that relies on only one parent income. Brayan looks forward to studying in the Radiologic Technology department at Cañada College, where he will receive hands-on training and an Associate of Science degree. Brayan has until 2021 to claim his Scholarship funds.

**Samantha Sandoval**  
2018 Scholar

Samantha was awarded with a JFY Scholarship during her junior year of high school in 2018. Samantha graduated from El Camino High School this June and enrolled at San Francisco State University for the coming Fall semester. She has declared Biology as her major, her first step toward fulfilling her dream of becoming an ecologist. Samantha is well-prepared to succeed in this field: throughout high school, Samantha was involved in her high school ecology club and took six science courses in the span of four years. Samantha plans on claiming her Scholarship when she begins her classes this Fall.



## 787 students from Town of Colma school districts became JFY Members

In order to be eligible for the JFY Al Teggia Scholarship, youth must become Jobs for Youth members. Youth age 14-21 can become a JFY Member by attending at least one workshop on job readiness and career skills.

*In 2018-19, Jobs for Youth served **359 students from the Jefferson Union High School District** and **428 students from the South San Francisco Unified School District**.*

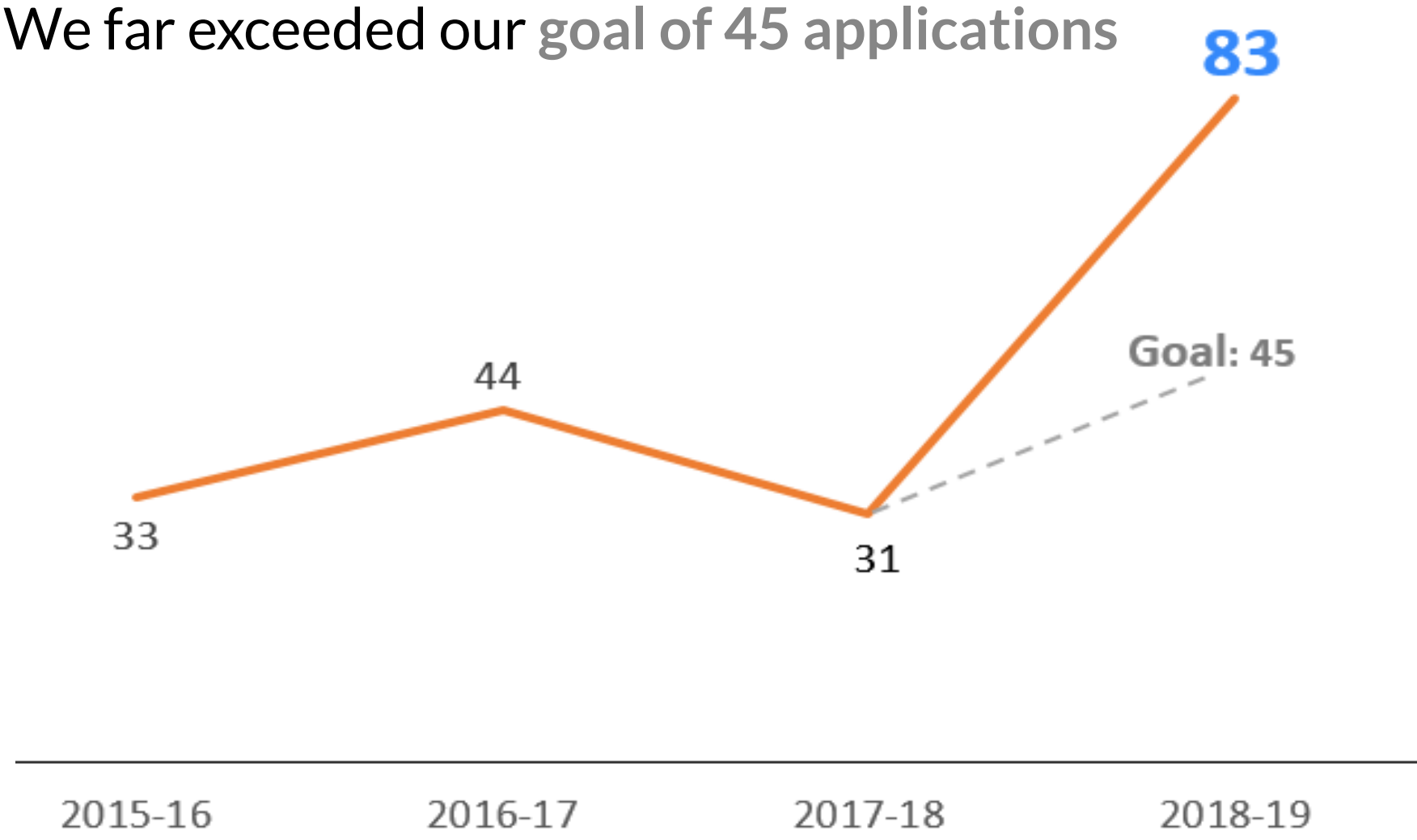
Students received training in a variety of skills. This fiscal year, we expanded our curriculum to offer workshops on soft skills like workplace communication, interviewing, and emotional intelligence. We offered these workshops in addition to our more traditional hard skills programming on topics like resume-writing, completing job applications, and networking.

40	Jefferson High
61	Thornton High
258	Westmoor High
405	El Camino High
15	South San Francisco High
8	Baden High

## Scholarship application numbers grew exponentially

We saw a **2.7x increase** in the number of applications received

We far exceeded our goal of 45 applications



*This fiscal year, we improved our marketing and outreach efforts in order to increase the number of applications received, thereby making our Scholarship more competitive. We also improved our processes to reduce unconscious bias, increase consistency between raters, and improve applicant screening.*

## 147 supporters attended our 37th Scholarship Fundraising Breakfast



**20 Scholars** were awarded with \$1,500 each

On May 16, 2019, our Scholars received their awards at our 37th Scholarship Fundraising Breakfast. All Scholars are Jobs for Youth Members and are selected for financial need, hardship, accomplishments, and plans for the future.

**20**  
Scholars

**\$30,000**  
of education funding total



# JFY SCHOLARSHIP TRUST FUND 2018-19

JFY Scholarship Fund FY 2018-19													
	Activity as of 5/30/2019												
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTALS
Beginning Balance	\$168,525.87	\$165,175.95	\$164,925.95	\$163,280.36	\$161,835.57	\$165,642.03	\$165,642.03	\$164,777.75	\$160,277.75	\$161,377.75			
Donations/Grants	\$4,970.00	\$2,000.00	\$3,604.41	\$0.00	\$3,806.46	\$0.00	\$5,000.00	\$0.00	\$1,850.00	\$8,745.00	\$9,350.00	\$0.00	\$39,325.87
Interest	\$680.08			\$805.21			\$885.72			\$951.59			\$3,322.60
Adjustment													
Disbursements	\$9,000.00	\$2,250.00	\$5,250.00	\$2,250.00	\$0.00	\$0.00	\$6,750.00	\$4,500.00	\$750.00	\$750.00	\$1,500.00	\$0.00	\$33,000.00
Ending Balance	\$165,175.95	\$164,925.95	\$163,280.36	\$161,835.57	\$165,642.03	\$165,642.03	\$164,777.75	\$160,277.75	\$161,377.75	\$170,324.34	\$7,850.00		
	<b>Beginning Balance as of 7/1/2018</b>			\$168,525.87									
	<b>TOTAL Donations/Grants</b>			\$39,325.87									
	<b>TOTAL Interest Received</b>			\$3,322.60									
	<b>TOTAL Adjustments</b>												
	<b>TOTAL Net</b>			\$211,174.34									
	<b>TOTAL Disbursements</b>				\$33,000.00								
	<b>Ending Balance as of 5/30/2019</b>			\$178,174.34									

# JFY SCHOLARSHIP TRUST FUND 2018-19

## Scholarship Donations/Grants (Rev. 6/5/19)

Date	Name	Amount	Mode
<b>JULY 2018</b>	<b>\$4,970.00</b>		
7/25/2018	Town of Hillsborough	\$750.00	Check
7/25/2018	City of Burlingame	\$1,220.00	Check
7/26/2018	City of Foster City	\$3,000.00	Check
<b>AUGUST 2018</b>	<b>\$2,000.00</b>		
8/14/2018	City of San Carlos	\$2,000.00	Check
<b>SEPTEMBER 2018</b>	<b>\$3,604.41</b>		
9/11/2018	PayPal	\$104.41	Check
9/25/2018	Pacific Gas and Electric Company	\$3,500.00	Check
<b>NOVEMBER 2018</b>	<b>\$3,806.46</b>		
11/16/2018	Block & Lot Real Estate LLC	\$3,806.46	Check
<b>JANUARY 2019</b>	<b>\$5,000.00</b>		
1/24/2019	Town of Colma	\$2,000.00	Check
1/24/2019	San Bruno Community Foundation	\$3,000.00	Check
<b>MARCH 2019</b>	<b>\$1,850, \$2,274.89</b>		
3/7/2019	City of Menlo Park	\$1,500.00	Check
3/20/2019	TICKET: Julie Mooney	\$50.00	Check
3/29/2019	Scott Michael & Susan Goldman	\$250	Check
3/29/2019	TICKET: Tanya Beat	\$50.00	Check
<i>Received 3/6/19</i>	<i>Tiffany Thich</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 3/7/19</i>	<i>TICKET: Councilmember Rick Bonilla</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 3/13/19</i>	<i>TICKET: Pamela Duszynski (Paid by SMUHSD)</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 3/14/19</i>	<i>TABLE PARTIAL: Kataoka &amp; Friends #1 (Amy Maschii)</i>	<i>\$43.39</i>	<i>PayPal*</i>
<i>Received 3/20/19</i>	<i>Brandi Law</i>	<i>\$1,941.70</i>	<i>PayPal*</i>
<i>Received 3/20/19</i>	<i>TICKET: Ken Cochran</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 3/27/19</i>	<i>TICKET: Yvonne Shiu &amp; Angelo DeJesus (Paid by SMUHSD)</i>	<i>\$96.80</i>	<i>PayPal*</i>
<b>APRIL 2019</b>	<b>\$8,745, \$2,423.90</b>		
4/9/19	Karen Schwarz	\$50	Check
4/9/19	TABLE PARTIAL: Kataoka & Friends #1 (Carolyn Jung)	\$45.00	Check
4/9/19	TABLE PARTIAL: Kataoka & Friends #1 (Sharon Moy)	\$45.00	Check
4/9/19	TABLE PARTIAL: Kataoka & Friends #1 (Craig Olofson)	\$90.00	Check
4/9/19	TABLE PARTIAL: Kataoka & Friends #1 (Carolyn Jung)	\$45.00	Check
4/17/19	TABLE: County of San Mateo Department of Child Support Services	\$450	Internal
4/19/19	Marquis Landscapes, LLC	\$1,000	Check
4/19/19	TICKET: Vera Jacobson & Tina Smith (Paid by San Mateo County Schools)	\$100	Check
4/19/19	TICKET: Marc Hershman	\$50	Check
4/19/19	Susan Loftus	\$100	Check
4/19/19	Eugene R. Mullin	\$100	Check
4/19/19	TICKET: Isabel Romero (Paid by Housing Authority of SMC)	\$50	Check
4/19/19	TICKET: Leslie F. Lowe	\$50	Check
4/19/19	Leslie F. Lowe	\$75	Check
4/19/19	Molly Lai	\$150	Check
4/25/19	David B. Stefancic	\$5,000	Check
4/25/19	Bohannon Foundation	\$250	Check
4/25/19	Robin, Ferguson & Kempton, LLP	\$150	Check
4/25/19	TABLE PARTIAL: Kataoka & Friends #2 (Fatima Aljafari)	\$45	Check

JFY SCHOLARSHIP TRUST FUND 2018-19

4/29/19	TABLE: County of San Mateo Human Resources Department	\$450	Internal
4/30/19	TABLE: Frances Foglia-Teglia	\$450	Check
<i>Received 4/1/19</i>	<i>Juan Raigoza</i>	<i>\$485.20</i>	<i>PayPal*</i>
<i>Received 4/2/19</i>	<i>TICKET: Juan Raigoza</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 4/2/19</i>	<i>TICKET: Nancy Magee (Paid by Karen Williams)</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 4/3/19</i>	<i>TICKET: Lourdes Garcia &amp; Ana Martinez (Paid by Maria Tapia)</i>	<i>\$96.80</i>	<i>PayPal*</i>
<i>Received 4/8/19</i>	<i>TABLE: Michael Wendler</i>	<i>\$436.65</i>	<i>PayPal*</i>
<i>Received 4/15/19</i>	<i>TABLE: San Mateo Credit Union (Paid by Michele Enriquez)</i>	<i>\$436.65</i>	<i>PayPal*</i>
<i>Received 4/16/19</i>	<i>TABLE: San Francisco Local 798(Paid by Tom Oconnor)</i>	<i>\$436.65</i>	<i>PayPal*</i>
<i>Received 4/18/19</i>	<i>TICKET: Sandy Murtagh (Paid by SMUHSD)</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 4/18/19</i>	<i>TABLE PARTIAL: STEP Table (Paid by Felicia Flores)</i>	<i>\$242.45</i>	<i>PayPal*</i>
<i>Received 4/20/19</i>	<i>TICKET: Ronald Kahn</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 4/22/19</i>	<i>TICKET: Nereida Reese</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 4/26/19</i>	<i>Ruby Tomas</i>	<i>\$48.25</i>	<i>PayPal*</i>
<b>MAY 2019</b>	<b>\$9,350, \$1,332.60</b>		
5/8/19	TICKET: John C. Beiers	\$50	Check
5/8/19	TABLE: Island United Church	\$450	Check
5/8/19	TABLE: San Mateo County Employer's Advisory Council	\$450	Check
5/9/19	TABLE PARTIAL: Kataoka & Friends #2 (Joseph Leung)	\$90	Check
5/9/19	TABLE PARTIAL: Kataoka & Friends #2 (Shutopa Das)	\$100	Check
5/9/19	TICKET: Carolyn S. Woods	\$50	Check
5/9/19	TICKET: Juda Tolmasoff	\$50	Check
5/9/19	TABLE PARTIAL: Kataoka & Friends #2 (Mavie A. Portman)	\$45	Check
5/9/19	TABLE PARTIAL: Kataoka & Friends #2 (Sylvia Yeh Kataoka)	\$180	Check
5/9/19	TABLE PARTIAL: Kataoka & Friends #1 (Sylvia Yeh Kataoka)	\$135	Check
5/14/19	TABLE: City and County of San Francisco	\$450	Check
5/15/19	Woodlawn Foundation	\$6,000	ACH
5/21/19	TICKET: JobTrain (4 tickets)	\$200	Check
5/21/19	Russell & Linda Hayes	\$100	Check
5/21/19	TABLE PARTIAL: Kataoka & Friends #2 (Vinh T. Nguyen Orthodontics)	\$100	Check
5/21/19	TABLE PARTIAL: Bay Area Mentors (Nouane & Alexa Zapletal)	\$45	Check
5/21/19	TABLE PARTIAL: Bay Area Mentors (Diana Lee)	\$180	Check
5/21/19	TABLE PARTIAL: Bay Area Mentors (James J. Poket III)	\$45	Check
5/21/19	Mark Addiego	\$100	Check
5/21/19	TABLE PARTIAL: Bay Area Mentors (Estela Sainez Becerra)	\$180	Check
5/21/19	Tanya Beat	\$50	Check
5/21/19	Kevin Mullin for Assembly 2020	\$300	Check
<i>Received 5/2/19</i>	<i>TICKET: Steven Peltz</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 5/8/19</i>	<i>PayPal (Donation)</i>	<i>\$25</i>	<i>PayPal</i>
<i>Received 5/13/19</i>	<i>TICKET: Reid Ashbaugh (Paid by SMUHSD)</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 5/13/19</i>	<i>TICKET: Anthony Alexander</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 5/13/19</i>	<i>TICKET: Edmund Barberini</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 5/14/19</i>	<i>TABLE PARTIAL: SMC Community College District (Paid by Connor Fitzpatrick)</i>	<i>\$436.65</i>	<i>PayPal*</i>
<i>Received 5/15/19</i>	<i>TICKET: Chet Overstreet</i>	<i>\$48.25</i>	<i>PayPal*</i>
<i>Received 5/15/19</i>	<i>Sara Townsend (Test of Card Reader)</i>	<i>\$0.97</i>	<i>PayPal*</i>
<i>Received 5/16/19</i>	<i>Alex Kramer</i>	<i>\$9.41</i>	<i>PayPal*</i>
<i>Received 5/16/19</i>	<i>Tara Heumann</i>	<i>\$145.35</i>	<i>PayPal*</i>
<i>Received 5/16/19</i>	<i>Ashley Phillips</i>	<i>\$23.97</i>	<i>PayPal*</i>
<i>Received 5/20/19</i>	<i>PARTIAL TABLE: Kaiser Permanente</i>	<i>\$225</i>	<i>Check</i>

## JFY SCHOLARSHIP TRUST FUND 2018-19

<i>Received 5/20/19</i>	<i>PARTIAL TABLE: Kaiser Permanente</i>	<i>\$225</i>	<i>Check</i>
<b>JUNE 2019</b>	<b><i>\$500, \$3,194.20</i></b>		
<i>Received 6/4/19</i>	<i>International Brotherhood of Electrical Workers, Local Union No. 617</i>	<i>\$500</i>	<i>Check</i>
<i>Pending/Award</i>	<i>Wells Fargo</i>	<i>\$1,500</i>	
<i>Pending/Award</i>	<i>Breakfast Raffle Hosted by NFPDC of Daly City</i>	<i>\$1,694.20</i>	
<b>TOTAL</b>		<b><i>\$39,325.87</i></b>	
		<i>\$45,857.26</i>	
		<i>\$49,051.46</i>	

NOTE: *Pending/Award* means we have been selected for the award but have not yet received a check. *Received* means we have received a check or PayPal payment but it has not yet posted to our account.

\*PayPal amounts reflect the total donated minus 2.9% + \$0.30 per transaction in processing fees.

# JFY SCHOLARSHIP TRUST FUND 2018-19

## Scholarship Disbursements (Rev. 6/5/19)

Date	Payee	Amount	
<b>JULY 2018</b>		<b>\$9,000</b>	
7/18/2018	Camilla	BOYLAND	\$750
7/18/2018	Raul	GOMEZ	\$750
7/18/2018	Rafael	NAVARETTE VARGAS	\$1,500
7/18/2018	Yajaira	OROZCO	\$750
7/24/2018	Sofia	BETTEO	\$750
7/24/2018	Xavier	MCNALLY	\$3,000
7/24/2018	Joaquin	PRECIADO	\$750
7/24/2018	Christian	WOOD	\$750
<b>AUGUST 2018</b>		<b>\$2,250</b>	
8/7/2018	Hur "Luna"	TEOH	\$750
8/28/2018	Charlie	REYES ISLAS	\$1,500
<b>SEPTEMBER 2018</b>		<b>\$5,250</b>	
9/6/2018	Haolin	ZHU	\$1,500
9/24/2018	Paola	AYALA	\$750
9/24/2018	Elizabeth	CRUZ ANTONIO	\$750
9/24/2018	Jacquelin	KAO	\$1,500
9/24/2018	Brandon	MARIN MARES	\$750
<b>OCTOBER 2018</b>		<b>\$2,250</b>	
10/1/2018	Matthew	MORALES	\$750
10/9/2018	Luis Angel	ESPINO CERVANTES	\$750
10/16/2018	Stephanie	BARILLAS	\$750
<b>JANUARY 2019</b>		<b>\$6,750</b>	
1/3/2019	Maria Ines	ZAVALA-CARDOSO	\$750
1/3/2019	Maria Ines	ZAVALA-CARDOSO	\$750
1/15/2019	Stephanie	BARILLAS	\$750
1/15/2019	Camilla	BOYLAND	\$750
1/15/2019	Joaquin	PRECIADO	\$750
1/17/2019	Areeta	WONG	\$1,500
1/17/2019	Sophia	BETTEO	\$750
1/24/2019	Christian	WOOD	\$750
<b>FEBRUARY 2019</b>		<b>\$4,500</b>	
2/6/2019	Vanessa	RODRIGUEZ ZAVALA	\$1,500
2/13/2019	Elizabeth	CRUZ-ANTONIO	\$750
2/21/2019	Raul	GOMEZ	\$750
2/28/2019	Yajaira	OROZCO	\$750
2/28/2019	Paola	AYALA AMEZCUA	\$750

## JFY SCHOLARSHIP TRUST FUND 2018-19

<b>MARCH 2019</b>			<b>\$750</b>
3/20/2019	Luis Angel	ESPINO CERVANTES	\$750
<b>APRIL 2019</b>			<b>\$750</b>
4/1/2019	Brandon	MARIN MARES	\$750
<b>MAY 2019</b>			<b>\$1,500</b>
5/29/2019	Isabella	MARINOS	\$1,500
<i>Pending as of 5/29/2019</i>	<i>Nicole</i>	<i>SILLIMAN</i>	<i>\$1,500</i>
<i>Pending as of 5/30/2019</i>	<i>Dian</i>	<i>RODRIGUEZ</i>	<i>\$1,500</i>

NOTE: *Pending* means we have processed the disbursement claim *as of* the date listed but the claim has not yet posted to our account.







## Non-Profit Funding Request Form FY 2019-20

Name of Organization: StarVista (Program: San Mateo County Pride Center)

Contact Person: Ivón Hernandez

Address: 610 Elm Street #212, San Carlos, CA 94070  
Street Address City State Zip Code

Phone Number: 650-591-0133

Email Address: [ivon.hernandez@sanmateopride.org](mailto:ivon.hernandez@sanmateopride.org)

1. Mission Statement: The San Mateo County Pride Center is a program of StarVista in collaboration with Daly City Partnership, Peninsula Family Service, and Outlet of Adolescent Counseling Services. The mission of our lead agency, StarVista, is to deliver high impact services through counseling, skill development, and crisis prevention to children, youth, adults and families.

The Pride Center's mission is to increase access to mental health services and community support through connections to resources, advocacy, and social activities for the LGBTQ+ Community. With the support of StarVista and our partners, our mission is to create a safe, inclusive and affirming community climate that fosters personal growth and opportunities to thrive for individuals of all ages, sexual orientations, and gender identities through education, counseling, advocacy, and support.

2. Amount of Request: \$5,000

a. Total Agency Annual Budget: \$ 16,040,000

b. Number of Agency Employees: 207

c. Payroll is 78.9 % 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 Pride Center's charge is to increase access to mental health services and increase the wellbeing of LGBTQ+ people. The Pride Center is a one-stop-shop for clients seeking services, we offer clinical services, community building activities, peer support groups and LGBTQ+

education for all ages. We seek to educate and engage residents in order to increase the pathways to mental health services to connect people to care while decreasing isolation.

The Pride Center will use awarded funds to (a) increase participation rates with Colma residents, (b) increase community awareness of Center's services, and (c) facilitate high school Gay Straight Alliance (GSA) mixers in North County. Funding and support from cities in the county sends the powerful message to all residents they are valued and supported, regardless of their gender identity or sexual orientation. For other funders considering support for the Pride Center, city funding provides a similar message – one that tells other funders that the community supports the Pride Center.

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

The San Mateo County Pride Center is requesting \$5,000 from the Town of Colma to continue targeted outreach to North County youth in high school and middle school. Last year, we applied for funding to concentrate efforts on North County because there were low participation rates from North County residents in comparison to other parts of the county. With the support of the Town of Colma, we were able to begin setting the foundation to make our services more accessible to North County youth. With the requested funding, we will increase participation rates of Colma residents, increase community awareness of the services that are offered, and facilitate GSA (Gender and Sexuality Alliance) events for North County high schools.

Additionally, funds would support staff time to organize and facilitate these mixers, provide food, rental fees for venues, and honorariums for speakers and/or performers. Last year, our Youth Program Coordinator visited all public North County high schools and Thomas R. Pollicita Middle School and made connections with district staff, wellness counselors and GSA leaders. This year we will build from these connections made and increase participation in North County programming.

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

The Pride Center is requesting the same amount as last year and is hopeful to have the \$5,000 approved this year. We now have the opportunity to target programming in North County. As our services in North County gain visibility, we will have the opportunity to reach more students in the community's high schools and middle schools. Since we expect an increased demand for these events during the school year, an expanded budget would allow for the provision of honorariums for speakers and performers to share their knowledge and talent with the community.

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

The Town of Colma will benefit from funding the San Mateo County Pride Center because they are partnering with us to create a safer environment for San Mateo County Youth. Together, we will decrease isolation among LGBTQ+ youth in North County and increase pathways to access mental health services. San Mateo County has the highest rate of youth hospitalizations for self-injury than any county in California (kidsdata.org) and nationally, suicide is the second leading cause of death for LGBTQ youth age 10-24 (thetrevorproject.org). At the Pride Center, it is our job to help youth that are exploring a new gender identity but do not feel

safe telling their family. It is our goal to create safer school environments for LGBTQ+ students so that 93% of students stop hearing the term "gay" used as a slur in school (lgbtq.smcgov.org). It is our job to help the youth directly, and to create an affirming environment in schools that celebrates all identities.

Increased outreach (flyers, brochures, resource sheets, photo exhibits, etc.) in the Town of Colma and North County cities will promote our services and create pathways for LGBTQ+ people to access services that are affirming of their identities. As our training services make it into schools, we can work on tackling bullying in schools and assess the needs for children at these schools by working with GSA leaders and students.

The LGBTQ+ population has far higher rates of depression, anxiety, substance use and suicide than their heterosexual and cisgender counterparts. By funding the Pride Center, the Town Colma will be publicly supporting the only LGBTQ+ center in the county while decreasing the social stigma of being LGBTQ+. With the support of the Town of Colma, North County youth will live in a place that is accepting and centers on their needs and identities.

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.

According to our attendance logs in 2019, Colma residents make up to 7% of the community members served in the Center. Colma residents and businesses may connect with our services or programs both at the Center and throughout the county. While the Center is located centrally in the City of San Mateo and accessible via public transit, we represent a large county. Our clinical, outreach and program staff are able to travel to meet clients where they are, whether that be a school presentation, a training for local government or nonprofits, or an in-home therapy visit. The Center's collaborative partners StarVista and Daly City Partnership have offices located in North County.

Daly City Partnership neighbors the town of Colma and conducts outreach in local health resource fairs. Our community outreach team will make additional efforts to educate and engage Colma residents through increased awareness and access to mental health services, community building events, educational trainings, and local LGBTQ+ affirming resources. In collaboration with the Daly City Youth Health Center, the Pride Center launched a North County Youth Group from January through May 2018 in Daly City. Group attendance was low, so we are working towards relaunching a future group. With an increased presence in high schools, we can decrease the discrimination and social stigma of being an LGBTQ+ community member and mitigate feelings of depression and anxiety that arise from these social stigmas.

8. Provide a detailed account of how the FY 2018-19 contribution was used:

Most of the \$2,500 award was allocated for the Youth Program Coordinator's time to meet with school administration, staff, and students to assess the needs at each school (\$1,900). The remaining funds (\$600) were split between refreshments for the Pride Night, outreach, decorations, honorariums and appreciation cards.

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

The San Mateo County Pride Center has not received or requested funds from other cities in FY 2018-2019 or FY 2019-2020.

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.

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11. Charitable Trust # or EIN #  94-3094966

Please attach a copy of the following:

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



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077552417  
June 29, 2011 LTR 4168C 0  
94-3094966 000000 00

00040559

BODC: TE

STARVISTA  
610 ELM ST STE 212  
SAN CARLOS CA 94070-3070



07311

Employer Identification Number: 94-3094966  
Person to Contact: Dee Anna Jarmon  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your May 24, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in October 1993.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

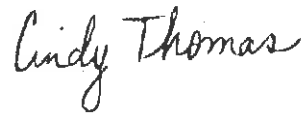
Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077552417  
June 29, 2011 LTR 4168C 0  
94-3094966 000000 00  
00040560

STARVISTA  
610 ELM ST STE 212  
SAN CARLOS CA 94070-3070

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Cindy Thomas  
Manager, EO Determinations



# STAR VISTA

## Board of Directors

<b>Board Chair:</b>	<b>Kristin Sun</b> Wealth Manager, Sand Hill Global Advisors, LLC
<b>Vice Chair:</b>	<b>Ken Pessa</b> Retired Assistant Chief, Probation Officer
<b>Treasurer:</b>	<b>Alison Proctor</b> Partner, Seiler LLP
<b>Secretary:</b>	<b>Elaine Cummings</b> Consultant

**Sanjay Aggarwal**  
Senior Manager Corporate Strategy,  
Cisco Systems

**Chief Ed Barberini**  
Police Chief,  
San Bruno Police Department

**Sheriff Carlos Bolanos**  
San Mateo County Sheriff's Office

**Mark Constant**  
SVP, Corporate Finance & Treasury,  
Franklin Templeton Investments

**Jeneé Littrell**  
Associate Superintendent,  
Student Services  
San Mateo County Office of Education

**Alina Lloyd**  
Private Wealth Manager,  
Merrill Lynch Private Banking &  
Investment Group

**Seth Schalet**  
Chief Executive Officer,  
Prevent Blindness Northern California

**Steve Shray**  
Consultant

**Brian Sisco**  
Consultant

**Roger Toguchi**  
Consultant

**Eric Wollman**  
Retired Chief,  
Burlingame Police Department

**Howard Yang**  
Head of Strategy & Planning,  
Customer Support  
Uber

**Erick Young**  
Technical Solution Architect,  
IBM Corporate HQ

**Contact Address:** 610 Elm Street, Suite 212; San Carlos, CA 94070



# STAR VISTA

## Budget for the Year Ending June 30, 2020

<b>Revenue:</b>	
Government Contracts	11,447,644
School Contracts	1,180,717
Program Fees	1,343,900
Foundations/Grants	930,000
Donations/Contributions	700,000
Fund-Raising	135,000
Other	302,739
<b>Total Revenue</b>	<b><u>16,040,000</u></b>
<b>Personnel Expenses</b>	
Salaries, benefits, payroll taxes, workers comp	<b>12,661,210</b>
<b>Operating Expenses</b>	
Supplies/Telephone/Internet/Printing/Postage	417,773
Employee Costs & Mileage Reimbursement	141,829
Facilities & Equipment: Office Rent/Maintenance/Utilities/Security	1,205,993
Professional Services & Fees	196,706
Client Costs: Rent/Utilities/Food/Transportation/Drug testing/Other	1,100,930
Insurance	82,000
Fundraising Expenses	40,000
Other/Misc	193,559
<b>Total Operating Expenses</b>	<b><u>3,378,790</u></b>
<b>Total Expenses</b>	<b><u>16,040,000</u></b>
<b>Net Income (Loss)</b>	<b><u>-</u></b>





**SAN MATEO COUNTY  
PRIDE CENTER**

1021 S. El Camino Real, San Mateo, CA 94402 | [sanmateopride.org](http://sanmateopride.org) | 650-591-0133

### **Town of Colma Grant Report '18-19**

#### **(i) Results of the program or project funded by the grant**

The San Mateo County Pride Center (Pride Center) was awarded grant funds from the Town of Colma to increase participation rates of Colma residents, increase community awareness of Pride Center services and facilitate a GSA mixer for north county high schools. Since receiving the grant funds, we have built deeper connections with north county high schools and middle schools specifically with Jefferson High School and Thomas R. Pollicita Middle School.

For the last couple of years, Outlet and the Pride Center have been working with Thomas R. Pollicita to host a panel about LGBTQ+ experiences that was presented to their 7th grade classes. This year, we were able to build on our relationship with Jefferson High School youth and were able to bring 2 high school students to the panel to speak on their experiences as LGBTQ+ youth to around 145 middle school students. Having high school aged youth was a powerful demonstration of representation for the youth who attended and helped facilitate a connection between the middle school and the high school's GSAs. As a result of our increased involvement, we have also become participants in the Jefferson Union High School District LGBTQ+ Ad Hoc committee to provide support to school staff and administration in planning out ways to increase LGBTQ+ visibility and safety on campuses. This participation is garnering increased connections to district staff, such as wellness counselors and GSA leaders, and is leading to potential training support that Outlet and the Pride Center will provide throughout the district next year.

Through the process of meeting wellness counselors and GSA teacher leaders, our Youth Program Coordinator took lead on north county outreach for youth programming. This included multiple staff consultations and visits to GSA's at all of Jefferson Union schools. With the help of the growing network of school staff and administration serving LGBTQ youth, the Pride Center's Youth Program Coordinator organized "Pride Night, A Celebration for Youth". The purpose of



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hosting this social mixer in Daly City was to aid in eliminating transportation barriers that often keep north county youth away from the Pride Center. This mixer was hosted in collaboration with Daly City Youth Health Center to increase the visibility of Pride Center services for north county youth and was open to middle and high school youth. Our Youth Program Coordinator found that none of the Youth in attendance currently utilize direct Pride Center youth program services.

**(ii) Evaluates the results of the program or project funded by the grant**

The Pride Night that was hosted in collaboration with Daly City Youth Health Center and had youth from Thomas R. Pollicita Middle School (1 youth), Jefferson High School (1 youth), Terra Nova High School (3 youth), Ingrid B Lacy High School (2 youth), and Skyline Community College (1 youth) come and participate. As stated above, none of these youths had engaged with direct service peer groups offered by the Pride Center. The event attendance was significant in that it drew in 8 youths during the summer right after school ended. All youth from the event are connected to schools that the Pride Center has built a relationship with via GSA or wellness counselor connections. It was remarkable to see those connections result in positive and joyful outcomes of youth gathering as an LGBTQ+ north county community. The event also solidified connections between the Pride Center and the Daly City Youth Health Center. This connection has led to increased communication and resource sharing between both organizations. There is also a dialogue between both organizations on ways to provide regular, ongoing programming to LGBTQ+ youth during the next school year.

**(iii) Accounting of the use of the grant funds**

Most of the award money was spent on designating time for the Youth Program Coordinator to make school visits to every public high school and some middle schools in north county. While meeting with school wellness counselors and teachers who were leading Gender and Sexuality Alliance groups on campus the Youth Coordinator was able to assess needs for youth in this area of the county and plan for future events with GSAs in north county schools.

Please see attached income Grant Report '18-19 Income attachment.



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## San Mateo County Pride Center--Town of Colma Grant Report '18-'19: Income Statement

Prepared by Ivón Hernandez

<b>Revenue</b>	
Town of Colma Grant Award '18-'19	\$2,500.00
<b>Program Expenses</b>	
Youth Coordinator Staff Time	\$1,900.00
Food	\$200.00
Outreach Materials	\$125.00
Decorations	\$125.00
Honorariums for Performers	\$125.00
Appreciation Cards	\$25.00
<b>Total Grant Expenses:</b>	<b>\$2,500.00</b>



## Darcy De Leon

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**From:** Brian Dossey  
**Sent:** Friday, September 6, 2019 9:11 AM  
**To:** Darcy De Leon  
**Cc:** Caitlin Corley  
**Subject:** FW: Email indicating withdrawal of grant request

FYI

### **Brian Dossey, City Manager**

1198 El Camino Real  
Colma, CA 94014  
(650) 997-8318 – Direct  
(650) 333-1768 – Cell  
(650) 997-8308 – Fax  
[bdossey@colma.ca.gov](mailto:bdossey@colma.ca.gov)  
[www.colma.ca.gov](http://www.colma.ca.gov)

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**From:** Kellyx Nelson <Kellyx@sanmateorcd.org>  
**Sent:** Friday, September 06, 2019 9:03 AM  
**To:** Michael Laughlin (Colma Contractor) <mlaughlin@colma.ca.gov>; Brittani Bohlke <Brittani@sanmateorcd.org>; Jarrad Fisher <Jarrad@sanmateorcd.org>; Bryanna Whitney <Bryanna@sanmateorcd.org>  
**Cc:** Kathleen Gallagher (Colma Contractor) <kgallagher@colma.ca.gov>; Brad Donohue (Colma Contractor) <bdonohue@colma.ca.gov>; Caitlin Corley <ccorley@colma.ca.gov>; Brian Dossey <bdossey@colma.ca.gov>  
**Subject:** Re: Email indicating withdrawal of grant request

Certainly and thank you for reaching out.

Per my conversation with Michael by phone yesterday, the San Mateo RCD respectfully withdraws our current grant request. As a nonregulatory public agency, the RCD works where we are invited to provide technical assistance and other services to help people best manage their natural resources. And as a public entity that is almost entirely dependent on grant funding, we can only work where we are able to bill for our time.

At this point, unfortunately, we do not feel there is sufficient interest from the cemeteries to move meaningful projects forward. Several RCD staff have found it difficult to receive responses from cemetery representatives despite multiple repeated attempts in different formats. And when we are successful in reaching representatives, there is generally low interest and low commitment to the program we are offering. While we can provide assistance for all technical aspects of water conservation and are also very experienced with acquiring grant funds for implementation, we need the program recipients to have a sufficient level of interest in participation.

A typical life cycle of a project or program would be (1) conduct water use audits to determine potential increases in efficiency [this was done], (2) develop site specific plans and designs [this was initiated], and (3) implement the plans/ designs. We either need to fund each stage separately, or preferably fund a program that encompasses all three stages to keep continuity with the cemeteries. One cemetery operator expressed frustration with his perception that we had promised grant funds that never materialized after we had only



completed an audit with recommendations that did not immediately translate into implementation funding. It is understandable but regrettable that he had this expectation and perceives the RCD to have failed to deliver.

There is also a bit of a "chicken and egg" issue in incentivizing participation in a water conservation program. Cemetery operators might participate if we could estimate how much money they might save by implementing recommended practices, but we cannot estimate how much they might save without developing some site specific plans. There is no general estimate that would apply to all practices or all cemeteries, as their operations are each unique.

The RCD has been around for over 80 years (formed in Colma!) and we are not leaving. We remain committed to conservation and to the Town of Colma's laudable sustainability efforts. We also remain available to work with any interested cemetery operator. If demand develops for our services, or if a new opportunity evolves (e.g. a regulatory driver, increased costs of water, new cemetery staff with interest in conservation, or a significant funding opportunity for outreach, designs, and implementation), we are here to help.

Please do not hesitate to contact me at any time for our general technical assistance or to be a collaborator in the Town's thinking process for sustainability.

Sincerely,  
Kellyx

Kellyx Nelson  
Executive Director  
San Mateo Resource Conservation District  
[www.sanmateoRCD.org](http://www.sanmateoRCD.org)  
[www.facebook.com/sanmateoRCD](https://www.facebook.com/sanmateoRCD)

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**From:** Michael Laughlin (Colma Contractor) <[mlaughter@colma.ca.gov](mailto:mlaughter@colma.ca.gov)>  
**Sent:** Friday, September 6, 2019 8:21 AM  
**To:** Kellyx Nelson <[Kellyx@sanmateorcd.org](mailto:Kellyx@sanmateorcd.org)>; Brittani Bohlke <[Brittani@sanmateorcd.org](mailto:Brittani@sanmateorcd.org)>  
**Cc:** Kathleen Gallagher (Colma Contractor) <[kgallagher@colma.ca.gov](mailto:kgallagher@colma.ca.gov)>; Brad Donohue (Colma Contractor) <[bdonohue@colma.ca.gov](mailto:bdonohue@colma.ca.gov)>; Caitlin Corley <[ccorley@colma.ca.gov](mailto:ccorley@colma.ca.gov)>; Brian Dossey <[bdossey@colma.ca.gov](mailto:bdossey@colma.ca.gov)>  
**Subject:** Email indicating withdrawal of grant request

Hi Kellyx and Brittani – If you can briefly respond to this email with your reasons for withdrawing you grant request this morning, it would be greatly appreciated. We have assembled the City Council packet to go out today and would appreciate hearing from you so we can make necessary modifications. Thanks!

Sincerely,

**Michael P. Laughlin, AICP**  
City Planner, CSG Consultants



## Non-Profit Funding Request Form FY 2019-20

Name of Organization: San Mateo Resource Conservation District (RCD)

Contact Person: Bryanna Whitney, Conservation Project Coordinator

Address: 80 Stone Pine Road, Suite 100, Half Moon Bay, CA, 94074  
Street Address City State Zip Code

Phone Number: (650) 712-7765x107 Email Address: bryanna@sanmateoRCD.org

1. Mission Statement: The San Mateo RCD is a special district that helps people protect, conserve, and restore natural resources through non-regulatory technical assistance. The RCD uses diverse means to further resource conservation, acting as a focal point for local conservation efforts on public and private lands through partnerships and collaboration with land owners and managers, technical advisors, area jurisdictions, government agencies, and others.

2. Amount of Request: \$5000.00

a. Total Agency Annual Budget: \$13,101,923.00

b. Number of Agency Employees: 16 (Combined full/part-time/temporary)

c. Payroll is 11.2% 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; <sup>[[ ]]</sup><sub>SEP</sub>
- B. Provide physical or mental health services to persons with special needs, or Integrated Care Services; <sup>[[ ]]</sup><sub>SEP</sub>
- C. Educate and engage residents; <sup>[[ ]]</sup><sub>SEP</sub>
- 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.

As prominent businesses in the Town of Colma, cemeteries bring in thousands of visitors each year, supporting other businesses as well as overall economic development. Aesthetics of the property, most often including vast well-irrigated lawns, are critical to the cemetery business model. These lawns require a substantial amount of time, money, energy, and water, a limited resource in this area. This funding will support the cemeteries in the Town of Colma by providing technical expertise to develop sustainable management practices, which will reduce water and energy use, as well as operational costs.

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

This proposal is for continuation of the Cemetery Sustainability Program in 2019/2020. This program builds on a partnership between the San Mateo Resource Conservation District (RCD) and the Town of Colma to improve irrigation efficiency and overall sustainability at cemeteries in the Town of Colma. In the summer of 2016, the RCD conducted evaluations at six cemeteries to assess water and energy efficiency of irrigation infrastructure. The Town of Colma conducted the initial outreach to the cemeteries and the cemeteries provided funding for the evaluations. The evaluations provided information on water and energy usage, areas of inefficiency, and recommended irrigation infrastructure improvements to save water, energy, time, and money.

After these irrigation evaluations were completed, it became clear that the cemeteries had little capacity to deal with logistics of planning and implementing improvements, and were also constrained by how to pay for them. The cemeteries needed further assistance to bridge the gap between the irrigation evaluations and implementing irrigation improvements. Therefore, the RCD applied to the Town of Colma's grant program in August 2017 to follow up with the cemeteries and assist in moving the recommendations forward through the planning phase. Based on the amount of funding received, the RCD was able to follow-up with the largest cemetery in Colma, Holy Cross Cemetery, and provide plans for implementation of infrastructure updates.

Funding is currently requested to continue this important initiative by performing this work at two other cemeteries in the Town of Colma. The work proposed for the Cemetery Sustainability Program 2019/2020 involves the following:

- Meeting with the point of contact at the cemeteries to discuss:
  - How recommendations from evaluations fit into current management plans and goals
  - The feasibility of specific irrigation system improvements
  - What improvements can be implemented and how
- Obtaining detailed information from the cemeteries (infrastructure parts, numbers etc.)
- Developing plans, maps, and/or project descriptions for each cemetery to demonstrate irrigation improvements for implementation. *Note that it may become apparent during this process that engineered (AutoCAD) designs are needed for implementation. If this is the case, additional funding would be needed to pay for these designs.*
- Providing cost estimates for implementation of the irrigation improvements at each cemetery
- Providing updated estimates for energy, water and cost savings for each cemetery
- Coordinating and communicating with the Town of Colma through calls, emails, and meetings
- Continuing to work toward the implementation phase for Holy Cross Cemetery (i.e. researching grants and compiling documentation)
- Providing a report to the Town of Colma that includes work performed and results

The RCD proposes performing the Cemetery Sustainability Program 2019/2020 at Cypress Lawn Cemetery. If this is not possible, then this work is proposed for Hills of Eternity Cemetery and Eternal Home Cemetery. The Cypress Lawn Cemetery campuses are prioritized due to the amount of potential water and energy savings.

The timeline for the Cemetery Sustainability Program 2019/2020 depends on when potential funding is received. Based on the timeline last year, funding and the final contract was not received until the end of February 2019. Ideally, we would commence work earlier to ensure continuity and momentum.



The budget for the Cemetery Sustainability Program 2019/2020 is listed below.

Conservation Project Coordinator: 30 Hours @ \$65/hr - \$1950.00

Senior Conservation Project Manager: 6 Hours @ 83/hr - \$498.00

Administrative Officer: 1.5 Hours @ \$98/hr - \$147.00

Irrigation Specialist: 12 Hours @ \$200/hr - \$2400.00

**TOTAL budget: \$4,995.00**

The Cemetery Sustainability Program 2018/2019 allows previous efforts by the Town of Colma and the RCD to move forward to improve irrigation efficiency and overall sustainability at cemeteries in the Town of Colma. The program allows two cemeteries to further utilize their irrigation evaluations, receive planning documents, and to be a step closer to implementing improvements. It is anticipated that information from the program will be used by the cemeteries, the Town of Colma, and the RCD to apply for a grant to implement the improvements and achieve water, energy, and cost savings.

If recommended irrigation improvements are implemented at Cypress Lawn Eastside and Hillside campuses, it is currently estimated that following savings would be achieved:

- Annual water savings: 72 acre-feet
- Annual energy savings: 49,175 kilowatt hours
- Annual cost savings: \$7,217

If recommended irrigation improvements are implemented at Eternal Home and Hills of Eternity, it is currently estimated that following savings would be achieved:

- Annual water savings: 3 acre-feet
- Annual energy savings: 16,754 kilowatt hours
- Annual cost savings: \$2,681

*Note that measuring actual savings is only possible once the irrigation improvements are implemented.*

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

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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; [REDACTED]
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and [REDACTED]
- 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 these 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 2018-19 contribution was used:

The FY 2018-2019 contribution was used to coordinate and work the Holy Cross & Cypress Lawn Cemetery staff to conduct additional testing to assess effectiveness of system upgrades and to identify opportunities for additional improvement. Some practical upgrades were made at Holy Cross including installation of new sprinkler heads and technical assistance regarding plumbing equipment. We obtained a labor quote for the irrigation upgrades proposed at Holy Cross, which will be essential for applying to future grant funding opportunities. We also completed an additional irrigation evaluation at Cypress Lawn's Westside campus. RCD staff researched grant opportunities to fund major system upgrades at the various campuses, and have identified a specific grant under which we believe the cemetery's water conservation measures will be competitive.

RCD Staff Time:

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Conservation Project Assistant: 25 Hours @ \$37/hr - \$925.00

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Senior Conservation Project Manager: 5 Hours @ 77/hr - \$385.00

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Administrative Officer: 1.5 Hours @ \$62/hr - \$93.00

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Irrigation Specialist: \$3,600

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TOTAL: \$5,003.00

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9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

The RCD has been awarded funds from the city of Pacifica for water quality services. In FY 2018-2019 the RCD was awarded \$ 42,858.27. The RCD will receive an estimated \$36,280.24 for FY 2019-2020.

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

Yes \_\_\_\_\_ No  X

If yes, please provide details.

N/A

11. Charitable Trust # or EIN # 94 - 6036491

Please attach a copy of the following:

- Proof of organization's tax exempt status
  - Roster of current governing board
  - Current Year Annual Operating Budget
  - Completed IRS 990 form for the last fiscal year
- (Note: The RCD is not Required to fill out IRS 990. Contact us if you have further questions.)



## San Mateo Resource Conservation District Fiscal Year 2020 Financial Budget

			FY 20 Budget
Revenue			
	<u>Program Revenue</u>		
	Agricultural Ombudsman	\$44,588	
	Climate Mitigation and Adaptation	\$197,856	
	Conservation Technical Assistance	\$179,568	
	Erosion and Sediment Management	\$640,084	
	Fire and Forestry	\$239,040	
	Habitat Enhancement	\$8,289,785	
	Santa Cruz Mountains Stewardship Network	\$442,680	
	Water Resources & Conservation	\$2,569,066	
	Water Quality	\$272,634	
	Billing Rate Adjustments	\$50,000	
	<b>Subtotal Program Revenue</b>		<b>\$12,925,301</b>
	<u>Other Revenue</u>		
	County Contributions	\$200,000	
	Individual Contributions	\$10,000	
	Interest Income	\$500	
	Misc. Income	\$0	
	Property Tax	\$65,000	
	Service Fees	\$0	
	<b>Subtotal Other Revenue</b>		<b>\$275,500</b>
	<b>Total Revenue</b>		<b>\$13,200,801</b>
Expenses			
	<u>Operating Expenses</u>		
	Personnel (Salaries & Fringe)	\$ 1,654,251	
	Other	\$ 323,000	
	<b>Subtotal Operating Expenses</b>		<b>\$1,977,251</b>
	<u>Program Expenses</u>		
	Agricultural Ombudsman	\$600	
	Climate Mitigation and Adaptation	\$49,566	
	Conservation Technical Assistance	\$85,823	
	Erosion and Sediment Management	\$593,500	
	Fire and Forestry	\$135,000	
	Habitat Enhancement	\$7,620,169	
	Santa Cruz Mountains Stewardship Network	\$307,380	
	Water Resources & Conservation	\$2,231,600	
	Water Quality	\$101,034	
	<b>Subtotal Program Expenses</b>		<b>\$11,124,672</b>
	<b>Total Expenses</b>		<b>\$13,101,923</b>
	<b>NET</b>		<b>\$98,878</b>
	<b>Operating Reserve Allocation \$</b>		<b>250,000</b>

**Roster of Current Governing Board  
Updated 08/01/2019**

TJ Glauthier  
Board President

Neal Kramer  
Board of Directors

Barbara Kossy  
Board of Directors

Jim Reynolds  
Board of Directors

Adrienne Etherton  
Board of Directors

# Cemetery Water Efficiency and Sustainability Report

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## Prepared for:

Town of Colma  
1188 El Camino Real  
Colma, CA 94014



## Prepared by:

San Mateo Resource Conservation District  
80 Stone Pine Road, Suite 100  
Half Moon Bay, California 94019



July 15, 2019

## **Background**

In the summer of 2016, irrigation evaluations were conducted by the San Mateo Resource Conservation District (RCD) and Power Hydrodynamics at six cemeteries in the Town of Colma. Irrigation evaluations assess the efficiency of infrastructure and management practices and identify opportunities to save water, energy, staff time, and money. The Town of Colma conducted the initial outreach to the cemeteries and the cemeteries provided funding for these evaluations.

Following the 2016 evaluations, it became clear that the cemeteries had little capacity to plan and pay for the improvements that were recommended by the RCD and Bill Power. The RCD submitted a funding request to the Town of Colma in August 2017 to assist the cemeteries with the planning phase and pave the way for implementation of irrigation improvements. These improvements will increase water and energy efficiency as well as improve overall sustainability. The RCD was awarded \$5,000 from the Town of Colma in February 2018, and selected Holy Cross Cemetery as the first project because it had the highest potential water and energy savings, as well as cost benefits. That year, the RCD conducted additional irrigation evaluations and efficiency testing on the Holy Cross grounds and produced preliminary plans for the replacement of the least efficient irrigation sections (section J). These tests spurred Holy Cross to replace their primary well pump which had been operating at low efficiency.

In February 2019 the Town of Colma awarded the RCD an additional \$5,000 to continue the work of providing plans and recommendations for the cemeteries identified in the initial phases of the program, herein referred to as ‘the project’.

## **Goals**

The goals and objectives of the project are as follows:

- Assist Colma cemeteries in improving irrigation efficiency and sustainable management practices to achieve water, energy, and cost savings.
- Build off irrigation evaluations and produce planning documents and designs to support implementation of irrigation improvements.
- Serve as a demonstration project to other cemeteries in the area.

## **Program Status and Results to Date**

On May 1, 2019, Bryanna Whitney from the RCD, Bill Power from Power Hydrodynamics, and Kathleen Gallagher from the Town of Colma met with John Bermudez and Monica Williams from Holy Cross Cemetery to discuss next steps for moving ahead with irrigation upgrades. At that time, Monica was provided with the history and context of the program as well as the work already completed at Holy Cross, including the irrigation audits and the upgraded well pump. Opportunities for funding pathways were also discussed, including grant opportunities as well as financing via PG&E. A date (June 6, 2019) was selected for testing the new well pump, and John Bermudez provided the contact information for a contractor who is familiar with the cemetery to provide a labor estimate for the plans that were developed for the problem area, “Section J,” during the prior year.

On June 6, 2019, Bill Power of Power Hydrodynamics returned to Holy Cross and completed the predetermined follow-up audits and work described below.

- **Conducted an efficiency test on the upgraded well pump.** Bill's results (Appendix 1) show that the new pump is operating at 61% efficiency, as compared to the baseline efficiency of 55%. This amounts to a \$14,205.76 annual savings in pumping costs each year. Additionally Power Services submitted an application to PG&E for the pump repair rebate which may return \$5,000-\$10,000 if accepted. Bill provided additional recommendations for the operation of the new pump which could further improve its efficiency up to 69%.
- **Met with John Bermudez & Contractor (DRT Construction) regarding Section J.** Bill & John walked the grounds with Dan Tellez of DRT Construction to evaluate the plans Bill produced and to come up with a labor estimate for the installation of the new irrigation infrastructure in Section J. That estimate will be provided with the final report.
- **Assessed opportunities to update irrigation controllers to a weather-based scheduling model.** After reviewing the current system, Bill Power suggested the WeatherTrak system which can compensate for weather when scheduling irrigation. Data collected on other sites throughout the state suggest that a 22% savings can be achieved, which amounts to 80 acre-feet and \$19,000 per year at Holy' Cross.
- **Reviewed the Island of V installed sample sprinkler heads.** Three test sprinklers were replaced to test whether they could solve the issues with water distribution in this section. They were determined to be effective and John Bermudez of Holy Cross agreed to replaced all of the impact sprinklers with Hunter rotors, and that Bill will re-evaluate the lawn health when Bill returns.
- **Miscellaneous Observations.** Bill also was able to make recommendations during his visit on the replacement of diaphragm toilet flushing valves. He noticed that a maintenance staff member had a part in his truck that Bill knew to be notoriously leaky and problematic. John Bermudez estimates that he has had to replace the same part on a number of toilets due to toilets continuing to flow after flushing, overflowing the septic tank on site which necessitates monthly pumping of the septic system. The replacement of that part with a piston type valve will save approximately \$36,000 annually in pumping costs and conserve about 18,000 gallons of water. Further data is available in Appendix 1.

## Challenges

- **Administrative delays.** The final contract between the San Mateo RCD and the town of Colma was not fully executed until late February of 2019. It was anticipated in December of 2018. This reduced the time to complete the project by approximately 3 months.
- **Cemetery Responsiveness.** Staff at Holy Cross and Cypress Lawn were difficult to get in contact with. The initial request for a meeting at Holy Cross was made on 3/14/19, for 3/28/19. That time was declined, and an additional meeting was requested for 4/5/19 with no response. A follow-up meeting was requested for the week of 4/22/19, and missed. A meeting was then able to be conducted on 5/1/19. For Cypress Lawn, a meeting was requested on 4/23/19 for 5/2/19.



No response was ever received. A meeting was then requested on 5/23/19, and a response was received after that date. A date has been set to conduct an additional irrigation test at Cypress Lawn for 7/20/19 without the recommended pre-testing meeting.

Once contact was made, there was reluctance to commit to scheduling additional work and visits due to a number of factors, including cemetery holidays and events, full schedules of cemetery staff, and limited availability of the irrigation specialist.

The RCD project manager for this program has changed since last year, so it is difficult to gauge whether there is improved communication as the result of involvement from a representative from the Town of Colma (Kathleen Gallagher) or the cemetery's manager, Monica Williams. The RCD anticipates that once there are proven cost savings from the completion of one project, there may be greater incentive for cemeteries to actively participate.

## **Evaluation and Next Steps**

### Projected deliverables at project completion:

- Holy Cross: Before/After well pump efficiency tests, detailing cost savings for potential PG&E Rebate (COMPLETED)
- Holy Cross: Installation and Labor quote from DRT Construction for Section J (Plans and materials quote developed in previous round of funding from the Town of Colma) (IN PROGRESS)
- Holy Cross: Report on Secondary Irrigation Audit from Power Services and next steps
- Cypress Lawn: Irrigation Audit, July 20 (SCHEDULED)
- Cypress Lawn: Irrigation Audit Report from Power Services and Next Steps (NOT COMPLETE)

Along with the submission of the above, the RCD will work to identify grant opportunities and prepare for grant applications to the best of their abilities, included in the final report to the Town of Colma. Included in this final report will be an evaluation of the project's success and next steps towards implementation.

### Timeline

July 25 – Complete all measurements and evaluations

July 30 – Determine implementation project plans/costs and identify grant opportunities.

August 8 – Submit final project report to Town of Colma

### Funding opportunities:

New data is available that suggests that the installation of a weather dependent irrigation scheduling system would allow Holy Cross to use 22% less water, reducing costs of water and pumping. The estimated savings for that is approximately \$20k based on conservative estimates. The investment in such a system could be approximately \$100k, with a more definitive number to be produced after a site visit with the manufacturer to Holy Cross in July. At that rate, the cemetery could recoup its costs in less than 5 years. There are opportunities to provide financing for such an investment via PG&E programs under which the user's monthly bill remains the same despite energy and resource savings until the initial investment is paid off. Another opportunity for funding is the Department of Water Resources IRWMP Grants. The RCD will provide documentation for those opportunities.

## **Expected Completion**

A final irrigation test is scheduled at Cypress Lawn for July 20<sup>th</sup>. The RCD proposes to submit a final report for this project on August 8 in order to provided time for the synthesis of the data gathered during that final site visit and for the preparation of the report.

## **Questions**

Comments and Question pertaining to this report may be submitted to:

Bryanna Whitney, Conservation Project Coordinator  
San Mateo Resource Conservation District  
bryanna@sanmateoRCD.org  
(650)712-7765

# **Appendix I**

## **Holy Cross Irrigation Summary**



6301 Bearden Lane  
 Modesto, CA 95357  
 209.527.2908  
 Fax 209.527.2921  
 800.808.9283

Summary of Second Visit, 6-6-19

Holy Cross Catholic Cemetery  
 1500 Mission  
 Colma CA 94014

**Goals for second visit:**

- Retest Well 1 for potential PG&E Rebate
- Meet with contractor to discuss updating the irrigation system in Section M
- Discuss updating the irrigation controllers to provide automation/SCADA
- Work out strategy to improve the DU for the Island of V

**Pump Retest**

**Holy Cross Pump 1**

<b>Pre-Test</b>			
<b># of Hours Pump Runs</b>	<b>GPM</b>	<b>Acre-Feet</b>	
2950	675	366.6553118	
<b>Total Lift</b>	<b>OPE</b>	<b>Cost per kWh</b>	
711	55%	\$ 0.190	
<b>Equals # of Kwh per Year</b>			
487461.1204			
<b>Equals total Cost Per Year</b>			
\$ 92,617.61			
<b>Post-Test</b>			
<b># of Hours Pump Runs</b>	<b>GPM</b>	<b>Acre-Feet</b>	
2435	818	366.7621091	
<b>Total Lift</b>	<b>OPE</b>	<b>Cost per kWh</b>	
669	61%	\$ 0.190	
<b>Equals # of kWh per Year</b>			
412693.9526			
<b>Equals total Cost Per Year</b>			
\$ 78,411.85			
			<b>Total Savings Per Year</b>
			\$ 14,205.7619
			<b>kWh Savings per year</b>
			74767.16781

## **Pump Retest cont.**

Along with the savings, Power Services has submitted an application to PG&E for the pump repair rebate.

This rebate should be in the range of \$5000.00 to \$10,000.00.

The Rebate application will be sent to John Bermudez will have the exact amount.

## **Meet with John Bermudez and Dan Tellez of DRT Construction regarding Section J**

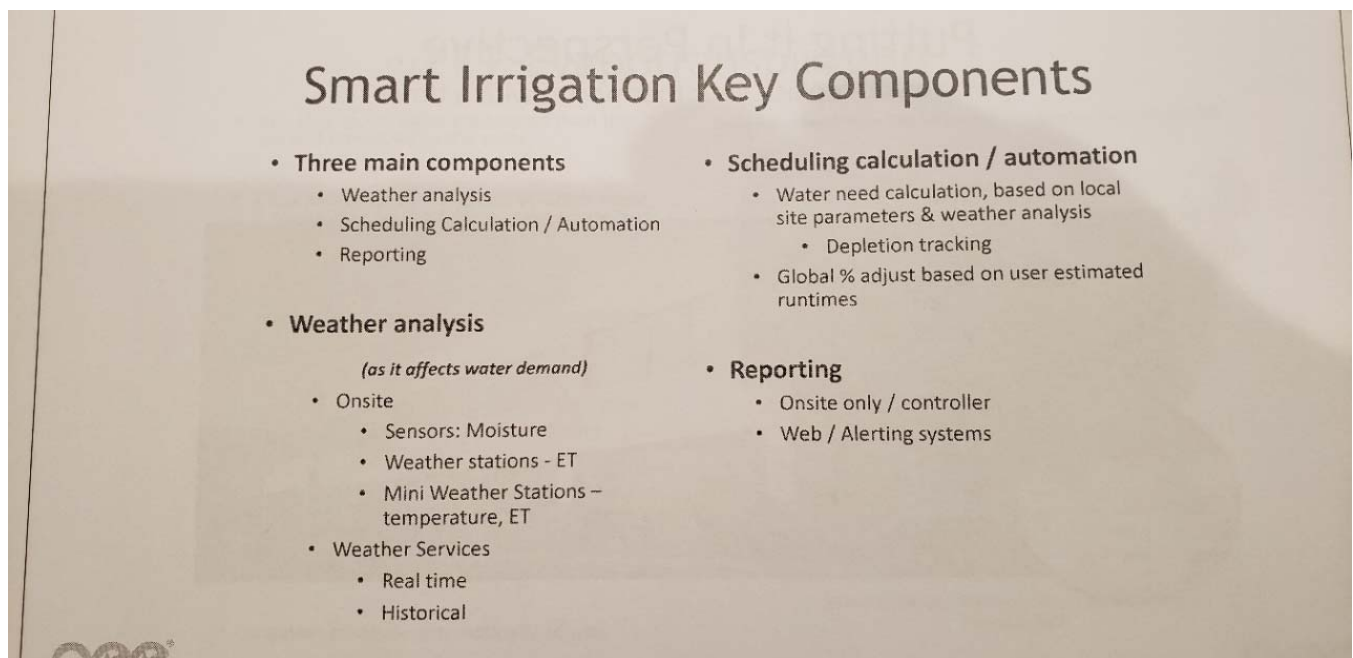
The three of us went over the print and walked to section so Dan would be able to provide a bid to do the automation of this section. This section is 100% watered by an employee manually turning on a valve for a set and having to come back after the desired run time to turn it off. He would then turn on the next set and start the process until the 11 sets are watered.

John stated that he knows that there are times when what should have been a 20-minute set runs for several hours. The savings potential is around 3-acre feet or \$600.00. The labor savings should be huge.

## **Discuss updating the irrigation controllers to provide automation/SCADA**

While John and I were with Dan, we talked about updating the controllers to a weather-based system. I suggested that we look at the WeatherTrak system. I am attaching a data sheet and a study done in Irvine where they realized a 22% savings on water applied. This would mean that Holy Cross could save around 80-acre feet or \$19,000.00 per year.

Dan said that this system looked to be more comprehensive than the systems he has used in the past. Below is a list of the key components that make up a good weather-based irrigation management system.



### Smart Irrigation Key Components

- **Three main components**
  - Weather analysis
  - Scheduling Calculation / Automation
  - Reporting
- **Weather analysis**  
*(as it affects water demand)*
  - Onsite
    - Sensors: Moisture
    - Weather stations - ET
    - Mini Weather Stations – temperature, ET
  - Weather Services
    - Real time
    - Historical
- **Scheduling calculation / automation**
  - Water need calculation, based on local site parameters & weather analysis
    - Depletion tracking
  - Global % adjust based on user estimated runtimes
- **Reporting**
  - Onsite only / controller
  - Web / Alerting systems

The next picture shows some of the studies done by different agencies on weather-based irrigation scheduling.

**Weather Based Irrigation Studies**

- EPA Study: 91% runoff reduction
- LADWP – 95% savings of potential water waste
- Irvine Study: 20% savings, 97% customer satisfaction
- Santa Barbara – 26%-59% savings
- Colorado State – Crop coefficient study
- Bend, Oregon – 41% savings in city landscapes
- University of Nevada, Reno – 27% savings
- University of Nevada, Las Vegas – 22% savings
- Utah Dept. of Water – 14%-82% savings
- University of Arizona – 25% savings to date
- University of Florida – ET Everywhere within 2% over 1-year

Logos: CLIMATE LEADERS (U.S. Environmental Protection Agency), EPA WaterSense, California Urban Water Conservation Council, Urban Land Institute, U.S. GREEN BUILDING COUNCIL MEMBER, Alliance for Water Efficiency.

CEE  
Center for Energy Efficiency

Certified Water Efficiency Professional Training Program\* 26

The Irvine study that is attached showed a savings of 22% but some were much higher.

### Distribution Uniformity (DU)

#### Island of V

This section is odd shaped with several sprinkler lines in a rough triangle pattern.

The DU in this area is 67% out of a target of 75%. Most of the non-uniformity is caused by catch can uniformity.

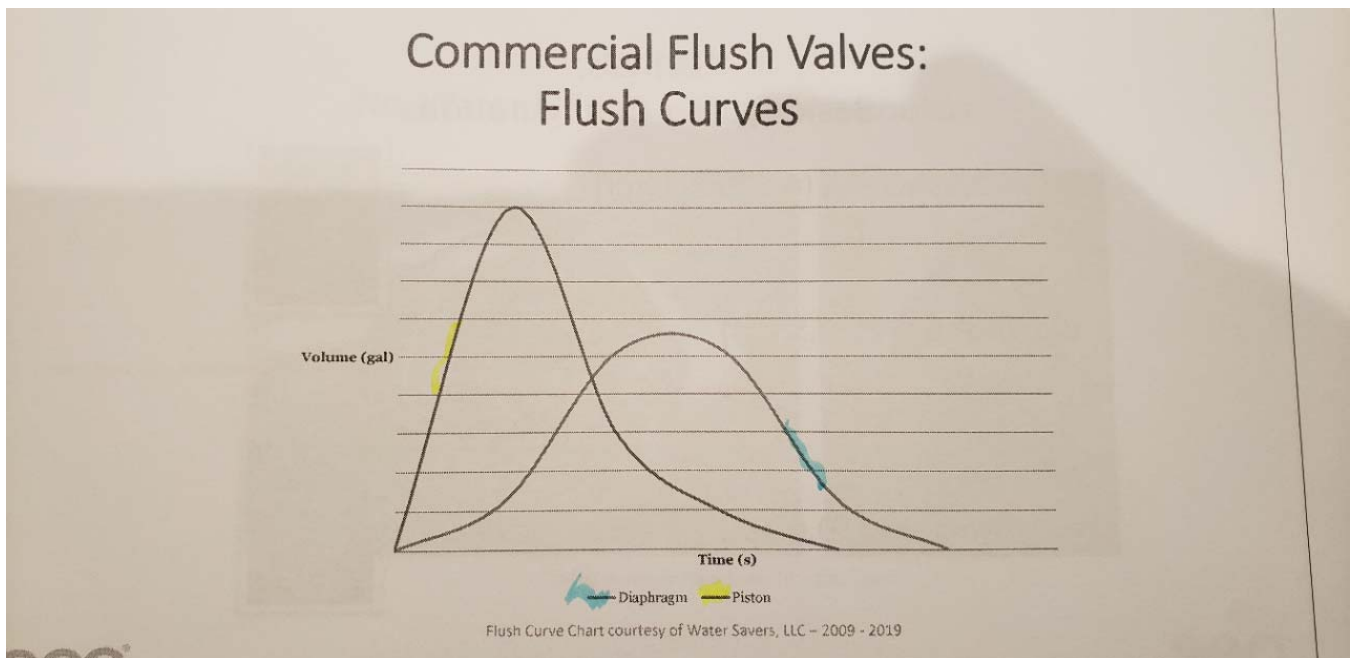
During this visit we replaced 3 malfunctioning impact sprinklers with the Hunter Rotor so we could see if this would be a more efficient sprinkler. The difference in coverage was substantially better. We then started a set in Section 4 that already has the Hunter rotors installed and the coverage was very complete.

It was decided that Holy Cross would replace all of the impacts with Hunter rotors in one set of the Island of V and we will evaluate the difference in the lawn health when I come back in July to meet with the WeatherTrak representative.

## Bonus Savings

While we were testing the pump, I noticed a diaphragm toilet flushing valve in the back of the Irrigation Superintendents truck. I asked if it was a new one or was he about to replace a broken valve. He said that he had several broken valves that he needed to replace or repair. I suggested that he look into replacing the valves with piston type valves as they use less water (.5 gallons per flush, GPF versus 1.5 GPF) and they don't leak like the diaphragms tend to. John said that the bathroom that has the bad valves leak so bad that he has to have the septic tank pumped once a month at about \$3,000.00 per pumping. Based on that information, replacing those valves would save Holy Cross around \$36,000.00 in pumping costs and about 18,000 gallons of water.

Below is a graph that shows performance curves for both piston and diaphragm toilet valves.



## Summary

This visit was very fruitful and yielded many answers to our goals for Holy Cross and some additional savings.

# **Appendix II**

## **Holy Cross Well Retest**



Monday, June 10, 2019

John Bermudez  
Holy Cross Catholic Cemetery  
P.O. Box 1577  
Colma, CA 94014

Dear John Bermudez:

Enclosed are the results of your pump test. The results are based on conditions during the time of the test. If these conditions vary from the normal operation of your pump, the results shown may not describe the pump's normal performance.

Some of the factors, which influence pump performance, are:

- Changes in discharge pressures
- Changes in water table level and well yield
- Pump wear
- Proper pump design for application

We offer the following services to help our customers save time and money. Pump testing, irrigation system analysis, irrigation water management, and electric rate management. Visit our website at [www.powerhydrodynamics.com](http://www.powerhydrodynamics.com) for more information or to use our water cost calculator.

Please feel free to call 209-527-2908 if you have questions about this test or on the other services that Power Services has to offer.

Regards,

William Thomas Power, III

Enclosures

CONFIDENTIAL/PROPRIETARY INFORMATION

John Bermudez  
 Holy Cross Catholic Cemetery  
 P.O. Box 1577  
 Colma, CA 94014

Monday, June 10, 2019

SUBJECT: PUMPING COST ANALYSIS  
 HP: 200.00 Plant: Irrigation Well  
 PUMP TEST REFERENCE NUMBER: PT-22861  
 PUMP TEST RUN: Run 1

The following Pumping Cost Analysis is presented as an aid to your cost accounting. This analysis is an estimate prepared from operating criteria supplied from the pump test performed Jun 6th 2019 and information provided by you during the pump test.

It is recommended and assumed that:

1. Overall plant efficiency can be improved to: 69%
2. Water requirements will be the same as for the past year.
3. All operating conditions (annual hours of operation, discharge head, and water pumping level) will remain the same as they were at the time of the pump test.

	EXISTING PLANT EFFICIENCY	IMPROVED PLANT EFFICIENCY	SAVINGS
kWh/AF	1120.7	992.2	128.5
Estimated Total kWh	168,805	149,446	19,359
Average Cost per kWh	\$0.21	\$0.21	
Average Cost per hour	\$35.90	\$37.93	*
Cost Per Acre Ft.	\$238.32	\$210.99	\$27.33
Estimated Acre Ft. Per Year	150.62	150.62	
Run Hours	1,000.00	1,000.00	
Overall Plant Efficiency	61.1%	69%	
Estimated Total Annual Cost	\$35,896.31	\$31,779.62	\$4,116.69

It is sincerely hoped that this information will prove helpful to you, and that your concerns over maintaining optimum pumping efficiency will be continued.

If you have any questions, please contact Bill Power at (209) 527-2908.

Regards,

William Thomas Power, III

Enclosures

## Agricultural and Domestic Pump Test Report

### Holy Cross Catholic Cemetery - Irrigation Well - Run 1

Latitude: 0.0W

Longitude: 0.0N

Elevation: 0 ft

Test Date: Jun 6th 2019

Tester: Bill Power

Nameplate HP: 200.00 hp

<b>Customer Information</b> <b>Holy Cross Catholic Cemetery</b>  P.O. Box 1577 Colma, CA 94014  Contact: John Bermudez Cell: 650-756-2060	<b>Power Company Data</b>  <b>PG&amp;E</b>  Meter #: 1003873688 Rate Schedule: A10 Average Cost: \$0.21	<b>Equipment Data</b>  Motor Make: No Name Plate Volts/Amps: 460V/228A Serial#: Pump Make: No Name Plate Pump Type: Submersible Drive Type: Electric Motor Gearhead Make:
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<b>Hydraulic Data</b>  Standing Water Level (SWL): 204.50 ft Recovered Water Level (RWL): 212.00 ft Pumping Water Level (PWL): 288.00 ft Drawdown: 83.5 ft Discharge Pressure: 165.00 lb/sqft Discharge Level: 381.15 ft Total Lift: 669.15 ft Well Yield: 9.8 gpm/ft Water Source: Well	<b>Flow Data</b>  Run Number: 1 of 1 Measured Flow: 818 gpm Customer Flow: 0 gpm Flow Velocity: 1.93 ft/sec Acre Feet per 24 Hr: 3.62 Cubic Feet Per Second (CFS): 1.82 ft Discharge Pressure: 165 psi
--	--

<b>Power Data</b>	
Horsepower Input to Motor: 226.27 hp Brake Horsepower: 208.17 hp Kilowatt Input to Motor: 168.8 kW Energy Cost: \$35.9/hr Name Plate RPM: 1760 rpm	Percent of Rated Motor Load: 104% Kilowatt Hours per Acre Foot: 1120.72 Cost to Pump an Acre Foot: \$238.32 <b>Overall Plant Efficiency: 61.09%</b> Water Horsepower: 138.22 hp Run Hours: 1000

<b>Remarks</b>
<p>All results are based on conditions during the time of the test. If these conditions vary from the normal operation of your pump, the results shown may not describe the pump's normal performance.</p> <hr/> <p>Overall efficiency of this plant is considered to be good assuming this run represents plant's normal operating condition.</p> <hr/> <p>Recovered water level based on 5 minutes recovery, well could still be recovering.</p> <hr/> <p>Pump started for test, pumping water level could still be drawing down.</p> <hr/> <p>This pump has an adequate test section.</p> <hr/> <p>This pump did not have a flow meter.</p> <hr/> <p>HPI measured with direct read KWI.</p> <hr/> <p>Based on information obtained at the time the test was performed, this test represents the pumps standard operating conditions.</p> <hr/>





## Non-Profit Funding Request Form FY 2019-20

Name of Organization: Sitike Counseling Center

Contact Person: Joe Wagenhofer

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

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

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

2. Amount of Request: \$8,500

a. Total Agency Annual Budget: \$940,685

b. Number of Agency Employees: 18

c. Payroll is 77% of the Agency's total Annual Budget.

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

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

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

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

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

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

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

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

Our costs, especially personnel costs, have increased in the past year while the demand for our 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: 9 served during FY 18-19, 12 during FY 17-18
- 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 2018-19 contribution was used:

1. Results of the Program:

As a result of the support from the Town of Colma we did not have to raise our client fees to support the ever increasing cost of our program, and we were able to provide ten low-income clients with grants averaging \$600 each enabling them to successfully complete their program.

2. Program Evaluation:

In our follow-up with those clients who completed the program:  
79% of clients completing the program reported no alcohol or drug use in the prior 30 days.  
69% of clients completing reported no new arrests.  
75% of clients completing the program reported an improvement in health  
76% of clients completing reported improved family relationships.

3. Accounting of the use of the Grant Funds:

The \$6,500 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: 72%, \$4,680  
Rent: 8%, \$520  
Operating and Program Expenses: 20%, \$1,300

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

FY 2019-20 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.



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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

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
2 CUPANIA CIRCLE  
MONTEREY PARK, CA 91754

DEPARTMENT OF THE TREASURY

Date: FEB 23 1993

SITIKE  
1211 MISSION RD  
SOUTH SAN FRANCISCO, CA 94080-1213

Employer Identification Number:  
94-3065810

Contact Person:  
TYRONE THOMAS

Contact Telephone Number:  
(213) 894-2289

Our Letter Dated:  
January 30, 1989

Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

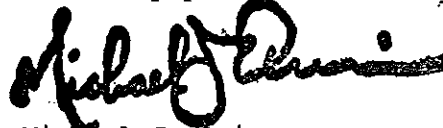
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Michael J. Quinn  
District Director

Sitike Board of Directors		Elected	Re-elected	Term	Years	Elected	Re-elected	Officer	Occupation	Committee
Revised 07.24.19				Expires	On Board	as Officer	as Officer	Term Expires		
President	Anil Awasti 1719 39th Ave. San Francisco, CA 94122 415-846-7129 awastianil@gmail.com	9/29/2015	10/30/2018	9/29/2021	3	9/27/2016	9/25/2018	9/24/2019	Senior Director of HR	Audit Committee Finance Committee Executive Committee Board Development HR/Personnel Committee Social Media Committee Event Committee
Vice-President	Rod Walton 3420 Carter Dr. #103 South San Francisco, Ca 94080 (646) 472-9552 sir.roderic@gmail.com	5/31/2016	4/30/2019	5/31/2019	3	9/26/2017	9/25/2018	9/24/2019	Senior Litigation Support Analyst	Fund Development Social Media Committee
Treasurer	Sienna Shankel 550 Battery Street, Apt. 712 San Francisco, CA 94111 (415) 316-9969 slshankel@gmail.com	5/30/17		5/30/2020	2	9/25/2018		9/24/2019	Corporate Paralegal	Fund Development Social Media Committee Cultural Competency Committee Audit Committee
Secretary	Hannah Heitz 1743 Marco Polo Way #6 Burlingame, CA 94010 (615) 416-1316 hannahkheitz@gmail.com	8/29/17		8/20/2020	2	9/26/2017	9/25/2018	9/24/2019	Customer Success Manager	Policy Committee Cultural Competency Committee Social Media Committee Anniversary Event Committee
Member	Barbara Elizabeth Irl 556 Park Way South San Francisco, CA 94080 (650) 588-0661 Irl4840@comcast.net	4/26/2011	4/28/2017	4/26/2020	8				Retired	Fund Development Program Committee HR/Personnel Committee Anniversary Event Committee
Member	Diane Elaine Wilson 3781 Erris Ct. South San Francisco, CA 94080 (650) 872-2524 mistycity@gmail.com	9/24/2013	8/29/2016	9/24/2019	5.5				Retired	Cultural Competency Committee Executive Committee Program Committee HR/Personnel Committee Anniversary Event Committee
Member	Monika Garcia 58 Arroyo Dr. #6 South San Francisco, CA 94080 650-288-8644 mgarcia45945@gmail.com	6/4/2019		6/4/2022	0				Medical Transcriptionist	Policy Committee Nominating Committee Fundraising Committee
Member	David Flower 1324 Modoc Ave Menlo Park, CA 94025 612-825-8865 cdavidflower@gmail.com	6/4/2019		6/4/2022	0				Attorney	Policy Committee
Member	Charity Juang 66 Arroyo Dr. Apt. 2 South San Francisco, CA 94080 charityjuang@gmail.com	6/4/2019		6/4/2022	0				Senior Research Associate	Fundraising Committee Policy Committee Nominating Committee
<b>Board members may serve three terms of three years each = nine years</b>										

Sitike Budget FY2019-20

	Agency SMC-ODS									
	Total	Overall	Anger Mgmt	DV	DEJ	FOP	CPS	Private	Fund	Admin
Salaries	610,106	360,182	7,253	30,219	17,223	119,907	39,616	6,462	2,580	26,664
Health Benefits	60,204	36,978	1,121	3,545	1,799	7,766	4,144	664	438	3,749
Payroll Tax	50,073	29,560	595	2,480	1,414	9,841	3,252	530	211	2,190
Workers Comp	4,576	2,701	54	227	129	899	297	48	19	202
<b>Total Personnel</b>	<b>724,959</b>	<b>429,421</b>	<b>9,023</b>	<b>36,471</b>	<b>20,565</b>	<b>138,413</b>	<b>47,309</b>	<b>7,704</b>	<b>3,248</b>	<b>32,805</b>
<b>BUILDING</b>										
Rent--306 Spruce	72,413	39,102	1,448	2,896	2,896	22,447	2,172	362	362	728
Rent-Parking & Meetings	1,500	810	30	60	60	465	45	7	7	16
Utilities	1,500	840	30	60	60	465	30	7	7	1
Website	1,200	678	24	48	48	372	12	6	12	0
Maintenance	7,000	3,990	140	280	280	2,170	70	70	0	0
<b>OFFICE</b>										
Postage	1,600	640	16	64	64	640	32	16	120	8
Equipment Purchase	1,500	735	15	60	60	555	30	15	15	15
Printing & Photocopying	4,800	2,256	48	192	192	1,776	144	48	96	48
Telephone	6,500	3,185	65	260	260	2,405	130	65	65	65
<b>PROGRAM</b>										
Supplies	15,000	8,250	75	300	300	5,250	450	75	150	150
Food	4,500	4,500	0	0	0	0	0	0	0	0
Medical Doctor	18,000	18,000	0	0	0	0	0	0	0	0
Drug Testing other	6,000	2,280	0	0	2,700	0	0	1,020	0	0
Drug test contracts	7,600	0	0	0	0	0	7,600	0	0	0
	0	0	0	0	0	0	0	0	0	0
<b>TRANSPORTATION</b>										
Mileage reimbursement	650	383	6	32	32	195	0	0	0	2
Client transportation	8,000	8,000	0	0	0	0	0	0	0	0
<b>ADMINISTRATIVE</b>										
Accounting/audit	16,500	9,652	82	330	495	4,950	330	165	330	166
Contractors: Counseling	0	0	0	0	0	0	0	0	0	0
Contractors: Admin	0	0	0	0	0	0	0	0	0	0
Legal	0	0	0	0	0	0	0	0	0	0
Board Expense	1,200	408	6	24	36	216	6	6	180	318
Staff Recognition	1,200	0	0	0	0	0	0	0	0	1,200
State License	0	0	0	0	0	0	0	0	0	0
License & fees	9,000	5,040	90	360	360	2,970	90	90	0	0
Staff Training	700	588	7	14	21	56	7	7	0	0
PR Expense	1,000	0	0	0	0	0	0	0	0	1,000
Monitoring Fee--County	17,142	0	0	0	1,865	15,277	0	0	0	0
Insurance	7,700	3,927	77	385	308	2,618	154	77	0	154
Monitoring Fee--State	3,460	0	0	0	0	3,460	0	0	0	0
<b>Total Operating</b>	<b>215,665</b>	<b>113,264</b>	<b>2,159</b>	<b>5,365</b>	<b>10,037</b>	<b>66,287</b>	<b>11,302</b>	<b>2,036</b>	<b>1,344</b>	<b>3,871</b>
<b>Total Expense</b>	<b>940,624</b>	<b>542,685</b>	<b>11,182</b>	<b>41,836</b>	<b>30,602</b>	<b>204,700</b>	<b>58,611</b>	<b>9,740</b>	<b>4,592</b>	<b>36,676</b>
Contracts BHRS	527,685	527,685	0	0	0	0	0	0	0	0
Contracts Other	34,600	0	0	0	0	0	34,600	0	0	0
Client Fees	364,000	0	13,000	60,000	40,000	225,000	0	26,000	0	0
Fundraising	12,000	0	0	0	0	0	0	0	12,000	0
Misc Income	2,400	0	0	0	0	0	0	0	0	2,400
Reserve										
<b>Total Income</b>	<b>940,685</b>	<b>527,685</b>	<b>13,000</b>	<b>60,000</b>	<b>40,000</b>	<b>225,000</b>	<b>34,600</b>	<b>26,000</b>	<b>12,000</b>	<b>2,400</b>
<b>SURPLUS/DEFICIT</b>	<b>61</b>	<b>-15,000</b>	<b>1,818</b>	<b>18,164</b>	<b>9,398</b>	<b>20,300</b>	<b>-24,011</b>	<b>16,260</b>	<b>7,408</b>	<b>-34,276</b>

Sitike Report to the Town of Colma FY 2018-19 (July 1, 2018 to June 30, 2019)

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 ten low-income clients with grants averaging \$600 each enabling them to successfully complete their program.

2. Program Evaluation:

In our follow-up with those clients who completed the program:

79% of clients completing the program reported no alcohol or drug use in the prior 30 days.

69% of clients completing reported no new arrests.

75% of clients completing the program reported an improvement in health

76% of clients completing reported improved family relationships.

3. Accounting of the use of the Grant Funds:

The \$6,500 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: 72%, \$4,680

Rent: 8%, \$520

Operating and Program Expenses: 20%, \$1,300





## Non-Profit Funding Request Form FY 2019-20

Name of Organization: Sustainable San Mateo County (SSMC)

Contact Person: Christine Kohl-Zaugg, Executive Director

Address: 2955 Campus Drive #110      San Mateo      CA      94403  
Street Address      City      State      Zip Code

Phone Number: 650.918.1992      Email Address: advocate@sustainablesanmateo.org

1. Mission Statement: To stimulate local, impactful action on economic, environmental and social issues by providing accurate, timely and empowering information, and best-in-class examples of sustainable solutions that will guide us all into the future
  
2. Amount of Request: \$ 5,000
  - a. Total Agency Annual Budget: \$170,000 (*Note: change from the 2018-19 number due to a one-time \$40K grant received from an individual – While we don't anticipate receiving this grant anymore, we are looking for alternative ways to bring in this amount*)
  
  - b. Number of Agency Employees: 1.5 FTE contract staff, contractors and numerous dedicated and longtime volunteers, active primarily via involvement in SSMC Committees
  
  - c. Payroll is ~40 % 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; <sup>[[1]]</sup><sub>[[SEP]]</sub>
  - B. Provide physical or mental health services to persons with special needs, or Integrated Care Services; <sup>[[1]]</sup><sub>[[SEP]]</sub>
  - C. Educate and engage residents; <sup>[[1]]</sup><sub>[[SEP]]</sub>
  - 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.

Sustainable San Mateo County is an independent nonprofit organization dedicated to the long-term health of our county's economy, environment and social equity. It is not affiliated with the County Office of Sustainability. SSMC's core programs, the Indicators Report and the Sustainability and Green Building Awards, provide information and inspiration to drive sustainability in San Mateo County. Through the Indicators Reports, as well as our events and our community outreach – including tabling events and presentations, email newsletters and social media – Sustainable San Mateo County raises awareness of local concerns grounded in facts. SSMC partners with local government and a wide range of community organizations to

promote sustainable policies and practices, including the RICAPS program, the Spare the Air Resource Team, the Climate Ready SMC Collaborative and C/CAG's Resource Management and Climate Protection Committee (RMCP). We always look for opportunities to co-sponsor meaningful programs, as demonstrated recently with a partnership with the San Mateo County Libraries on a book author program and a partnership with Genentech to organize a best practices peer-to-peer event for past SSMC Alumni winners and sustainable businesses. New this year is also our pilot program, the Sustainability Ideas Bank. We are pleased to report that we made great progress on our goal of highlighting best practices and actionable, easy-to-transfer sustainability examples and projects to build long-term sustainability in our county, in order to equip local leaders to take impactful and results-oriented actions.

The Sustainability Ideas Bank is compiling sustainability solutions for cities and business that have been implemented successfully, both locally and elsewhere. The primary audience is city and business leaders in San Mateo County who want to drive sustainability progress in their jurisdiction or business sector. The highlighted sustainability solutions will include contact information so that leaders can talk directly with others who have implemented these solutions and learn from them. The main goal of this initiative is to accelerate sustainability adoption throughout San Mateo County, by making it easier for cities and businesses to address climate change and other key issues related to sustainability by removing the need for staff members to research the feasibility of ideas and for city attorneys to draft new ordinances. Instead, local leaders will be able to adopt solutions that have already proven successful elsewhere, tailoring them to their own specific needs and circumstances.

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

SSMC will continue to track key sustainability metrics for cities in San Mateo County and will also complete its pilot program, the Sustainability Ideas Bank. Our new, expanded vision going forward to also share good examples of sustainability practices by other cities and counties in the U.S. – and beyond. SSMC will help local cities and the County assess their progress and craft sustainability goals based on input from community forums and interviews with local leaders. It will then publicize these local stories of success in the media and at public events. Funds received will support a contract Program Manager who coordinates volunteer researchers, writers, graphic designers, printing and dissemination of reports. In addition, these funds will help cover the costs of community meeting venues and materials, publicity and outreach. Contributions to our surveys over the years and growing interest in building sustainable communities prove that local governments are committed to our cause. Our goal is to reach 100% participation from our cities in financially supporting this program. You can help us meet this goal by contributing again.

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 – Same level of support requested as for FY 2018-19 (\$5,000).

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

Many elected and appointed officials have told us of our organization's value and usefulness in helping them do their job. Here are some of the ways SSMC 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 help city officials make educated decisions when considering sustainable policies. What gets measured gets managed!

- Printed Summary Reports are distributed throughout the County to local government entities, chambers, libraries, citizens and others.
- Our Summary Reports 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 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 and in the Executive Summary, and they are featured in several ways at our Annual Awards dinner. Make sure your city is recognized as a champion of sustainability!
- The best practice examples we will provide to your city via the Sustainability Ideas Bank pilot project will help you advance sustainability measures more easily, building on the data and case studies we provide. For example, you may enact a new ordinance by borrowing language from other cities, instead of having your own staff have to start from scratch.

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; <sup>(1)</sup><sub>(SEP)</sub>
- B. The location(s) where Colma residents or businesses may receive the recipient organization's services or programs; and <sup>(1)</sup><sub>(SEP)</sub>
- 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 events and website analytics make it impossible to confirm the numbers of participants from each individual jurisdiction. We estimate that we reach 5,000 people annually through the distribution of Summary Reports, our social media posts and regular newsletters, our online Indicators Report and events such as our Awards Dinner, workshops and booths at local fairs and festivals.
- B. The Indicators Report is free and accessible to all via the SSMC website. In addition, the Indicators events at which report findings 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 you to contact us if you are interested in hosting an event.
- C. Report summaries are distributed to all local governments (County leaders, City Councils, staff, commission members, etc.), including the Town of Colma, and are available at our events as well as at outreach events in which the organization participates 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. We strive to send targeted invitations for all our events to local elected officials and key government staff, primarily via email. In addition, we distribute information widely via our email newsletter and social media accounts and through media outreach. We are continually working to enhance our communications with various stakeholder groups and encourage the Town of Colma 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 2018-19 contribution was used: Colma’s \$3,500 contribution to the Indicators program in FY18-19 represented approximately 6% of our program funds for the Indicators, and around 2% of the total revenue for the organization. Please note that the program funds include only the direct expenses of program staffing, printing, postage and event costs. Indirect costs, including office space, technology and supplies, outreach and the Executive Director 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 our Awards Dinner. In 2018-19, \$25,290 of Program Funds supported indirect expenses, covering ~15.8% of general operating expenses. Compared to our other city contributors, Colma’s current \$3,500 contribution is in the middle range. We are very appreciative of Colma’s ongoing and long-time support.

**Program Budget FY 2019-20 (similar to FY 2018-19)**

<b>Revenue</b>		<b>Direct Expenses</b>	
Local governments	\$56,810	Contract Program Staff	\$36,318
Foundations & Corporations	\$1,000	Printing & Postage	\$1,194
Event Sponsors	\$1,000	Event (Venue rental, food & drink)	\$818
Individuals	\$1,185	PR material for event & Education	\$1,337
<b>Total</b>	<b>\$59,995</b>	<b>Total</b>	<b>\$39,667</b>

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

	FY 2019-20*		FY 2018-19	
	Requested	Pledged/Received	Requested	Pledged/Received
<b>Atherton</b>	\$5,000	\$1,000	\$5,000	\$1,000
<b>Belmont</b>	\$5,000		\$5,000	\$5,000
<b>Brisbane</b>	\$5,000	\$5,000	\$5,000	\$5,000
<b>Burlingame</b>	\$5,000	\$1,460	\$5,000	\$1,310
<b>Colma</b>	\$5,000		\$5,000	\$3,500
<b>Daly City</b>	\$5,000		\$5,000	\$500
<b>East Palo Alto</b>	\$5,000		\$5,000	
<b>Foster City</b>	\$5,000	\$5,000	\$5,000	\$2,500
<b>Half Moon Bay</b>	\$5,000		\$5,000	\$1,000
<b>Hillsborough</b>	\$5,000	\$500	\$5,000	\$500
<b>Menlo Park</b>	\$5,000		\$5,000	\$5,000
<b>Millbrae</b>	\$5,000	\$1,000	\$5,000	\$1,000
<b>Pacifica</b>	\$5,000	\$1,000	\$5,000	\$1,000
<b>Portola Valley</b>	\$5,000	\$2,500	\$5,000	\$2,500
<b>Redwood City</b>	\$5,000	\$3,000	\$5,000	\$2,000

<b>San Bruno</b>	\$5,000		\$5,000	
<b>San Carlos</b>	\$5,000	\$5,000	\$5,000	\$5,000
<b>San Mateo</b>	\$5,000	\$5,000	\$5,000	\$5,000
<b>South San Francisco</b>	\$5,000	\$5,000	\$5,000	\$5,000
<b>Woodside</b>	\$5,000		\$5,000	

\*To date, about one month into the new fiscal year. We have no indication that prior funders are dropping their support this fiscal year and are following up with all cities/towns.

We are currently on track to once again achieve close to 100% participation from the 20 cities and towns in San Mateo County. We aim to have a 100% participation rate in FY2019-20. So far, municipalities have consistently either kept the same level of support they gave SSMC in FY 2018-19 or increased their support.

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
- Current Year Annual Operating Budget
- Completed IRS 990 form for the last fiscal year

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

OCT 22 2008

SUSTAINABLE SAN MATEO COUNTY  
177 BOVET RD 6TH FLR  
SAN MATEO, CA 94402-3191

Employer Identification Number:

48-1265207

DLN:

17053271746058

Contact Person:

GREGORY K OLWINE

ID# 31382

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated September 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, our letter dated September 18, 2008 in which you were presumed to be a private foundation is hereby superseded. You are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code:

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).







If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

CONTACT	START DATE	TERM EXPIRATION	COMMITTEE	PROFESSION	AFFILIATIONS
<b>Catherine Brooker, PhD</b> 1057 Paintbrush Drive Sunnyvale, CA 94086 <b>C (408)-480-7278</b> <a href="mailto:c.brooker@comcast.net">c.brooker@comcast.net</a>	April 2018	Oct 2020	 Indicators Chair	Organization Design & Business Coach for Sustainability	ISSP – International Society of Sustainability Professionals
<b>BOARD CHAIR</b> <b>Bryan Chen</b> 2100 Greenwood Avenue San Carlos, CA <b>H (650)-802-0421</b> <b>C (415)-786-4826</b> <a href="mailto:bryan@sustainablemateo.org">bryan@sustainablemateo.org</a>	Jul 2014	Oct 2020	 Indicators  Governance	Senior Environmental Engineer – ARCADIS	
<b>Nick Heinzen</b> 1331 Jefferson Avenue, Apt. 101 Redwood City, CA 94062 <b>C (812)-345-6098</b> <a href="mailto:Nheinzen1@gmail.com">Nheinzen1@gmail.com</a>	Apr 2019	Oct 2021	 Fund Development	Associate Director, Annual Giving & Alumni Relations – Stanford University, School of Earth, Energy and Environmental Sciences	n/a
<b>Kirsten Keith</b> 322 Oak Ct. Menlo Park, CA 94025 <b>C (650)-796-1009</b> <a href="mailto:kirsten.keith@gmail.com">kirsten.keith@gmail.com</a>	Feb 2019	Oct 2021		Lawyer	
<b>Georgi LaBerge</b> 1637 Carleton Court Redwood City, CA <b>C (650)-465-3330</b> <a href="mailto:glaberge@aol.com">glaberge@aol.com</a>	May 2018	Oct 2020	 Fund Development Co-Chair	Former Mayor of Redwood City	Board Member, City Trees, Redwood City Social Actions Committee, Congregational Church, Belmont
<b>TREASURER</b> <b>Barbara McHugh</b> 286 Chestnut Street San Carlos, CA 94070 <b>C (415)-298-2373</b> <a href="mailto:barbara@arcabama.com">barbara@arcabama.com</a>	May 2015	Oct 2021	 Fund Development	Revenue Manager, Mellon Capital Management (recently retired)	Certified Financial Planner (CFP)

<p><b>SECRETARY</b>  <b>Seamus Murphy</b>  245 10<sup>th</sup> Avenue  San Francisco, CA 94118  <b>C (415)-596-3823</b>  <a href="mailto:murphys@samtrans.com">murphys@samtrans.com</a></p>	<p>Sep 2013</p>	<p>Oct 2019</p>	<p> Communications Co-Chair</p>	<p>Chief Communications Officer – Caltrain, Sam Trans, SMC Transportation Authority</p>
<p><b>BOARD VICE CHAIR</b>  <b>Terry Nagel</b>  2337 Poppy Drive  Burlingame, CA 94010  <b>H (650)-347-3576</b>  <b>C (650)-678-7082</b>  <a href="mailto:terrynagel@gmail.com">terrynagel@gmail.com</a></p>	<p>Mar 2017</p>	<p>Oct 2019</p>	<p> Communications Co-Chair</p> <p> Governance</p>	<p>Retired Communications Specialist Professional</p> <p>Former Mayor of Burlingame</p> <p>Boards of Citizens Environmental Council of Burlingame, Burlingame Library Foundation, Burlingame Neighborhood Network</p>
<p><b>BOARD CHAIR EMERITUS</b>  <b>William Schulte</b>  849 Vista Drive  Redwood City, CA 94062  <b>C (650)-346-5361</b>  <a href="mailto:wrschulte@sbcglobal.net">wrschulte@sbcglobal.net</a></p>	<p>Oct 2006</p>	<p>Oct 2020</p>	<p> Governance</p>	<p>Retired CPUC Director</p> <p>Board Member for: Self Help for the Elderly, Institute of Environmental Entrepreneurs, Pine View Low Income Housing Board Chair for: Autumn Glow Alzheimer facility</p>
<p><b>EXECUTIVE DIRECTOR</b>  <b>Christine Kohl-Zaugg</b>  476 Quartz Street  Redwood City, CA 94062  <b>O (650)-918-1992</b>  <b>C (650)-868-8478</b>  <a href="mailto:christine@sustainablesanmateo.org">christine@sustainablesanmateo.org</a></p>	<p>Apr 2018</p>			

**FY 2019-20  
Budget**

**Revenue**

Indicators	\$60,000
Awards	\$92,000
Foundations & Corporations	\$10,000
Membership & Individuals	\$10,000
Other (Ideas Bank 2019-20)	\$7,500
<b>Total Revenue</b>	<u>\$179,500</u>

**Expense**

Personnel & Related	\$93,000
Indicators	\$40,000
Awards	\$20,000
Projects & Publicity	\$6,000
Ideas Bank	\$7,000
Other G&A	\$13,000
<b>Total Expense</b>	<u>\$179,000</u>

**Net Income**

	<u><u>\$500</u></u>
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## TOWN OF COLMA GRANT REPORT: Sustainable San Mateo County Indicators Report, FY 2018-19

### RESULTS:

Sustainable San Mateo County (SSMC) relies upon local cities and the county for funding of its “Indicators for a Sustainable San Mateo County Reports” Program. These reports compile many interdependent issues into a single source, allowing local decision-makers, leaders and residents to monitor progress toward sustainability goals as they relate to the “3 E’s”: environment, social equity and economics. Through these Indicators Reports, as well as our events and our community outreach – including tabling events and presentations, email newsletters and social media – Sustainable San Mateo County raises awareness of local concerns grounded in facts. We are pleased to report that we made great progress on our goal of highlighting best practices and actionable, easy-to-transfer sustainability examples and projects to build long-term sustainability in our county, in order to equip local leaders and residents to take impactful and results-oriented actions. In fact, we were able to raise enough money at this April’s annual Awards Dinner to finance a new pilot project, named the “Sustainability Ideas Bank”, which will be undertaken this summer (July-September) with a help of a Stanford intern, Neil Nathan.

SSMC’s expanded vision, which was shared with the public in the spring of 2018 at SSMC’s annual Awards Dinner, articulates this broadened focus towards sharing solutions that work on the ground moving forward.

Our online Indicators Reports demonstrate our work throughout the grant year:

- For 2019, our Key Indicator remains Climate Change, given the urgency around this issue – this time with a lens on “How do we address this?” (incl. business continuity, resilience, etc.). Data and reports on the Key Indicator are currently being generated. Once finalized, the information will be provided on our website and shared broadly with the general public, during a Fall launch event at Oracle and via the publication of a summary brochure. Below, please find more information related to this Key Indicator.
- SSMC’s 2018 Report on Climate Change is available on our website at <http://www.sustainablesanmateo.org/home/indicators/climate-change-action/>.
- Other online indicators can be accessed at: [sustainablesanmateo.org/indicators](http://www.sustainablesanmateo.org/indicators). All past Indicators Reports from 1998 onward can be found and easily accessed on the “Indicators Archive” page.
- In addition to the Key Indicator, which is covered in depth, other indicators within the report remain fairly consistent year to year and we present the most recently updated statistics on our website and/or update when necessary and feasible.
- With each update, SSMC produces a brief printed summary of selected highlights. These summaries are sent to city clerks throughout San Mateo County for distribution to each city’s staff, Council Members, and commissioners. Please note: our printed summary from the Fall 2018 Indicators Report is available upon request.
- Indicators funding also supports our outreach events. Event pictures and slides are posted on our website. Videos from past events can be found at [www.sustainablesanmateo.org/indicator-report-launch-events](http://www.sustainablesanmateo.org/indicator-report-launch-events). Videos are also posted on our YouTube Channel and shared through our email newsletters and other social media channels.



Please note: We are currently in the process of migrating our website to a new hosting company and plan to redesign the site in the short/medium term to make it more robust, offer better customers experience (e.g. navigability) and to bring it up to today's design standards.

## EVALUATION:

- **SSMC Events:** Our most recent events for the general public were held on November 1, 2018 and June 4, 2019.

The November event was our Fall Launch and Lunch focused on climate change. It featured a panel of experts from Oracle, TransForm, Peninsula Clean Energy (PCE) and the San Mateo Resource Conservation District (SMRCD). These speakers addressed the following subject: *"Local Climate Change Solutions: Managing Buildings, Land, and Transportation"*. Held at Oracle, it was one of our most well-attended launch events in the past few years, with a total of 99 people attending. Based on the completed, returned surveys (39-38%, depending on the questions), 90% of all attendees rated the event as very good (53%) and good (37%). Asked about the usefulness of the information presented at the event, the numbers were: 63% responded "very valuable" and 37% "somewhat". Asked if they were taking home actionable insights related to climate change, 89% said "yes" while only 11% said "no".

SSMC's June event was an interactive, multimedia book talk event & discussion (with video excerpts) with Bay Area local author David Jaber, explaining the key findings of and reading from his book "Our Historic Moment: Purpose, Planet, and Places to intervene". The event was a new format, designed in response to suggestions made in previous surveys (several people were interested in starting a book club on the topic of sustainability). Although this event was of smaller scope, the responses were very positive. 100% of the survey takers said that the subjects/topics of discussion were relevant or interesting to them and 83% enjoyed the speaker/content and format - while the remaining 17% enjoyed it somewhat. We are currently in discussion with the San Mateo County libraries to possibly add a few of the bigger libraries to host David – and, if interest is high enough, we will continue to feature other local authors like Justine Burt, who just wrote a book on the green economy, on a periodic basis.

Please note that we do not collect address information from event attendees and so are not able to gauge the participation from any one jurisdiction, though we do our best to widely promote these events. As evidenced above, we regularly perform post-event evaluations to gauge how well the speakers and information presented were received, as well as whether actionable insights were gained and suggestions for future events. Our Indicators Committee, Program Manager and staff use the responses to continuously improve the report and events.

- **Website and online communications:** In addition to posting our Indicators Report on our website, we communicate them through our email newsletters and social media channels. We have close to 3,000 email subscribers representing at least 2,500 households on our mailing list and 2,280 Twitter followers; the majority of these are individuals who live and/or work in San Mateo County.
- **Printed summaries:** We have distributed approximately 1,000 printed summary reports. Report summaries were distributed to all local governments, including Colma, at our own events and at other events in which the organization participates, such as community fairs and presentations to local service or interest groups. We distributed the Fall 2018 Summary Report to local Chambers of Commerce and libraries (through the Peninsula Library System) for distribution to their visitors. Contacts at several cities have informed us that their staffs eagerly review the materials, and many report recipients have remarked on the quality of the content and design.

- **Presentations and community outreach:** SSMC’s Indicators Report also features prominently in our community outreach. We offer presentations to community groups upon request; notable presentations in FY 2018-19 included:
  - An educational presentation by the SSMC Indicators Report Program Manager to the annual gathering of sustainable community organizations hosted by Sustainable Contra Costa, Sustainable Marin and Sustainable North Bay. This event was held in Oakland, where our peers from about 25 organizations throughout the Bay Area were eager to learn from SSMC’s long-time experience and expertise with sustainability metrics and reporting.
  - A presentation (SSMC and IR report) by our Executive Director at the April City of San Mateo City Council, at the request of City Council member Rick Bonilla. Please note we are always happy to come present in front of our San Mateo cities and assist you in furthering your sustainability agenda.

We also shared Indicators Summaries and information at events such as our annual Awards Dinner in April 2019, Earth Day booths in April 2019 (e.g. at Genomic Health) and sustainability events from partner organizations. Additionally, SSMC regularly participates in several collaborative efforts which help inform our Indicators work, including but not limited to:

- Regionally Integrated Climate Action Planning Suite ([RICAPS](#))
- Spare the Air’s local San Mateo County [Resource Team](#)
- Fossil Free Buildings in Silicon Valley Campaign (led by local non profit Menlo Spark)
- [Climate Ready](#) San Mateo County Collaborative
- C/CAG’s Resource Management and Climate Protection Committee ([RMCP](#))

We have also been collaborating with [Thrive](#), the nonprofit affiliate alliance in San Mateo County, to help bring local nonprofits together to work on sustainability goals and actions. To foster this, SSMC is co-chairing a [monthly “Environment & Sustainability” Action Group](#) (TAG) in partnership with Thrive.

**FUNDING:**

Colma’s \$3,500 contribution to the Indicators program in FY2018-19 represented approximately 6% of our program funds for the Indicators, and around 2.2% of the total revenue for the organization. Please note that the program funds include only the direct expenses of program staffing, printing, postage and event costs. Indirect costs, including office space, technology and supplies, outreach and the Executive Director 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 our Awards Dinner. Compared to our other city contributors, Colma’s current \$3,500 contribution is situated in the middle range. We currently have close to 100% participation from the 20 cities and towns in San Mateo County and are aiming to have a 100% participation rate in FY2019-20. We are very appreciative of Colma’s ongoing and long-time support.

**Program Budget FY2018-19**

<b>Revenue</b>	<b>FY 2018-19</b>
Local governments	\$56,810
Foundations & Corporations	\$0
Event Sponsors	\$1000
Individuals	\$135
<b>Total</b>	<b>57, 945</b>
<b>Direct Expenses</b>	<b>FY 2018-19 (effective)</b>
Contract Program Staff *	\$17,890
ED oversight: **	\$12,375

Printing & Postage	\$795
PR material for event	\$522.46
Education	\$524.47
Event (Venue rental, food & drink)	\$545
<b>Total</b>	<b>\$32,651.93</b>
Program Funds to Indirect Expenses	\$25,293.07
Percent General Operating Expenses Covered	~15.8%

*\*Please note that we had a transition period hiring a new program manager that contributed to lower expenses for this direct expense.*

*\*\*Executive Director's direct program's oversight (approx. 30% of time) include: research/content to IR; report editing; event organization; staff management; report distribution & promotion.*

We want to take the opportunity to express our sincere thanks to the Town of Colma for its crucial, ongoing support of our program over the past few years. We look forward to your renewed support for the next fiscal year and hope to partner with your town on a future event.

*Yours sincerely,*

*Christine Kohl-Zaugg  
Sustainable San Mateo County, Executive Director*





## Non-Profit Funding Request Form FY 2019-20

Name of Organization: Veterans Sportsman Alliance

Contact Person: Brett Johnson

Address: 10394 S Tantau Ave. Cupertino CA 95014  
Street Address City State Zip Code

Phone Number: 408 499 4139 Email Address: bohnson@veteranssportsmanalliance.org

1. Mission Statement: Improve the quality of life for our disabled American veterans through therapeutic outdoor adventures, training and donated Service K9's to those in need who qualify for such.

2. Amount of Request: \$ 10,000.00

a. Total Agency Annual Budget: \$ 150 – 220,00.00

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.

For the purposes of this grant we will focus efforts on disabled veterans primarily living the greater Bay Area, Network with like minded organizations to better serve our veterans in need ie: Veteran's Village

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

To target the needs of our disabled veterans and provide needed services and therapeutic activities to improve their lives. Funds will be utilized to train and facilitate the use of service K9's for therapeutic improvement in the lives of our disabled veterans. Also to help with our veteran homeless population.

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

\_\_\_\_\_ To greatly expand our resources, mainly in training classes based on new and improved techniques and tools for our volunteers. Equipment needed for new enrollees and their K9s

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

\_\_\_\_\_ Our goal for this grant is to network with other organizations and especially the new Veteran’s Village to provide therapeutic K9 services, visits and life improvement for our struggling veterans. Perhaps donate a Service K9 to a Veteran’s Village tenant is the stars align

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.) N/A

b.) We will facilitate help as needed from our Cupertino office base

c.) We participate with Colma National Night Out, we will be working with Colma Veteran’s Village, Michael Kaplan and Eric Duncan

8. Provide a detailed account of how the FY 2018-19 contribution was used:

See attached \_\_\_\_\_

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9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

\_\_\_\_\_ None \_\_\_\_\_

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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.

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11. Charitable Trust # or EIN #46-3679082\_\_\_\_\_

Please attach a copy of the following:

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

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **JUL 24 2014**

VETERANS SPORTSMAN ALLIANCE  
C/O BOHNEN ROSENTHAL & KREEFT  
ROGER D BOLGARD  
787 MUNRAS AVE STE 200  
MONTEREY, CA 93940

Employer Identification Number:  
46-3679082  
DLN:  
17053163308004  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
July 17, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947



VETERANS SPORTSMAN ALLIANCE

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script that reads "Tamera Ripperda".

Director, Exempt Organizations

# Veterans Sportsman Alliance

A Registered 501c(3) Corporation

8-20-19

Town of Colma,

All operating budgets are based upon funds raised in real time for each year's operations and varies based on corporate and person generosity extended to VSA.

VSA does not operate on credit so activities and budgets are planned and coordinated based on actual donations received and not pledged monies.

All events are based on cash on hand and ongoing fundraising efforts.

2017 operating budget was \$228,775.00 showing Overhead to Revenue ratio of 12%. (.88 cents of ever dollar went directly to veteran services)

Regards,

Brett Johnson

Co-Founder / CEO Veterans Sportsman Alliance

408 499-4139

# Veterans Sportsman Alliance

A Registered 501c(3) Corporation

## **Final Report** **August 5, 2019**

In January 2019, the Town of Colma generously granted \$1,500 to Veterans Sportsman Alliance (VSA) for the purpose of achieving our goal to support disabled veterans. We were very honored to have received the grant. This report reflects the positive outcomes of the financial support we received.

VSA's core mission is to enhance the lives of disabled military veterans through a variety of outdoor sporting activities. In June 2017, we introduced the Service K9 program to train and match service dogs with disabled veterans to mitigate service-related disabilities. We have since expanded the program to include veterans who wish to train their own companion and/or service canines.

### (i) Results of program funded by the grant

The VSA Service K9 program supported **9** veteran/service dog teams this year through weekly training sessions. Training sessions were completed in a variety of settings: private homes, parks, grocery stores, doctor/dental offices, sporting events, restaurants, shopping centers, and movie theaters to name a few.

Our training sessions included basic through advanced obedience skills training for veteran/canine teams, review of earlier acquired skills, in-context learning for successful independent team outings, discussions on public access, expectations of each team, canine health and care, play and down time, rewards, and individual challenges experienced by any team. Teams received feedback on handler/canine communication and weekly progress as well as weekly "homework" to solidify skills.

Your funding provided needed training equipment (collars, leashes, raised beds, crates), health maintenance supplies (dental care, ear care), and training reinforcement supplies (toys, treats). These items are critical to the training, care, and support of a successful training program. The funding allowed VSA to add **3** teams to our weekly group training sessions since receiving the funding.

# Veterans Sportsman Alliance

A Registered 501c(3) Corporation

(ii) Results of the program funded by the grant

Each of our veteran/service canine teams practiced obedience skills (basic – advanced) until our lead trainer determined their readiness to complete formal testing with a Certified American Kennel Club Evaluator. The obedience skills training process can take up to 2 years depending on each team’s challenges and abilities. We accepted veteran/canine teams on a continual basis with each team starting at different skill levels. Four of our veteran canine teams tested and passed the advance level (3) AKC obedience testing. Currently we have one veteran/service k9 team working on the skill necessary to pass level 2 testing. We anticipate they will achieve level 2 and 3 by the end of this year. We recently added a veteran/10-week old puppy team to the program. This new team is working on basic obedience. At the time of this report, we are anticipating 2 additional veteran/k9 teams joining our training sessions soon.

# Veterans Sportsman Alliance

A Registered 501c(3) Corporation

(iii) Accounting of the use of grant funds

<b>REVENUE</b>	
Town of Colma Grant Award	\$1,500.00
<b>PROGRAM EXPENSES</b>	
Training Equipment	\$813.00
-collars	
-leashes	
-crates	
-raised beds	
Health Maintenance	\$119.00
-dental care	
-ear care	
Reinforcements	\$227.00
-toys	
-training treats	
<b>TOTAL GRANT EXPENSES:</b>	\$1169.00

Congratulations on the opening of the Veterans Village on August 15, 2019.

Veterans Sportsman Alliance / 10394 S. Tantau Ave, Cupertino CA 95014 / 408 499 4139

Tax ID # 46-3679082





# Non-Profit Funding Request Form FY 2019-20

Name of Organization: West Bay Alano Club

Contact Person: John Murray

Address: 216 Mosswood Way      South San Francisco, 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. There fore our service  
is to help ourselves and others. We share the steps and provide a safe  
environment for recovery to take place.

2. Amount of Request: \$ \_\_\_\_\_

a. Total Agency Annual Budget: \$ 83,660.74

b. Number of Agency Employees: all volunteers

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.

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

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

To help enable us to construct an ADA compliant "lift chair" for our facility. Our disabled members and visitors would then be able to utilize our second floor after the renovations.

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 incomplete projects that would be helped by additional funding ie; sound proofing of the interior doors, and kitchen improvements.

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

We would be better able to serve the people in the surrounding communities who are in recovery, including the residents of 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.

Anyone who is not intoxicated is welcome to visit our facility, we are an anonymous group but serve South San Francisco and Colma residents as well as residents of other communities.



8. Provide a detailed account of how the FY 2018-19 contribution was used:

~~We did not receive a contribution in 2018. The last contribution was in~~  
2016- a grant from the town of Colma for \$4000.00

9. List contributions requested and received from other cities in FY 2018-19 and requested or expected in FY 2019-20:

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 # 94-2764280

**WEST BAY ALANO CLUB  
216 MOSSWOOD WAY  
SOUTH SAN FRANCISCO, CA 94080  
BOARD OF DIRECTORS  
ROSTER**

Baron, Martha	415 279 3678	<a href="mailto:martha1968barron@gmail.com">martha1968barron@gmail.com</a>	Member At Large
Bearss, Jennifer	650 580 7565	<a href="mailto:jenniferbearss@gmail.com">jenniferbearss@gmail.com</a>	Secretary
Brindle, Elaine	650 583 1213	no email	Member At Large
Colina, Hector	415 730 1632	<a href="mailto:heccolina@gmail.com">heccolina@gmail.com</a>	Vice President
Garcia, Juan Saul	650 580 2233	<a href="mailto:altanero@hotmail.com">altanero@hotmail.com</a>	Membership
Gill, Toni	415 845 7893	<a href="mailto:browngirlqueen@yahoo.com">browngirlqueen@yahoo.com</a>	Member At Large
Matos Jr., Pablo	650 290 4963	<a href="mailto:twogunspress@sbcglobal.net">twogunspress@sbcglobal.net</a>	Treasurer
McMaster, Kim	650 303 4162	<a href="mailto:mcmaster@stanford.edu">mcmaster@stanford.edu</a>	Member At Large
Murray, John	650 438 9339	<a href="mailto:grumpy183@aol.com">grumpy183@aol.com</a>	President

**April 1, 2018 - March 31, 2019**

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**Building/Maintenance:**

Maintenance/Maint. Supplies	\$ 652.27
Rent	\$ 52,407.39
	<u>\$ 53,059.66</u>

**Kitchen:**

Food	\$ 14,099.46
Kitchen Supplies	\$ 165.34
	<u>\$ 14,264.80</u>

**Office Supplies**

	<u>\$ 585.23</u>
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**Misc. Other**

	<u>\$ 150.00</u>
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**Outside Services**

	<u>\$ 1,454.73</u>
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**Tax/License/Insurance:**

IPFS Corporation	\$ 610.67
Arco - Insurance	\$ 1,932.85
Rehab & Recovery Ins. Agency	\$ 894.00
Franchise Tax Board - Other	\$ 10.00
Sales Tax	\$ 1,296.00
Real Estate Taxes/Sewer	\$ -
	<u>\$ 4,743.52</u>

**Utilities:**

AT&T	\$ 1,133.75
AT&T Square	\$ 125.55
Direct TV	\$ 1,525.28
SSF Scavenger	\$ 1,231.04
PG&E	\$ 3,888.01
ADT Security	\$ 582.04
Water	\$ 1,067.13
	<u>\$ 9,552.80</u>

	<u>\$ 83,660.74</u>
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**Fiscal Year Revenue**

	<u>\$ 93,483.36</u>
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## **West Bay Alano Club History**

West Bay Alano Club has a proud rich history serving Northern San Mateo and San Francisco. It all began in Daly City in 1980 wherein the need for a permanent place to meet was addressed by a group of over a hundred people.

This group of recovering alcoholics volunteered their time, skills and money to make this dream come true.

They saw a need for a reliable, safe and comfortable place where recovering men and women could socialize.

The tireless, selfless work of the volunteers has made their vision a success.

The West Bay Alano Club relocated to South San Francisco September 24, 2017.

**To become a member of the West Bay Alano Club, speak to any member of the Board of Directors, Club Management or the volunteer at the Coffee Shop.**

**We hope you will consider joining us!**

**West Bay  
Alano  
Club**



**Dedicated to Sober  
Fun and Fellowship**

**216 Mosswood Way  
South San Francisco, CA  
94080**

**650.634.8687**

# About West Bay Alano Club

West Bay Alano Club (WBAC) functions as a nonprofit corporation formed for charitable purposes. WBAC is a social club providing a clean, sober and safe environment for recovering alcoholics and their families and friends. It is supported by the monthly dues of members and various other fund raising events organized for the benefit of its members.

WBAC is governed based on Bylaws providing guidance to the Board of Directors, managers and members.

The Board of Directors meet once a month for an 'open' meeting followed by a 'closed' meeting. Members are encouraged to attend the 'open' meeting.

Regularly scheduled Twelve Step meetings are available every day in either of two

meeting rooms in English and some in Spanish. Meeting schedules are available at the Coffee Shop counter.

WBAC maintains a Coffee Shop that offers beverages, snacks and some meals at a reasonable cost (cash or credit card accepted).

WBAC has two standing committees; Fund Raising and Entertainment which are run solely by volunteers. We encourage all to get involved in service to the club as an excellent way to meet new people and make new friends.

WBAC provides various social events for members. Members can look forward to Bingo and movie nights, afternoon dances and attending athletic events.

WBAC is dedicated to the maintenance of participant's sobriety.

**FREE WIFI AVAILABLE TOO!**

## Membership Information

West Bay Alano Club welcomes new members with thirty (30) or more days of sobriety. The club principles embrace maintaining a clean, sober and safe environment. We ask that members abide by the following guidelines for the benefit of the entire membership

1. Membership dues are due monthly and should be provided by the fourth day of each month. Dues can be paid at a reduced amount quarterly or annually as well.
2. We strive to maintain a courteous and respectful environment. Any membership concerns should be addressed to management and/or the Board of Directors for resolution.
3. Any additional questions regarding membership can be directed to management and/or a member of the Board of Directors.



STATE OF CALIFORNIA  
 EXEMPT ORGANIZATIONS UNIT MS F120  
 FRANCHISE TAX BOARD  
 PO BOX 1286  
 RANCHO CORDOVA CA 95741-1286

Notice Date: 03/06/2019

**Secretary of State Requirements to Avoid Tax-Exempt Status Revocation**

Entity ID: 1075939

WESTBAY ALANO CLUB, INC.  
 216 MOSSWOOD WAY  
 S SAN FRAN CA 94080-5722

The suspended corporation will lose its tax-exempt status if it does not revive to good standing with the California Secretary of State (SOS). ~~California law does not allow a suspended corporation tax-exempt status.~~

To revive to good standing and avoid tax-exempt status revocation, follow these instructions:

**File Statement of Information**

To electronically submit or download the form, go to [sos.ca.gov](http://sos.ca.gov) and search Form SI-100, Statement of Information (Domestic Nonprofit, Credit Union and Consumer Cooperative Corporations) or Form SI-550, Statement of Information (California Stock, Agricultural Cooperative and Foreign Corporations).

Electronically submit or mail the applicable completed form within 60 calendar days of this notice date to:

STATEMENT OF INFORMATION UNIT  
 CALIFORNIA SECRETARY OF STATE  
 PO BOX 944230  
 SACRAMENTO CA 94244-0230

**Revivor Requirements**

SOS will notify us that the corporation complied with their filing requirement and is now in good standing.

**Failure to Revive**

If your corporation does not comply with the SOS requirements, we will:

- Revoke the corporation's tax-exempt status (Revenue and Taxation Code Section 23777).
- Issue a tax assessment.
- Assess a penalty of 25 percent of the tax assessment for failure to provide the information we requested.

**Contact Information**

Secretary of State: Call 916.657.5448

ms

**Connect With Us**

<b>Web:</b> <a href="http://ftb.ca.gov">ftb.ca.gov</a>	<b>Phone:</b> 916.845.4171	7:00 a.m. to 4:30 p.m. weekdays, except state holidays
	916.845.6500	from outside the United States.
	<b>TTY/TDD:</b> 800.822.6268	for persons with hearing or speech impairments



STATE OF CALIFORNIA  
EXEMPT ORGANIZATIONS UNIT MS F120  
FRANCHISE TAX BOARD  
PO BOX 1286  
RANCHO CORDOVA CA 95741-1286

Notice Date: 05/21/2019

## Revoked Tax-Exempt Status – Suspended Corporation

Entity ID: 1075939

WESTBAY ALANO CLUB, INC.  
216 MOSSWOOD WAY  
S SAN FRAN CA 94080-5722

You did not comply with the revivor requirements we sent on 03/06/2019 for your corporation. As a result, we revoked your corporation's tax-exempt status effective the day you were suspended 12/26/2018. (California Revenue and Taxation Code Section 23777).

Your corporation is now subject to the provisions of the Revenue and Taxation Code and must file Form 100, California Corporation Franchise or Income Tax Return, for each tax year beginning with the revocation date.

Exempt Organizations Unit  
916.845.4171

### Connect With Us

Web: [ftb.ca.gov](http://ftb.ca.gov)

Phone: 916.845.4171

| 7:00 a.m. to 4:30 p.m. weekdays, except state holidays

916.845.6500

| from outside the United States

TTY/TDD: 800.822.6268

| for persons with hearing or speech impairments



STATE OF CALIFORNIA  
 EXEMPT ORGANIZATIONS UNIT MS F120  
 FRANCHISE TAX BOARD  
 PO BOX 1286  
 RANCHO CORDOVA CA 95741-1286

Notice Date: 05/21/2019

**Revoked Tax-Exempt Status – Suspended Corporation**

Entity ID: 1075939

WESTBAY ALANO CLUB, INC.  
 216 MOSSWOOD WAY  
 S SAN FRAN CA 94080-5722

You did not comply with the revivor requirements we sent on 03/06/2019 for your corporation. As a result, we revoked your corporation's tax-exempt status effective the day you were suspended 12/26/2018. (California Revenue and Taxation Code Section 23777).

Your corporation is now subject to the provisions of the Revenue and Taxation Code and must file Form 100, California Corporation Franchise or Income Tax Return, for each tax year beginning with the revocation date.

Exempt Organizations Unit  
 916.845.4171

*all good John Murray - May 28-19*

**Connect With Us**

<b>Web:</b> <a href="http://ftb.ca.gov">ftb.ca.gov</a>	<b>Phone:</b> 916.845.4171	7:00 a.m. to 4:30 p.m. weekdays, except state holidays
	916.845.6500	from outside the United States
	<b>TTY/TDD:</b> 800.822.6268	for persons with hearing or speech impairments





Secretary of State  
Business Programs Division

Business Entities - Records, P.O. Box 944260, Sacramento, CA 94244-2600

JOHN MURRAY  
WESTBAY ALANO CLUB, INC.  
216 MOSSWOOD WAY  
S SAN FRANCISCO CA 94080-5722

May 30, 2019

RE: Notice of Revivor

Entity Number: C1075939  
Entity Name: WESTBAY ALANO CLUB, INC.

Effective Date: 05/30/2019

The above-referenced entity's powers, rights, and privileges were suspended/forfeited in California by the Secretary of State for failure to file the required Statement of Information.

The entity has filed the required statement, and therefore has been revived and returned to active status. The entity is now in good standing with the California Secretary of State as of the effective date shown above.

For more information, go to [leginfo.legislature.ca.gov/faces/codes.xhtml](http://leginfo.legislature.ca.gov/faces/codes.xhtml) and see California Corporations Code sections 2205, 2206, 5008.6, 12214.6, 17713.10 or 17713.11; and California Civil Code sections 5405 or 6760.

Please note: You may wish to contact the California Franchise Tax Board regarding possible penalties and/or tax requirements. The California Franchise Tax Board recommends using their website for contact information at [www.ftb.ca.gov](http://www.ftb.ca.gov).

Business Programs Division  
Name Availability Unit





# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Michael Laughlin, City Planner, CSG Consultants  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: September 11, 2019  
 SUBJECT: Mobile Food Vending Ordinance Study Session

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## RECOMMENDATION

This item is a study session for informational purposes only. No City Council action is required; however, staff seeks comments, questions, impressions, opinions and direction from the City Council.

## EXECUTIVE SUMMARY

During the Sidewalk Vending Ordinance discussion at the April 24, 2019 City Council hearing, the City Council directed staff to research and provide more information on Mobile Food Facilities (MFF) such as food trucks. MFF regulations fall under the State law and is regulated by the San Mateo County Health Department. The City can choose to adopt local regulations to require permits for MFFs and streamline a review process. The purpose of the study session is to present types of local regulations for the City Council to consider.

## FISCAL IMPACT

None.

## BACKGROUND

Currently, the Town of Colma regulates food trucks under regulations for Retail Merchandising Units (RMUs) in Section 5.03.390 of the Municipal Code. The Town allows food trucks and other MFFs on private property with property owner consent and zoning clearance through the regulations for Retail Merchandising Units (RMUs). In addition, RMU's are required to display the zoning clearance and valid Health Department permit and obtain a business license.

When the ordinance was originally enacted in 1997, there were issues with refuse disposal by numerous trucks, and a considerable number parking on Hillside Boulevard and Mission Road. It was decided at that time to prohibit them on all public streets. To date, the Town does not have any approved RMU vendors, since most private property owners generally don't have enough

room on their property or won't grant permission or a lease for the vendor. Vehicle vendors do occasionally stop on public streets, particularly Mission Road, and are advised by the Town to obtain a permit and to find a permanent location on private property.

In some occasions, food trucks have been allowed on public property or public right-of-way during special events. Typically, food trucks that are part of an event would be reviewed as a part of a Special Events Permit application. The permit application is submitted to the Planning Department and routed to all other reviewing parties such as the Public Works Department, Fire District, and Police Department for their comments and conditions for issues such as roadway safety and proper noticing would be tied to the Special Events Permit. Other required information such as a certificate of liability insurance would be collected with the application. Without the Special Events Permit, MMFs are currently not allowed to operate in the public right of way.

**ANALYSIS**

Staff has conducted research and compiled data from jurisdictions in San Mateo County and the Bay Area Region. Without any local ordinance, MFFs such as food trucks and other mobile food vending options are only regulated by the San Mateo County Health Department. MFFs do not include vehicles that transport food that was prepared by a food facility for delivery (i.e. a vehicle used to deliver take-out from a restaurant). Health Department Permits are required for all MFFs and the County Health Department is responsible for inspecting them. This permit allows the operation of the mobile facilities, but the MFFs are still required to comply with local regulations such as complying with the zoning ordinance.

**Mobile Food Vending Ordinance**

Cities throughout San Mateo County regulate MFFs differently, the Table below is a short summary of regulations in the Bay Area Region:

<b>Jurisdiction</b>	<b>Mobile Food Facility Regulations</b>
Daly City	Regulated by Municipal Code Chapter 5.88 Vehicles use for advertising or vending. MFFs are limited to 10 minutes at any location without approval from the Chief of Police.
San Mateo	Regulated by Municipal Code Chapter 11.40.080 Peddlers-Vendors Limitation. MFFs are generally prohibited as they are limited to 10 minutes at any location without a Special Events Permit.
San Francisco	Regulated by Code Article 5.8. MFF Permit required with additional approvals from Director of Health and Fire Marshal. Public noticing and hearing required. Detailed information on the process can be found here: <a href="https://www.sfpublishworks.org/services/permits/mobile-food-facilities">https://www.sfpublishworks.org/services/permits/mobile-food-facilities</a>
South San Francisco	Regulated by City Ordinance. Chapter 6.90 – Regulation of Street Vendors. Food Vending from

	parked vehicles or the sidewalk is prohibited without City Approvals. Use of business license application to track Food Trucks and other MFFs.
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If desired by the City Council, the Town has the option to adopt a Mobile Food Vending ordinance to create regulations for MFFs, allowing them to be in the right of way. Through the ordinance, the Town can continue to prohibit MFFs in the right of way or create a process to review MFFs and allow them in the right of way within its jurisdiction.

If the Town decided to adopt an ordinance to allow MFFs in the right of way, the ordinance can specify the following rules and regulations:

- Duration: By limiting the duration that MFFs can remain in one area without a permit, the Town can effectively regulate MFFs. The City of San Mateo has restricted mobile vendors by limiting any vehicle selling food to 10 minutes at any place. To remain in one area for more than 10 minutes, a Special Events Permit is required. In addition, the Town may specify blocks of time where MFFs are allowed to park in the public areas to make sales. Staff recently observed a food truck parked at the City of San Mateo City Hall offering lunch to City employees. Staff also observed a permanently parked MFF at an oil change business parking lot on 3<sup>rd</sup> Avenue in San Mateo.
- Location: The Town has the option to specify areas where MFFs can be located. Ideal locations in the Town of Colma would be on Mission Road where there are a large number of auto service businesses with no food options. In addition, the restrictions could be similar to the recently adopted Sidewalk Vending Ordinance, which requires maintaining paths of travel for accessibility and minimum distances from Cemetery Zones, bus zones, fire hydrants, sidewalks, etc.
- Noticing: Since food trucks would be occupying street parking, and increasing traffic to the area, some cities, including San Francisco, require a public notice and public hearing for food trucks.
- Application: The Town can specify the information required as a part of the application process. For example, the Town can require a valid business license, certificate of liability insurance, County Health Department Approvals, etc.
- Enforcement: With the adoption of an ordinance, the Town can effectively enforce specific regulations. South San Francisco and San Francisco include provisions for the revocation of permits, as well as code enforcement and administrative citations to enforce regulations.

**Council Adopted Values**

The study session is consistent with the Council value of **responsibility** because it allows the City Council to consider options to regulate MFFs.

**SUSTAINABILITY IMPACT**

N/A

## **ALTERNATIVES**

The City Council can maintain the current requirements (Food Trucks on private property only with \$250 RMU permit and \$29 business registration). Food trucks not permitted on public right-of-way except for special events.

## **CONCLUSION**

The City Council is encouraged to ask questions and provide direction to staff. Specifically, staff would like the City Council to discuss and consider the following questions:

1. Should the Town allow MFFs on public property? If yes, under what circumstances? For a town hosted special event only? Or, general parking on specified days and times (i.e. parking in the community center parking lot or town hall parking lot to provide lunch to neighboring businesses)
2. Should they be allowed to be parked on the street? If so, what streets and with what restrictions (i.e number of trucks, distance from one another, length of stay etc.)? Primary streets for discussion would be Mission Road and Hillside Boulevard since street parking is not available on Serramonte Boulevard, JSB or Colma Blvd. Parking on El Camino would not be permitted since it is a state highway.
3. If MFF's are desired on public property and on public streets with restrictions, should only a business registration be required, or, should an RMU permit also be required (the concern with an RMU permit is that the \$250 processing fee would discourage applicants and also make it difficult for the Town to get participation for Town events. The \$29 business registration would be an appropriate requirement).