



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

**Wednesday, September 23, 2020
Closed Session - 6:30 PM
Regular Session - 7:00 PM**

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means. Pursuant to the Shelter-in-Place Orders issued by the San Mateo County Health Officer on March 16, 2020 and March 31, 2020, the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Council Chamber will not be open to the public for this Town of Colma City Council Meeting. The purpose of these orders was to provide the safest environment for Council Members, staff and the public while allowing for public participation.

Members of the public may view the meeting by attending, via telephone or computer, the Zoom Meeting listed below:

**Join Zoom Meeting: <https://us02web.zoom.us/j/81289976261>
Passcode: 074407**

**Meeting ID: 812 8997 6261
Passcode: 074407**

One tap mobile

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+1 301 715 8592 US (Germantown)**

**Meeting ID: 812 8997 6261
Passcode: 074407**

Find your local number: <https://us02web.zoom.us/u/kco5bgxkcc>

Members of the public may provide written comments by email to the City Clerk at ccorley@colma.ca.gov before or during the meeting. Emailed comments should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 250-300 words.

CLOSED SESSION – 6:30PM

1. In Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators.

Agency Negotiator: Brian Dossey, City Manager
Austris Rungis, IEDA
Employee Organizations: Colma Peace Officers Association and Colma
Communications/Records Association
Unrepresented Employees: All

PLEDGE OF ALLEGIANCE AND ROLL CALL – 7:00PM

ADOPTION OF AGENDA

PRESENTATION

- Proclamation in honor of National Hispanic Heritage Month

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

2. Motion to Accept the Minutes from the September 9, 2020 Regular Meeting.

PUBLIC HEARING

3. **SERRA CENTER SIGN PROGRAM**

Consider: Motion to Adopt a Resolution Approving Revisions to the Master Sign Program for Serra Center Pursuant to CEQA Guideline 15311.

NEW BUSINESS

4. **FY 2020-21 NON-PROFIT GRANT FUNDING**

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

REPORTS

Mayor/City Council
City Manager

ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review on the Town's website www.colma.ca.gov or at Colma Town Hall, 1198 El Camino Real, Colma, CA. Persons interested in obtaining an agenda via e-mail should call Caitlin Corley, City Clerk at 650-997-8300 or email a request to 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. Please allow two business days for your request to be processed.

1. In Closed Session Pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators

Agency Negotiators:	Brian Dossey, City Manager Austris Rungis, IEDA
Employee Organizations:	Colma Peace Officers Association and Colma Communications/Records Association
Unrepresented Employees:	All

There is no staff report for this item.



**MINUTES
REGULAR MEETING**

City Council of the Town of Colma
Meeting Held Remotely via Zoom.us
Wednesday, September 9, 2020
7:00 PM

CALL TO ORDER

Mayor John Irish Goodwin called the meeting to order at 7:01 p.m.

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

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

The Mayor announced, “Welcome to another of our completely remote Council Meeting. A few notes about tonight’s meeting: We are accepting public comments through email— please email ccorley@colma.ca.gov to submit a public comment. You can also use the chat function to chat directly to our city clerk and she will be able to let us know that you would like to make a comment when your item comes up in the agenda. Thank you.”

ADOPTION OF THE AGENDA

Mayor Goodwin asked if there were any changes to the agenda; none were requested. He asked for a motion to adopt the agenda.

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

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

PRESENTATION

- Mayor Goodwin presented proclamations in honor of Ovarian Cancer Awareness Month and Prostate Cancer Awareness Month. Council Member del Rosario, who works for a company that focuses on cancer research, spoke about the importance of the development of new cancer treatments and therapies, as well as awareness of the treatment options.

- Honor Roll Students Recognition:
 - Mayor Goodwin stated, "The Town of Colma is extremely proud of its young people and their academic achievements. Tonight, we are celebrating some of the bright students who have made the honor roll at their schools.

We have prepared some gifts in their honor: A certificate of their achievement, a Colma pen, Colma folder, Colma facemask and a \$10 gift card to Target! Families can call Town Hall to arrange to pick up their gifts.

Congratulations to these hardworking students and their families:

- Kalayaan Basto
- Aidan Gonzalez
- Elaina Gonzalez
- Sean Goodwin
- Joseph Gotelli
- Giovanni Lozano
- Rhein Cecilia Lumongsod
- Keezan Paguio
- Nicolas Jacob Perreras
- Daniel Ramirez
- Isaiah Reyes
- Delaney Romero
- Sarah Walsh

PUBLIC COMMENTS

Mayor Goodwin opened the public comment period at 7:15 p.m. and seeing no one come forward to speak, the Mayor closed the public comment period.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the August 12, 2020 Regular Meeting.
2. Motion to Approve a Report of Checks Paid for August 2020.
3. Motion Designating Mayor John Goodwin as the Voting Delegate for the Annual League of California Cities Conference in October 2020.

Action: Vice Mayor Colvin moved to approve the Consent Calendar items #1 through 3; the motion was seconded by Council Member del Rosario and carried by the following vote:

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

PUBLIC HEARING

4. 1500 COLLINS AVE – TESLA CONDITIONAL USE AND SIGN PERMITS

City Planner Michael Laughlin presented the staff report. Mayor Goodwin opened the public hearing at 7:29 p.m. Julie Ortiz of Tesla and Lule Hoda, the project architect, made comments. The Mayor closed the public comment period at 7:33 p.m. Council discussion followed.

Action: Council Member Fiscaro moved to Adopt a Resolution Approving a Conditional Use Permit and Sign Permit for an Automobile Dealership Project at 1500 and 1500A Collins Avenue and Finding Project Exempt from Environmental Review Pursuant to CEQA Guideline 15301; 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	
John Irish Goodwin, Mayor	✓				
Diana Colvin	✓				
Helen Fiscaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
	5	0			

STUDY SESSION

5. POLICE USE OF FORCE FOLLOW UP

Police Commander Sherwin Lum gave the staff report. Mayor Goodwin opened the public comment period at 8:22 p.m. and seeing no one request to speak, he closed the public comment period. Council discussion followed.

This was a discussion item only; no action was taken at this meeting.

COUNCIL CALENDARING

The next Regular Meeting will be on Wednesday, September 23, 2020 at 7:00pm and it will be held remotely.

REPORTS

City Manager Brian Dossey gave an update on the following topics:

- San Mateo County is likely to be in the Purple Tier of the State's COVID-19 Reopening Plan for the next several weeks. The County needs to ramp up the level of testing in order to move to the next tier.
- The Town's Census response rate is close to the 2010 Census rate. Staff is hoping to boost those numbers through a final push of door to door canvassing.
- There will be a Closed Session at the next meeting at 6:30 p.m. to discuss labor negotiations.

- Lucky Chances has been approved to open for outdoor gaming; they will be open soon.
- The Town's application to become an Age Friendly City has been approved.

ADJOURNMENT

Mayor Goodwin adjourned the meeting at 8:46 p.m. in memory of the victims of the September 11, 2001 terror attacks, and the first responders who rushed into danger to save lives.



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Michael P. Laughlin, AICP, City Planner
 Brandon H DeLucas, Associate Planner
 VIA: Brian Dossey, City Manager
 MEETING DATE: September 23, 2020
 SUBJECT: Serra Center – Master Sign Program Revisions

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION APPROVING REVISIONS TO THE MASTER SIGN PROGRAM FOR
 SERRA CENTER PURSUANT TO CEQA GUIDELINE 15311

EXECUTIVE SUMMARY

Signage for Colma's shopping centers operate under Sign Programs which specify the standards for on-site signage. Since the Serra Center sign program was updated in 2017, new tenant spaces have been created and Target is proposing a remodel which necessitates changes to the sign program. The changes are consistent with sign guidelines in existence at the center for other tenants.

FISCAL IMPACT

This project will not have a material impact on the Town's budget. It is anticipated that the improved visibility of tenant signage and investment in the Serra Center will lead to increased use and greater sales tax revenue.

BACKGROUND AND PROPOSAL

On March 22, 2017, the City Council approved the existing Master Sign Program (Exhibit B), which was a complete overhaul of the 1998 Master Sign Program. The overhaul focused on five substantive changes to the 1998 program. These changes included:

- Sign regulations specified for each tenant space and each wall surface;

- Increasing of under canopy sign area to 6 square feet with a minimum of a 9' clearance from the finished walkway below (previous guidelines required uniform rectangular box signs);
- Allowing multiple identifying signs for anchor tenants and standalone buildings;
- Use of banners on parking light poles for the holidays (November through January) and Serra Center banners from February through October; and
- Use of four sign letter effects – face, neon, halo, face/halo illumination, and uplighting for greater visual interest and modernization.

All of Colma's sign programs allow for the issuance of "Sign Permits" by the Planning Department through an administrative hearing process whenever a sign program does not include standards for proposed signage or if a sign is proposed that deviates slightly from the sign program. This process is more costly and time consuming to tenants than if proposed signage is consistent with a sign program. For signage that is consistent with an approved sign program, staff conducts a "Sign Review" of the sign for consistency with the sign program prior to the applicant obtaining building permits.

The proposed revision to the Master Sign Program would incorporate signs which have already been approved under separate sign permits. Signs approved under separate sign permits include:

- Secondary entrance signs for Target (Building A);
- Panda Express (Located in a new tenant space in Building G); and
- YI fang (Identified as Building K).

Additionally, the proposed update includes signage criteria for the newly created tenant spaces in the old Aaron Brother's building (Building G).

ANALYSIS

Environmental Review

This application was reviewed pursuant to the requirements of the California Environmental Quality Act (CEQA), and staff determined that the project is considered Categorically Exempt from further environmental review under Section 15311(a), Class 11, which exempts the addition of commercial signage accessory to a main building on a property.

Proposed Sign Program Revisions

The existing sign program requires updating due to the addition of new tenant spaces in building G (Former Aaron Brothers) and the issuance of sign permits which were issued when the sign program did not include specific standards.

The shopping center manager of the common area has hired SZFM to prepare an updated sign program for the shopping center. The proposed updated sign program is more comprehensive as it includes the additional tenant spaces and incorporates signage which had been approved under separate sign permits. The updated program will continue to enhance and modernize the appearance of the shopping center over time and allow for streamlined staff level review of proposed signage consistent with the program.

Required Findings

FINDINGS RELATING TO MASTER SIGN PROGRAM

Findings are required to be made pursuant to Section 4.07.140(k) of the Colma Municipal Code as follows:

- (1) The proposed signs enhance the development, and are in harmony with, and visually related to:
 - (a) All of the signs are included in the sign program. This shall be accomplished by incorporating several common design elements such as materials, letter style, colors, illumination, sign type, or sign shape.
 - (b) The buildings and/or the developments they identify by utilizing materials, colors, or design motifs included in the building being identified; and
 - (c) Surrounding development by not adversely affecting surrounding land uses or obscuring adjacent approved signs.

Discussion: The approval of the Master Sign Program will enhance the development since the signs that would be permitted under the revised Master Sign Program are reasonably sized, attractive, and located so as not to create a visibility hazard. Further, Serra Center is surrounded by predominately commercial uses with businesses exhibiting signs in similar colors, sizes, and locations. The proposed Master Sign Program would not impact other businesses in the area and will create an attractive venue for pedestrians, drivers, and visitors alike. None of the proposed signs would be so out of scale or use extreme lighting where drivers could be distracted or impacted. Further, no residential uses are in proximity to Serra Center thereby ensuring that the public health, safety, or welfare is not impacted.

The sign program includes common design elements and themes. Specifically, the signage conveys an updated Mid-Century Modern design aesthetic and all of the allowed signage is consistent with this theme while still allowing creative and diverse sign designs.

- (2) The sign program accommodates future revisions which may be required due to changes in building tenants.

Discussion: The sign program provides a very clear and concise list of sign locations, sizes, and permitted types so that new building tenants will be easily able to comply with the standards while maintaining corporate identity with the signage. The program will easily accommodate future revisions if required for changes in building tenants. The chart attached to the sign program which specifies sign locations and signs heights can be amended to accommodate a request.

(3) The proposed sign program satisfies the intent of this subchapter, in that the sign program complies with all the regulations of this subchapter, except that flexibility is allowed concerning sign area, number, location, and height. Further, to the extent the sign program does not comply with the requirements of this subchapter as to sign area, number, location, and height, the proposed sign program enhances the development and more fully accomplishes the objectives of this subchapter.

Discussion: As shown in the illustrations prepared by the applicant's architect, the allowed signage under the sign program will greatly enhance the development. No signs will deviate from the Colma Sign Ordinance to specify standards for the "C" zone or shopping center Sign Programs per Section 4.07.140(k).

COUNCIL ADOPTED VALUES

The recommendation is consistent with the Council value of *fairness* because the recommended decision on the Master Sign Program is consistent with how similar requests have been handled by the business community, and with the Council value of *responsibility* because the proposed use has been carefully reviewed so that it will be consistent with adopted development policies and regulations, and compatible within its setting.

ALTERNATIVES

The following courses of action are available to the City Council:

1. Adopt the resolution approving the revised Master Sign Program for the Serra Center with additional modifications or conditions.
2. Not adopt the resolution and direct staff to come back with a resolution denying the request for the revised Master Sign Program for the Serra Center. This action is not recommended since it would keep the existing sign regulations that are currently in place, which do not include signs requirements for the newly created tenant spaces.

CONCLUSION

Staff recommends that the City Council adopt the resolution approving the revised Master Sign Program for the Serra Center.

ATTACHMENTS

- A. Draft Resolution
- B. Draft Master Sign Program
- C. Exhibit A to Sign Program – Revised Sign Guidelines
- D. Exhibit B to Sign Program – Entry and Pole Signs

RESOLUTION NO. 2020-___
OF THE CITY COUNCIL OF THE TOWN OF COLMA

RESOLUTION APPROVING REVISIONS TO THE MASTER SIGN PROGRAM FOR SERRA CENTER PURSUANT TO CEQA GUIDELINE 15311

Property Owner: Serra Center Associates No. Two, LP and Serra Center Associates
Applicant: Catherine Hughes, CRES Management Company, LLC
Location: 4915-5045 Junipero Serra Blvd & 970 Serramonte Blvd
Assessor's Parcel Number: APN: 008-373-210 through -530

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

1. Background

- (a) CRES Management Company has submitted an application to revise the existing Master Sign Program for the Serra Center located at 4915-5045 Junipero Serra Blvd & 970 Serramonte Blvd (APN 008-373-210 through -530).
- (b) A notice of public hearing was mailed to all property owners within 300 feet of the subject property and to all shopping center tenants on September 11, 2020. In addition, notices of public hearing were posted at the subject property and the three Town of Colma bulletin boards on September 11, 2020.
- (c) A public hearing was held on September 23, 2020. The City Council considered the application, the accompanying staff report, the Revised Master Sign Program (Exhibit B), and all relevant evidence presented at the public meeting.

2. Findings

The City Council finds that:

Findings Relating to CEQA Review

- (1) This application was reviewed pursuant to the requirements of the California Environmental Quality Act (CEQA), and staff determined that the project is considered Categorically Exempt from further environmental review under Section 15311(a), Class 11, which exempts the addition of commercial signage accessory to a main building on a property.

Findings Relating to Master Sign Program

- (2) The proposed signs enhance the development, and are in harmony with, and visually related to:
- (a) All of the signs included in the sign program. This shall be accomplished by incorporating several common design elements such as materials, letter style, colors, illumination, sign type or sign shape.
- (b) The buildings and/or the developments they identify by utilizing materials, colors, or design motifs included in the building being identified; and

- (c) Surrounding development by not adversely affecting surrounding land uses or obscuring adjacent approved signs.

Discussion: The approval of the Master Sign Program will enhance the development since the signs that would be permitted under the revised Master Sign Program are reasonably sized, attractive, and located so as not to create a visibility hazard. Further, Serra Center is surrounded by predominately commercial uses with businesses exhibiting signs in similar colors, sizes, and locations. The proposed Master Sign Program would not impact other businesses in the area and will create an attractive venue for pedestrians, drivers, and visitors alike. None of the proposed signs would be so out of scale or use extreme lighting where drivers could be distracted or impacted. Further, no residential uses are in proximity to Serra Center thereby ensuring that the public health, safety, or welfare is not impacted.

The sign program includes common design elements and themes. Specifically, the signage conveys an updated Mid-Century Modern design aesthetic and all of the allowed signage is consistent with this theme while still allowing creative and diverse sign designs.

- (3) The sign program accommodates future revisions which may be required due to changes in building tenants; and

Discussion: The sign program provides a very clear and concise list of sign locations, sizes, and permitted types so that new building tenants will be easily able to comply with the standards while maintaining corporate identity with the signage. The program will easily accommodate future revisions if required for changes in building tenants. The chart attached to the sign program which specifies sign locations and signs heights can be amended to accommodate a request.

- (4) The proposed sign program satisfies the intent of this subchapter, in that the sign program complies with all the regulations of this subchapter, except that flexibility is allowed with regard to sign area, number, location and height. Further, to the extent the sign program does not comply with the requirements of this subchapter as to sign area, number, location and height, the proposed sign program enhances the development and more fully accomplishes the objectives of this subchapter.

Discussion: As shown in the illustrations prepared by the applicant's architect, the allowed signage under the sign program will greatly enhance the development. No signs will deviate from the Colma Sign Ordinance to specify standards for the "C" zone or shopping center Sign Programs per Section 4.07.140(k).

3. Master Sign Program Approved.

The revised Serra Center Master Sign Program is hereby approved.

4. Superseded.

The City Council's adoption of this resolution shall supersede Resolution No. 2017-17, and Resolution No. 2017-17 shall have no further force and effect upon the City Council's adoption of this resolution.

* * * * *

Certification of Adoption

I certify that the foregoing Resolution No. 2020-__ was duly adopted at a regular meeting of the City Council of the Town of Colma held on September 23, 2020, by the following vote:

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

Dated _____

John Irish Goodwin, Mayor

Attest: _____
Caitlin Corley, City Clerk

NOTICE OF RIGHT TO PROTEST

The Conditions of Project Approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(1), these Conditions constitute written notice of a statement of the amount of such fees, and a description of the dedications, reservations, and other exactions. You are hereby further notified that the 90-day approval period in which you may protest these fees, dedications, reservations, and other exactions, pursuant to Government Code Section 66020(a), began on date of adoption of this resolution. If you fail to file a protest within this 90-day period complying with all of the requirements of Section 66020, you will be legally barred from later challenging such exactions.

AGREEMENT

Permittee/Property Owner

The undersigned agrees to comply with each and every condition set forth in this resolution.

Dated: _____

Serra Center Associates, a California limited partnership

*By: CRES Management Company, LLC
A California limited liability company
Its General Partner*

*By: _____
Catherine J. Hughes, Co-Manager*

Serra Center Associates No. 2, LP, a California limited partnership

*By: CRES Management Company, LLC
A California limited liability company
Its General Partner*

*By: _____
Catherine J. Hughes, Co-Manager*

**MASTER SIGN PROGRAM
SERRA CENTER
COLMA, CALIFORNIA**

Approved by the Town of Colma
City Council on _____

A. INTRODUCTION

1. The intent of this sign program is to provide the guidelines necessary to achieve a visually coordinated, balanced and appealing sign environment, harmonious with the architecture of the shopping center, while maintaining provisions for individual graphic expression.
2. Performance of this sign program shall be rigorously enforced, and any nonconforming sign shall be removed by the tenant or sign contractor at their expense, upon demand by the Landlord.
3. Exceptions to these standards shall not be permitted without approval from the landlord and will require approval of a modification to the sign program application by the Town of Colma City Council, except as described in item 6, below.
4. Accordingly, the Landlord will retain full rights of approval for any sign used in the center.
5. No sign shall be installed without the written Landlord approval and the required City approval and permits.
6. Wherever this Master Sign Program document states that a sign requires review from the Town of Colma, such sign may not be installed unless and until the Town has approved the sign in accordance with the following procedures.
 - a. If a tenant proposes a sign that conforms with the standards set forth in this Master Sign Program and has Landlord approval, the applicant shall, at or before applying for a building permit, file an application for Sign Review with the Town of Colma Planning Department, along with the appropriate fee and plans. The Planning Department will review the application for compliance with the Master Sign Program. If conforming, a decision letter will be issued.
 - b. If a tenant proposes a sign that deviates slightly from the standards set forth in this Master Sign Program and the landlord supports the application, the applicant shall apply for and obtain a Sign Permit under Colma Municipal Code section 4.07.210, governing signs.

- c. In all other cases, the landlord must apply for and obtain approval from the City Council for an amendment to this Master Sign Program.

B. LANDLORD/TENANT REQUIREMENTS

1. Each Tenant shall submit to the Landlord for written approval, a PDF file of the detailed sign plans with attachment details and representative colors prior to submittal to the Town of Colma for a permit.
2. The Tenant shall pay for all signs, related materials and installation fees (including final inspection costs).
3. Any alteration, including re-face of signs requires that a valid building Permit is issued by the Town of Colma and inspected. All signs shall be provided with a power disconnect located within sight of the sign. Under-canopy signs, addressed in Section G, shall be provided with a disconnect either upon the signs, or installed adjacent to the sign.
4. The Tenant shall be responsible for fulfillment of all requirements of the sign criteria.
5. It is the responsibility of the Tenant's sign company to verify all conduit and transformer locations and service access prior to fabrication.
6. Should a sign be removed and/or replaced with a new sign it is the Tenant's responsibility to patch all holes, paint surface to match the existing color, and restore surface to original condition. If for whatever reason the Tenant does not patch, repair holes, and repaint the Landlord will do so and back charge the Tenant accordingly.
7. All lease spaces shall be individually identified with an address number. Address identification shall be as per Serra Center Signage Criteria (Exhibit A, page 12).

C. PERMITTED TENANT SIGNS

1. All wall, projecting, storefront, and edge signs are permitted as indicated in the Serra Center Tenant Signage Criteria (Exhibit A).
2. Allowed sign locations and maximum sign dimensions are indicated on the Allowable Signs & Dimensions table within Exhibit A.

D. SERRA CENTER ENTRY SIGNS

1. Serra Center entry signs are shown on the attached site plan (Exhibit B) as Entry Sign C and Entry Sign G.

2. Serra Center Entry Signs shall be transparent or made of open material and shall not exceed 12' in height.
3. Maximum letter height for Serra Center Entry Signs shall be 24".

E. POLE SIGNS

1. The Serra Center may have one pole sign 88' feet in height bearing separate sign faces for up to five tenants. The Landlord shall select the tenants to be represented on the pole sign. Sign sizes and placement are shown in the Serra Center Signage Criteria (Exhibit A)
2. Building A is permitted one sign not to exceed 30' in height. Building D is permitted one pole sign not to exceed 103' in height.
3. Encroachment agreements shall be established for Pole Signs encroaching into the public Right of Way.
4. Any deviation from the design per Exhibit B shall be reviewed by the City Planner.

F. BANNER SIGNS

1. Banners on light poles are permitted subject to the approval by the Landlord and the Town of Colma.
2. Maintenance Schedule:
 - Regular "Serra Center" Banners are allowed from February thru October
 - Holiday Banners are allowed from November to January
3. The banners shall be cleaned a minimum of once a year, during change out from regular to holiday.

G. GENERAL SIGN CONSTRUCTION REQUIREMENTS

1. All signs and their installation shall comply with all local building and electrical codes.
2. All electrical signs will be fabricated by a U.L. approved sign company, according to U.L. Specifications and bear U.L. Label.
3. Sign Company to be fully licensed with the State and shall have full Workman's Compensation and general liability insurance. A City business registration is required for 2 or more installations in the City within one year.

4. All penetrations of building exterior surface are to be sealed waterproof in color and finish to match existing exterior.
5. Internal illumination to be LED, installed and labeled in accordance with the "National board of Fire Underwriters Specifications".
6. Painted surfaces shall have flat or satin finishes only. Only paint containing acrylic polyurethane products may be used.
7. All sign fabrication work shall be of excellent quality. All logo images and type-styles shall be accurately reproduced. Lettering that approximates type-styles will not be acceptable. The Landlord reserves the right to reject and fabrication work deemed to be below standard.
8. No visible raceways are allowed on external building façade.
9. Signs must be made of durable rust-inhibiting materials that are appropriate and complimentary to the building.
10. Color coating shall exactly match the colors specified on the approved plans.
11. Joining of materials (e.g., Seams) shall be finished in a way as to be unnoticeable. Visible welds shall be continuous and ground smooth. Rivets, screws, and other fasteners that extend to visible surfaces shall be flush, filled, and finished so as to be unnoticeable.
12. Finished surfaces of metal shall be free from oil canning and warping. All sign finishes shall be free from dust, orange peel, drips, and runs and shall have uniform surface conforming to the highest standards of the industry.
13. In no case shall any manufacturer's label be visible from normal viewing angles.
14. Exposed junction boxes, lamps, tubing or neon crossovers of any type are not permitted.
15. For details on illuminated letters. See Exhibit A, pages 9-11.

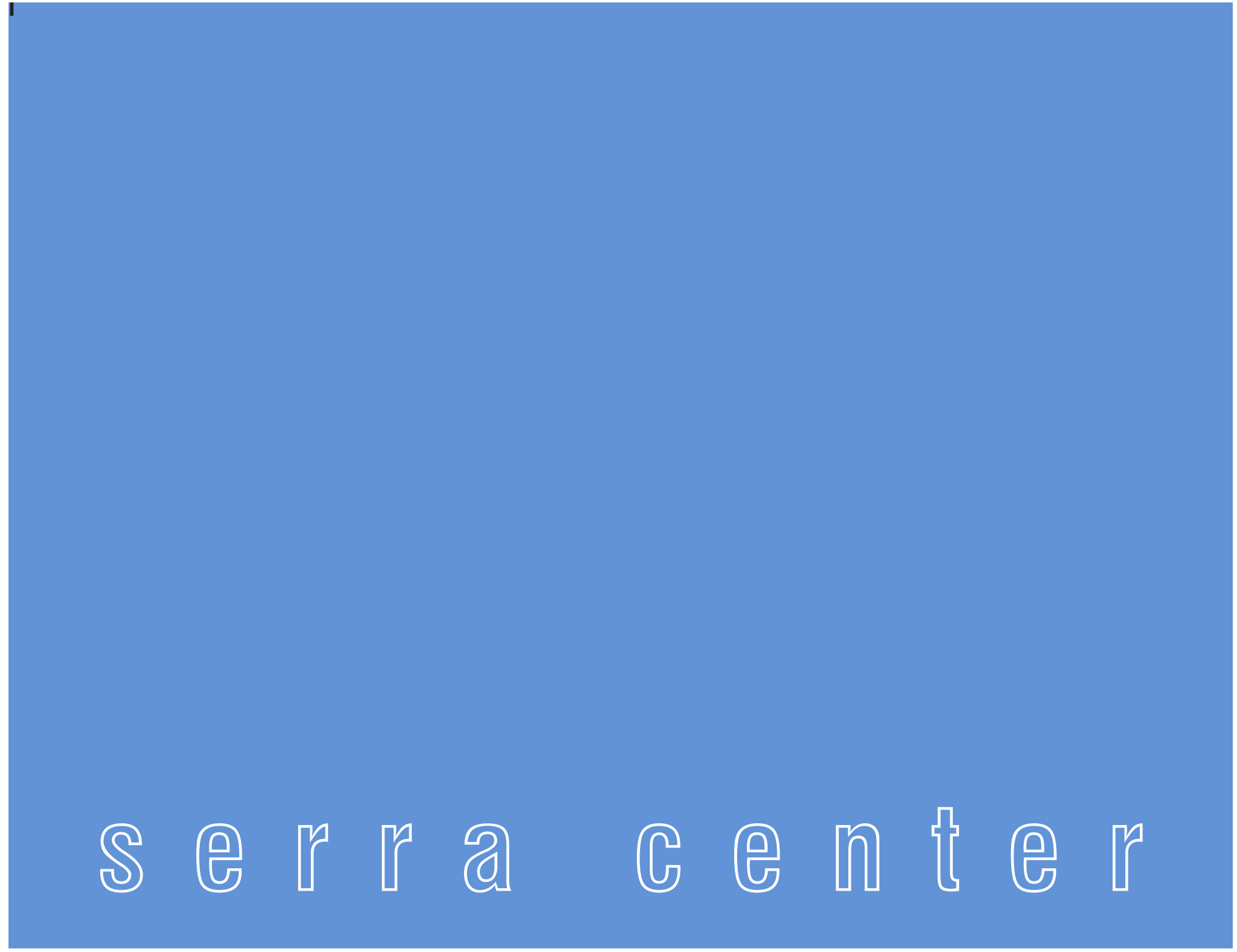
LED signs will have a maximum of 3000k. The types of illumination permitted under the Master Sign Program include halo-illuminated reverse channel; front-lit channel letters without an exposed trim cap; push through acrylic logos; and neon as described and illustrated in Exhibit A.

H. PROHIBITED SIGNS AND EXISTING TENANT NON-CONFORMING SIGNS

16. Prohibited tenant signs are listed on Page 13 of Exhibit A.
17. No monument, animated, inflatable, portable (A-frame) or audible signs will be permitted. Examples of animated signs include, but are not limited to inflatables, animated, banana and human signs.
18. No temporary signs will be permitted at any time without prior written approval of the Landlord and the Town of Colma.
19. Grand Opening or promotional signs, including but not limited to, banners, shall comply with the Town of Colma sign ordinance and shall have permits, approved by the Landlord prior to installation and removed upon the Landlord's request, or by conditions of a Town of Colma permit, whichever is more restrictive.
20. No signs of any kind will be permitted on building roofs or at any other locations other than those shown on the Sign Plan. All changes or deviations must be approved in writing by Landlord and may be subject to approval by the Town of Colma.
21. Except as provided herein and in the lease, no advertising placards, banners, pennants, names, insignia, trademarks, or other descriptive materials of any kind shall be affixed or maintained upon the exterior of the glass of the storefront and supports of the show windows and doors, or upon the exterior of the walls of the buildings, or within the store so that it is clearly visible for advertisement from the front window(s) or door(s). These conditions apply to the entire term of the lease and apply to all signage, whether temporary, promotional, sale, permanent, etc. For allowable window graphics and examples, see Exhibit A, page 12.
22. Tenant shall not place any signs on the rear of the Premises or any secondary receiving or exit door(s), except stand alone buildings as defined prior in Section D.
23. At the expiration or termination of tenant's lease, Tenant shall be required to remove signs and patch the building wall arcades and paint the patched area to match the surrounding areas of the Building. Landlord retains sole judgment concerning to the acceptability of the patching, and if Tenant cannot provide for acceptable patching, Landlord may cause the work to be performed using Landlord's contractors and Tenant will pay the costs thereof at receipt from Landlord of invoice for said work.



TENANT SIGNAGE CRITERIA



S e r r a c e n t e r

Colma, California

September 11, 2020
Issued for update

CONTENTS

- **A** (All Tenants)
Tenant signage criteria @ Tenant Storefront Location 2 - 13
- **B** (Select Tenants Only)
Tenant signage criteria @ Pylon Sign 14

All tenant signage are subject to review by the Landlord, the Landlord's Design Review Architect and the Town of Colma.

The Tenant must submit PDFs to the Landlord for comments and/or approval, prior to submittal to the Planning Department. Additional applications must be made for any changes to the approved design.

Landlord

Contact: CRES Management Company, Catherine Hughes
Address: 2000 Powell Street, Suite 1280 Emeryville, CA 94608
Phone: (510) 428-1880
Email: catherine@creslp.com

Landlord's Design Review Architect

Contact: SZFM Design Studio
Address: 601 4th Street, Loft 211 San Francisco, CA 94107
Phone: (415) 956-5515

Town of Colma Planning Department

Address: 1190 El Camino Real Colma, CA 94014
Phone: (650) 757-8896

DRAFT

A - TENANT SIGNAGE CRITERIA AT TENANT STOREFRONT LOCATION

Tenants may have signs within strict limitations based on the following factors: their individual location within the center, the size of their storefront, and the façade design of their location. Not all sign types are available to all Tenants. In addition to these limitations, Tenant signs must be designed in such a way as to harmonize with their facade and neighboring Tenant signage.

Each sign type has its own maximum size requirements. Refer to the description of each sign type on the following pages and to the Allowable Signs and Dimensions chart.

All Tenants are allowed window graphics, also within limits.

SIGN DETAILING

Sign Materials

All sign materials must be consistent with the design theme, enhancing the storefronts and retail image. Due to the variety of architectural façade treatments, each storefront sign must be carefully considered in relationship to its particular location. What may be appropriate in one location may not work in another.

All signage components must be custom. At the Landlord's request, any building material as deemed by the Landlord that has been altered in anyway after the sign installation, whether due to poor design, construction, material selection or exposure must be replaced or reconditioned at the tenant's expense.

Signage is expected to be fabricated from high quality durable materials that can withstand the elements. Dimensional letters and logo forms should have a painted, gilded or metal finish. Letters and logos may also be painted, screen printed or vinyl applied to a sign panel where permitted.

In cases when the building color and tenant signage color do not sufficiently contrast, the following options are available:

1. Change the sign to a contrasting color.
2. Change the returns of the sign to a contrasting color.

At the time a Tenant vacates a space, the tenant shall remove all signs, patch, paint and repair the surfaces to which the signs were attached, back to the original condition. This removal and repair is at the Tenant's expense.

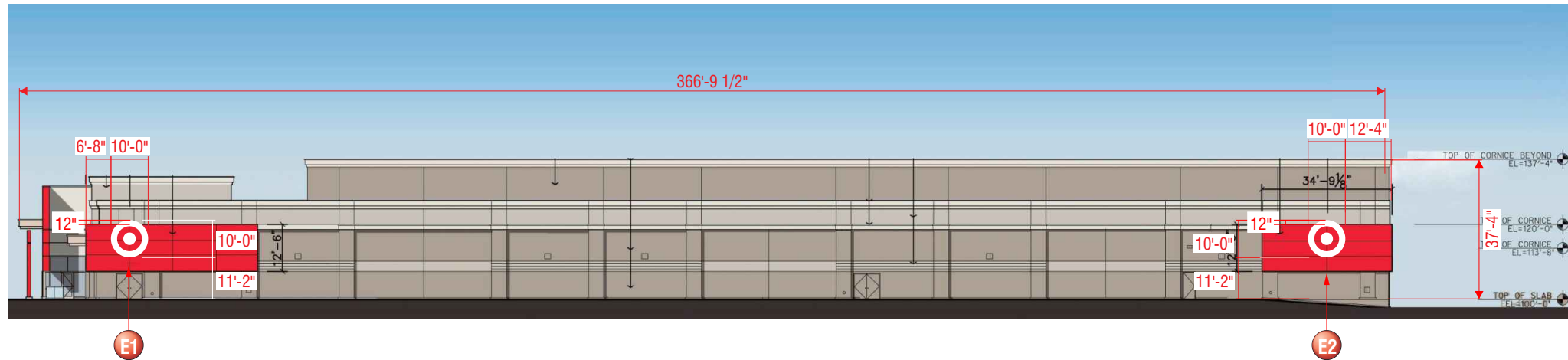
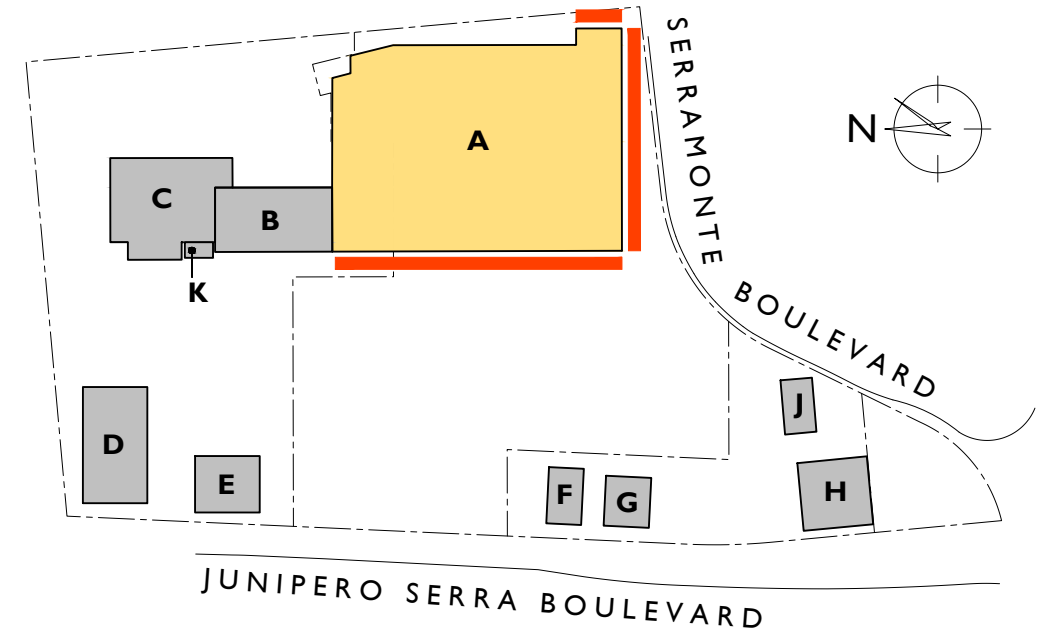
Sign Construction Requirements

1. All electrical devices must be concealed and/or located within the tenant's space.
2. Raceways cannot be exposed.
3. All conduits must be rigid metal and concealed.
4. Fasteners and attachment connections must be concealed from view.
5. Mounting pins and brackets must be as streamlined as possible and painted to match the adjacent building or sign, where applicable.
6. Suspended signs must have a ring or loop connection when possible to allow for sign movement.
7. In no case shall any manufacturer's label, stamp, or decal be visible from normal viewing angles. Only that portion of a permit sticker that is legally required to be visible shall be exposed as inconspicuously as allowed by code.
8. Specify how signs are attached to the storefront or building where allowed.
9. Tenant shall use Hot Foot pigeon proofing where needed. Spikes are not permitted.

SITE PLAN



BUILDING A ELEVATIONS



BUILDING A - SOUTH ELEVATION EXAMPLE

BUILDING A PERMITTED SIGNS

A maximum of six signs are permitted.

Building A -

West Elevation

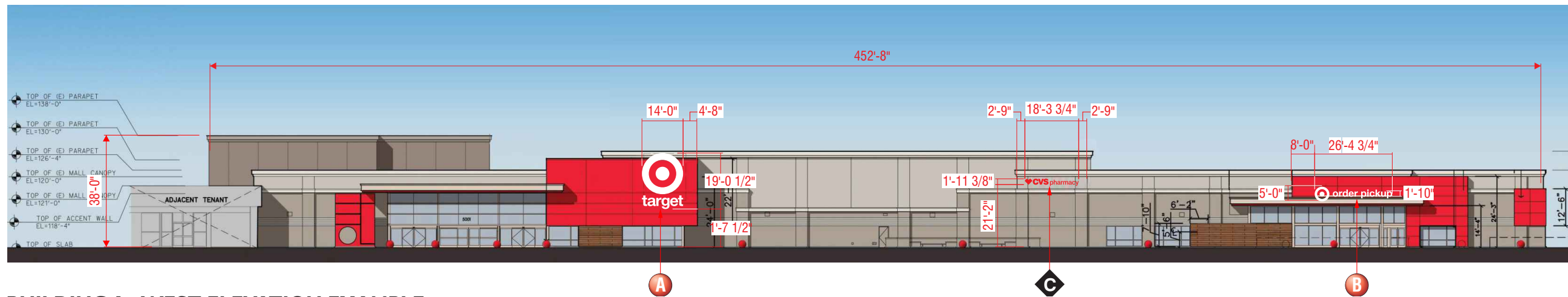
- (1) Wall Sign Type A (Logo with Name)
- (1) Wall Sign Type B (Secondary Sign)
- (1) Wall Sign Type C (Secondary Sign)

South Elevation

- (1) Wall Sign Type E1 (Logo Sign)
- (1) Wall Sign Type E2 (Logo Sign)

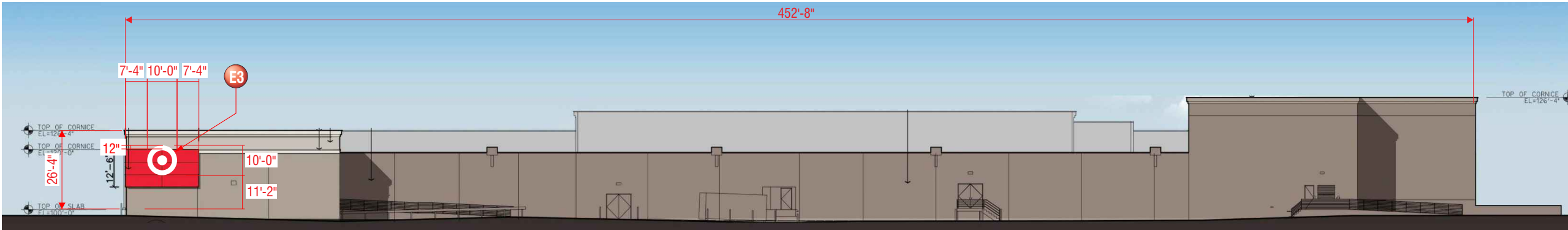
East Elevation

- (1) Wall Sign Type E3 (Logo Sign)



BUILDING A - WEST ELEVATION EXAMPLE

BUILDING A ELEVATIONS



BUILDING A - EAST ELEVATION EXAMPLE

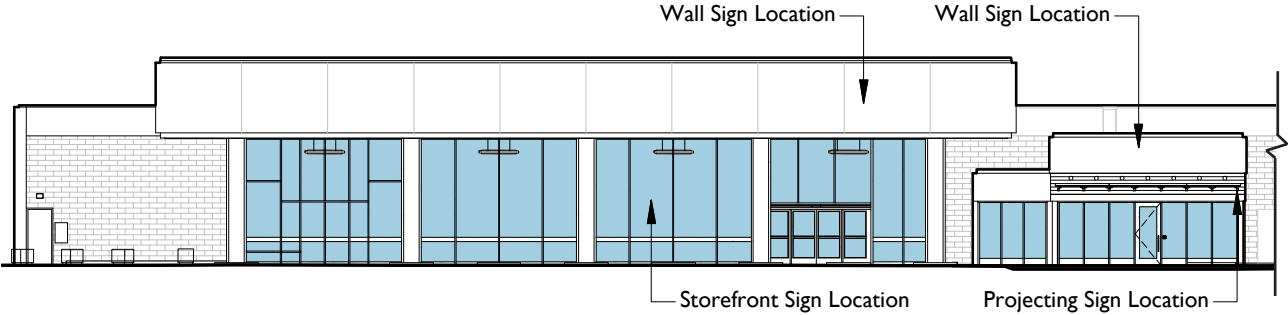
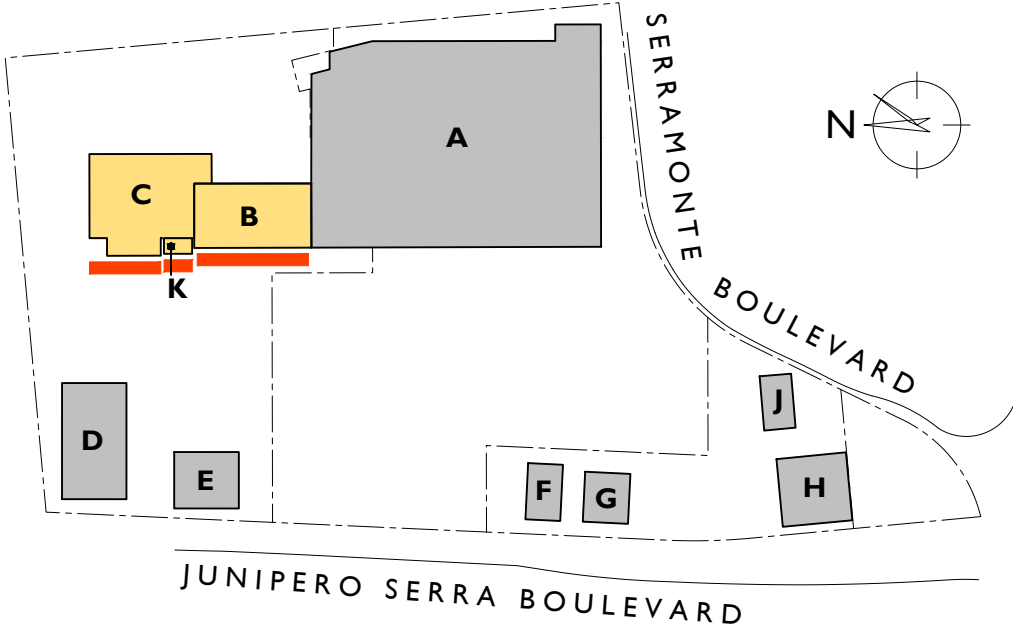
Building A Allowable Sign Dimensions & Requirements

WALL SIGN TYPES:	A: Logo with Name	B: Secondary Sign	C: Secondary Sign	E1, E2 & E3: Logo only
Max. Sign Height	19'-1"	5'-0"	2'-0"	10'-0"
Max. Sign Length	14'-0"	26'-5"	18'-4"	10'-0"
Max. Logo Height & Length	14'-0"	5'-0"	-	10'-0"
Max. Predominant Letter Size	3'-8"	1'-10"	-	-
Max. Logo Depth	6"	4"	-	6"
Max. Letter Depth	5"	4"	4"	-

Wall Signs must be internally illuminated. These include the following -

- Halo-illuminated reverse channel letters and logos.
- Front-lit channel letters and logos with **concealed trim cap**.
- Push-through acrylic logos.
- Exposed neon letters or logos - if within a channel, the interior must be darker than neon color. No acrylic fronts are allowed.
- LED signs are 3000K maximum.

BUILDING B & C ELEVATIONS



BUILDING C - WEST ELEVATION

BUILDING K - WEST ELEVATION



BUILDING B - WEST ELEVATION

BUILDING C, K & B PERMITTED SIGNS

One permitted sign per Tenant per Frontage, up to three signs.

Building C - West Elevation

- Wall Sign
- Storefront Sign
- Projecting Sign

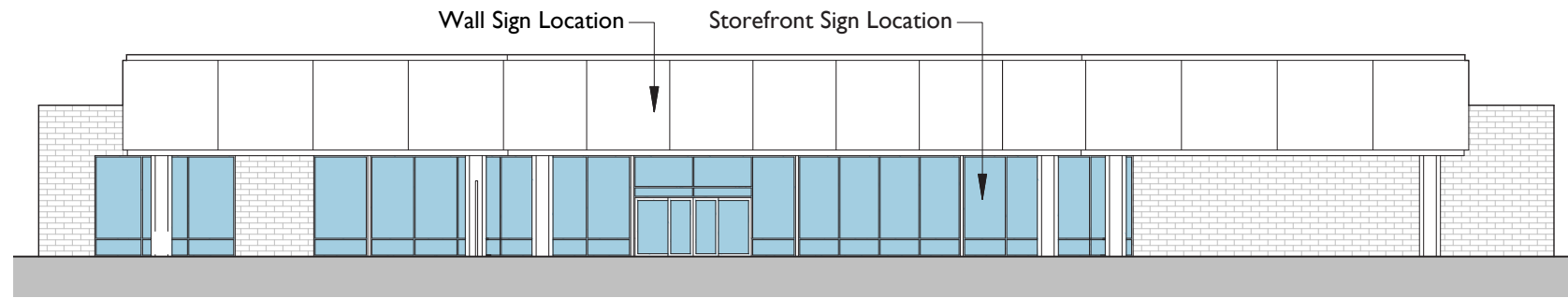
Building K - West Elevation

- Wall Sign
- Projecting Sign

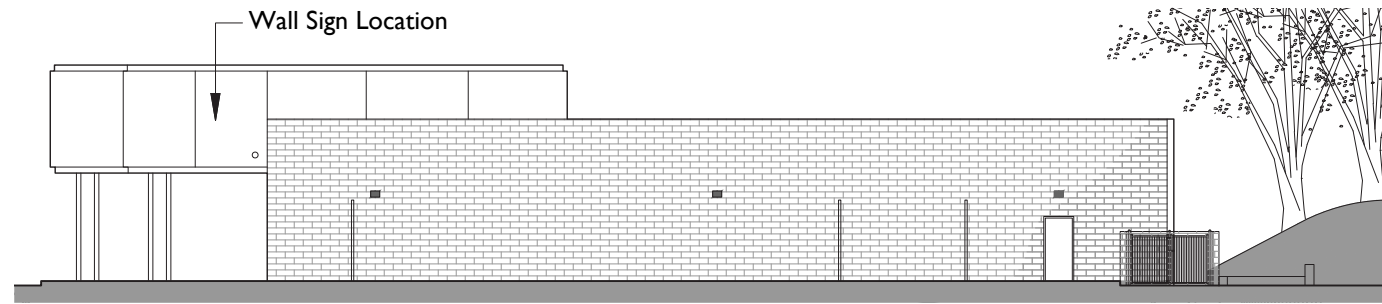
Building B - West Elevation

- Wall Sign
- Storefront Sign
- Projecting Sign

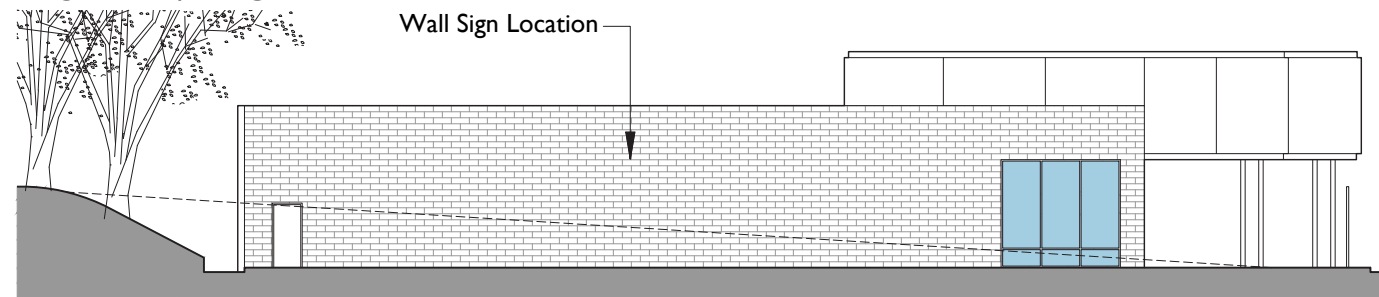
BUILDING D & E ELEVATIONS



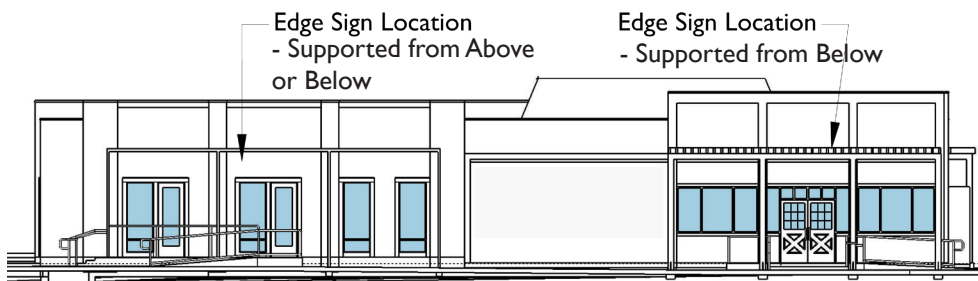
BUILDING D - SOUTH ELEVATION



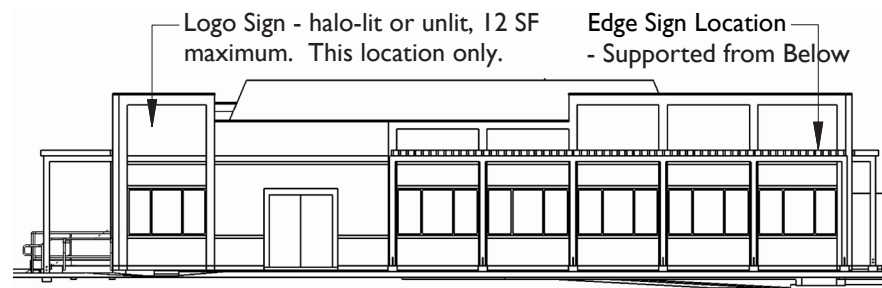
BUILDING D - EAST ELEVATION



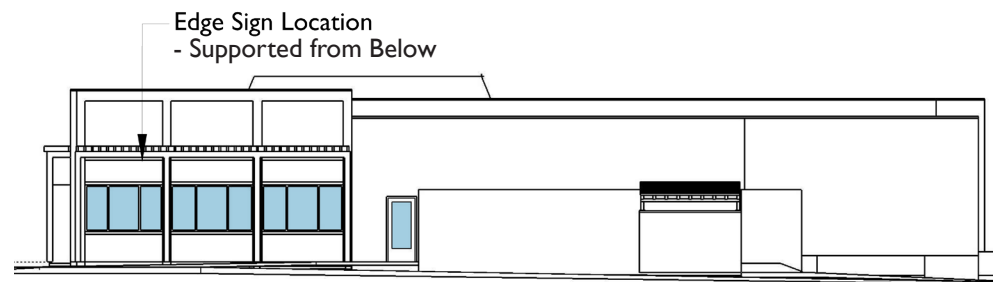
BUILDING D - WEST ELEVATION



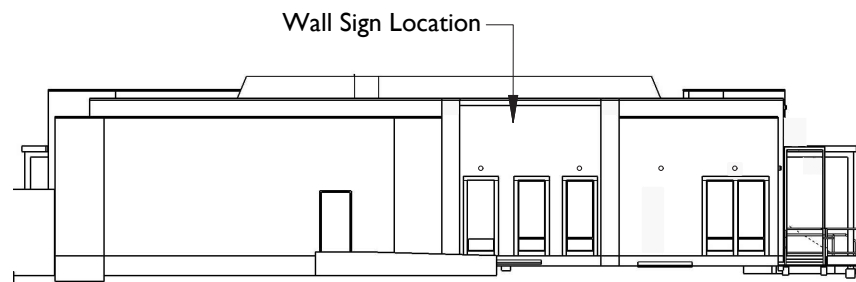
BUILDING E - EAST ELEVATION



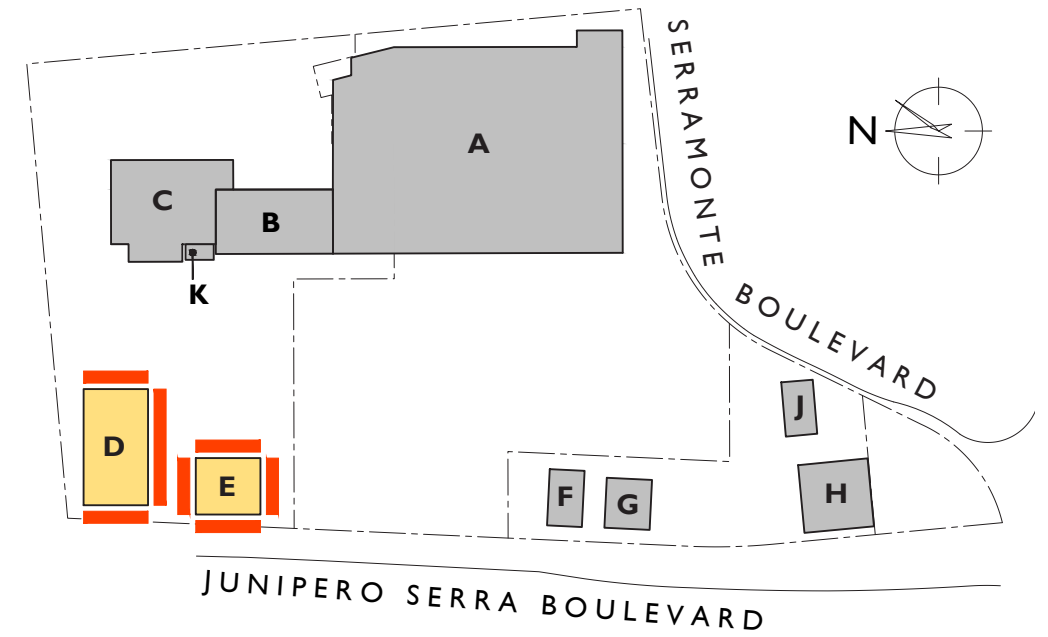
BUILDING E - NORTH ELEVATION



BUILDING E - WEST ELEVATION (JUNIPERO SERRA BLVD.)



BUILDING E - SOUTH ELEVATION



BUILDING D & E PERMITTED SIGNS

One permitted sign per Tenant per Frontage, up to three signs. *

Building D -

South Elevation

- Wall Sign
- Storefront Sign
- Projecting Sign

East & West Elevations

- Wall Sign

Building E -

East Elevation

- Edge Sign - Supported from Above or Below

North Elevation - * may have both Logo & Edge Signs

- Edge Sign - Supported from Below
- Logo Sign

West Elevation

- Edge Sign - Supported from Below

South Elevation

- Wall Sign

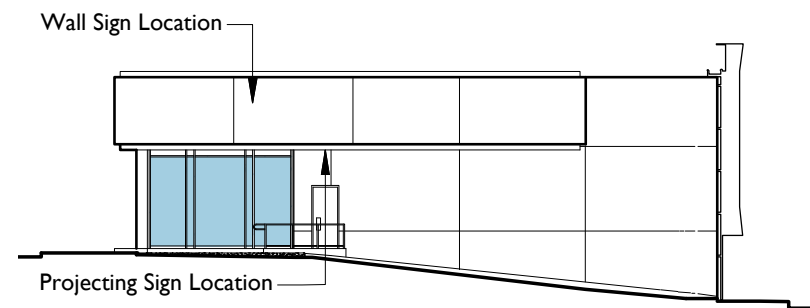
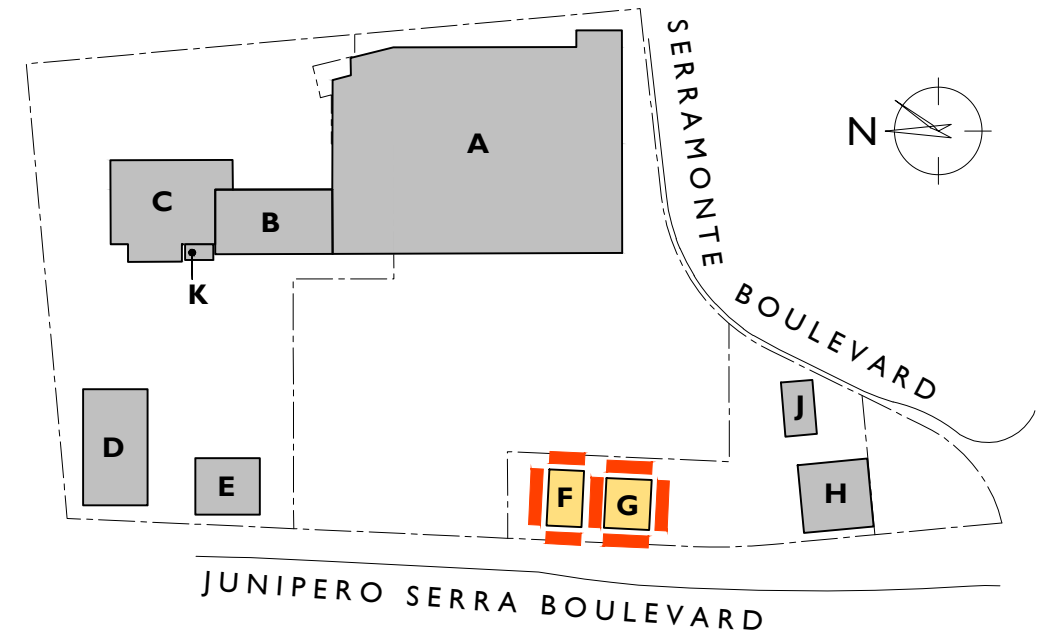
BUILDING F & G ELEVATIONS



BUILDING F - EAST ELEVATION



BUILDING F - NORTH & WEST (JUNIPERO SERRA BLVD.) ELEVATION



BUILDING G - EAST ELEVATION

BUILDING F & G PERMITTED SIGNS

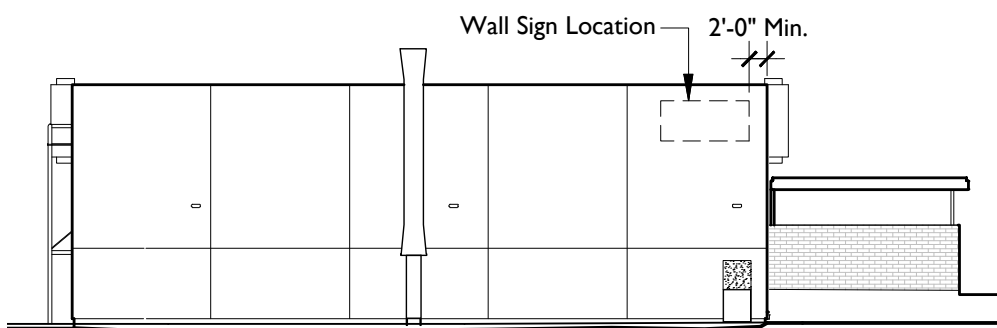
One permitted sign per Tenant per Frontage, up to three signs

Building F -
East, North & West Elevations

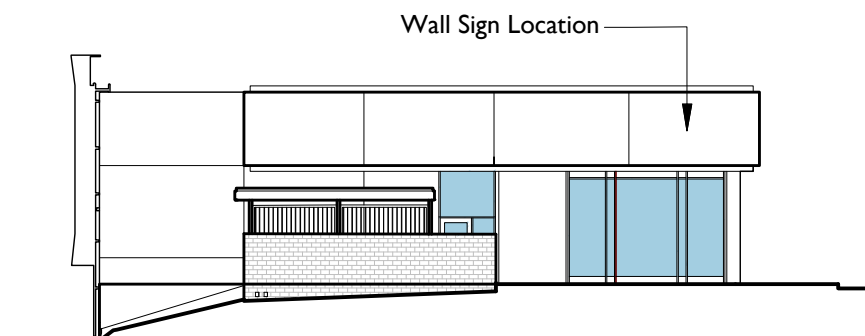
- Wall Sign

Building G -
East, South, West & North Elevations

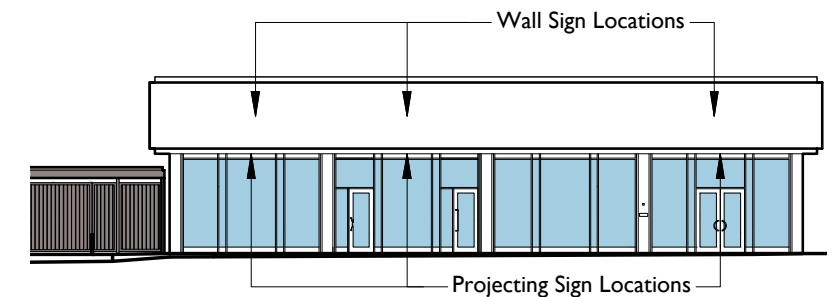
- Wall Sign
- Projecting Sign (East & South only)



BUILDING G - NORTH ELEVATION

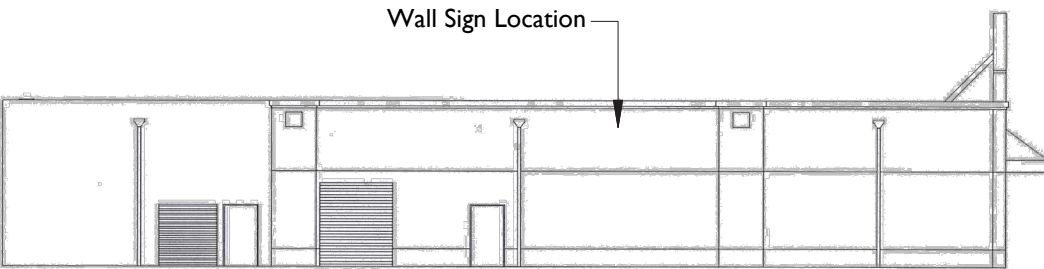


BUILDING G - WEST ELEVATION (JUNIPERO SERRA BLVD)

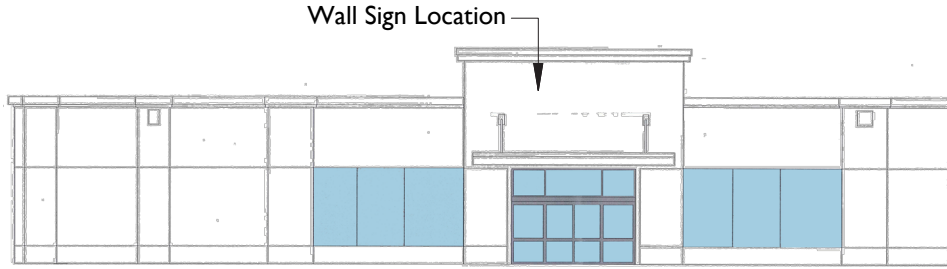


BUILDING G - SOUTH ELEVATION

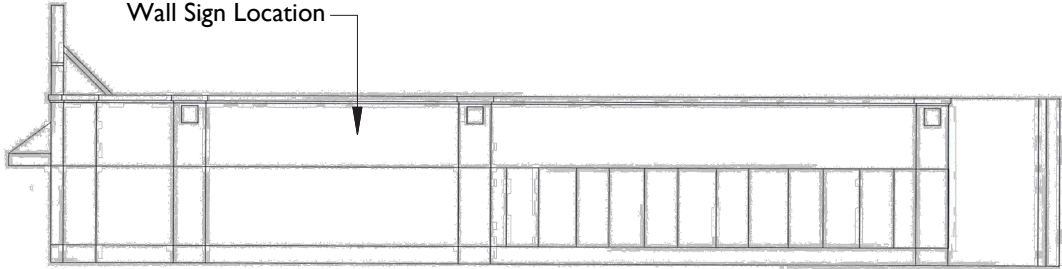
BUILDING H & J ELEVATIONS



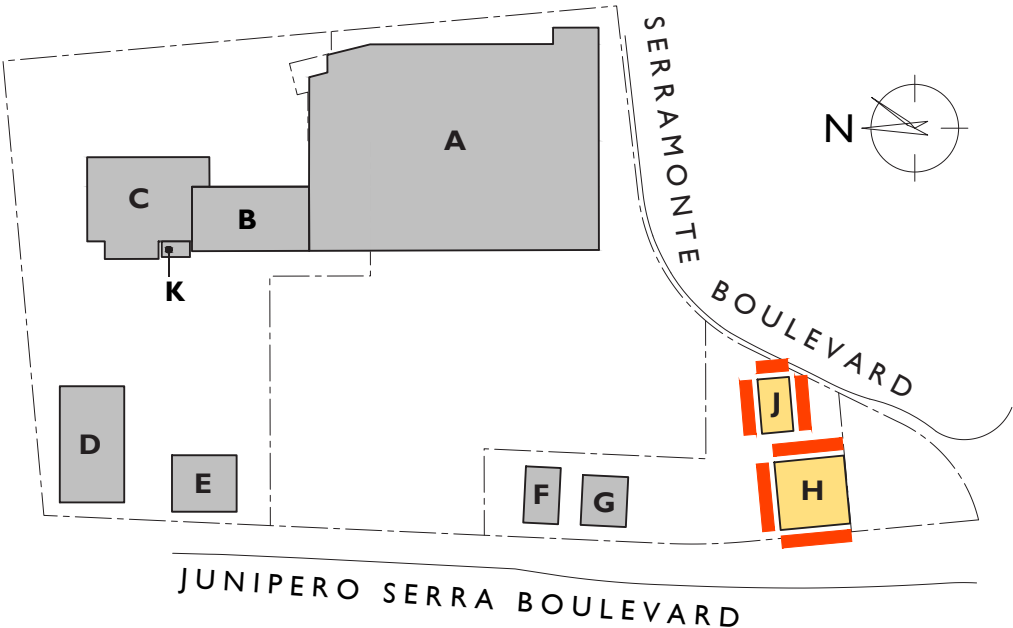
BUILDING H - EAST ELEVATION



BUILDING H - NORTH ELEVATION



BUILDING H - WEST ELEVATION (JUNIPERO SERRA BLVD.)



BUILDING H & J PERMITTED SIGNS

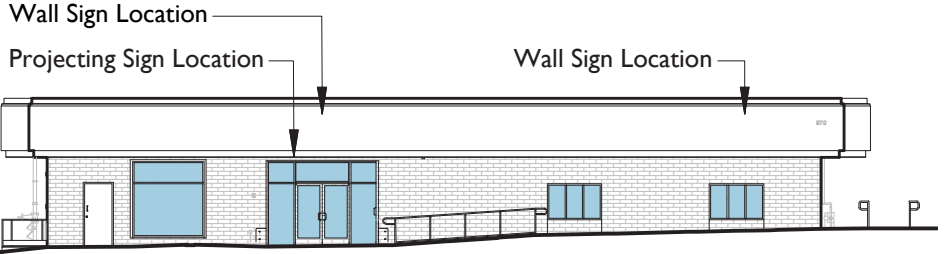
One permitted sign per Tenant per Frontage, up to three signs

Building H -
 East, North & West Elevations

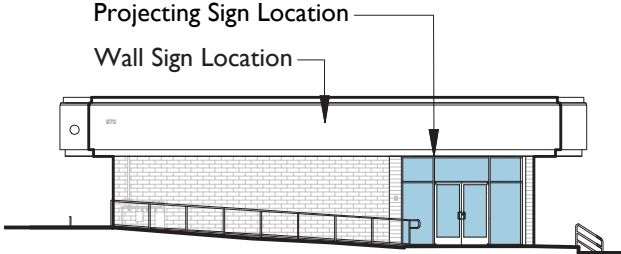
- Wall Sign

Building J -
 South, East & North Elevations

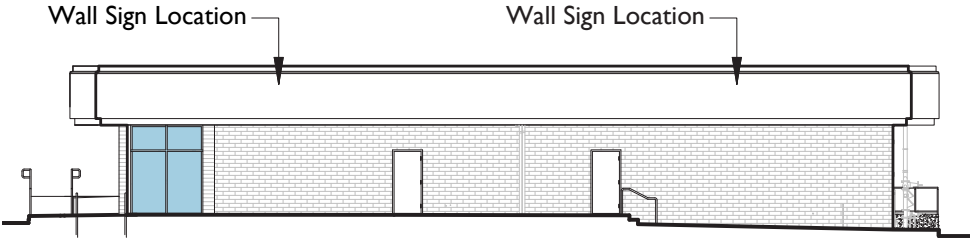
- Wall Sign
- Projecting Sign (South & East only)



BUILDING J - SOUTH ELEVATION



BUILDING J - EAST ELEVATION (SERRAMONTE BLVD.)



BUILDING J - NORTH ELEVATION

WALL SIGNS

Description

Wall Signs consist of individual letters and logos pin-mounted directly to the facade wall or wood portal. Wall Signs must be generally centered over tenants glazed frontage where possible, with appropriate spacing from all edges. Back panels are not allowed.

Allowed Locations

Refer to the Building Elevations for allowable Wall Sign locations.

Maximum Sizes

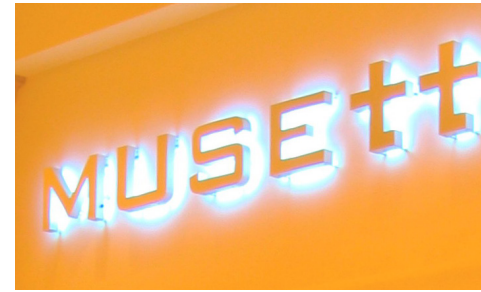
Refer to the Allowable Signs & Dimensions chart for maximum allowable sizes.

Illumination

Wall Signs must be internally illuminated. These include the following -

- Halo-illuminated reverse channel letters and logos.
- Front-lit channel letters and logos with **concealed trim cap**.
- Push-through acrylic logos.
- Exposed neon letters or logos - if within a channel, the interior must be darker than neon color. No acrylic fronts are allowed.
- LED signs are 3000K maximum.

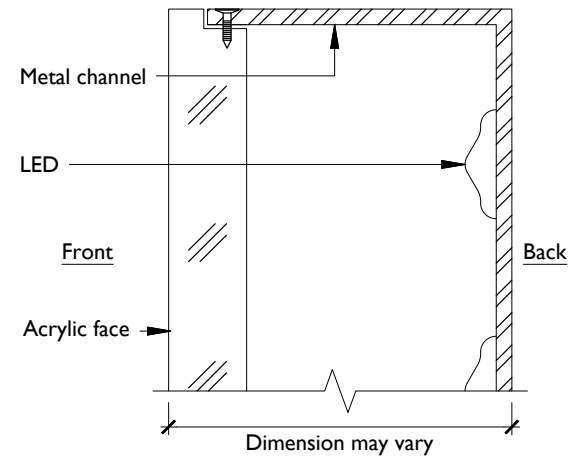
EXAMPLE: HALO-ILLUMINATED



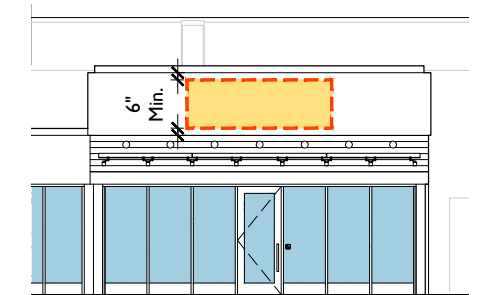
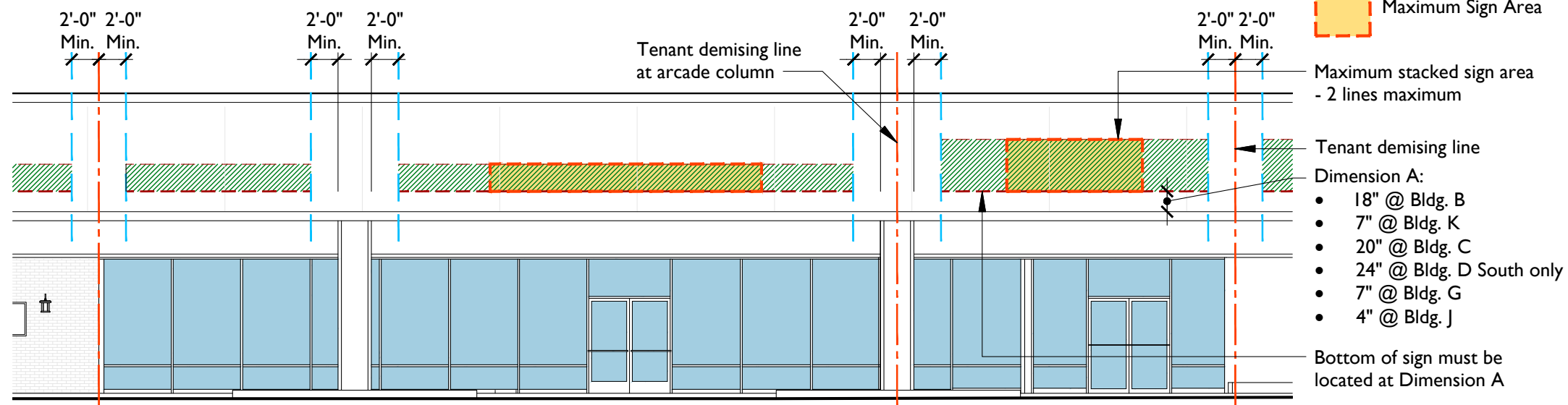
EXAMPLE: FRONT-LIT W/ CONCEALED TRIM CAP



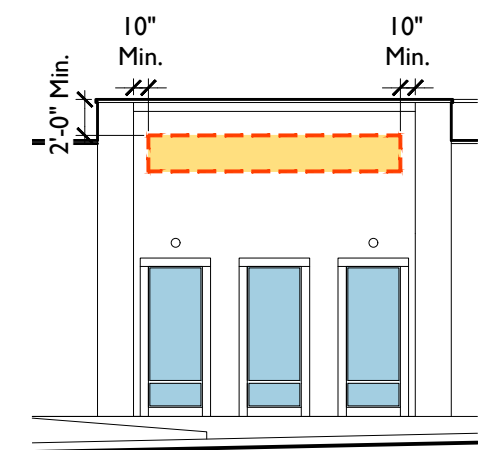
EXAMPLE: EXPOSED NEON



Detail at Front Lit Channel Letter with Concealed Cap



Building K West Elevation



Building E South Elevation

SIGN TYPES

EDGE SIGNS - Supported From Below

Description

Edge Signs consist of individual letters, logos, or iconography mounted directly to the top of the trellis beam.

Allowed Locations

Refer to the Building Elevations for allowable Edge Sign locations.

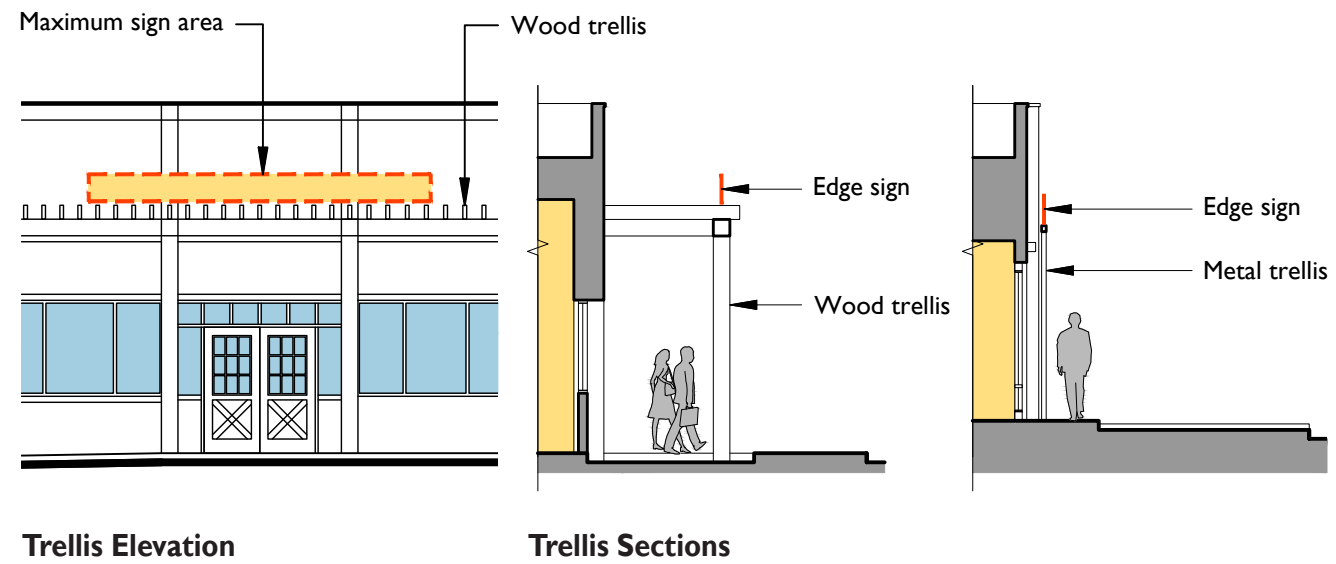
Maximum Sizes

Refer to the Allowable Signs & Dimensions Chart for maximum allowable sizes.

Illumination

Edge Signs must be internally illuminated. These include the following -

- Halo-illuminated reverse channel letters and logos.
- Front-lit channel letters and logos with concealed trim cap - see previous page for detail.
- Push-through acrylic logos.
- Exposed neon letters or logos - if within a channel, the interior must be darker than neon color. No acrylic fronts are allowed.
- LED signs are 3000K maximum.



EXAMPLE: SIGNAGE SUPPORTED FROM BELOW



EDGE SIGNS - Supported From Above

Description

Panels, individual letters, logos, or iconography suspended from the trellis beam.

Allowed Locations

Refer to the Building Elevations for allowable Sign locations.

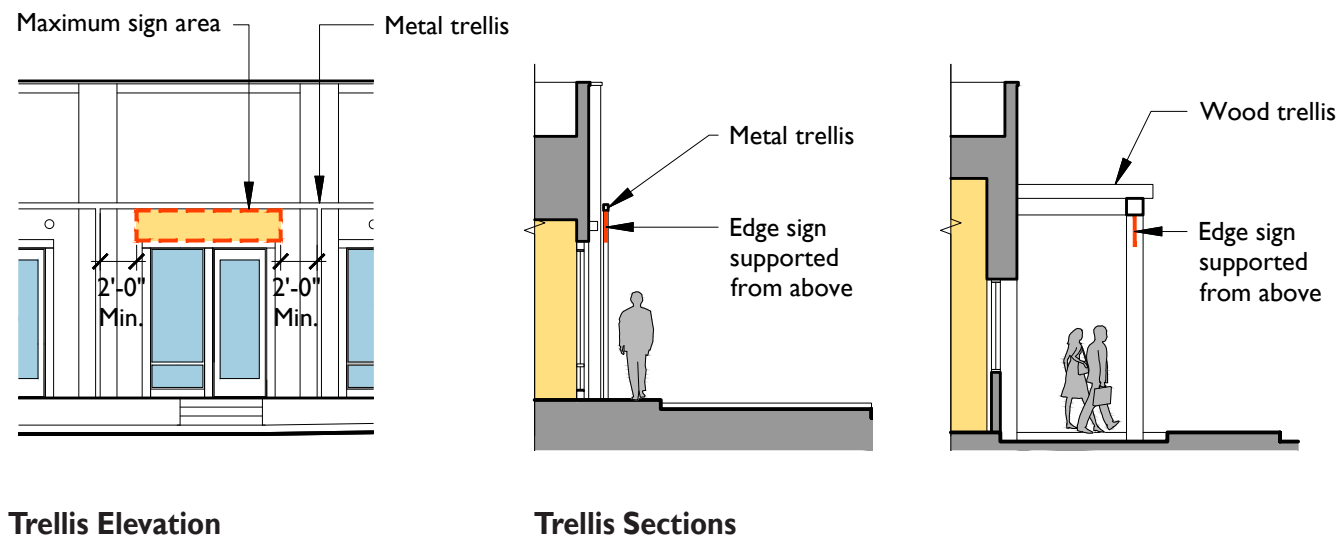
Maximum Sizes

Refer to the Allowable Signs and Dimensions Chart for maximum allowable sizes. A minimum clearance between columns and the sign panel is required.

Illumination

Signs must be internally illuminated. These include the following -

- halo-illuminated reverse channel letters and logos
- front-lit channel letters and logos with concealed trim cap - see previous page for detail
- push-through acrylic letters and logos
- exposed neon letters or logos - if within a channel, the interior must be darker than neon color. No acrylic fronts are allowed.
- LED signs are 3000K maximum.



EXAMPLE: SIGNAGE SUPPORTED FROM ABOVE



PROJECTING SIGNS

Description

Projecting Signs are mounted perpendicular to the building facade - suspended from the arcade ceiling, above the storefront opening. The sign bracket, consisting of a pair of metal rods, is provided. The sign may be a variety of shapes or three dimensional that fits within the indicated square or round sign area shape.

Allowed Locations

Locate projecting signs as close to entry door as feasible. Projecting signs are allowed:

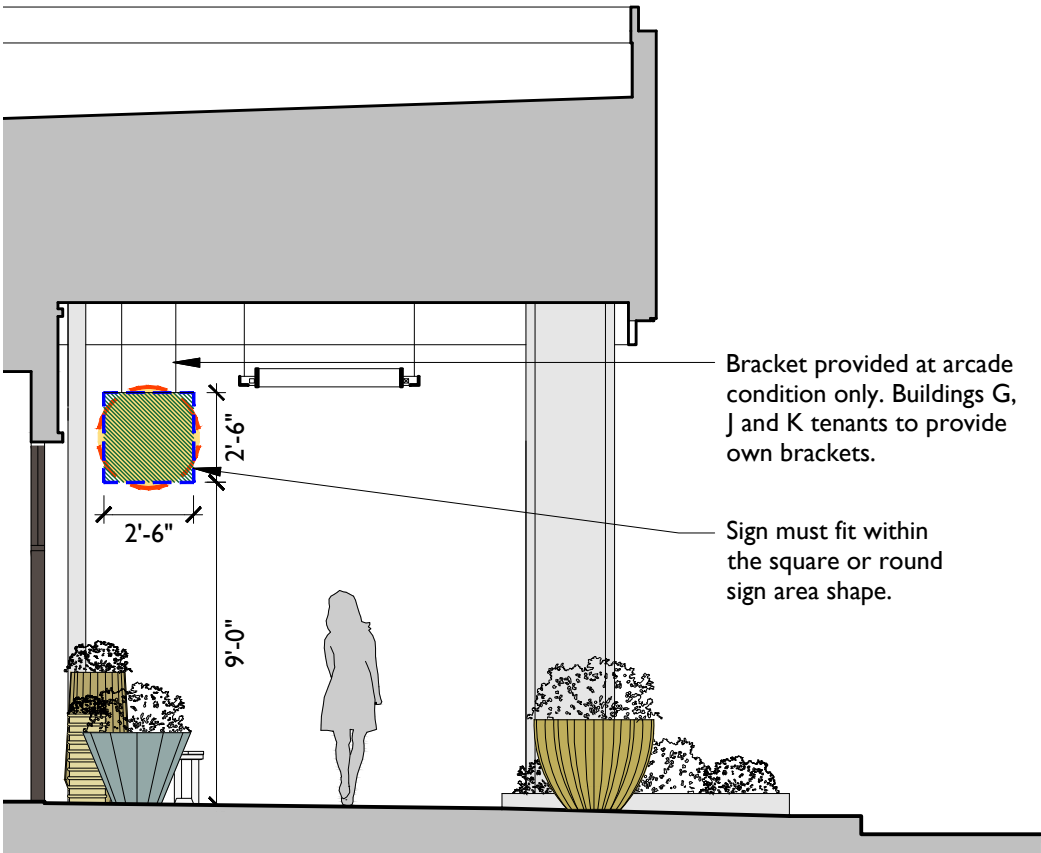
- Within building arcades at buildings B and C, per diagram below.
- Suspended from overhang at building K.
- On storefront or pilaster that is not adjacent to a neighboring tenant at buildings G and J.

Maximum Sizes

Refer to the Allowable Signs and Dimensions Chart for maximum allowable sizes.

Illumination

Projecting Signs may be illuminated. Internal illumination only with an opaque



Archade Section at Buildings B and C

PROJECTING SIGN EXAMPLES



SIGN TYPES

STOREFRONT SIGNS

Description

Storefront Signs are parallel to the storefront and occurs within the storefront opening. Storefront Signs may consist of individual letters or logos pin-mounted to the storefront, letters and logos painted directly to storefront, or silkscreen/painting/sandblasting applied directly to the glazing.

Allowed Locations

Refer to the Building Elevations for allowable Storefront Sign locations.

Maximum Sizes

Refer to the Allowable Signs and Dimensions Chart for maximum allowable sizes.

Illumination

Storefront signs are non-illuminated.

STOREFRONT SIGN EXAMPLES



WINDOW GRAPHICS

Description

Window Graphics are located within the storefront glazing area and encompasses a wide variety of sizes, shapes and materials. They may be as simple as metal-leaf letters or as creative as mixed media signs that float across the store window. Other applications are silkscreen, sandblasting or film. Transparent window graphics - transparent film from inside and outside - is allowed.

Copy may include store hours, emergency phone number, or other tenant identification information, subject to landlord and City planning approval.

Hours of Operation may be vinyl or metal leaf, applied to glass. Hours may be listed once per door or public entrance. Maximum letter size = 1 1/2". This does not count towards the maximum area allowed.

Allowed Locations

Window Graphics are allowed on all frontage glazing per restrictions.

Maximum Sizes

The maximum area allowed is 20% of the storefront glazing area.

Illumination

Window Graphics are non-illuminated.

WINDOW GRAPHICS EXAMPLES



TENANT ADDRESS

The tenant's address is required at the store entrance and all other access points per the requirements of the Colma Fire Protection District.

1. Location: Centered in the vision panel at the top of the main entry door.
2. Material: White color with black outline 3/32" wide.
3. Font: Swis721 BdCnOul BT
4. Height: 6 3/16"
5. Stroke Width: 1"
6. Tenant addresses are non-illuminated.
7. At service & accessory doors, letters shall be 4" high, 1/2" stroke width, same style as above.



Storefront Elevation



ALLOWABLE SIGNS & DIMENSIONS

DEFINITIONS

Sign Area: The sign area is calculated by measuring the simple-most geometric frame that can be placed around the sign design.

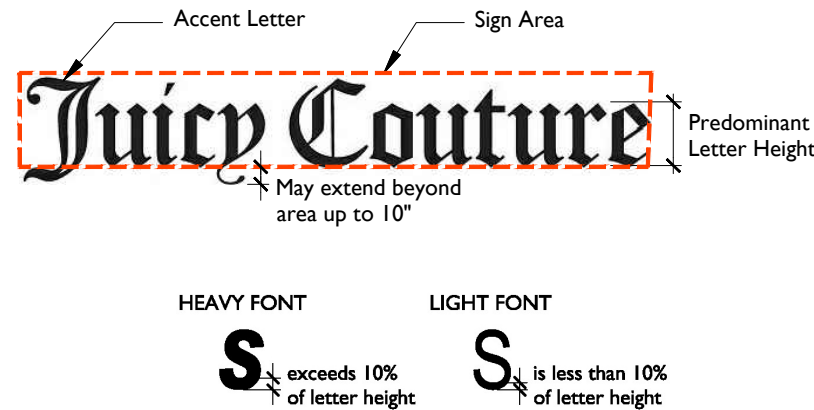
Accent Letters: Usually the first letter of a business name that is larger than the other sign letters for emphasis. Allowable accent letter sizes will be determined on a case by case basis.

Predominant Letters: Letters that make up the majority of the name of the tenant. They can be lower or uppercase letters, depending on the font and logo.

Heavy Font/Light Font: Typeface comes in a variety of styles and weights. The weight of the font determines the maximum allowable height of the letter.

Sign Zone: Area on a building frontage where a sign may be located.

Logo Sign: Icon that represents the tenant.



PROHIBITED SIGNAGE

The following types of signs and signage details are not permitted:

1. Signs with descriptions of products/services, phone numbers and websites
2. Internally illuminated box ("can") signs
3. Vacuum-formed or injection molded plastic signs
4. Individual front-lit pan channel letters, except those with concealed trim caps
5. Signs with plain block 'generic' lettering
6. Flashing or moving lights, graphics or other imagery
7. Signs employing luminous or day-glow paint
8. Generic 'open' or 'closed' signs (printed or illuminated)
9. 'Going Out of Business' banners
10. Large 'Sale' signs
11. A-frame signs
12. Banners
13. Any other sign prohibited by the Town of Colma

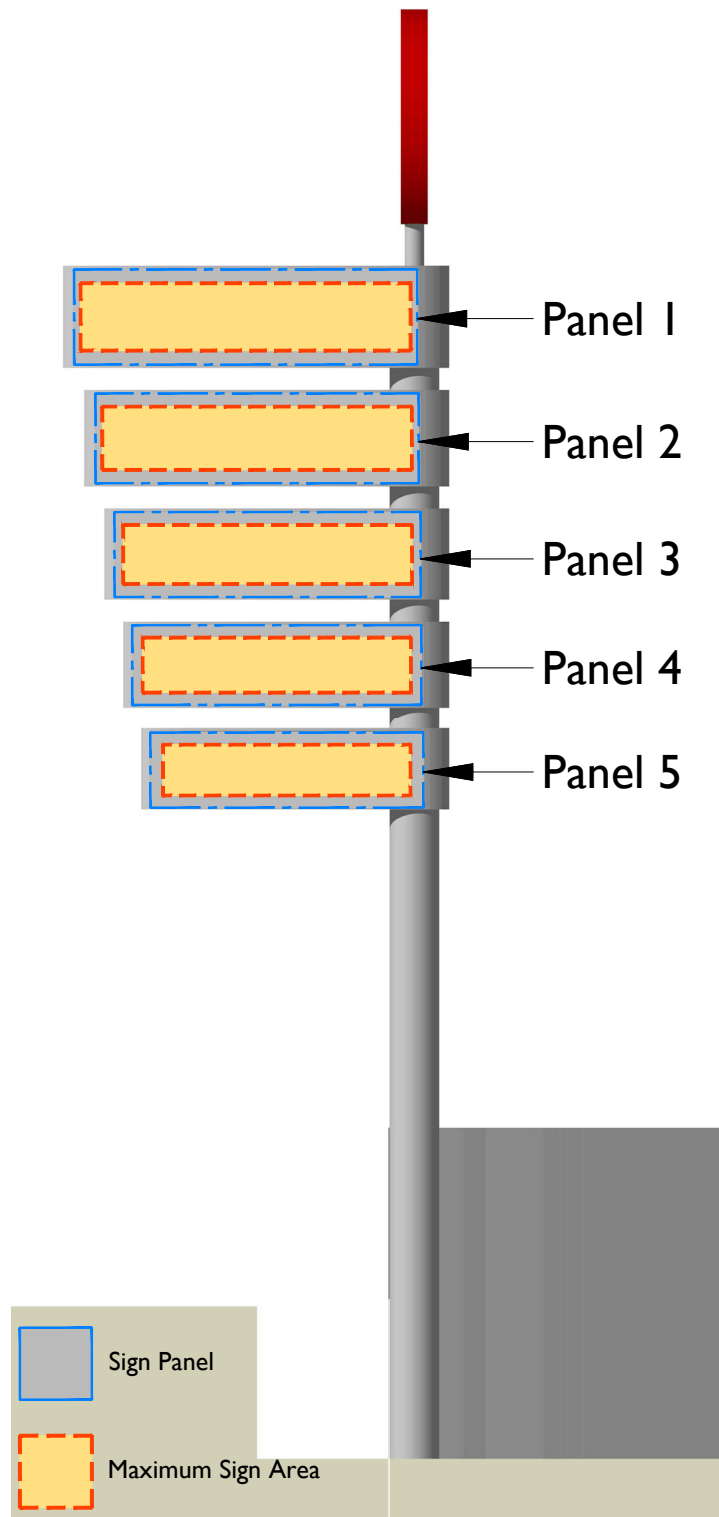
SIGN TYPES:	Building B West	Building K West	Building C West	Building D South	Building D East	Building D West	Building E East	Building E North	Building E West	Building E South	Building F East	Building F North	Building F West	Building G South	Building G East	Building G West	Building G North	Building H East	Building H North	Building H West	Building J South	Building J East	Building J North	Building J West
WALL SIGN																								
Single Line																								
Max. Predominant Letter Size	2'-0"	1'-6"	3'-6"	4'-0"	2'-0"	2'-0"	-	-	-	2'-0"	2'-0"	2'-0"	2'-0"	2'-0"	2'-0"	2'-0"	1'-6"	1'-6"	1'-6"	1'-6"	2'-0"	2'-0"	2'-0"	2'-0"
Max. Sign Length	20'-0"	12'	26'-0"	20'-0"	10'-0"	26'-0"	-	-	-	14'-0"	20'-0"	20'-0"	20'-0"	13'-0"	13'-0"	16'-0"	13'-0"	14'-0"	14'-0"	14'-0"	16'-0"	13'	16'-0"	13'-0"
Stacked - Max. Letter Size equals Single Line Max. Letter Size																								
Max. Sign Height	3'-6"	3'-6"	6'-0"	7'-0"	3'-6"	4'-6"	-	-	-	-	4'-0"	4'-0"	4'-0"	3'-6"	4'-6"	4'-6"	4'-6"	4'-0"	4'-0"	4'-0"	3'-6"	3'-6"	3'-6"	3'-6"
Max. Sign Length	16'-0"	10'-6"	20'-0"	16'-0"	8'-0"	22'-0"	-	-	-	-	16'-0"	16'-0"	16'-0"	10'-0"	10'-0"	13'-0"	10'-0"	12'-0"	12'-0"	12'-0"	12'-0"	10'-0"	12'-0"	10'-0"
PROJECTING SIGN																								
Max. Area	6.25 SF	5.25 SF	6.25 SF	6.25 SF	-	-	-	-	-	-	-	-	-	5.25 SF	5.25 SF	-	-	-	-	-	5.25 SF	5.25 SF	-	-
STOREFRONT SIGN																								
Max. Predominant Letter Size	1'-6"	-	1'-6"	1'-6"	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Max. Sign Length	12'-0"	-	12'-0"	12'-0"	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EDGE SIGN - Supported from Below																								
Max. Predominant Letter Size	-	-	-	-	-	-	1'-6"	1'-6"	1'-6"	-	-	-	-	-	-	-	-	-	1'-6"	-	-	-	-	-
Max. Sign Length	-	-	-	-	-	-	20'-0"	20'-0"	20'-0"	-	-	-	-	-	-	-	-	-	14'-0"	-	-	-	-	-
EDGE SIGN - Supported from Above																								
Max. Predominant Letter Size	-	-	-	-	-	-	1'-4"	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Max. Sign Length	-	-	-	-	-	-	8'-0"	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sign Height	-	-	-	-	-	-	1'-8"	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Notes:

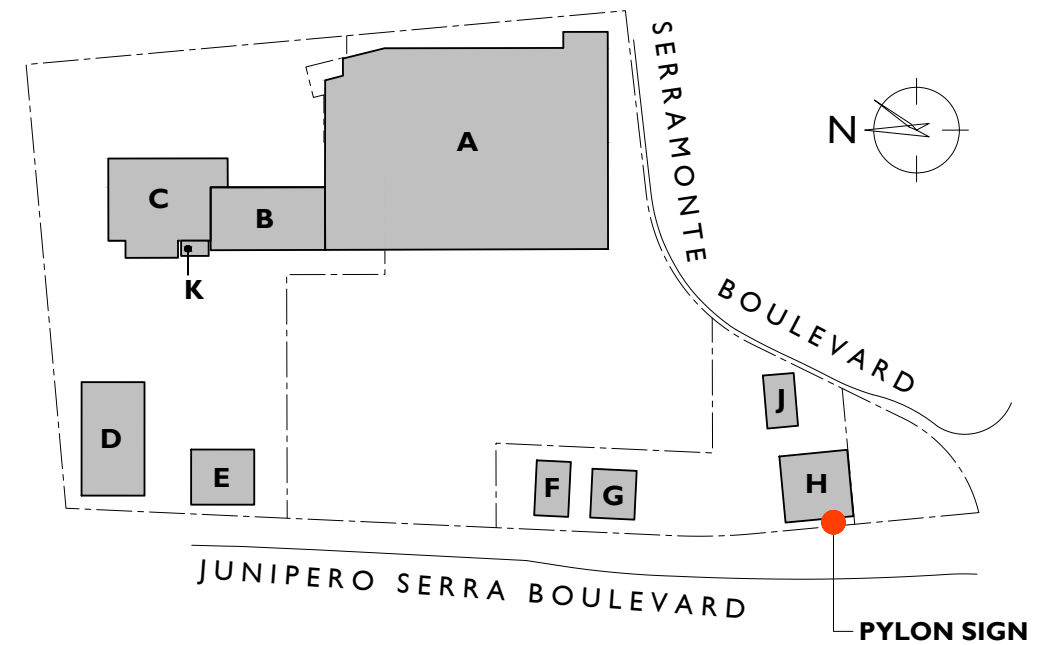
1. Light Fonts may be increased in size by 20% (example: 1'-8" to 2'-0") - applies at multi-tenant buildings only.
2. For signs with a Max. Letter Size up to 2'-0", the Max. Letter Depth is 2.75". For signs with a Max. Letter Size of 4'-0", the Max. Letter Depth is 4".
3. If sign is less than 6'-0" long, letters may increase to 3'-6" maximum at multi-tenant buildings, 4'-0" maximum at Building C & 6'-0" maximum at Building D.

B - TENANT SIGNAGE CRITERIA AT PYLON SIGN

The Pylon Sign is located along Junipero Serra Boulevard and is only available to select Tenants, to be determined by the Landlord. The tenant will provide a sign panel that is attached to an existing curved double-sided sign cabinet, per specifications provided by the Landlord.



Pylon Sign Elevation



Pylon Sign Dimensions & Requirements

SIGN PANEL:	Maximum Sign Area Height	Maximum Sign Area Length	Letter or Logo Depth
1	4'-1"	20'-0"	5"
2	3'-10"	18'-9"	4.75"
3	3'-7"	17'-6"	4.5"
4	3'-4"	16'-3"	4.25"
5	3'-1"	15'-0"	4"

- Aluminum panel to match gauge and finish of sign cabinet, per Landlord specifications.
- Sign is internally illuminated - individual pin-mounted front lit channel letters or logos, per Landlord specifications.
- Overall area of tenant name is at the discretion of the Landlord and may be smaller than boundary indicates.

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Design Intent Drawings

CONTENTS

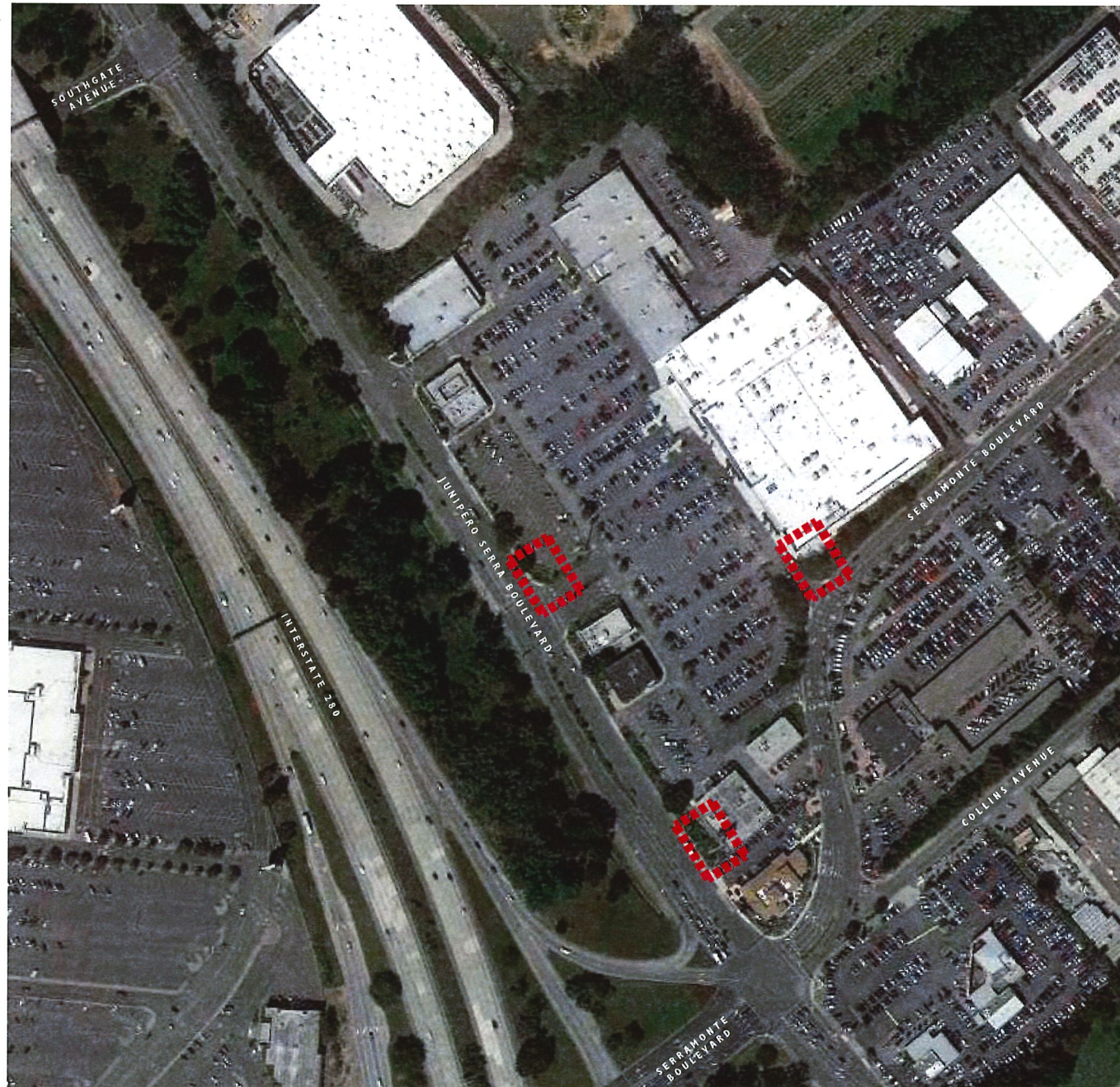
- A0.0 Sheet Contents and Vicinity Map
- A1.0 Proposed Site Plan
- A1.2 Entry Sign C Vicinity Plan
- A1.3 Entry Sign G Vicinity Plan
- A1.4 Proposed Entry Sign C
- A1.5 Proposed Entry Sign G
- A2.1 Pylon Sign Vicinity Plan
- A2.2 Former Pylon Sign
- A2.3 Proposed Pylon Sign
- A3.0 General Notes

DESIGN INTENT DRAWING PACKAGE/CONTRACTOR DESIGN BUILD DRAWINGS

It is expected that the Contractor, shall execute the project on a Design Build basis and shall be responsible for any additional information or engineering not shown in this Design Build Drawing Intent Package required for Building Permit. It should be understood that Design Intent Documents are not Construction Documents or Permit Documents. The Contractor's Engineers and other Consultants will prepare the necessary documents to be submitted by the Contractor to the Building Department for permits as required. Such documents may include, but not be limited to:

- Title 24 Report
- Electrical drawings
- Demolition drawings
- Landscape drawings
- Civil Engineering drawings

The contractor shall submit all shop and permit drawings, including awning, trellis structure, and storefront shop drawings to SZFM for review and approval prior to submittal for building permit.



VICINITY MAP

APN: 008-373-410
008-373-049

PROJECT

Serra Center Wayfinding Signage

Attachment D

970 Serramonte Boulevard
Colma, CA 94014

CLIENT

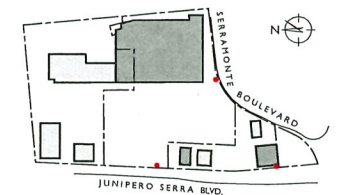
CRES Management Company, LLC
2000 Powell Street, Suite 1280
Emeryville, CA 94608

ARCHITECT



601 Fourth Street, Loft 211, San Francisco, CA 94107 415-956-5515

KEY PLAN



ISSUE

Planning Submittal

DATE

2/2/17

PROJECT NUMBER

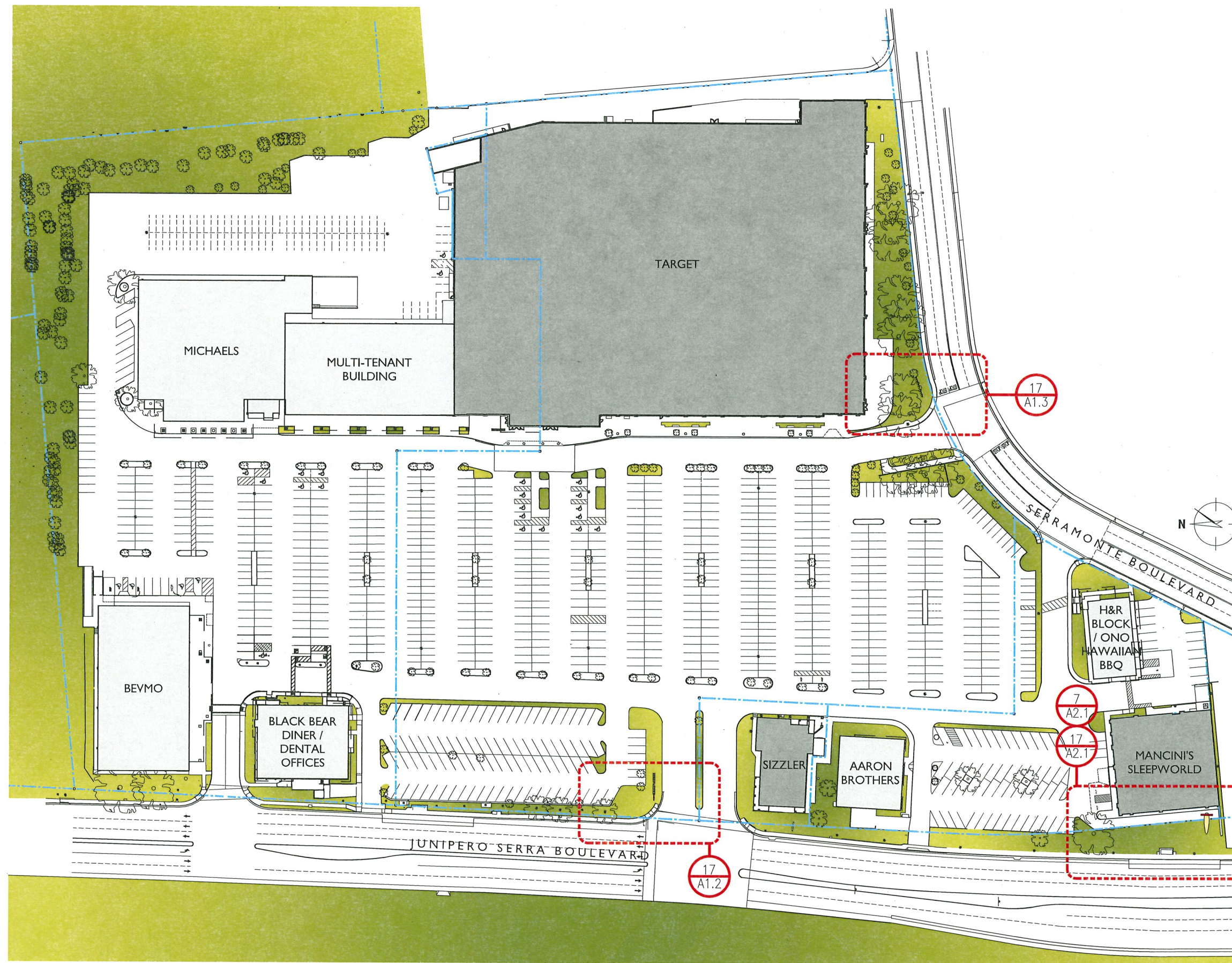
1529.01

SHEET TITLE

Sheet Contents and Vicinity Map

A0.0

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PROJECT
**Serra Center
 Wayfinding
 Signage**

970 Serramonte Boulevard
 Colma, CA 94014

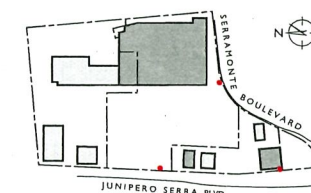
CLIENT
 CRES Management Company, LLC
 2000 Powell Street, Suite 1280
 Emeryville, CA 94608

ARCHITECT



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KEY PLAN



ISSUE	DATE
Planning Submittal	2/2/17

PROJECT NUMBER 1529.01

SHEET TITLE
Proposed Site Plan

A1.0

1 Proposed Site Plan
 A1.0 SCALE: 1" = 40'-0"

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xsite.dwg

30 | 25 | 20 | 15 | 10 | 5 | SZFM Design Studio © 2015

PROJECT
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 Signage**

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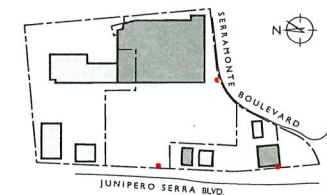
CLIENT
 CRES Management Company, LLC
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ARCHITECT



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KEY PLAN



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PROJECT NUMBER 1529.01

SHEET TITLE
**Entry Sign C Vicinity
 Plan**

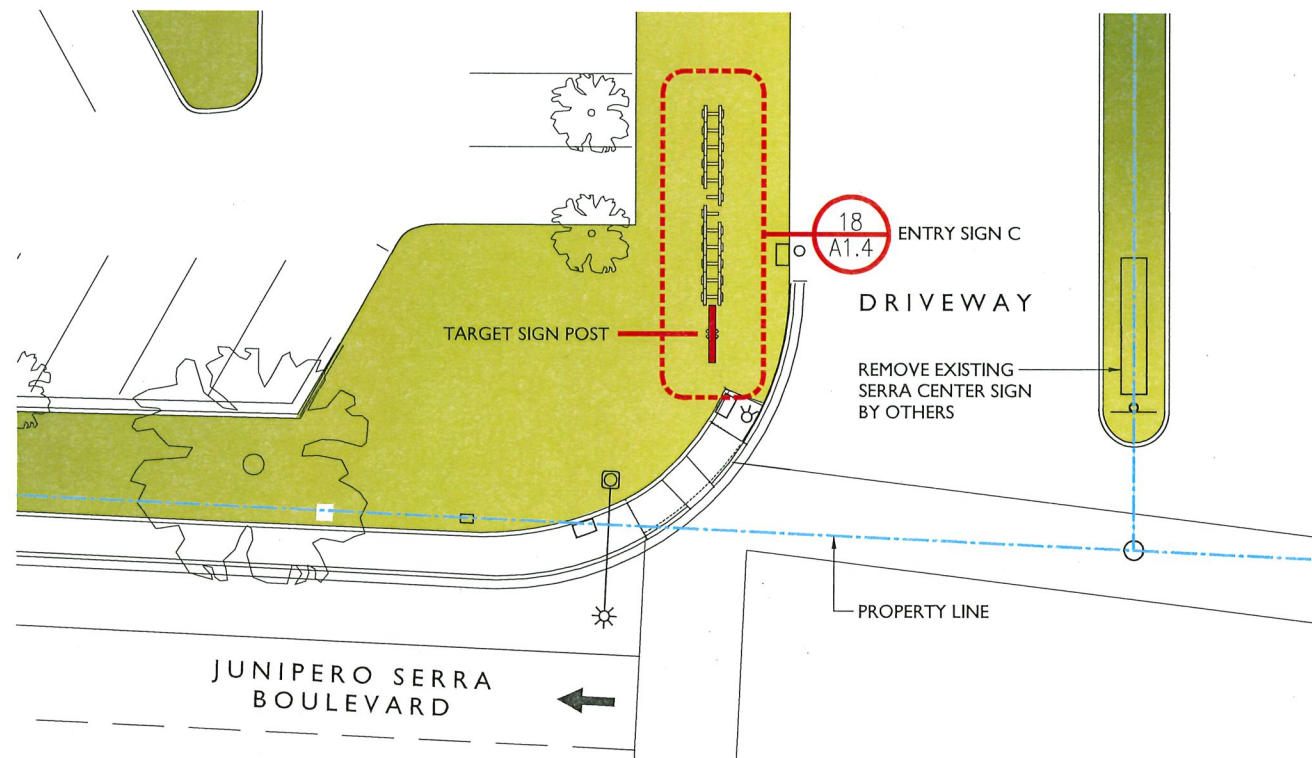


EXISTING CONDITIONS

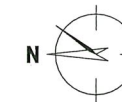


PROPOSED ENTRY SIGN

7 Entry Sign C Perspectives
 A1.2 SCALE: N.T.S.



17 Entry Sign C Vicinity Plan
 A1.2 SCALE: 1/8" = 1'-0"



A1.2

30 | 25 | 20 | 15 | 10 | 5 | SZFH Design Studio © 2015



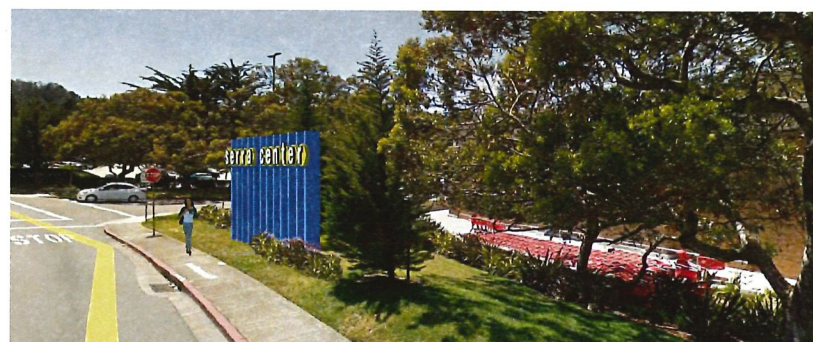
EXISTING CONDITIONS



EXISTING CONDITIONS



PROPOSED ENTRY SIGN



PROPOSED ENTRY SIGN

7 Entry Sign G Perspectives
A1.3 SCALE: N.T.S.

PROJECT

Serra Center Wayfinding Signage

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Colma, CA 94014

CLIENT

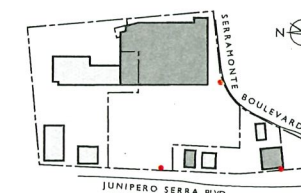
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Emeryville, CA 94608

ARCHITECT



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Planning Submittal

DATE

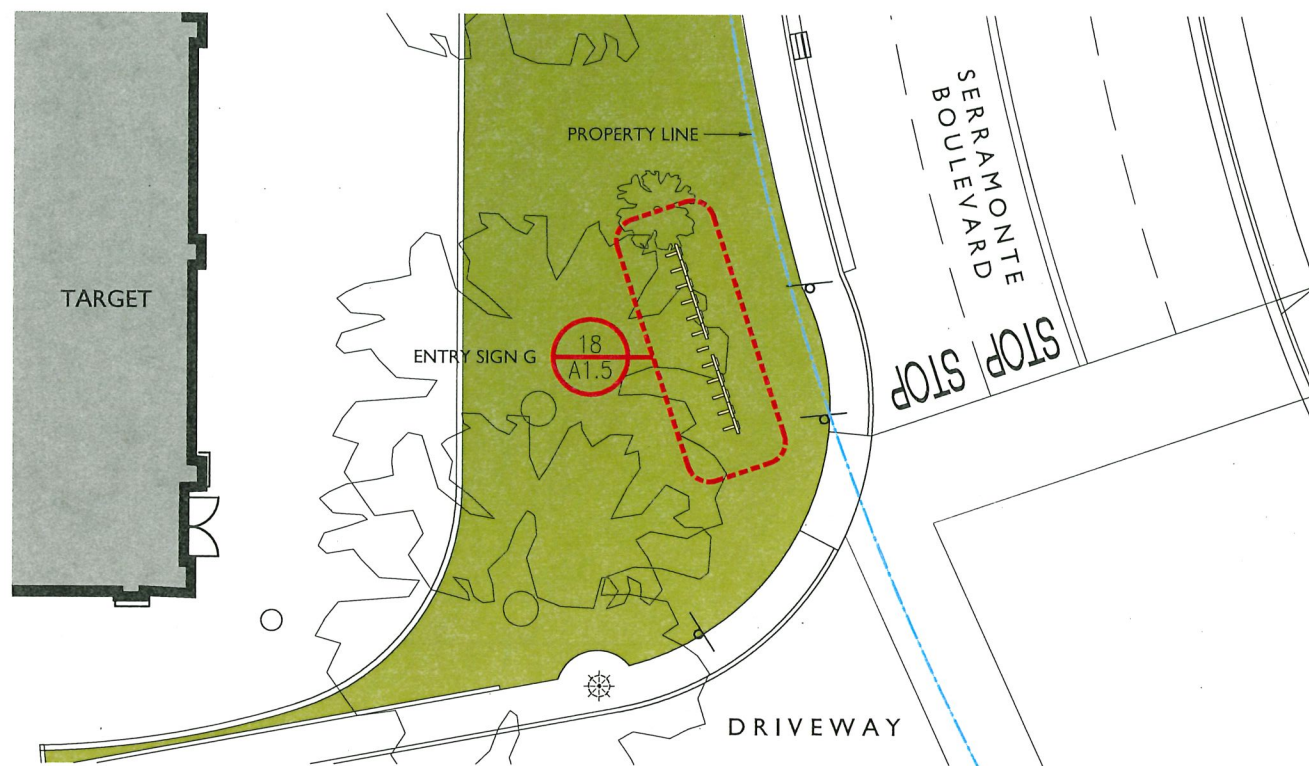
2/2/17

PROJECT NUMBER

1529.01

SHEET TITLE

Entry Sign G Vicinity Plan



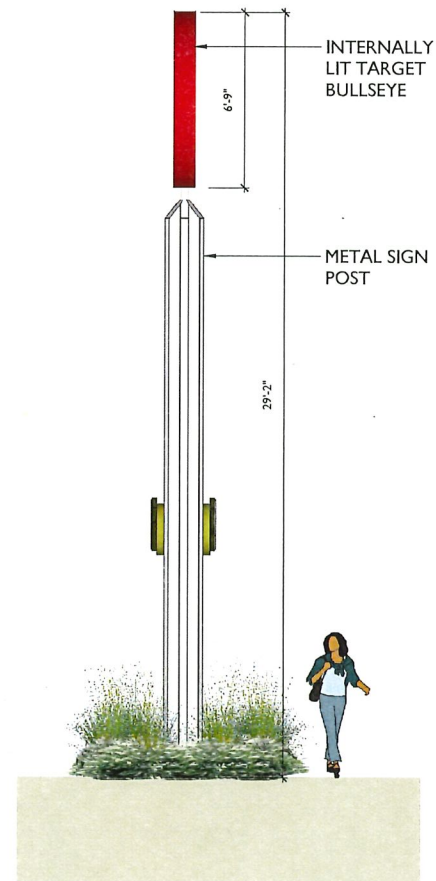
17 Entry Sign G Vicinity Plan
A1.3 SCALE: 1/8" = 1'-0"



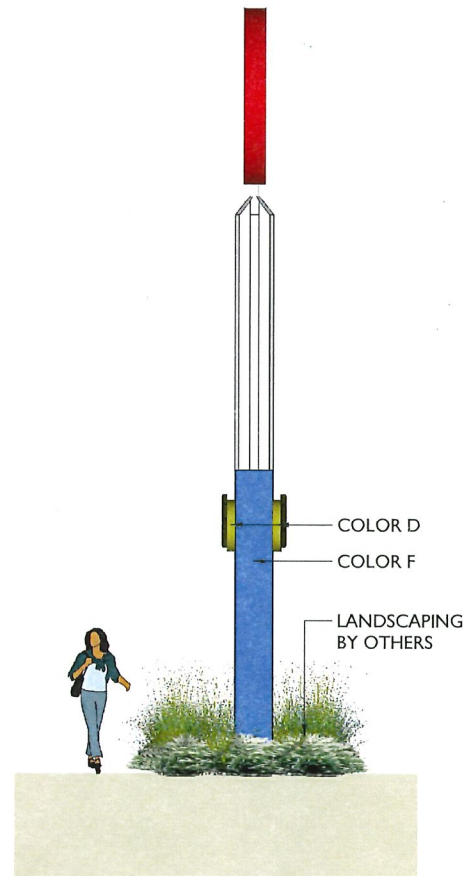
A1.3



1 Color Specification
A1.4 SCALE: N.T.S.



11 Side Elevation
A1.4 SCALE: N.T.S.



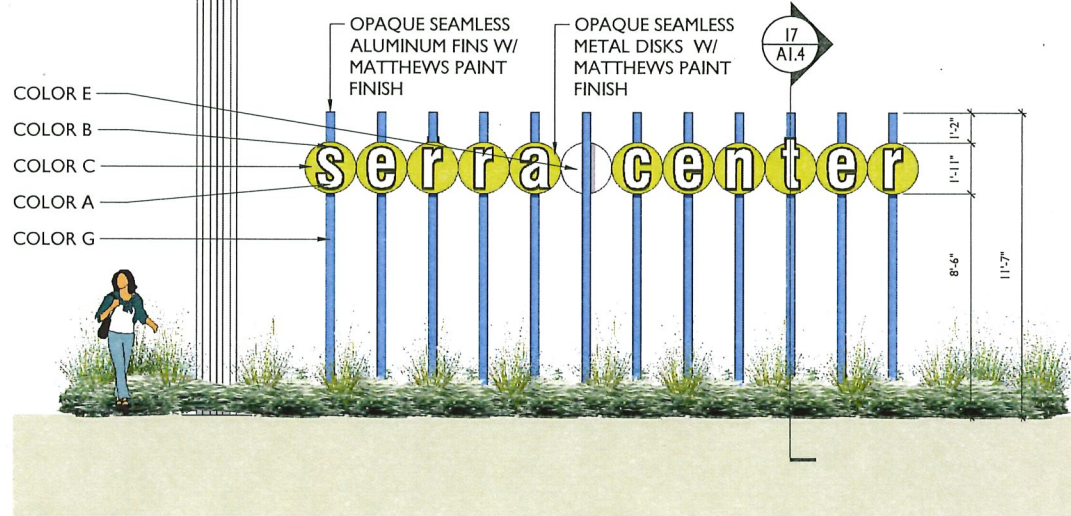
12 Side Elevation
A1.4 SCALE: N.T.S.

RETURNS: TO MATCH MATTHEWS MP03909 FULL GLOSS RED; FACES: 2793 RED ALTUGLAS ACRYLIC; TRIMCAP: RED

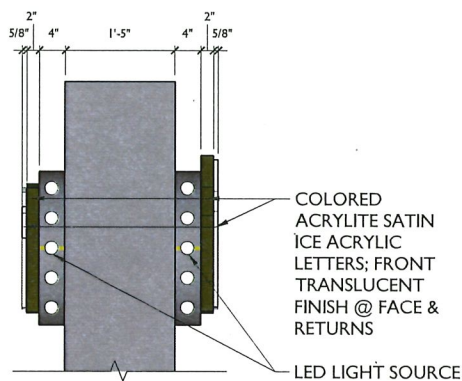
PERFORATED .125 ALUM. BACKER PANEL ON LOGO; 1" HOLES AT 1 1/4" STAGGER-58% OPEN



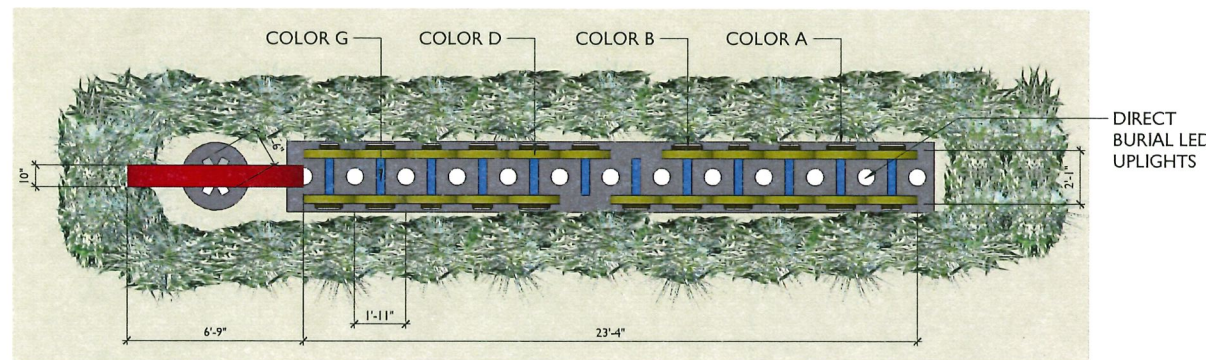
9 Entry Sign Perspective
A1.4 SCALE: N.T.S.



13 Front Elevation
A1.4 SCALE: N.T.S.



17 Section Through Vertical Fin
A1.4 SCALE: N.T.S.



18 Plan
A1.4 SCALE: N.T.S.

PROJECT

**Serra Center
Wayfinding
Signage**

970 Serramonte Boulevard
Colma, CA 94014

CLIENT

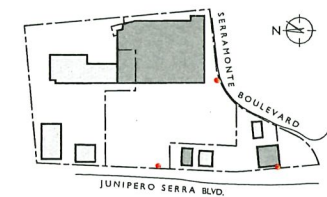
CRES Management Company, LLC
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Emeryville, CA 94608

ARCHITECT



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PROJECT NUMBER

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SHEET TITLE

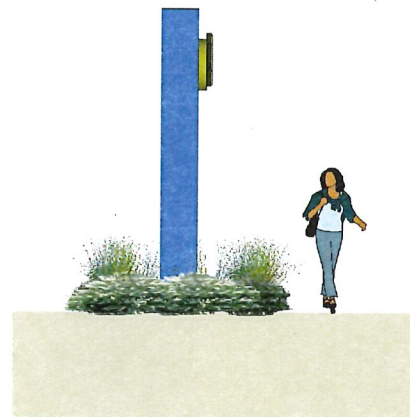
Proposed Entry Sign C

A1.4

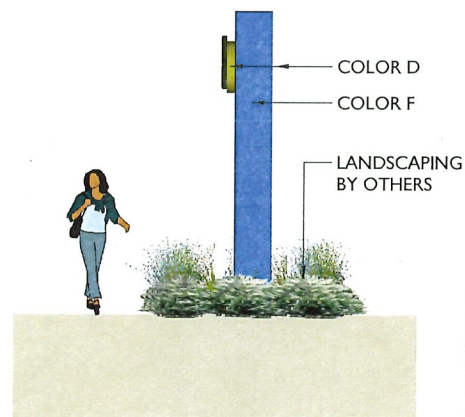
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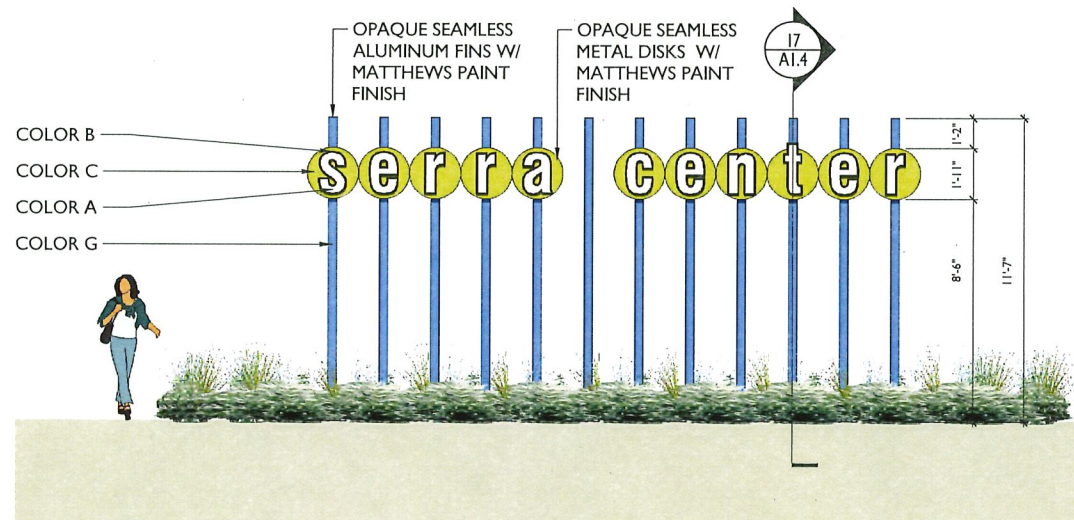
1 Color Specification
A1.4 SCALE: N.T.S.



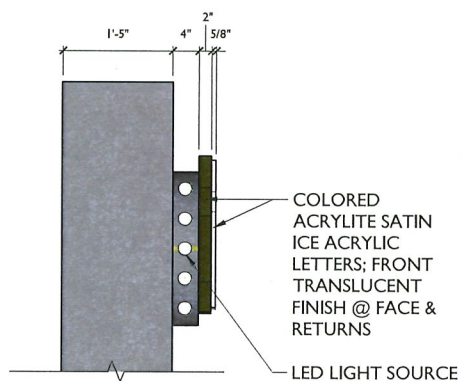
11 Side Elevation
A1.5 SCALE: N.T.S.



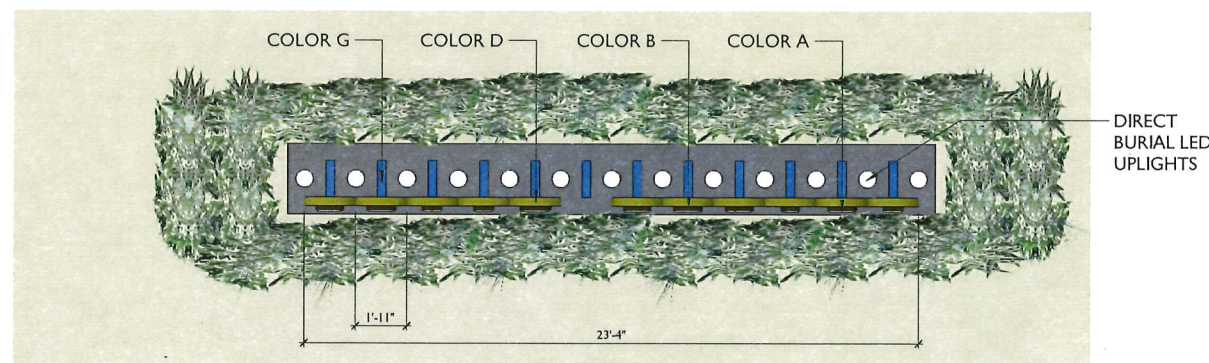
12 Side Elevation
A1.5 SCALE: N.T.S.



13 Front Elevation
A1.5 SCALE: N.T.S.



17 Section Through Vertical Fin
A1.5 SCALE: N.T.S.



18 Plan
A1.5 SCALE: N.T.S.



9 Entry Sign Perspective
A1.5 SCALE: N.T.S.

PROJECT
**Serra Center
Wayfinding
Signage**

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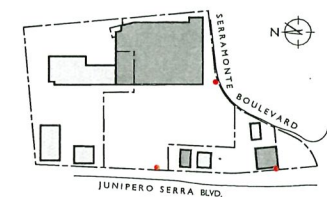
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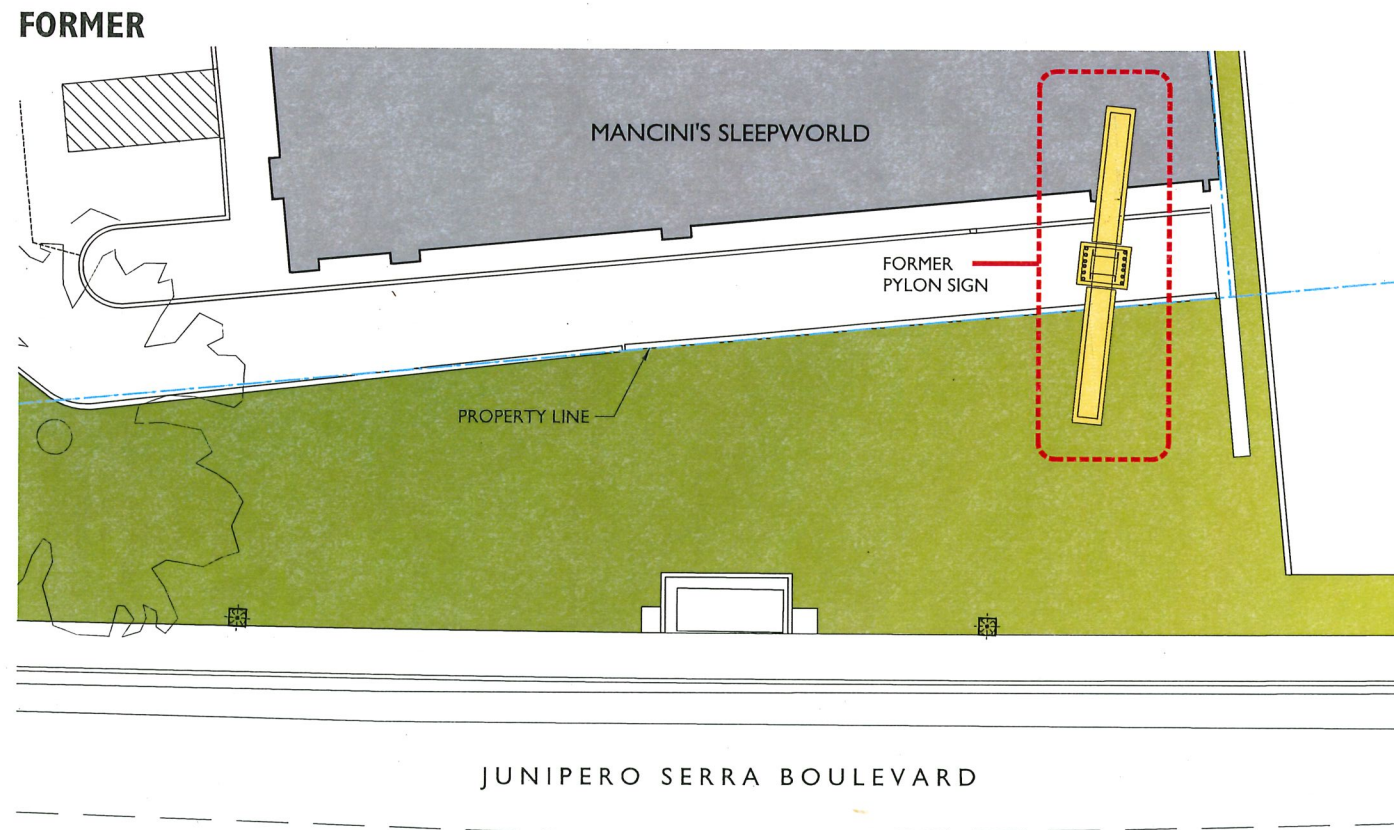
PROJECT NUMBER 1529.01

SHEET TITLE
Proposed Entry Sign G

A1.5



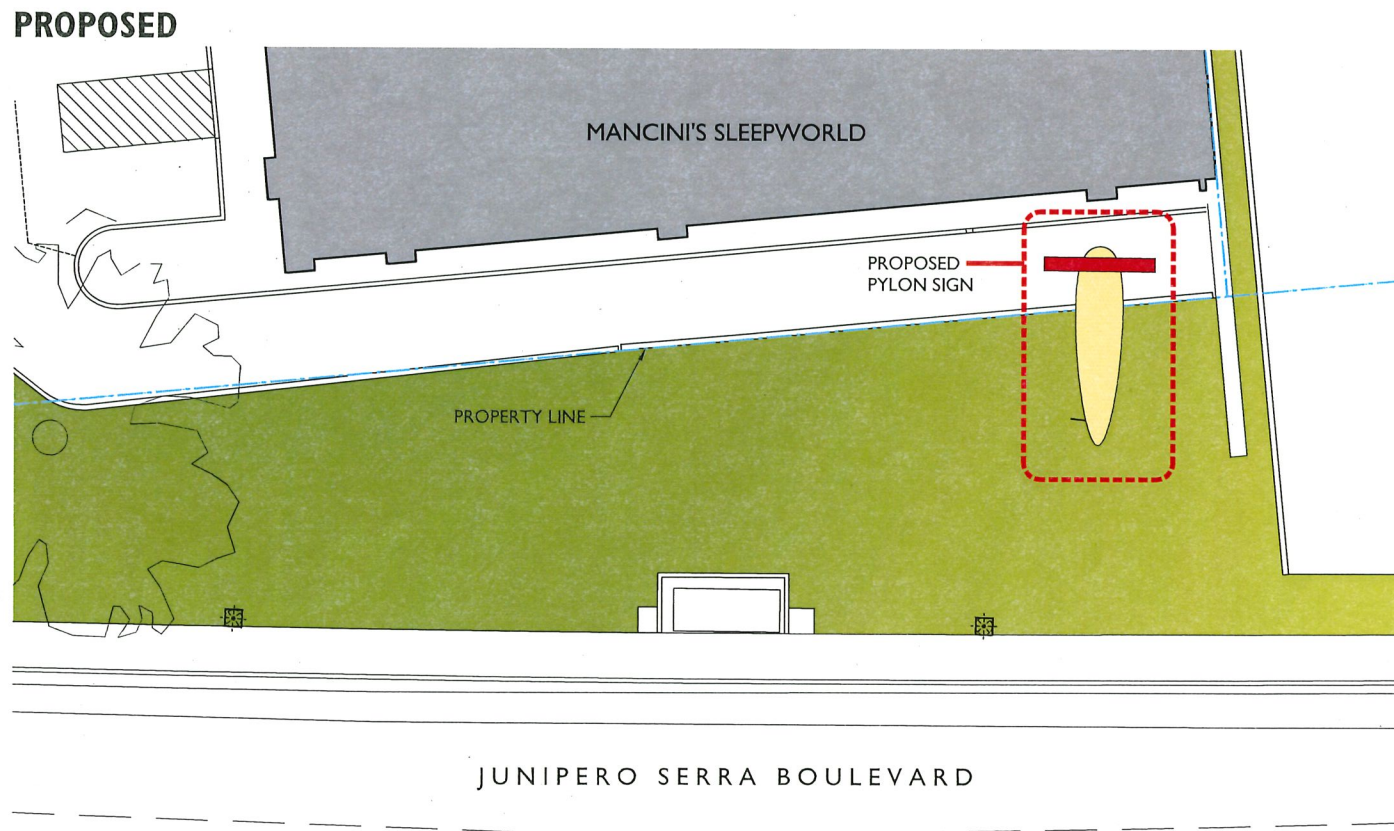
6 Former Pylon Sign Perspective
A2.1 SCALE: N.T.S.



7 Former Pylon Sign Vicinity Plan
A2.1 SCALE: 1/8" = 1'-0"



16 Proposed Pylon Sign Perspective
A2.1 SCALE: N.T.S.



17 Proposed Pylon Sign Vicinity Plan
A2.1 SCALE: 1/8" = 1'-0"

PROJECT
**Serra Center
Wayfinding
Signage**

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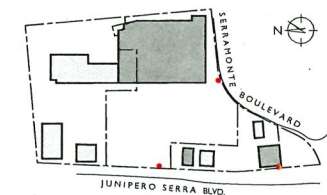
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2000 Powell Street, Suite 1280
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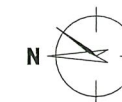
KEY PLAN



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PROJECT NUMBER 1529.01

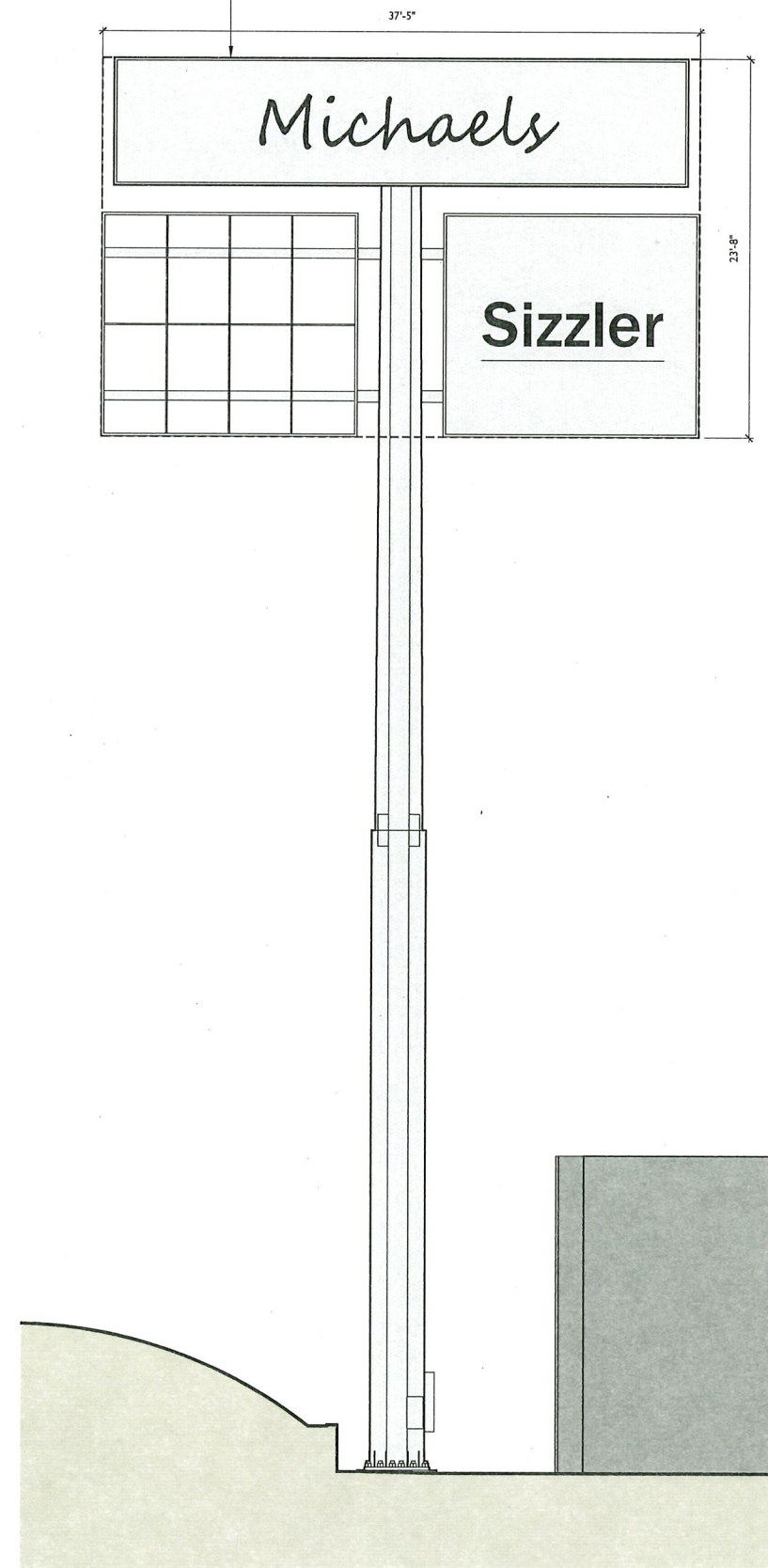
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**Pylon Sign Vicinity
Plan**



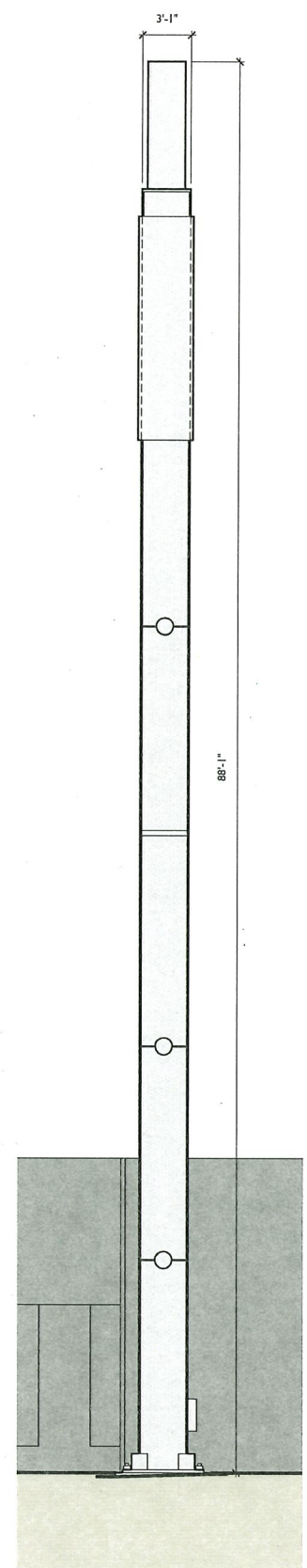
A2.1

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TOTAL FORMER
SIGN AREA: 883 SF



16 Former Front Elevation
A2.2 SCALE: 1/4" = 1'-0"



18 Former Side Elevation
A2.2 SCALE: 1/4" = 1'-0"



19 Former Perspective
A2.2 SCALE: N.T.S.

PROJECT
**Serra Center
Wayfinding
Signage**

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Colma, CA 94014

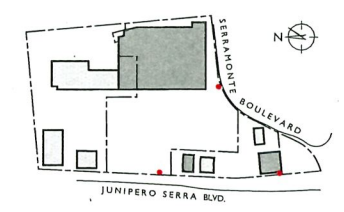
CLIENT
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2000 Powell Street, Suite 1280
Emeryville, CA 94608

ARCHITECT



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KEY PLAN



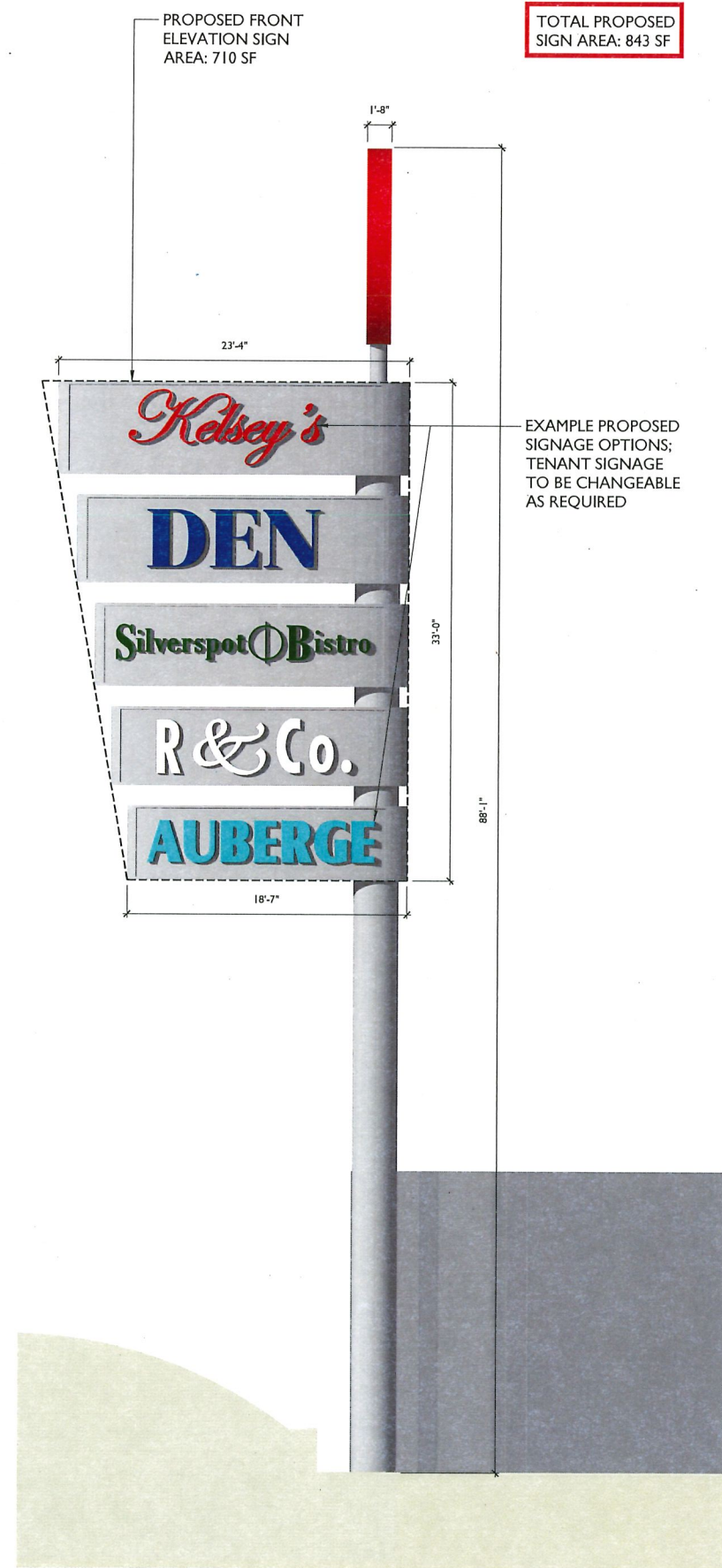
ISSUE	DATE
Planning Submittal	2/2/17

PROJECT NUMBER 1529.01

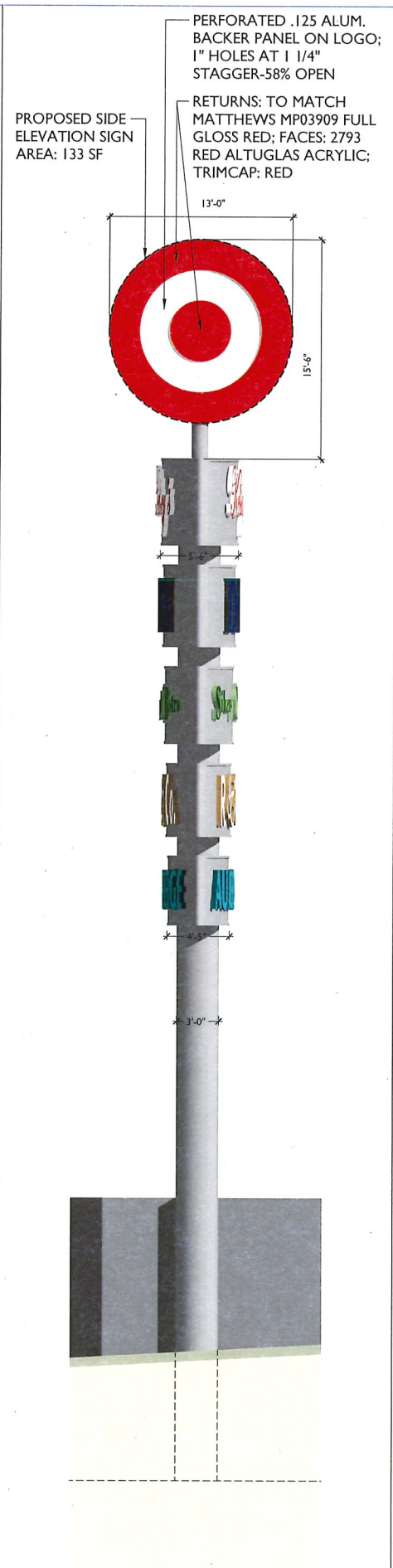
SHEET TITLE
Former Pylon Sign

A2.2

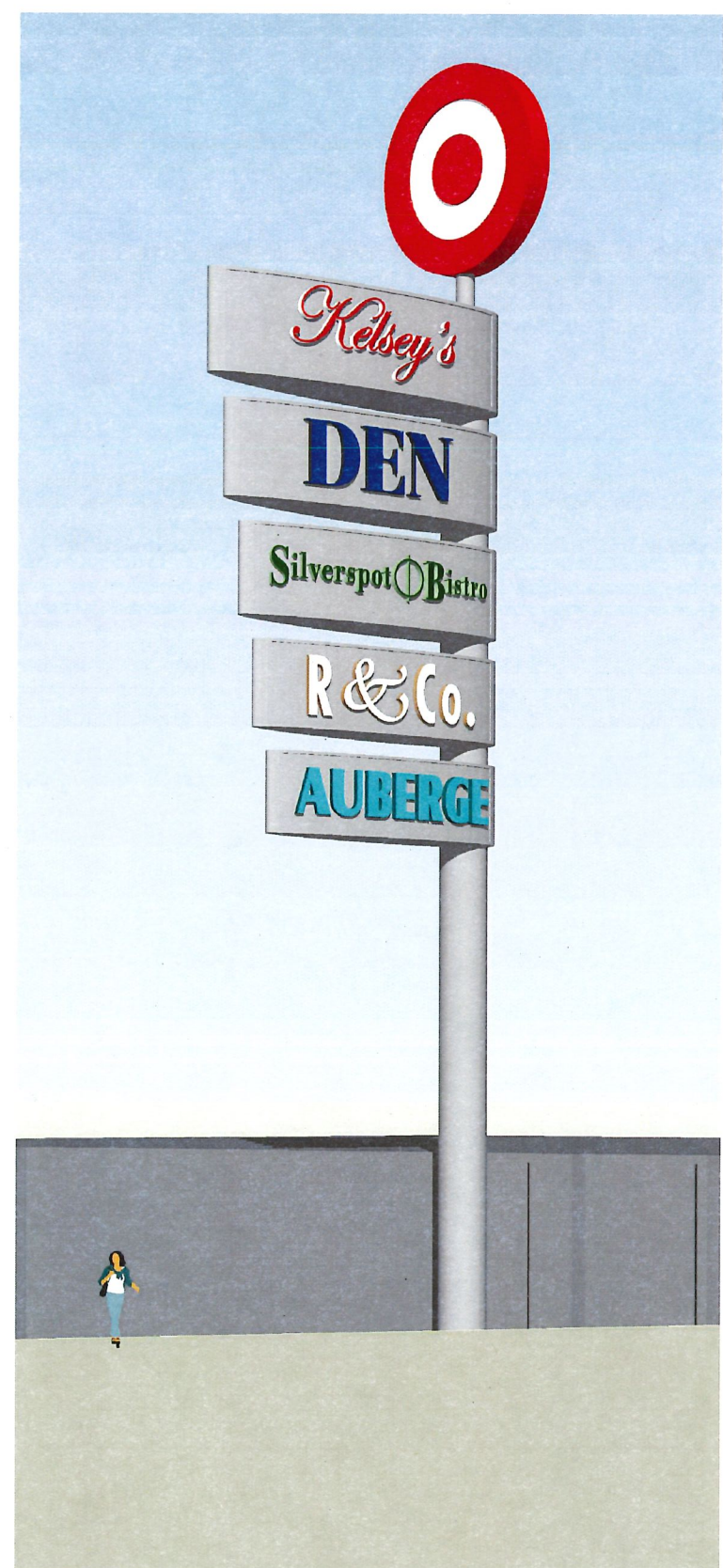
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16 Proposed Front Elevation
A2.3 SCALE: 1/4" = 1'-0"



18 Proposed Side Elevation
A2.3 SCALE: 1/4" = 1'-0"



19 Proposed Perspective
A2.3 SCALE: N.T.S.

PROJECT
**Serra Center
Wayfinding
Signage**

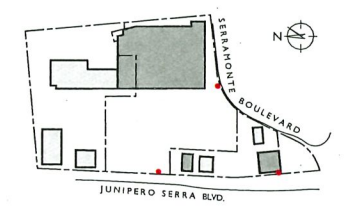
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Colma, CA 94014

CLIENT
CRES Management Company, LLC
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KEY PLAN



ISSUE DATE
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PROJECT NUMBER 1529.01

SHEET TITLE
Proposed Pylon Sign

A2.3

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GENERAL NOTES

- A. GENERAL:
1. Electronic files of the logos and related graphics to be provided by the Owner. All modifications to the artwork must be reviewed and approved by the Architect prior to shop drawings preparation.
 2. Signage Design Intent Drawings prepared by SZFH Design Studio (Architect), are intended to establish basic dimensions, alignment, profiles and relationships of signage elements to other building components.
 3. See attached Bid Form for scope of work requirements.
 4. The Contractor is required to prepare Shop Drawings and Engineering Calculations to be submitted to the Architect for review and approval.
 5. The Contractor is required to provide all permit documents, including but not limited to structural and electrical drawings.
 6. The Contractor is to obtain all required permits.
 7. The Contractor must furnish all labor, material, tools, equipment and services required to complete the work.
 8. The Contractor is responsible for coordination with work of all other trades.
 9. Although such work is not specifically indicated, furnish and install all supplementary or miscellaneous items, appurtenances and devices incidental to or necessary for a sound, secure, functional and complete installation.
- B. SHOP DRAWINGS, SAMPLES & ON SITE MOCKUPS
1. Sign fabricator to provide full size, Entry Sign G on site mock up with support structure that can be moved to all sign locations for on site review by the Architect and Owner.
 2. Sign fabricator to provide full size, lit sample of the "serra center" letter "s" for Architect and Owner to review at night at the site. The letter shall be mounted on the metal background plate as per the design.
- Samples will be evaluated for acrylic thickness, paint finish, film, face/edge details and all lighting.
3. Sign fabricator to provide full size sample of aluminum fin for Architect and Owner to review at night at the site. If the sample is approved it may be installed in a finished sign.

4. Shop drawings and related engineering must be completed within 3 weeks of signing the contract. If the Architect requires a resubmittal on shop drawings this should be done within 1 week of receiving the Architect's review comments.
5. Submit complete shop drawings and construction details, to the Architect for review and approval. Do not proceed with fabrication prior to approval of shop drawings. Do not use Design Intent Drawings prepared by the Architect for shop drawings or fabrication.
6. Shop drawings shall be to scale and indicate elevations, plans, sections, details, interfaces, connections with all materials, proposed identification of component parts, their finishes and methods of erection. Provide the Architect with PDF file shop drawings.
7. Submit three, 8-1/2" x 11", clearly labeled samples of all specified materials, colors and finishes. If samples are rejected, the Contractor is required to resubmit new samples as requested by the Architect.
8. Provide the Architect with PDF files shop drawings and samples to keep for the project record.
9. An onsite survey should be done by the Contractor to verify all dimensions of existing elements at signage locations. Contractor to verify that signs will not conflict with existing utilities or other elements may not be shown in the Design Intent Drawings.
10. All required anchors, fasteners, conduit, electrical equipment and labels to be concealed unless otherwise reviewed and accepted.

C. PRODUCT DELIVERY, STORAGE AND HANDLING

1. Deliver signs to job site properly packaged to provide protection against transportation damage.
2. Exercise extreme care in unloading, storing and erecting signage to prevent bending, warping, twisting and surface damage.
3. Contractor to store all materials and accessories above ground, on well-skidded platforms. Store under waterproof coverings. Provide proper ventilation of materials to prevent condensation build-up between components.

D. MATERIALS & FABRICATION

1. Shop fabricate items in accordance with the approved shop drawings to dimensions and sizes shown, or if not specifically shown, use materials of required size and thickness to produce strength and durability in the finished products.
2. Continuity: fabricate items in longest continuous lengths available. If size prohibits continuous fabrication, design field joints to be invisible in the finished product but show seam locations and details in shop drawings for the Architect's review and approval.
3. Welding: Comply with relative standards. All exposed welds shall be continuous, and ground smooth prior to finishing.
4. Anchorage Devices: Coordinate with supporting structure, space as required to provide adequate support.

E. INSTALLATION

1. Verify that signage installation may be made in accordance with approved shop drawings and fabricator's instructions.
2. In event there is a discrepancy between field conditions and approved shop drawings, notify the Architect. Do not proceed with installation until discrepancies have been resolved.
3. Demolition and removal of all existing signage as indicated in the Design Intent Drawings by others.
4. Patch and repair all demolition scars or damages at existing work as a result of conducting the installation. In patched areas or any area where a finish is not specified, match adjacent material in construction, color, texture, and manufacturer. Refinish may be required to next adjacent construction joint or corner.
5. Install signage secure, without waves, warps, buckles, fastening stresses or distortion, allowing for expansion and contraction.
6. Install signage in accordance with fabricator's instructions and shop drawings.
7. Install signs plumb, level and straight, conforming to design as indicated.
8. Dispose of excess materials and remove debris from site.
9. Clean work in accordance with fabricator's recommendations.
10. Protect work against damage until final acceptance. Replace or repair to the satisfaction of the architect and/or owner, any work that becomes damaged prior to final acceptance. Touch up minor scratches and abrasions.

PROJECT

**Serra Center
Wayfinding
Signage**

970 Serramonte Boulevard
Colma, CA 94014

CLIENT

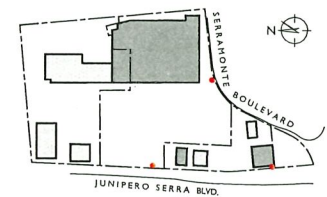
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KEY PLAN



ISSUE	DATE
Planning Submittal	2/2/17

PROJECT NUMBER 1529.01

SHEET TITLE

General Notes

A3.0



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Darcy De Leon, Administrative Technician III
 VIA: Brian Dossey, City Manager
 MEETING DATE: September 23, 2020
 SUBJECT: FY 2020-21 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 finds that each of the following organizations (except PCRC, Veteran's Sportsman Alliance, and 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 2019-20	Grantee Request FY 2020-21	Staff Proposed Grant Amount
Clinic by the Bay	\$3,500	\$4,000	\$3,500
Colma - Daly City Chamber of Commerce	\$25,000	\$0	N/A (did not submit application)
Community Gatepath	\$6,500	\$7,500	\$6,500
CORA	\$3,000	\$10,000	\$3,000
Daly City Peninsula Partnership Collaborative	\$15,000	\$25,000	\$15,000
Daly City Public Library Associates	\$5,000	\$5,220	\$5,000
Daly City Youth Health Center	\$6,000	\$7,500	\$6,000
Human Investment Project, Inc. (HIP Housing) ¹	\$5,000	\$5,000	\$5,000
Jefferson Union School District (Community Environmental Education Program)	\$6,000	\$6,000	\$6,000

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

Grantee	Amount Funded FY 2019-20	Grantee Request FY 2020-21	Staff Proposed Grant Amount
LifeMoves ¹	\$4,000	\$5,000	\$4,000
North Peninsula Food Pantry & Dining Center of Daly City	\$15,000	\$12,500	\$12,500
Ombudsman Services SMC	\$2,000	\$3,000	\$2,000
Operation Santa Claus	\$1,000	\$1,500	\$1,000
Peninsula Conflict Resolution Center (PCRC)	\$1,380	\$1,378.65	\$0
Peninsula Volunteers, Inc. Meals on Wheels	N/A	\$10,000	\$5,000
San Bruno Mountain Watch	N/A	\$7,000	\$2,000
Sitike Counseling Center	\$6,500	\$8,000	\$6,500
SMC Community College Foundation	\$3,500	\$5,000	\$3,500
SMC Jobs for Youth	\$2,500	\$3,000	\$2,500
SMC Pride Center	\$3,000	\$5,000	\$3,000
Sustainable San Mateo County	\$2,500	\$5,000	\$2,500
Veterans Sportsman Alliance (VSA)	\$1,200	\$2,500	\$0
West Bay Alano Club	\$2,500	\$2,500	\$0
TOTALS	\$120,080	\$141,598.65	\$94,500

A total of \$141,598.65 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 \$10,500.

FISCAL IMPACT

The 2020-21 budget includes a total of \$105,000 for grant funding (spread through two departments).

BACKGROUND

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

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

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

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 \$105,000 in available funding is broken down into two discrete budget line items: \$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*. There is \$25,000 allocated to the General Services budget which is typically budgeted for the Chamber of Commerce; however, since the Chamber did not submit a grant application this year, staff recommends using these funds for in-house business related outreach and programs.

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 may 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 the Food Security Program which benefits patients and their families to obtain food through the COVID-19 pandemic.

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.

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

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 build a student's leadership skills and teach 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 end the cycle of homelessness for families and individuals by assisting them in returning to permanent housing and self-sufficiency within San Mateo and Santa Clara Counties. 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 the 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 Volunteers, Inc. Meals on Wheels 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 aims to increase food security and access to nutritious food for homebound older and disabled adults, thereby supporting healthy aging in place. The Town of Colma is located within its service area.

San Bruno Mountain Watch 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 preserve and protect the native ecosystems of San Bruno Mountain through restoration, education, and conservation. The Town of Colma is within its service area.

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

San Mateo Community College 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 administer charitable giving for Skyline College, and to ensure that quality, affordable higher education is available to every member of our community. The Town of Colma is within the geographic area that the Foundation serves.

San Mateo County Jobs for Youth Program is a California governmental entity as it is a program sponsored by San Mateo County. Jobs' mission is to provide youth ages 14-21 assistance in achieving their career and higher education goals via three pillars of success: skills workshops, job opportunities, and scholarships. Jobs for Youth served 131 students from Jefferson Union High School District who attended workshops and became members. The Town of Colma is located within its service area.

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.

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.

Peninsula Conflict Resolution Center (PCRC) did not meet all of the Town's legal standards for funding non-profit entities. An operational budget, IRS 501(c)(3) letter, and a complete and recent IRS 990 Form was not submitted. As such, the Town cannot legally consider its application.

Veteran's Sportsman Alliance (VSA) did not meet all of the Town's legal standards for funding non-profit entities. A roster of their board, operational budget, recent IRS 990 form was not submitted. As such, the Town cannot legally consider its application. Additionally, the required grant report for FY 2019-20 was not submitted which is in violation of the prior grant agreement.

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 was not submitted. 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 the partnership of the food grocery voucher program. This service is 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 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*, will provide an identifiable benefit to the Colma community at large. The Town further 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. Currently, these services are being offered online but in-person services will return depending on the public health guidelines.

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 program supplies, and 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, the Colma Police Department paid CORA \$493 for the 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 (Chromebooks) for those in need for the take-home lending program to meet community needs, as requested by the *Daly City Public Library Associates*, will serve a public purpose by allowing resident children the opportunity to check-out these computers for research, homework and school projects. 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, it will provide increased screening and counseling services during a time of need through the COVID-19 pandemic. 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 *Human Investment Project, Inc.*, could be provided by the Town but the Town has chosen otherwise. The services offered by HIP Housing are readily accessible to Colma residents. 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 new tools to teach, while social distancing, gardening supplies, 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 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 residents 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 63 residents that would benefit from the potential funding. The funding will help meet the federally mandated mission to monitor and provide advocacy services.

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 40 residences (160 children) are served each year.

The expenditure of public funds to bridge the funding gap for home delivered meals for 12 homebound older adults in Colma, as requested by ***Peninsula Volunteers, Inc. Meals on Wheels*** will serve a public purpose. The meal deliveries offered by Peninsula Volunteers are accessible to Colma residents. Further, the regular wellness checks by delivery drivers, calls from the Meals on Wheels office, and quarterly assessments help alleviate loneliness and isolation and identify when a client is suffering and in need of a referral to an outside agency.

The expenditure of public funds to transform the educational content into programming that can be experienced remotely or in ways that adhere to social distancing protocols, as requested by ***San Bruno Mountain Watch***. Funds will be used to pay for the significant amount of staff time needed to develop digital learning content such as educational videos, remote-learning curriculum, virtual class presentations, digitized archives and exhibits, and a new self-guided GPS-based tour "app" for smartphones or computers that will contain a series of hikes.

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. Funding will help reduce financial barriers to treatment while ensuring that community members are able to engage in services that support their overall well-being, health, and recovery. The services offered by Sitike are readily available to Colma residents and the public benefit is substantial as Sitike helps stop the cycle of dependency and mental health issues.

The expenditure of public funds to pay for 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 through a virtual platform.

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 meetings, publicity and outreach, including digital campaigns.

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 2020-21 Budget includes only \$105,000 in available grant funding.

CONCLUSION

Staff recommends the Council 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. 2020-___
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, the services will be readily accessible to Colma residents or businesses, and there is a direct and substantial benefit to the public.
- (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, the organization must have policies and procedures to assure that the grant's purposes are met, and the organization must be in compliance with the required registration and reporting requirements set forth by the California Attorney General's Registry of Charitable Trusts.
- (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.

2. Findings of Eligibility for Grant Funding

The City Council has reviewed the funding requests from each of the following organizations 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 the Food Security Program which benefits patients and their families to obtain food through the COVID-19 pandemic.

- (b) 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.

- (c) 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.

- (d) 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.

- (e) 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.

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

Discussion: As part of the Jefferson Union High School District (JUHSD, Daly City Youth Health Center is a California governmental entity. The school-linked program's mission statement is to provide safe, respectful, comprehensive health services and education to underserved teens and young adults 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.

- (g) Human Investment Project, Inc. ("HIP Housing) is eligible for grant funding from the Town of Colma.

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

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

Discussion. Jefferson 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 build a student's leadership skills and teach responsibility and to provide elementary school children with field trip chaperones, on-site tutors, and positive role models. The project consists of field trips, hiking and camping. Many students from the Town of Colma attend Jefferson High School or Susan B. Anthony Elementary School, and the number varies from year to year.

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

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

- (j) North Peninsula Food Pantry and Dining Center of Daly City ("Food Pantry") is eligible for

grant funding from the Town of Colma.

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

- (k) 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 the Ombudsman Services of San Mateo County service area.

- (l) Operation Santa Claus 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.

- (m) Peninsula Volunteers, Inc. Meals on Wheels is eligible for grant funding from the Town of Colma.

Discussion: Peninsula Volunteers, Inc. Meals on Wheels 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 aims to increase food security and access to nutritious food for homebound older and disabled adults, thereby supporting healthy aging in place. The Town of Colma is located within its service area. If the City Council approves funding, the Peninsula Volunteers will have to update their status from "delinquent" to "current" with the Attorney General as a condition for funds to be disbursed.

- (n) San Bruno Mountain Watch is eligible for grant funding from the Town of Colma.

Discussion: San Bruno Mountain Watch 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 preserve and protect the native ecosystems of San Bruno Mountain through restoration, education, and conservation. The Town of Colma is within its service area.

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

but subject to the organization updating their status from “delinquent” to “current” with the Attorney General as a condition for funds to be disbursed.

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. If the City Council approves funding, the organization 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 Community College Foundation is eligible for grant funding from the Town of Colma.

Discussion. San Mateo Community College 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 administer charitable giving for Skyline College, and to ensure that quality, affordable higher education is available to every member of our community. The Town of Colma is within the geographic area that the Foundation serves.

- (q) 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 as it is a program sponsored by San Mateo County. Jobs’ mission is to provide youth ages 14-21 assistance in achieving their career and higher education goals via three pillars of success: skills workshops, job opportunities, and scholarships. Jobs for Youth served 131 students from Jefferson Union High School District who attended workshops and became members. The Town of Colma is located within its service area.

- (r) 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.

- (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.

- (t) Peninsula Conflict Resolution Center ("PCRC") is **not eligible** for grant funding from the Town of Colma as it did not meet all of the Town's legal standards for funding non-profit entities. An operational budget, IRS 501(c)(3) letter, and a complete and recent IRS 990 Form was not submitted. As such, the Town cannot legally consider its application
- (u) Veterans Sportsman Alliance (VSA) is **not eligible** for grant funding from the Town of Colma as it did not meet all of the Town's legal standards for funding non-profit entities. A roster of their board, operational budget, recent IRS 990 form was not submitted. As such, the Town cannot legally consider its application. Additionally, the required grant report for FY 2019-20 was not submitted which is in violation of the prior grant agreement.
- (v) West Bay Alano Club is **not eligible** for grant funding from the Town of Colma as it did not meet all of the Town's legal standards for funding non-profit entities. The IRS 501(c)(3) letter was not submitted. As such, the Town cannot legally consider its application.

3. Findings of Public Purpose

The City Council has reviewed the applications for grant funds from each of the following organizations 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 the partnership of the food grocery voucher program. This service is 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 Community Gatepath will serve a public purpose.

Discussion: The expenditure of public funds to pay 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, will provide an identifiable benefit to the Colma community at large. The Town further 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. Currently, these services are being offered online but in-person services will return depending on the public health guidelines.

- (c) 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 program supplies, and 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, the Colma Police Department paid CORA \$493 for the 24-hour law enforcement referral program (Emergency Response Program). The services offered by CORA are readily accessible to Colma residents.

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

Discussion: The expenditure of public funds to pay for shelter and supportive services, as requested by Daly City Peninsula Partnership Collaborative, 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.

- (e) 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 (Chromebooks) for those in need for the take-home lending program to meet community needs, as requested by the Daly City Public Library Associates, will serve a public purpose by allowing resident children the opportunity to check-out these computers for research, homework and school projects. 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.

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

Discussion: The expenditure of public funds to pay for comprehensive health services and education to underserved teens and young adults from Colma, as requested by the Daly City Youth Health Center, will provide an identifiable benefit to the community at large. Specifically, it will provide increased screening and counseling services during a time of need through the COVID-19 pandemic. These services are readily accessible to Colma youth and provide a substantial public benefit by ensuring the health and vitality of

Colma's youth.

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

Discussion. The expenditure of public funds to support its Home Sharing program, as requested by HIP Housing Development Corporation, could be provided by the Town but the Town has chosen otherwise. The services offered by HIP Housing are readily accessible to Colma residents, with HIP Housing providing direct assistance and resources to 38 clients in Colma in FY 2019-20. Finally, the public benefit is substantial as providing housing to help people live independent lives is important for a well-functioning society.

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

Discussion. The expenditure of public funds to pay for new tools to teach, while social distancing, gardening supplies, 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.

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

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

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

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

- (k) A grant in the amount shown in Section 4(a) to 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 residents by investigating allegations of abuse for those living in long term facilities. Ombudsman Services of San Mateo County listed two long-term facilities, one of which is located in Colma, totaling 63 residents that would benefit from the potential funding. The funding will help meet the federally mandated mission to monitor and provide advocacy services.

- (l) 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 40 residences (160 children) are served each year.

- (m) A grant in the amount shown in Section 4(a) to Peninsula Volunteers, Inc. Meals on Wheels will serve a public purpose.

Discussion: The expenditure of public funds to bridge the funding gap for home delivered meals for 12 homebound older adults in Colma, as requested by Peninsula Volunteers, Inc. Meals on Wheels will serve a public purpose. The meal deliveries offered by Peninsula Volunteers are accessible to Colma residents. Further, the regular wellness checks by delivery drivers, calls from the Meals on Wheels office, and quarterly assessments help alleviate loneliness and isolation and identify when a client is suffering and in need of a referral to an outside agency.

- (n) 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. Funding will help reduce financial barriers to treatment while ensuring that community members are able to engage in services that support their overall well-being, health, and recovery. 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.

- (o) 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.

- (p) 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 youth 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.

- (q) 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 through a virtual platform.

- (r) 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 meetings, publicity and outreach, including digital campaigns.

- (s) 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.

- (t) 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:

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Grantee	Staff Proposed Grant Amount
Clinic by the Bay	\$3,500
Community Gatepath	\$6,500
CORA	\$3,000
Daly City Peninsula Partnership Collaborative	\$15,000
Daly City Public Library Associates	\$5,000
Daly City Youth Health Center	\$6,000
Human Investment Project, Inc. (HIP Housing)	\$5,000
Jefferson Union School District (Community Environmental Education Program)	\$6,000
LifeMoves	\$4,000
North Peninsula Food Pantry & Dining Center of Daly City	\$12,500
Ombudsman Services SMC	\$2,000
Operation Santa Claus	\$1,000
Peninsula Conflict Resolution Center (PCRC)	\$0
Peninsula Volunteers, Inc. Meals on Wheels	\$5,000
San Bruno Mountain Watch	\$2,000
Sitike Counseling Center	\$6,500
SMC Community College Foundation	\$3,500
SMC Jobs for Youth	\$2,500
SMC Pride Center	\$3,000
Sustainable San Mateo County	\$2,500
Veterans Sportsman Alliance (VSA)	\$0
West Bay Alano Club	\$0
TOTALS	\$94,500

- (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.
- (c) The City Council hereby directs the City Manager to execute each Grant Agreement on behalf of the Town in a form approved by the City Attorney, with the exception of Daly City Public Library Associates which shall be executed by the Mayor.

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Certification of Adoption

I certify that the foregoing Resolution No. 2020-__ was duly adopted at a regular meeting of said City Council held on September 23, 2020 by the following vote:

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

Dated _____

John Irish Goodwin, 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
Clinic by the Bay	To understand and serve, with dignity and respect, the health and wellness needs of the medically underserved in the Bay Area.	Expanding the Food Security Program.	40 residents	Healthcare/Food	\$ 4,000.00
Community Gatepath	Help people with special needs & disabilities gain independence.	Nutrition education program	30 residents & 7 businesses	Life & Vocational skills	\$ 7,500.00
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
Daly City Peninsula Partnership Collaborative	Provide emergency safety net services, education, mental health programs, and social services.	Provide support to the Daly City Community Service Center and Partnership's Family Resource	97 residents	Education, affordable housing, and shelter	\$ 25,000.00
Daly City Public Library Associates	Supplement public funding of the 4 branch libraries in Daly City.	To purchase Chromebooks for the take-home lending program.	All residents	Access to programs & books at the library	\$ 5,220.00
Daly City Youth Health Center	To provide safe, respectful, comprehensive health services to underserved youth, preparing them for a healthy adulthood.	Increase screening for mental health and substance abuse in youth and provide counseling services.	3 youth	Healthcare	\$ 7,500.00
Human Investment Project (HIP)	Improving the housing & lives of people in our community.	The Home Sharing Program interviews & provides direct assistance & resources	38 residents	Safe, affordable housing	\$ 5,000.00
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
LifeMoves	Shelter & supportive services for homeless families & single adults.	Shelter services, housing locator program, financial literacy program, and wellness & nutrition workshops.	9 residents	Housing	\$ 5,000.00
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	Food assistance	\$ 12,500.00
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.	63 residents	Advocacy for healthcare	\$ 3,000.00
Operation Santa Claus	To provide a traditional Christmas experience to families.	Toys, Target and store gift cards	160 children	Community resource	\$ 1,500.00
Peninsula Volunteers, Inc. Meals on Wheels	To increase food security and access to nutritious food for homebound older and disabled adults.	Home delivered meals for 12 homebound older adults in Colma during the fiscal year 2020-2021.	12 residents	Food assistance	\$ 10,000.00

Requesting Party	Organization's Purpose	Town's Money Will be Spent On	Number of Colma Residents or Businesses Served	Public Benefit	Amount Requested
San Bruno Mountain Watch	To preserve and protect the native ecosystems of San Bruno Mountain.	To transform the educational content into programming that can be experienced remotely.	369 students	Education & conservation	\$ 7,000.00
Sitike Counseling Center	Outpatient substance abuse services.	Grant used to offset operating costs, reducing the amount charged to clients.	12 residents	Community counseling & education	\$ 8,000.00
San Mateo County Community College Foundation	Skyline College, is to make sure that quality, affordable higher education is available to all.	Skyline College Promise Scholars Program	Over 2,500 from Colma/Daly City	Education	\$ 5,000.00
San Mateo County Jobs for Youth	Provide youth with services in gaining job skills, employment, and scholarships.	Workshops, internships, scholarships.	2 youth residents	Scholarships/Employment services	\$ 3,000.00
San Mateo County Pride Center	Increase access to mental health services and community support.	Increased outreach to the Town of Colma and neighboring cities	Jefferson High School district youth	Community counseling & education	\$ 5,000.00
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

Historical Funding Levels

Summary of Non-Profit Requests							
Name of Organization	FY 2015-16 Funded	FY 2016-17 Funded	FY 2017-18 Funded	FY 2018-19 Funded	FY 2019-20 Funded	FY 2020-21 Funding Requested	Change from previous FY
ALLICE			\$1,800				
Clinic by the Bay	\$2,000	\$2,000	\$3,000	\$3,000	\$3,500	\$4,000	\$500
Colma - Daly City Chamber of Commerce**	\$45,000	\$40,000	\$30,000	\$25,000	\$25,000		(\$25,000)
Community Gatepath	\$5,000	\$5,000	\$6,000	\$6,500	\$6,500	\$7,500	\$1,000
CORA				\$2,500	\$3,000	\$10,000	\$7,000
Daly City Partnership Collaborative		\$15,000	\$15,000	\$15,000	\$15,000	\$25,000	\$10,000
Daly City Public Library Associates	\$1,000	\$2,000	\$2,000	\$4,000	\$5,000	\$5,220	\$220
Daly City Youth Health Center	\$5,000	\$5,000	\$6,000	\$6,000	\$6,000	\$7,500	\$1,500
Human Investment Project, Inc. (HIP Housing) *	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0
Jefferson Union High School District (Wilderness School)	\$7,000	\$3,000	\$4,500	\$5,000	\$6,000	\$6,000	\$0
LifeMoves *	\$3,000	\$3,000	\$3,500	\$4,000	\$4,000	\$5,000	\$1,000
North Peninsula Food Pantry & DCDC	\$12,500	\$12,500	\$12,500	\$12,500	\$15,000	\$12,500	(\$2,500)
Ombudsman Services SMC					\$2,000	\$3,000	\$1,000
Operation Santa Claus				\$1,000	\$1,000	\$1,500	\$500
Peninsula Conflict Resolution Center	\$1,312	\$1,313	\$1,313	\$1,380	\$1,380	\$1,378.65	(\$1.35)
<i>Peninsula Volunteers, Inc. Meals on Wheels</i>						\$10,000	\$10,000
<i>San Bruno Mountain Watch</i>						\$7,000	\$7,000
Sitike Counseling Center	\$6,000	\$6,000	\$6,000	\$6,500	\$6,500	\$8,000	\$1,500
San Mateo Community College Foundation	\$600	\$600	\$3,000	\$3,500	\$3,500	\$5,000	\$1,500
San Mateo County Jobs for Youth	\$500	\$500	\$1,500	\$2,000	\$2,500	\$3,000	\$500
San Mateo County Pride Center				\$2,500	\$3,000	\$5,000	\$2,000
San Mateo County Resource Conservation District			\$5,000	\$5,000			\$0
Sustainable San Mateo County	\$3,000	\$3,000	\$3,000	\$3,500	\$2,500	\$5,000	\$2,500
Veterans Sportsman Alliance				\$1,200	\$1,200	\$2,500	\$1,300
West Alano Bay Club	\$3,000	\$4,000			\$2,500	\$2,500	\$0
Total (including Housing Element required grantees)	\$99,912	\$107,913	\$109,113	\$115,080	\$120,080	\$ 141,598.65	\$21,518.65
Footnotes:							
* Indicates a Housing Element required grantee; funding will come from Planning Department budget							
** Indicates Colma-Daly City Chamber of Commerce received \$6,500 in FY 2019-20							
<i>Italics indicates new non-profit organizations that applied.</i>							





Non-Profit Funding Request Form FY 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

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

Contact Person: Sarah Gordon - Executive Director

Address: 4877 Mission Street, San Francisco CA 94112

Street Address	City	State	Zip Code
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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: \$ 1,832,232

b. Number of Agency Employees: 7 (6.4 FTE)

c. Payroll is 30 % 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** describe 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 essential necessities of life (Category A). 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 92 Volunteers in Medicine clinics, 52% 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. (Cannot add more words - continued on attached word doc)

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

Food as medicine and food security are topics being discussed nationwide, and for good reason. As noted by the international organization, Bread for the World, food security status is strongly related to the likelihood of chronic disease--and to the number of chronic conditions an individual may have. The Clinic began a Food Security Program to address this important social determinant of health as part of patients' comprehensive care plans. Food security was an issue for our patients prior to COVID-19. The pandemic has made it more difficult to secure food for more patients. During recent remote appointments, several of our doctors have heard that patients were not able to get food and many times had to decide whether to prioritize rent obligations or food.

(Cannot add more words - continued on attached word doc)

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:

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. (Cannot add more words - continued on attached word doc)

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 or businesses (or both) served by the organization in the years prior to the grant application:

At present, 40 of our 2,179 patients have stated they 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 patients who live in Colma report Daly City as their residence (currently 570 total patients in Daly City).
(Cannot add more words - continued on attached word doc)

8. Provide a detailed account of how the FY 2019-20 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 operating expenses for our Health Coaching program and outreach efforts to Colma residents. In terms of our Health Coaching program, 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. (Cannot add more words - continued on attached word doc)

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

This past fiscal year we had 143 health coach visits with 73 unduplicated patients, and since the COVID-19 pandemic occurred we have had to significantly transition our programs and services to be entirely remote through telemedicine and phone encounters. Since the start of the pandemic our health coach volunteers participated in lengthy and thorough phone banking process to all our patients (including outreach to our patients that reside in Colma) to see how they were doing, inform them of the change in operations to switch to remote visits and the services we would continue to provide remotely, and to get a sense of what they needed and/or were struggling with most. Overwhelmingly what our patients reported as their biggest struggle was food insecurity, so we quickly and dramatically shifted our efforts to develop a food security program. (Continued on attached word doc)

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

We received no contributions from other cities in fiscal year 2019-2020, nor do we expect to this fiscal year. Colma is the only town that we have requested funding from for this project.

11. 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.

12. Charitable Trust # or EIN # 26-2593712

Please attach a copy of the following:

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



Optional Attachments





4877 Mission Street
San Francisco
CA 94112

415.405.0207 o
415.405.0223 f

clinicbythebay.org

Nonprofit Funding Request to the Town of Colma
FY 2020-2021

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

Contact Person: Sarah Gordon – Executive Director

Address: 4877 Mission Street, San Francisco CA 94112

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: \$1,832,232
- b. Number of Agency Employees: 7 (6.4 FTE)
- c. Payroll is 30% 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 describe how the funding will support the selected category:

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

The requested funding will help Clinic by the Bay provide essential necessities of life (Category A). 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 92 Volunteers in Medicine clinics, 52% 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.

This request would seek support for our Food Security program--a project we had just started to launch when the COVID-19 crisis hit. For the low-income patients of our free clinic, this program establishes referrals with existing food pantries and also provides patients with vouchers redeemable at local grocers for healthy foods prescribed by our volunteer doctors. Prior to COVID-19 a patient survey found more than 20% of respondents reported they were food insecure. After this initial troubling result, we began re-screening all patients using the USDA Household Food Security Survey. Based on preliminary results, it appears a much higher portion of our patients are food insecure. Since the pandemic began, our phone calls to patients are confirming this.

Our approach is unique in that it addresses the shame often associated with traditional food banks:

- Our volunteer doctors prescribe certain types of fruits and vegetables to patients based on their diagnoses;
- Through research and focus groups these recommendations are better received when coming from a trusted authority figure, like a doctor;
- The food prescriptions are more effective than general recommendations to “eat healthier”;
- Like filling a prescription at the pharmacy, patients receive vouchers that are redeemable for fresh produce and fruit at local grocers we’ve partnered with.

We are uniquely situated to address food insecurity in the Bay Area because we have earned our community’s trust. Sometimes referred to as a “silent epidemic”, food insecurity persists in part due to the shame associated with not being able to meet one’s basic needs. The USDA survey we use to screen for food insecurity is even worded to address this issue. By having our doctors prescribe specific foods and explain the connection between diet and medical conditions rather than just make recommendations, some of this shame is alleviated.

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

Food as medicine and food security are topics being discussed nationwide, and for good reason. As noted by the international organization, Bread for the World, food security status is strongly related

to the likelihood of chronic disease--and to the number of chronic conditions an individual may have. The Clinic began a Food Security Program to address this important social determinant of health as part of patients' comprehensive care plans. Food security was an issue for our patients prior to COVID-19. The pandemic has made it more difficult to secure food for more patients. During recent remote appointments, several of our doctors have heard that patients were not able to get food and many times had to decide whether to prioritize rent obligations or food.

To keep our community connected:

- Our volunteers call to check up on patients;
- Staff track calls and identify patients requesting help with food;
- Support the Excelsior and Outer-Mission small businesses grocers;
- Patients redeem vouchers for food at these identified grocers

The Food Security program benefits more than just our patients and their families. Even as an essential business, the small business owners of these local grocers are also facing increased financial pressures due to COVID-19. This pandemic makes two things evident: individual health affects our entire community, and there is a gap in access to healthcare. In addressing this social determinant of health: fewer families suffer from hunger and diet-related medical complications, local businesses are supported, and fewer emergency rooms get clogged with preventable health issues

Part of our planned expansion of this program (specifically as it relates to our Colma residents) is to work to secure a vendor for the food voucher program in San Mateo county – ideally in Daly City or Colma. We will partner with a grocery vendor in that area so we can continue to provide food vouchers for our patients to be used for healthy produce, grains and dairy, which will be more easily accessible to Colma residents, and will therefore expand the geographical reach of this important and necessary program while bringing additional income to a small business in the area.

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

N/A

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 Colma residents meaningful volunteer opportunities to be part of a community solution to the healthcare 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.

For this specific funding, we will partner with a grocery vendor in the area so we can continue to provide food vouchers for our patients to be used for healthy produce, grains and dairy, which will be more easily accessible to Colma residents, and will therefore expand the geographical reach of this important and necessary program while bringing additional income to a small business in the area.

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:

At present, 40 of our 2,179 patients have stated they 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 patients who live in Colma report Daly City as their residence (currently 570 total patients in Daly City).

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

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

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 2019-20 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 operating expenses for our Health Coaching program and outreach efforts to Colma residents. In terms of our Health Coaching program, 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 last year 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.

9. Did COVID-19 affect how the organization spent 2019 funds? If so please explain why.

This past fiscal year we had 143 health coach visits with 73 unduplicated patients, and since the COVID-19 pandemic occurred we have had to significantly transition our programs and services to be entirely remote through telemedicine and phone encounters. Since the start of the pandemic our health coach volunteers participated in lengthy and thorough phone banking process to all our patients (including outreach to our patients that reside in Colma) to see how they were doing, inform them of the change in operations to switch to remote visits and the services we would

continue to provide remotely, and to get a sense of what they needed and/or were struggling with most. Overwhelmingly what our patients reported as their biggest struggle was food insecurity, so we quickly and dramatically shifted our efforts to develop a food security program. The goals of this program were designed to meet the immediate needs of our patients that were struggling to feed themselves and their families, as well as to ensure our patients had the means to purchase healthy foods to keep up with the important maintenance of managing their chronic conditions.

The results of this program and the amount of support we were able to leverage from other community businesses and organizations was truly amazing, and our patients are sincerely grateful! We secured meal donations from Credo restaurant and were able to provide patients enrolled in the program with meal pick-up options two times per week for the past 3 months. Another large and important part of this program is our food voucher program. We partnered with the San Francisco Farmers Market grocery store (one block away from our clinic) to provide our patients with \$10 vouchers that they receive weekly, equaling \$40 per month for each patient enrolled to be used for healthy produce, grains, or dairy. We currently have 43 patients enrolled in the food voucher program with plans to enroll up to 50 patients, and funds to cover the cost of these vouchers for the rest of the calendar year. In the month of June our patients redeemed 149 vouchers at the SF Farmers Market – so in addition to providing our patients with healthy food for free for the month of June it also brought in \$1,490 in income for a small business grocer within our community.

10. List contributions requested and received from other cities in 2019-20 and requested or expected in 2020-21:

We received no contributions from other cities in fiscal year 2019-2020, nor do we expect to this fiscal year. Colma is the only town that we have requested funding from for this project.

Clinic by the Bay 2020 Board of Directors
Business and Professional Affiliations

Janet Reilly - *Clinic by the Bay President/Co-founder & Executive Committee member*

Affiliations:

- Clinton Reilly Company
- Co-owner & columnist, Nob Hill Gazette

Scott Hauge - *Clinic by the Bay Vice President/Co-founder & Executive Committee member*

Affiliations:

- Owner and Corporate Vice President, CAL Insurance and Associates, inc. (Retired)
- President and founder of Small Business California and
- Board member of Volunteers in Medicine America

Lisa Zhou - *Clinic by the Bay Treasurer & Executive Committee member*

Affiliations:

- Head of Customer Success, Augmedix

Lisa Isola Chikovani, RN - *Clinic by the Bay Secretary & Executive Committee member*

Affiliations:

- Sutter Health
- CA Assemblymember David Chiu
- Graduate of UCSF School of Nursing

Brian Gilan

Affiliations:

- Oura Health

Debra Caywood-Rukas, Ph.D

Affiliations:

- Retired Educational Psychologist and Adjunct College Professor

Jon S. Wolin, CPA, MBA, JD

Affiliations:

- Healthcare Attorney and Consultant, Jonathan Wolin Consulting

Krupa Parekh

Affiliations:

- Evidence Synthesis Scientist, Genentech

Nanette Duffy

Affiliations:

- Self-employed Event Producer

Nupur Srivastava

Affiliations:

-SVP Product, Grand Rounds, Inc.

Paul Turek, MD, FACS, FRSM, Board Certified Urologist

Affiliations:

- Director and Founder, The Turek Clinic

Rita Semel

Affiliations:

-Community Activist

-Founder of the San Francisco Interfaith Council

Volunteers in Medicine - SF (dba Clinic by the Bay)
Operating Budget for F/Y 20-21 (July 1, 2020 - June 30, 2021)

REVENUE	CASH	IN KIND
Foundation & Nonprofit Organizations	350000	
Corporations	70000	
Individual	190000	
Patient Contributions	5000	
Fee for Service	5000	
Special Events	285000	
In Kind		935380
Other	1000	
Total Cash Revenue	906000	
Total Operating Revenue	1841380	

EXPENSES		IN KIND
Personnel		
Salaries & Wages		
Physicians		416000
Nurses		91520
Midlevel practitioners		99500
Interpreters		41600
Clinic support		163080
Administrative support		43680
Programs & Services	336,700	
Finance & Operations	101,150	
Development & Communications	125,470	
Vacation Expenses	5,000	
FICA/Medicare/UI/WC	56,332	
Health/Dental/Vision	52,000	
Total Personnel	676652	855380

Consultants		
Professional Fees - Clinical	20000	
Professional Fees - Accounting	20000	
Professional Fees - IT	13000	
Professional Fees - Other		50000
Total Consultant Fees	53000	

Medical Expenses & Supplies		
Ancillary Services	2200	20000
Dental Supplies	3000	5000
Medical Supplies	4400	5000
Total Medical Expenses & Supplies	9600	

Administrative & Operating Expenses		
Supplies	2500	

Equipment rental/lease	5000	
Medical equipment	500	
Office equipment	500	
Dental Equipment	1000	
Malpractice insurance	11000	
General liability/other insurance	7000	
Rent	64600	
Utilities	10000	
Facility Repairs & Maintenance	5000	
Telecommunications	6000	
Postage & delivery	2000	
Printing & copying	1000	
Community PR & outreach	4000	
Fundraising	3000	
Fundraising Events	10000	
Volunteer expenses	6000	
Professionals fees & dues	1500	
Travel	2000	
Business meeting expenses	1000	
Conferences	1000	
Staff training	500	
IT (software licenses & fees)	4000	
Business licenses	2500	
Banking fees	5000	
Miscellaneous	1000	
Total Administrative & Operating Expenses	157600	80000
Total Cash Expense	896852	
Total In Kind Expense		935380
TOTAL OPERATING EXPENSES	1832232	



Report to The Town of Colma

Submitted by Volunteers in Medicine – San Francisco d.b.a. Clinic by the Bay
July 15, 2020

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, 2019 through June 30, 2020.

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, 39 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 operating expenses for our **Health Coaching program** and **outreach efforts to Colma residents**.

In terms of our **Health Coaching program**, 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 last year 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.

This past fiscal year we had 143 health coach visits with 73 unduplicated patients, and since the COVID-19 pandemic occurred we have had to significantly transition our programs and services to be entirely remote through telemedicine and phone encounters. Since the start of the pandemic our health coach volunteers participated in lengthy and thorough phone banking process to all our patients (including **outreach to our patients that reside in Colma**) to see how they were doing, inform them of the change in operations to switch to remote visits and the services we would continue to provide remotely, and to get a sense of what they needed and/or were struggling with most. Overwhelmingly what our patients reported as their biggest struggle was food insecurity, so we quickly and dramatically shifted our efforts to develop a **food security program**. The goals of this program were designed to meet the immediate needs of our patients that were struggling to feed themselves and their families, as well as to ensure our patients had the means to purchase healthy foods to keep up with the important maintenance of managing their chronic conditions.

The results of this program and the amount of support we were able to leverage from other community businesses and organizations was truly amazing, and our patients are sincerely grateful! We secured meal donations from Credo restaurant and were able to provide patients enrolled in the program with meal pick-up options two times per week for the past 3 months. Another large and important part of this program is our **food voucher program**. We partnered with the San Francisco Farmers Market

grocery store (one block away from our clinic) to provide our patients with \$10 vouchers that they receive weekly, equaling \$40 per month for each patient enrolled to be used for healthy produce, grains, or dairy. We currently have 43 patients enrolled in the food voucher program with plans to enroll up to 50 patients, and funds to cover the cost of these vouchers for the rest of the calendar year. In the month of June our patients redeemed 149 vouchers at the SF Farmers Market – so in addition to providing our patients with healthy food for free for the month of June it also brought in \$1,490 in income for a small business grocer within our community.

Part of our planned expansion of this program (specifically as it relates to our Colma residents) is to work to secure a vendor for the food voucher program in San Mateo county – ideally in Daly City or Colma. We hope to partner with a grocery vendor in that area so we can continue to provide food vouchers for our patients to be used for healthy produce, grains and dairy, which will be more easily accessible to Colma residents, and will therefore expand the geographical reach of this important and necessary program while bringing additional income to a small business in the area.

Another partnership that is currently in development for our food security program is with the SF Marin Food Bank to train a few of our health coaches to be eligibility and application assistants for CalFresh (food stamps). One of the needs that our food insecure patients reported to us through our outreach calls was needing assistance with navigating the systems to apply for and secure CalFresh resources. This is currently a pilot program but we hope to expand this further south to our patients that reside in San Mateo county by pursuing a similar partnership with Second Harvest of Silicon Valley.

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 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

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
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Phone Number: 650-201-9596 Email Address: kmalhotra@abilitypath.org

1. Mission Statement:

Community Gatepath's mission is to empower people with special needs to achieve their full potential through innovative, inclusive programs and community partnerships. In fall 2019, Abilities United became affiliated with Gatepath, and as of this summer our combined organization has a new name, AbilityPath, that more effectively conveys our mission of acceptance, respect, and inclusion. Our updated articles of incorporation have been filed with the state. We are still awaiting the 501(c)(3) tax designation letter with our new name.

2. Amount of Request: \$ 7,500

a. Total Agency Annual Budget: \$ 20,201,060

b. Number of Agency Employees: 234

c. Payroll is 76 % 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** describe how the funding will support the selected category:

- A. Provide shelter, food, or clothing to persons in need of the Necessities of Life;
- x 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 wellbeing 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:

Through our cooking class, adults with developmental disabilities will learn basic nutrition education, food preparation, following directions, safety awareness, and working together. They will purchase ingredients for their recipe on a budget, read food labels, and complete financial transactions, which require social and math skills. Traveling to the community center helps participants learn transportation routes. Funds will support the rental of the kitchen at the Colma Community Center weekly for six months, food costs, and transportation to the kitchen. Due to COVID-19, we are providing all services online. Return to in-person services will depend on public health guidelines. If we're unable to meet in person during the grant period, funds will support supplies and staffing for our online cooking classes. Participants will learn the same skills as in-person classes.

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

N/A

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

When AbilityPath 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.

A: Throughout our programs, we've served at least 7 businesses and 30 residents. 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: Our staff has a positive relationship with Colma Community Center based on past experiences renting the kitchen. 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.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

The FY2019-20 contribution was used to rent the kitchen at Colma Community Center and purchase groceries on a weekly basis so that 16 adults with developmental disabilities could participate in cooking classes (33 weeks x \$100 rental/week = \$3,300 plus \$2,000 for food and supplies, and \$1,200 for transportation. Adults with developmental disabilities learned important pre-vocational and life skills through participation in AbilityPath cooking classes using the kitchen at the Colma Community Center. Participants learned all the skills necessary to make healthy meals on a budget, proper kitchen techniques, and shopped at local markets to practice their budgeting and money skills before heading to the Colma Community Center to cook in the kitchen provided. Additionally, the cooking and nutrition program has provided many opportunities for our participants.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

No, we expended the funds before the shelter-in-place took effect in March 2020.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

City of Burlingame: \$4,025 (received FY 2019-20), \$3,580 (received FY 2020-21)

City of Palo Alto: \$53,757 (received FY 2019-20), \$53,757 (received FY 2020-21)

City of Sunnyvale: \$11,500 (received FY 2019-20)

11. 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.

12. Charitable Trust # or EIN # 94-1156502

Please attach a copy of the following:

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



Optional Attachments



COMMUNITY GATEPATH BOARD OF DIRECTORS

Executive Committee

Bryan Neider, CEO
Community Gatepath/AbilityPath

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

D. Paul Regan, Immediate Past Chair
Hemming Morse, Inc., CPAs

Board of Directors

Ken Barker
Electronic Arts

Jeff Brown
Community Leader

Cassy Christianson, OTR/L
Developmental Specialist

Jeff Fallick
OneDigital

Grace Gengoux, Ph.D.
*Stanford University School of Medicine and
Stanford Children's Health*

Larry Grotte
SonomaLife

Rex Ishibashi
Originator Inc.

Ishrag Khababa
Satellite Healthcare

Helen Marlo, Ph.D.
*Notre Dame de Namur University/Private
Practice*

Charles H. Mason, Jr.
Healthcare Executive (Retired)

Chris Murphy
Skadden, Arps, Slate, Meagher & Flom LLP

Cynthia Owyong
Charles Schwab

Suman Prasad
Google

Mike Reed
Franklin Templeton Investments

Beverly Stowell
Gatepath Auxiliary Vice President

Jennifer Wagstaff-Hinton
*Community Volunteer/Hewlett-Packard
(Retired)*

Sibylle Whittam
Philanthropy Consultant

Carol Windsor
Gatepath Auxiliary President

David Wisnom III
SightCast Inc.

Community Gatepath

Organization Budget

Fiscal Year Ending June 30, 2021

	<u>FY21 Budget</u>
Revenue	
Contributions	1,297,274
Special Events	1,295,000
Grant Revenue	1,894,619
Regional Center & Department of Rehabilitation	7,409,720
Private Pay	5,629,836
Enterprise Business Revenue	371,826
Investment Income	60,000
Total Revenue	17,958,274
Expense	
Salary & Wages	11,706,663
Employee Benefits	3,726,511
Professional Fees	211,770
Other Contract Fee Payments	692,051
Offices Supplies	27,550
Postage	15,425
User Fees & Application Support	329,059
Program Supplies	190,440
Telephone	221,020
Equipment	109,719
Printing	52,100
Subscriptions	29,373
Marketing	162,040
Vehicles - Gas, Maintenance, Registration	88,627
Mileage & Parking	130,414
Meeting & Conferences	62,820
Employee Development	82,095
Transportation for Participants	1,456
Membership Dues	22,140
Special Events	405,465
Moving & Recruitment	65,500
D&O Insurance	21,948
Bank & Other Charges	79,000
Interest Expense	48,000
Employee Award	14,200
Miscellaneous Expense	10,380
Occupancy	1,615,348
Total Expense	20,201,060
Investment Gain (Loss)	-
Net Surplus (Loss) Excluding Depr	(2,242,786)
Depreciation	573,526
Net Surplus (Loss)	(2,816,313)

** Note: We were awarded a \$2.6 million PPP loan that will be added to revenue upon confirmation of loan forgiveness. We are in the process of submitting the required paperwork.*

Inspire

A New Brand to Further Our Mission and Values – A Path to Inclusion

You might have noticed we have a new look and a new name! After 100 years of serving the community and providing a lifespan of support services to individuals with special needs and developmental disabilities, we have a new brand to further our mission and values.

We started in 2018 with research that informed our strategic planning process and ultimately guided the creative execution of our new brand identity—all made possible by a grant from Graybird Foundation. Through our stakeholder surveys, we heard a lot of positive comments about our strengths:

- Our programs are highly valued by the families and people we serve.
- Our amazing team is incredibly dedicated.
- We have a strong leadership team, including an outstanding board of directors.
- And, most importantly, our community recognizes that everything we do is guided by our vision of a world where people of all abilities are accepted, respected, and included.



The public opinion polls affirmed that when a nonprofit's name conveys its mission, the awareness of—and the support for—that nonprofit goes up significantly. That is why we chose AbilityPath—a name that represents our mission and the lifelong journey we go on with those we serve, empowering them to achieve their full potential.



The purpose-filled tagline, *Inspiring Inclusion*, embodies our core values that guide our work every day. It is also a reflection of our stakeholders—countless teachers, specialists, donors, advisors, staff, parents, and other community members—who create communities of support and motivate others to include people of all abilities in every aspect of society.

We invite you to help us spread the word about the AbilityPath name and our important work. Your voice is a powerful vehicle for our message. Together, we will continue inspiring inclusion for the next 100 years!



CEO Corner

I hope you are staying safe and healthy. The past few months have been memorable in so many ways. I am incredibly proud of the work our teams have done to continue supporting children and adults with developmental disabilities during the COVID-19 pandemic. Every department has been impacted yet remained focused on our mission and the interests of those we serve.

We have also changed our name and tagline! This marks the culmination of two years of hard work and input from our entire community. Our rebrand discussions coincided with Abilities United becoming affiliated with Gatepath last year. The merger fortuitously provided insight and momentum in choosing a name more reflective of our work. This, coupled with our 100th anniversary and generous support from Graybird Foundation, made it clear that we had a unique opportunity to create a long-term impact on our organization and those we serve. I'm more excited than ever that together, as AbilityPath, we will continue inspiring inclusion for the next 100 years!

And talk about inspiring! Our *Power of Possibilities* event on May 14 was a HUGE success. The planning committee worked for almost a year and then had to do a massive pivot to a virtual event. Thanks to incredible participation from our community, the anniversary celebration was a fitting tribute to our 100 years of service.

With the world going through such uncertain times, it is especially meaningful to have your support and dedication. Our staff and those we serve continue to be humbled by your generosity and your encouragement.

All the best,

Bryan Neider
CEO



AbilityPath Celebrates

More than a thousand people joined us online last month to celebrate our 100th anniversary during *Power of Possibilities*! Through the generosity of our community, we reached our goal of \$1,000,000, making it the most successful fundraising event in our history. We are tremendously grateful to all our donors and sponsors, and we extend special thanks to our title sponsor, Carole Middleton.

Dr. Temple Grandin, world-renowned autism self-advocate, was absolutely riveting. She fully embodies our mission of acceptance, respect, and inclusion and is a shining example of what the *Power of Possibilities* truly means in the lives of those with developmental disabilities. We are deeply grateful to Dr. Grandin for making our centennial celebration so memorable.

Each year, we recognize an incredible individual who inspires us with their perseverance and accomplishments. The 2020 Neal Poppin Award winner is Rolando Hernandez, who has worked in the housekeeping department at the San Francisco Airport Marriott Waterfront for 17 years. He is a quiet, humble man who is extremely dedicated to his job. Every day, he wakes at 4:30 am to get ready for work and start a multi-leg commute to arrive at work by 10:00 am! We look forward to honoring Rolando and sharing more of his story with you.

The outpouring of support, especially during these challenging times, is a testament to the power of community and the *Power of Possibilities*. Your dedication to our mission is helping us inspire inclusion for the next 100 years.

Visit abilitypath.org/POP to view the online event.

100 years of
inspiring inclusion

Thanks to our sponsors of *Power of Possibilities*

TITLE SPONSOR

Carole Middleton

DIAMOND

Sutter Health, Mills-Peninsula
Medical Center

PLATINUM

Bailard and The Bailard Foundation
Cotchett, Pitre & McCarthy LLP
Gatepath Auxiliary
Insidesource

GOLD

Anonymous
Alberta and Bill Aldinger
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Graybird Foundation
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Lisa and Kevin Cullinane,
SC Properties
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Shannon and Jeff Fallick
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Ishrag Khababa
Lilli Rey
Satellite Healthcare
Jennifer Wagstaff-Hinton and
John Hinton



Non-Profit Org
U.S. Postage
PAID
Burlingame, CA
Permit No.19

Authors Luncheon

Thursday, October 22, 2020
7:00 PM | Online

Community Gatepath
Sobrato Center for Nonprofits
350 Twin Dolphin Dr., Suite 123
Redwood City, CA 94065
650-259-8500 | abilitypath.org

Join us to hear renowned authors discuss their latest works and share their literacy inspiration.

Learn more at:
abilitypath.org/authors



Stay Connected:



Gatepath and **Abilities United** proudly announce our new name, AbilityPath. The name and brand were chosen to more effectively convey our mission of acceptance, respect, and inclusion.

Learn more at abilitypath.org



CHIEF EXECUTIVE OFFICER
Bryan Neider

EXECUTIVE COMMITTEE

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

Paul Regan, Immediate Past Chair
Hemming Morse, Inc., CPAs

BOARD OF DIRECTORS

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Electronic Arts

Jeff Brown
PAX Labs, Inc.

Cassy Christianson, OTR/L
Developmental Specialist

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*Stanford University School of Medicine and
Stanford Children's Health*

Larry Grotte
SonomaLife

Rex Ishibashi
Originator Inc.

Ishrag Khababa
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Skadden, Arps, Slate, Meagher & Flom LLP

Cynthia Owyong
Charles Schwab

Suman Prasad
Google

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Jennifer Wagstaff-Hinton
Community Volunteer/Hewlett-Packard (Retired)

Sibylle Whittam
Philanthropy Consultant

Carol Windsor
Gatepath Auxiliary President

David Wisnom III
SightCast Inc.



June 30, 2020

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

RE: Final Report on FY19-20 Grant

Dear Ms. De Leon,

Thank you again for the grant of \$6,500 from Town of Colma. With your support, 16 adults with developmental disabilities learned important pre-vocational and life skills through participation in weekly cooking classes 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. Your support is helping create a world in which people of all abilities are fully accepted, respected and included. If you have any questions, please contact Kim Malhotra, VP of Marketing and Development, at 650-259-0157 or kmalhotra@gatepath.org.

With gratitude,

Bryan Neider
CEO

Gatepath

Sobrato Center for Nonprofits, 350 Twin Dolphin Drive, Suite 123, Redwood City, CA 94065
Tax ID: 94-1156502 | Tel: 650-259-8500 | Fax: 650-620-9891 | Gatepath.org

Results of the program

The 2019-20 grant provided by the Town of Colma enabled Gatepath to offer valuable life skills and pre-vocational training to adults with developmental disabilities enrolled in our Community Access program.

Participants in the Community Access program met daily at a specific site in the community, then traveled to various locations to engage in activities that helped them develop greater independence with daily living skills, such as cooking, nutrition, fitness, and social skills. With funding from the Town of Colma, Gatepath continued its cooking curriculum by renting the kitchen at the Colma Community Center. The kitchen rental gave participants the opportunity to learn valuable cooking skills and to learn the importance of healthy eating. In addition to the kitchen rental fee, the funds were utilized for transportation and to purchase healthier food items to use in the recipes. During the classes, instructors provided lessons on a variety of topics such as shopping from grocery lists, preparing a meal with minimal assistance, identifying correct portion sizes, cleaning of workspaces, and more.

During the cooking classes, 16 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 in the commercial grade kitchen.

Once a week, participants would utilize the kitchen where they received instruction and training on various kitchen topics, including kitchen safety, hygiene, sanitation, kitchen etiquette/terminology, duties, responsibilities, and more. Participants also learned about kitchen appliance awareness, utensils, and the proper usage of these items in the kitchen. Additionally, through guided lessons, our cooking curriculum allowed participants to learn the importance and practices of a healthier food lifestyle. Through this hands-on approach, participants strived to achieve a higher level of independence throughout their daily lives.

Using a professional kitchen enabled participants to learn and practice valuable skills in an integrated “real world” setting. Participants engaged in planning meals, reading ingredient labels, knife techniques, and 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. Furthermore, the commercial kitchen environment gave participants the opportunity to discuss the different types of jobs available and to both develop and refine the necessary skills needed for employment in the food service industry. Gatepath also encourages participants to take the practices and food knowledge they gain from class and make it a part of their home routines.

Finally, the cooking and nutrition program has provided many opportunities for our participants in both their personal and professional lives. Specifically, two participants have mastered cleaning dishes properly and efficiently in a commercial kitchen which has led them both to work opportunities as substitute dish washers at the Marriott. Additionally, participants have developed a greater sense of health awareness, for example, two participants have lost around 20-30 pounds in a year.

Gatepath grant report to Town of Colma – June 30, 2020

Use of Grant Funds

\$ 3,300 Kitchen rental (one day per week for 33 weeks* X \$100)

\$ 2,000 Food and supplies

\$ 1,200 Transportation

** Since the shelter-in-place order took effect, participants have not been able to gather for class, however, we are offering online options for adults to continue learning and building their skills. Our instructors have created online videos and are connecting personally with each individual we serve on at least a weekly basis. In addition, we are distributing weekly activity packs to many individuals who have higher needs and do not have access to many resources (e.g., they live independently or at a group home, or their family is low-income).*



Non-Profit Funding Request Form FY 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

Name of Organization: CORA-Community Overcoming Relationship Abuse

Contact Person: Cordelia Leoncio, Grants & Contracts Officer

Address: 2211 Palm Avenue, San Mateo, CA 94403-1814
Street Address City State Zip Code

Phone Number: 650-652-0800 Email Address: cordelial@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. We envision a society where intimate partners treat one another with respect, where domestic violence and other forms of relationship abuse are not tolerated, and where services are accessible to all who need them.

2. Amount of Request: \$ 10,000

a. Total Agency Annual Budget: \$ 5,811,500

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** describe 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.

In operation for more than 40 years, CORA-Community Overcoming Relationship Abuse is the only organization in San Mateo County focused on survivors of domestic violence and their children. CORA's free, trauma-informed, culturally-appropriate, client-centered services include emergency shelter, supportive housing, crisis intervention, legal assistance, mental health services, community education, and community advocacy. While also providing shelter, food, and clothing, our Safe House program empowers victims of domestic violence with the option to leave abusive environments, secure safety, and begin laying the foundation for lives free of violence, and for their children to break the intergenerational cycle of abuse.

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

CORA is requesting funds in support of our Safe House program. Though public health requirements (i.e., social distancing) have led us to limit occupancy in our shelter facilities, CORA has been able to provide vital services *without interruption* during the pandemic by sheltering domestic violence survivors and their children in motels. This timely adaptation has allowed CORA to continue services during a time of increased risk for relationship violence, when victim/survivors became confined to spaces where they may not be able to escape their abuser. Safe House services support clients' individual plans for self-reliance and empowerment, and include crisis intervention; safety planning; advocacy with housing, employment, and education; referrals to CORA services, public benefits, and other external resources.

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

CORA's request for support remains the same as previous years, although we are facing increased costs by providing ongoing support, advocacy, food, clothing, diapers, and other household supplies to clients being sheltered at motels.

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

Support from the Town of Colma leverages funds from other cities in San Mateo County – including Burlingame, Menlo Park, Redwood City, San Mateo, and South San Francisco – to 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;
- 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.

To protect the safety and confidentiality of our clients, CORA is not able to disclose locations for our shelters, moteling sites, businesses utilized, etc. Although no clients identified Colma as their city of residence in FY20, CORA is the only agency in all of San Mateo County providing comprehensive services specifically for survivors of domestic violence.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

As noted in CORA's Final Report:

Throughout the grant period (07/01/2019-06/30/2020), CORA's Safe House Program provided emergency shelter and services to 113 individuals in our facilities. These included 58 adults and 55 children. Additionally, 92 individuals (53 adults and 39 children) were provided shelter through hotel stays without entering CORA's shelter facilities. Careful analysis of our evaluation data confirms that our work is making a difference:

- 100% of emergency shelter clients received referrals to help them achieve greater self-sufficiency
- 85% of those exiting the program exited to safe, alternative housing.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

When CORA adapted its Safe House services due to COVID-19 beginning in March, we were fortunate to receive one-time emergency funding from multiple sources to mitigate the increased costs. These included the San Carlos Community Fund, San Mateo County (SMC-Strong), Silicon Valley Community Foundation, the San Francisco Foundation, and others. As the pandemic wears on, and CORA's Safe Houses continue to operate at reduced occupancy to practice social distancing, ongoing support becomes more crucial than ever.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

CORA received contributions from the following cities in FY 2019-20 and will request similar funds for FY 2020-21:

Burlingame \$3,750

Menlo Park \$7,500

Redwood City \$76,197

San Mateo \$31,400

South San Francisco \$10,200

11. 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.

12. Charitable Trust # or EIN # 94-2481188

Please attach a copy of the following:

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



Optional Attachments

CORA

COMMUNITY OVERCOMING
RELATIONSHIP ABUSE

FY 2020-21 Board of Directors

Name	Elected to Board	Work Affiliation
Linda Adler	2019	Consultant, Self-employed
Aditi Bhalla	2019	On Sabbatical
Gabe Brown	2017	Director of Web Production, TechSoup
Karuna Chibber	2020	Senior Consultant, John Snow, Inc.
Kate Duggan	2019	Marketing Consultant
Judith Duval	2018	Founder, Judith Duval, Inc.
Toriana Holmes	2019	Laughlin Legal, PC: Family Law Group
Kevin Imboden, Chair	2018	Director, Data Center Advisory Group, Cushman & Wakefield
Rachel Kim	2016	Senior Coach & Director, Coaching & Talent Development, Minerva Project
Toni Martinez	2020	
Jill Morris, Vice Chair	2019	Assistant Store Leader, Eileen Fisher
Ally Nuschy-Lenat	2016	Adjunct Faculty, Skyline College
Tamarah Prevost, Secretary	2018	Attorney, Cotchett, Pitre & McCarthy, LLP
Dan Rave, Treasurer	2019	Senior Vice President, Wells Fargo Advisors, New Financial Advisor Program Manager
Eileen Sherman	2020	

The CORA Board of Directors meets approximately every other month.

CORA (Community Overcoming Relationship Abuse)
Agency Operating Budget-Detail
Fiscal Year 2018-2019

FY20 Full Yr
Proposed Budget

Contributions	
Individuals	\$500,000
Legacies and Bequests	\$0
Organizations/Corporations	\$60,000
DVAM	\$100,000
Other Events	\$150,000
Contributions	\$810,000
Foundations	
Other Foundations	\$600,000
Foundations	\$600,000
Government Grants and Contracts	
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
Cities	\$131,911
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
Marriage Fees-HAS	\$90,000
Probation Trust Fund	\$43,240
PBA	\$459,921
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
County of San Mateo	\$909,552
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
State of California	\$2,451,408

CORA (Community Overcoming Relationship Abuse)
Agency Operating Budget-Detail
 Fiscal Year 2018-2019

	FY20 Full Yr Proposed Budget
Federal	
FESG	\$0
OVW TH	\$141,500
FEMA	\$0
HUD TH	\$229,668
HUD DV RRH	\$270,461
Federal	\$641,629
Other	\$0
Government Grants and Contracts	\$4,134,500
Other Operating Revenue	
Court-Ordered Fines	\$10,000
Victim Witness	\$10,000
Fees for Service (Vol Trg)	\$5,000
Other Revenue	\$42,000
Other Operating Revenue	\$67,000
Donated Materials & Services	\$200,000
Total Revenue	\$5,811,500

Payroll	
Salaries and Wages	\$3,368,699
Vacation	\$45,000
Payroll	\$3,413,699

Payroll Taxes and Benefits	
P/R Benefits	\$324,301
P/R Taxes	\$324,301
P/R Workers Comp	\$34,137
Retirement	\$68,274
Other	\$900
Payroll Taxes and Benefits	\$751,914

Travel	
Airfare	\$5,000
Lodging/Meals	\$6,000
Mileage	
Client Work	\$15,000
Other Program related mileage expense	\$7,000
Mileage Total	\$22,000
Parking/Trans/Auto Rental	\$4,500
Travel	\$37,500

CORA (Community Overcoming Relationship Abuse)
Agency Operating Budget-Detail
 Fiscal Year 2018-2019

FY20 Full Yr
Proposed Budget

Training/Education	
Staff Training	
Registration Fees	\$42,000
Airfare	\$9,000
Lodging/Meals	\$18,500
Mileage for Training	\$2,000
Parking/Transportation	\$950
Other Staff Training	\$0
Total Staff Training	<u>\$72,450</u>
Volunteer Training	\$900
Other Training	\$12,000
Materials	\$1,400
Training/Education	<u>\$86,750</u>
Meals and Entertainment	
Client Meals	\$1,900
Board Food/Entertainment expense	\$6,000
Other	\$4,000
Meals and Entertainment	<u>\$11,900</u>
Rent	
Client Rents	\$620,000
Office rent (EPA)	\$6,000
Rent	<u>\$626,000</u>
Janitorial	
Utilities	<u>\$52,000</u>
Emergency Lodging for clients	<u>\$29,500</u>
Repairs and Maintenance	<u>\$44,000</u>
Office Expense	
Computer Supplies	\$50,000
Office Supplies	\$36,000
Service/Maintenance Costs	\$92,000
Other Office Expenses	\$2,500
Office Expense	<u>\$180,500</u>
Telephone	
Language Access	\$16,000
Telephone-Other	\$49,500
Telephone	<u>\$65,500</u>
Postage	<u>\$9,000</u>
Printing	<u>\$30,000</u>
Program Activities	
Children	\$1,500
Family	\$190
Community	\$21,000
Program Activities	<u>\$22,690</u>
Program/Client Supplies	
Basic Needs including client transportation	\$11,000
Children's Supplies	\$6,000
Other	\$16,000
Program Supplies	<u>\$33,000</u>
Flexible Spending Funds for Clients	<u>\$50,000</u>
Bank Charges	<u>\$3,000</u>
Insurance	<u>\$30,000</u>

CORA (Community Overcoming Relationship Abuse)
Agency Operating Budget-Detail
 Fiscal Year 2018-2019

	FY20 Full Yr Proposed Budget
Taxes	
Sewer Assessment	\$5,600
Taxes	\$5,600
Interest Expense	
Mortgage Interest	\$58,000
Credit Line Interest	\$1,000
Other Interest	\$1,000
Interest Expense	\$60,000
Dues and Subscriptions	\$18,000
Advertising (Fundraising)	\$30,000
Social Media	\$3,000
Promotion (Marketing)	\$1,200
Video	\$5,500
Advertising & Promotion - Other	\$4,000
Professional Fees	
Consulting	\$0
Consulting Psych	\$0
Outside/Contract Services	\$415,200
Audit and Tax Fees	\$18,000
Professional Fees	\$433,200
Depreciation	\$133,000
Special Event Expense	
DVAM (Speak Up)	\$45,000
House Parties	\$1,500
Other Events	\$52,000
Miscellaneous Expenses	
Donated Expenses	
Adopt-A-Family	\$12,000
Donated Materials & Supplies	\$113,000
Donated Services	\$0
Volunteers	\$75,000
Donated Expenses	\$200,000
Total Expense	\$6,468,953
Change in Net Assets from Operations	(\$657,453)
Realized Gain(Loss)-Investments	
Unrealized Gain(Loss)-Investments	\$80,000
Total Non-Operating Gain/(Loss)	\$80,000
Change in Net Assets	(\$577,453)

**FINAL REPORT TO TOWN OF COLMA
PROGRAM YEAR ENDING JUNE 30, 2020**

In January 2019, the Town of Colma generously awarded CORA – Community Overcoming Relationship Abuse a \$2,500 grant to support our Safe House Program.

The following report provides a snapshot of the impact of your partnership on the lives of survivors of intimate partner abuse and their children.

DESCRIPTION OF PROGRAM RESULTS

Throughout the grant period (07/01/2019-06/30/2020), CORA's Safe House Program provided emergency shelter and services to 113 individuals in our facilities. These included 58 adults and 55 children. Additionally, 92 individuals (53 adults and 39 children) were provided shelter through hotel stays without entering CORA's shelter facilities.

In March of 2020, CORA implemented social distancing in our shelter facilities to abide by shelter in place requirements and reduce risk of COVID-19 transmission. This reduced shelter occupancy, but not CORA services for survivors of domestic violence and their children. CORA continues to incur increased costs through these hotel stays, which includes providing support and advocacy to survivors and their children in multiple confidential locations, in addition to food, toiletries, clothing, diapers, and other necessities.

EVALUATION OF PROGRAM RESULTS

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:

- 100% of emergency shelter clients received referrals to help them achieve greater self-sufficiency
- 85% of those exiting the program exited to safe, alternative housing.

We offer the following program success story as an example of how your support helps individuals transform their lives:

*Angela** came to the shelter via self-referral one week before the start of the COVID-19 shelter in place order. With her two young children in tow (ages 2 and 5), she was fleeing an abusive partner. She speaks Portuguese and our staff were able to communicate with her using Spanish. Angela shared that her abusive husband would not allow her to work and did not allow her to learn English. While at the shelter, her CORA Client Advocate connected her to multiple services available through CORA. She accessed mental health services to address the trauma and self-esteem issues attributable to her years of abuse. Angela was connected to legal assistance, so she could file a restraining order. By participating in supportive housing services, she was able to secure a safe place for her and her two children to live. Working diligently with her Client Advocate, Angela was able to start connecting to her inner strength and focus -- and Angela started to advocate for herself. By the end of three months, Angela had made tremendous strides in growing her self-confidence and her understanding of where she wants to go next with her career. In her early years, she had always been interested in nursing and she expressed a desire to look into that career again. Angela continues to work with her Supportive Housing Client

Advocate on a plan that will move her toward self-sustainability. She is optimistic about her future and understands now her own inner strength.

**Please note: Names have been changed to protect client confidentiality.*

USE OF GRANT FUNDS

We are pleased to share that the Town of Colma's \$2,500 in funding was used toward shelter operations.

CONCLUSION

On behalf of CORA and our clients, we sincerely thank you for your support. If you have any questions, concerns, or would like additional information, please do not hesitate to reach out to Jennifer Dow Rowell, Director of Development, at JenniferD@CORAsupport.org or 650-652-0800.

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. Due to the overwhelming demand for our most basic services food distribution and rental assistance we will use the funding to support staffing more case workers to address this demand.

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

The Daly City Community Service Center is one of 8 CORE safety net service agencies in San Mateo County serving low-income individuals and families in danger of becoming homeless, and needing assistance with emergency shelter or housing assistance grants (emergency rental assistance, first and last month's rent, security deposits, etc. for those who can show an ability to maintain housing payments in the months to come). The center, located at 350 90th Street, also has an emergency food pantry and week long produce distribution for anyone who is hungry and in need, food gift cards, and distributes groceries rescued from Trader Joes & Costco, clothing, toiletry and home good donations from Colma Target. In addition, the center I in it's 75th year of facilitating Operation Santa Claus, a toy drive for Colma and Daly City low income families.

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

Since the shelter in place for Covid-19 demand for our support services, namely food and rental assistance, has reached a colossal level. Our staff and volunteers have been stretched to the breaking point serving our community through delivering food to isolated seniors, quarantined families and people who need help due to job loss or the reduction of hours due to COVID. With the immediate moratorium on evictions expiring September 1st 2020, our demand will only grow. Additional assistance will be used to hire more staff to serve the increased demands of our Colma community.

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

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. Since the Shelter in Place due to Covid, our demand for services has grown exponentially. We now serve over 1000 meals a week vs 150 per week pre-covid. Our applications for rental assistances has grown to 25 per week vs 5 per month pre covid. Our staff and resources are stretched to their breaking point.

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. Town of Colma Residents	16/17	17-18	18-19	19-20
# of Households	27	38	37	49
# HH with children	10	11	11	15
# HH without children	5	6	10	11
# of Singles	12	21	16	22
Total Individuals	67	83	83	113

B. Service Center is located at 350 90th Street near Sullivan Avenue. Our Second Home is located at 725 Price Street, on the John F Kennedy School Campus, a short distance from Colma.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

Funds awarded from FY 19-20 were used to help support staffing for the Community Center, Our Second Home and Pat' s Closet which are both with in one mile of the Colma city boarder. Pat's Closet offers no cost clothing and home goods options for all San Mateo County Residents.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

COVID-19 did not affect the way we spent the funds for FY 2019-2020.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

FY 2020-2021

City of Daly City 15,000.00 for community Center Operations.

City of Daly City 75,000.00 for rental assistance support.

11. 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.

12. Charitable Trust # or EIN # 06-1734338

Please attach a copy of the following:

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



Optional Attachments





Daly City Peninsula Partnership Collaborative
www.dcpartnership.org
Board of Directors: 2020-2021 (no term limits per by-laws)

Sue Larramendy –President, *Exec Committee* **Caucasian in SF** ***DCPPC Board Member Since 2015-5 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

Bruce Breitler – VP, *Family Resource Center Chair* **Caucasian in SB** ***DCPPC Board Member since 2015-5 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

Melinda Dart -Secretary, *Community Schools Advisory*, **Cauc in DC** ***DCPPC Board Member since 2017 -3 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

Anastacio Flores, Jr.-Treasurer, *Membership Chair* **Filipino in SSF** ***DCPPC Board Member since 2013-7 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

Colleen Sasso-Co Sect. *E.R. Preparedness Chair* **Caucasian in DC** ***DCPPC Board Member since 2014 –6 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

Jessica Pace – Literacy & Health Day Committee **Caucasian in SC** ***DCPPC Board Member since 2012 -8 years***

Jessica is the Program Director for English Language Arts, Math, 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. jpace@jeffersonesd.org

Elena Vera – Marketing Advisory - Hispanic in DC ***DCPPC Board Member since 2010 –10 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. elenavera@gmail.com

Reverend Lynn Bowdish-HART Chair **Caucasian in DC** ***DCPPC Board Member since 2015 –5 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

Merl Sabado, ASAP Co-Chair, Filipino in DC ***DCPPC Board Member since 2018 Year 2***

Merl is the Parent & Community Liaison 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

Angela Encarnacion, HART Co-Chair, Filipino in SSF ***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 Parkinson's and Alzheimer's Associations, and a volunteer with Catholic Charities and the Magnolia Senior Center. aencarnacion@abc-seniors.com

Lt. Michael Barton, Community Center Advisory, Caucasian in DC ***DCPPC Board Member since 2019 Year 1***

Mike is a 17 year veteran of the Daly City Police Department and holds a Masters in Business Administration. A native of Daly City, he has coached youth baseball for the past 20 years. mbarton@dalycity.org

Toni Presta, H. R. Advisory Caucasian, in SSF ***DCPPC Board Member since 2019 Year 1***

Toni is the Current Assistant Superintendent specializing in Human Resources for Jefferson Union High School District. A founding member of DCPPC, she is the former Principal of Panorama Elementary, and the past Superintendent of both Brisbane and Bayshore School Districts. tpresta@juhsd.net

Daly City Peninsula Partnership Collaborative Organizational Operating Budget 2		
	Year	2020-21
	Category	Budget
CODE	Beginning Balances (Retained earnings)	
43410	Government Contracts	\$625,000.00
43420	School Contracts	\$225,000.00
43430	Foundation Grants	\$150,000.00
43440	Individual Donor Contribut.(Events,Campaigns	\$10,000.00
43445	Measure A / K Contract	\$180,000.00
43450	Corporate Business Contributions	\$10,000.00
43500	Other Contractual Obligations	\$30,000.00
47230	Membership Dues	\$5,000.00
47250	Facility Use & Service Fees & Reimbursements, Misc	\$100,000.00
	TOTAL REVENUE:	\$1,335,000.00
66000	SALARIES & BENEFITS:	
66010	FT Salaries - Payroll	
66010	PT Salaries	
	Total Salaries	\$850,000.00
62160	Payroll Fees	\$9,500.00
	Employee Benefits- Group Insurance	\$48,000.00
	Payroll Taxes (7.86)	\$75,000.00
	Workers Compensation (.0068)	\$7,000.00
	Hiring Expense	\$1,800.00
	TOTAL SALARIES & BENEFITS:	\$991,300.00
	SERVICES & SUPPLIES:	
60930	Incentives/Stipends	\$3,000.00
60960/62150	Other Contractual Services(Teachers, Consultants,audit)	\$100,000.00
62805	Professional Services-Janitorial, Lands, Accountant	\$25,000.00
62890	Utilities	\$8,000.00
62.850	Equip Maintenance, Purchase	\$3,000.00
65005	Bank /Accounting/Audit Fees	\$1,000.00
65010	Books, Subscriptions, Memberships	\$500.00
65020	Postage / Mailing	\$500.00
65030	Printing / Copying	\$3,000.00
65050	Communications (Phones, IT,)	\$12,000.00
65120	Liability / D & O Insurance	\$11,000.00
68310	Conference, Meeting Fees, DCPPC Mtgs (PD)	\$3,000.00
68320	Mileage Reimbursement / Car	\$8,000.00
65050/	Other Misc. Expense, Security Sys	\$5,000.00
60910/65015	Office Supplies (Classroom, Equip, too)	\$9,000.00
60945	Measure A / K Grocery Shopping	\$1,500.00
60946	Measure A / K Food Program - Meals on Wheels	\$60,000.00
60930/68310	Staff/ Program /Event (Mtg Food, Field Trips, PD Food)	\$10,000.00
	Total Operating Expenses	\$263,500.00
	TOTAL ALL EXPENSES	\$1,254,800.00
		\$80,200.00



The Daly City Partnership's Community Service Center cannot look back on the 2019 -20 grant period without reflecting on the tremendous impact that the Covid 19 pandemic and subsequent shelter-in-place orders had on our most vulnerable communities. As the CORE safety-net agency serving Broadmoor, Colma, and Daly City, requests for food rose from an average of 10 per day to 200 households seeking to keep their families fed. Currently, the center distributes food to over 1000 households each week. Covid related job loss has caused requests for emergency rental assistance to rise from an average of 10 per month to 350 applications over a 2 month period, and still climbing. Everything changed so quickly those first weeks of March...

March 13th was the day the school district announced the end of on-site school attendance and began the virtual classroom. As Census Community Outreach workers, we quickly mobilized and distributed over 250 "Everybody Counts" Census coloring books to students as they left from school. DC Partners hip also conducted an abridged Big Lift virtual meeting that day at our family resource center, known as 'Our Second Home", and shared resources for educators for the days to come..

On March 14th, DCP allowed Woodrow Wilson to use our Daly City Community Center for their school family harvest food distribution and our staff and their volunteers ran the first drive-thru food pick up for over 100 families, as well as additional Census fliers given to all the families. . On March 17th, we were all surprised with the Shelter in Place order. Staff over 60 and those with compromised health conditions began working from home. Needless to say, all departments have been extremely busy ever since.

ASAP (After School Academic Programs) : Coordinators have been working remotely with schools to reinstate virtual tutoring and homework help programs (SBA,WW, JFK, and more), as well as virtual violin and cello lessons from our strings instructors. Teachers are now dealing with the many challenges inherent in keeping students engaged with their self-study, virtual lessons, and packet work, and our hope is this extra instruction by phone or Zoom will benefit them and prevent learning loss. Our supervisor has also stepped up with her team and is helping to deliver Brown Bag groceries to seniors isolated at home. This summer, DCP staff are the administrators for the 'Big Lift Inspiring Summer" program for 300 kindergarten through 3rd grade students who are attending small group morning instruction (in an isolated bubble of 15) at 2 school sites.

OSH (Our Second Home): All programs shut down as of March 17th, but the executive director and accounting and marketing manager continue to come in several days a week to process account payments and payroll, update the web, as well as support the Community Center. The first thing we worked on, along with staff input, was getting information posted regarding resources for food, emergency shelter, rental assistance, and legal support. Therapists are doing some virtual group sessions and our Licensed Marriage and Family Therapist still checks in with many of her clients by phone. Our Second Home's food distributions continue monthly for our preschool families, ESL class students and parent support groups. In late April, DCP partnered with Jefferson Elementary School District to send a message to over 6000 JESD families on how to access community resources. They were encouraged to complete an on-line survey on the impact of Covid 19 and shelter-in-place on their families. Many of those responding were contacted by school counselors, who then made recommendations to DCP. Our staff followed up by sending \$200.00 in Target and Visa gift cards to the families most in need. Direct PayPal donations to support this Covid Relief Fund were made directly on the DCP web site. DCP received over \$3,000. from the community in



donations, and augmented the remaining \$7,000. needed through a grant received from Second Harvest of Silicon Valley.

HART (Healthy Aging Response Team): Doelger Senior Center closed down their facility, congregate meal program for seniors, and access to the building starting March 18th. The HART incoming information and senior assistance phone line was re-routed directly into the Community Center for response. DCP's 2 HART staff began working 40 hours a week from home in order to start calling our senior HART clients to inquire regarding their food and health needs. Both were given permission to immediately expand home delivered brown bag groceries to isolated or health compromised seniors (the number has quadrupled, so far). And Doleger's grab-and-go meals and home deliveries resumed in mid-April. Both HART and Community Center Staff were given carte blanche to add to "Mom's Meals" and "Meals on Wheels" deliveries, and have been doing a wonderful job coordinating the assessments and food delivery lists. Covid Relief grants from United Way and Second Harvest have allowed DCP to increase home delivered meals to seniors by 400 %, including a tripling of our Brown Bag home delivered grocery programs to isolated seniors.

Daly City Community Service Center: Of course, this department has been extremely hard hit by the Covid 19 crisis. Housing Assistance requests have increased exponentially, and we immediately responded by doubling staff and increasing volunteer support tenfold. The moratorium on evictions has helped in stabilizing renters fears of losing their housing.

FOOD: Emergency pantry food has exploded in scope, and we still run out on some days. DCP is currently distributing 800 – 1000 boxes (or portions) each week. Distributions on Mondays and Wednesdays are primarily drive-through, with Tuesday and Friday recommended for walk-in clients. Those walking-in for services are kept 6 feet apart and not let into the inner lobby or offices whenever possible. Peninsula Food Runners volunteers have been great about supplementing with Trader Joe's and Bakery / grocery rescue items. "Pat's Closet" had to be shut down in March due to close quarters and increased chance of infection. Clothing staff and volunteers were diverted to food distributions for the SIP duration.

Emergency Shelter: Requests have doubled, and 20 homeless individuals are currently on the wait list county wide (down from 30 the prior week in SMC.) The county has increased the number of shelter cots and opened a non-congregate shelter for those who are medically fragile. Most families with children have been housed or put up in a motel either through the Daly City Emergency Fund (from SVCF) or through county motel voucher funds. The executive director has authorized "carte blanche" for staff to house homeless individuals with compromised health conditions or any family with children in a motel on our emergency funds, as well.

On-Line Application for Rental Assistance Now LIVE! Thanks to our wonderful tech team, the "Pre-Application for Housing Assistance" is now LIVE on our web site in both Spanish and English, (www.dcpartnership.org/covid.)

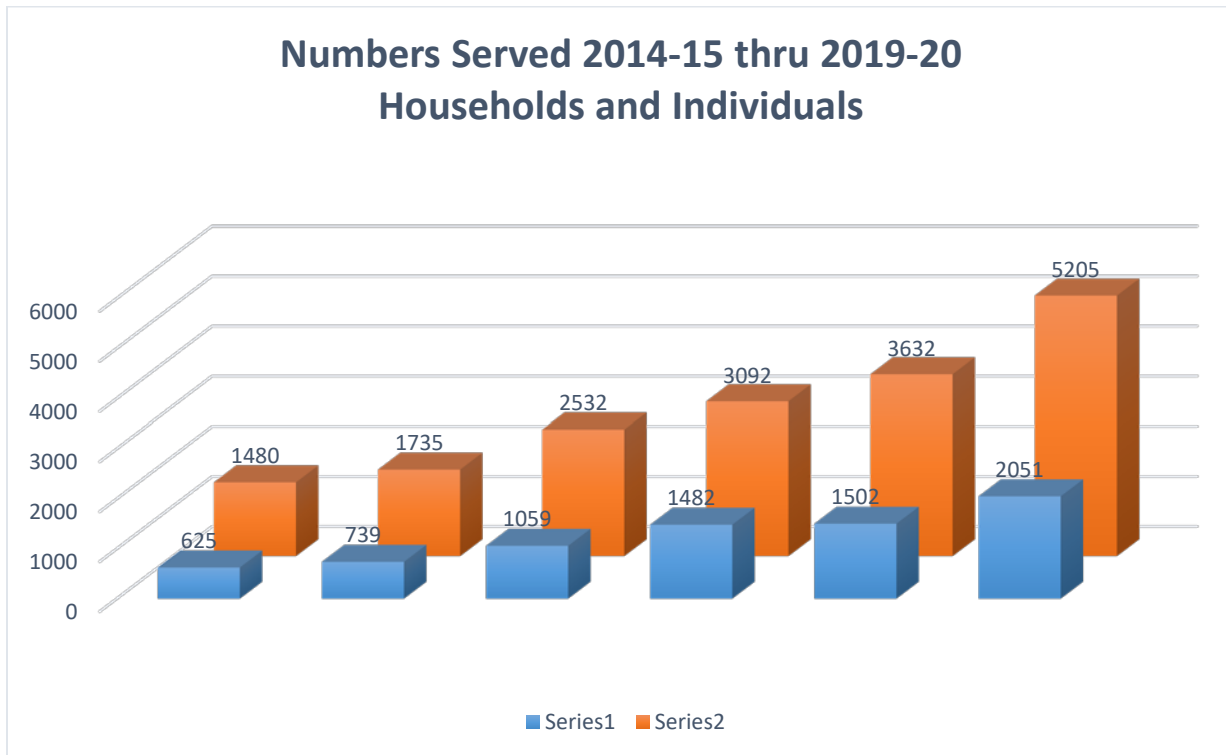
Applications now come into our file electronically for follow-up preliminary audits and phone assessments. Background checked volunteers and part time staff pre-screen the applications



and make preliminary phone calls to applicants to request missing documents or more information within 2 weeks.

Covid 19 Financial Support: Thanks to the contributions of many of our community partners, we have been able to support the above Food Deliveries, Meals for Seniors, Shelter in Motels, and Housing Assistance Programs. First, our friends at **United Way Bay Area** granted \$85,000. in March for motel costs, additional senior meals, increasing night maintenance from 2 to 5 nights per week (and the city is contributing maintenance staff who sanitize our offices mid-day). In addition, the Executive / HR Committee approved 'hazard pay' from this fund for all the full time staff continuing to respond to the Covid Crisis, even at the peril of their own health. This fund also will be used for tech & web support. We continue to work with United Way and the city and county on Census Outreach, although fliers and children's books are now incorporated into our food box deliveries. In late March, our friends at **Atkinson Foundation** granted an additional \$15,000. for general operating support. Also in late March, the **City of Daly City** granted an additional \$100,000. for the restricted Housing Assistance fund for Daly City residents impacted by Covid 19. This came via the Economic and Community Development Department. An additional 435,000.was awarded by the city council on June 8th as additional housing assistance resources. This added emergency financial assistance which augments other existing restricted funding streams: SMC Strong, Covid 19 Relief Fund, The Chronicle's 'Season of Sharing' Fund.

Full Fiscal Year 2019-20 in Review





The preceding graph demonstrates the steady, tremendous growth the Daly City Community Service Center has experienced since DCP took over management in 2015. Data is still being collected, but the CORE agency is positioned to serve over 2000 households and 5000 individuals this fiscal year. Of that number, 49 households were from Colma, and 112 Colma residents have been served, so far, which represents nearly 10% of the Town's population. Year to date, the center helped 265 households (with 285 applications pending) and 728 individuals with housing and/or utility assistance. 289 families from Colma, Daly City and Broadmoor were treated to toys for their children courtesy Operation Santa Clause, now in its' 70th year. Material goods such as new and gently used clothing, toiletries, diapers, and home goods (donated primarily by Target and Costco) were accessed by 502 households (1384 individuals). And food logged, so far, into our data entry system shows DCP as serving 1205 households and 3004 different individuals with food. Since the high volume of food distributions escalated as a result of Covid 19, it has become nearly impossible to keep up with the data entry needed to account for the vast numbers served. Therefore, this data is currently not complete for the fiscal year, and numbers for food and material goods and services could double.





Thank you to the Town of Colma for contributing so consistently to Daly City Partnership, and helping an ever-increasing number of families in need in our community. The \$15,000. in grant funds from the Town of Colma were used to support the promotion of a part time Intake and Data Specialist in 2019 to full time Case Worker in 2020. Your contribution has helped Daly City Partnership achieve its mission and vision, even during these uncertain times.





Non-Profit Funding Request Form FY 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

Name of Organization: Daly City Public Library Associates

Contact Person: Victoria Magbilang, Executive Director

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

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

1. Mission Statement:

The mission of the Daly City Public Library Associates (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: \$ 5,220.

a. Total Agency Annual Budget: \$ 75,600

b. Number of Agency Employees: 1

c. Payroll is 29 % 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** describe 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;
- X 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.

To Educate and Engage Residents:

Colma residents who are our library patrons and who may not have the ability to make a connection to the internet can take home Chromebooks and mobile hotspots through this library program. Mobile hotspots tap into nearby WiFi networks enabling users to connect to the Internet for free, while these Chromebooks would allow patrons to access online resources.

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

Additional Chromebooks and hotspots are in dire need for take-home lending to meet the need in our community. Daly City and Colma Library patrons who would like a connection to the internet can take home Chromebooks and mobile hotspots through this library program. Mobile hotspots tap into nearby WiFi networks enabling users to connect to the Internet for free, while Chromebooks allow patrons to access online resources.

We humbly request funding for:

18 (\$290 ea.) Samsung Chromebooks 4 (XE310XBA-K04US) 11.6 Intel UHD Graphics 600, Intel Celeron Processor N4000, 4GB, 16GB, Platinum Titan \$5,220.00

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

The amount of request to Colma is not higher than our request of \$5,500 in 2019.

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.

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

The 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. Unfortunately, the 2020 luncheon was canceled due to Covid 19 restrictions.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

Funds were used to purchase The "Lucky Day Collection" —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. In addition to the \$5,000 used to purchase library items available for checkout, we also were awarded \$500 for operating expenses for the Daly City Public Library Associates so that we can continue our mission to support the Daly City Public Libraries.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

No, we were fortunate to have purchased the Lucky Day Collection items that were funded and have the additional \$500 for operating support.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

The Daly City Public Library Associates did not request contributions from any other cities last year, nor do we expect to this year or next. Colma is the only town that we have requested funding from for this project.

11. 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.

12. Charitable Trust # or EIN # 27-3262898

Please attach a copy of the following:

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



Optional Attachments

Daly City Public Library Associates

Board of Directors– as of January 1, 2020

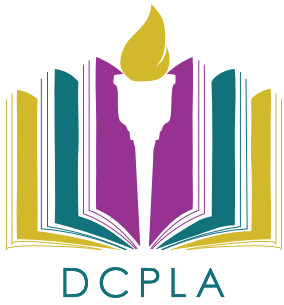
1. **President:** Rosie Tejada, Member, Board of Trustees, Jefferson Union High School District
2. **Vice President:** Eloisa Briones, Vice President, Administrative Services, Skyline College
3. **Secretary:** Bernie Vidales , Superintendent, Jefferson Elementary School District
4. **CFO:** Eleanor Serrato, Office Manager, City Toyota

Board Members

1. Monica Devincenzi, Municipal Relationship Manager, Republic Services
2. Brian Dossey, City Manager, Town of Colma
3. Amie Haiz , Finance Director at Pacific Primary School
4. Spencer Holeman, Retired, Nonprofit Director
5. Mark Johnson, Interim Executive Director of Public Information, Communications and Media, Peralta Community College District
6. William (Bill) Lex, Retired, Higher Education Administration
7. Tom Nuris, Attorney at Law
8. Teresa Proaño, Assistant to the President, Duggan's Serra Mortuary
9. Sara Watson, Vice President, Branch Manager, Tri Counties Bank

The Daly City Public Library Associates
Approved 2020 Budget

	2020 Budget
INCOME	
Direct Public Support	
Individual & Business Contributions	\$ 6,000
Board Member Contributions	\$ 2,000
Membership	\$ 8,500
Total Public Support Income	\$ 16,500
Special Event Income	
St. Patrick's Day Luncheon	
-Fund the Need (Restricted)	\$ 15,000
-Donations/Sponsorships	\$ 8,000
Book Sales	\$ 5,000
Crazy About Cars	\$ 25,000
Total Special Event Income	\$ 53,000
Grant Income	\$ 35,000
Total Income	\$ 104,500
EXPENSE	
Program	
Library Grants	\$ 20,000
Author Event	\$ -
Sponsorships	\$ 900
Total Program Expense	\$ 20,900
Operating	
Bank Service & Merchant Fees	\$ 150
Dues & Membership	\$ 200
Filing Fees	\$ 50
Occupancy Expense	\$ 500
Insurance (General Liability, D&O, Worker's Comp)	\$ 4,000
Webhosting Expense	\$ 500
Advertising & Marketing	\$ 2,000
Meeting/ Retreat Expense	\$ 1,500
Office Supplies	\$ 2,000
Contract Services	
-Director Compensation	\$ 22,000
-Bookkeeper	\$ 2,500
-Legal & Accounting	\$ 600
Postage	\$ 1,200
Printing	\$ 5,000
Total Operating Expense	\$ 42,200
Fundraising	
St. Patrick's Day Luncheon	\$ 1,500
Book Sale	\$ 1,000
Crazy About Cars	\$ 5,000
Grant writer	\$ 5,000
Total Fundraising Expense	\$ 12,500
Total Expense	\$ 75,600
NET INCOME	\$ 28,900



DALY CITY PUBLIC LIBRARY ASSOCIATES

PO Box 3283
Daly City, CA 94015-3283

info@dcpla.org
www.dcpla.org

Tax ID# 27-3262898

June 8, 2020

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: Lucky Day Collection
Date: October 31, 2019
Grant amount: \$5,000

Description of Outputs and Outcomes

The generous grant from the Town of Colma to the Daly City Public Library Associates has currently funded for our Daly City Public Libraries six nonfiction books, 19 fiction books, 46 media titles (DVDs and Bluray), and four items for children or teens. There have been, thus far, a total of 170 check outs. The collection is shelved directly in front of the library entrance, and staff place items face-out for people. Librarians report that it's really touching to see the startled reaction followed by the smile when library patrons spot something brand new and super-popular right there for them to borrow.

The Library budgeted for a year-long pilot and got only about halfway through before the unfortunate closure due to the shelter-in-place order. For the last few weeks, they've been mailing items to people, including items from this collection, and will be offering curbside service next week, but they report that circulation is no where near where it would normally be. They have started to resume ordering and will complete the pilot project next fiscal year.

The DCPLA is very grateful for the invaluable and ongoing support from the Town of Colma. We look 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

BOARD OF DIRECTORS

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EX OFFICIO

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

TITLE	AUTHOR	Checkouts	Total items	
Talking to strangers : what we should know about the people we don't know /	Gladwell, Malcolm, 1963- author.	3	Nonfiction Print	6
Talking to strangers : what we should know about the people we don't know /	Gladwell, Malcolm, 1963- author.	2		
Open book / Jessica Simpson with Kevin Carr O'Leary.	Simpson, Jessica, 1980- author.	1	Fiction Print	19
Dear girls : intimate tales, untold secrets, and advice for living your best life / A	Wong, Ali, author.	4		
Dear girls : intimate tales, untold secrets, and advice for living your best life / A	Wong, Ali, author.	3	Media	46
A very stable genius : Donald J. Trump's testing of America / Philip Rucker and	Rucker, Philip, author.	3		
A beautiful day in the neighborhood / TriStar Pictures presents in association with Tencent Pictures a Big Beach productio		1	Childrens/Teens	4
Bombshell / Lionsgate presents in association with Creative Wealth Media and Annapurna Pictures a Bron Studios, Denev		1		
Dark waters / Participant presents a Willi Hill/Killer Content production a Todd Haynes film produced by Mark Ruffalo, C		2		
Downton Abbey / Focus Features presents in association with Perfect World Pictures a Carnival Films production screen		4		
Ford v Ferrari / Twentieth Century Fox presents in association with TSG Entertainment a Chernin Entertainment, Turnpike		2		
Gemini man / Paramount Pictures and Skydance and Jerry Bruckheimer Films present in association with Fosun Pictures a		4		
Harriet / directed by Kasi Lemmons screenplay by Gregory Allen Howard and Kasi Lemmons story by Gregory Allen Howa		3		
Hustlers / STX Films presents a Gloria Sanchez/Nuyorican production in association with Annapurna Pictures a Lorene Sc		3		
Jojo Rabbit / Fox Searchlight Pictures presents in association with TSG Entertainment a Defender and Piki Films productio		3		
Joker / Warner Bros. Pictures presents in association with Village Roadshow Pictures, Bron Creative a Joint Effort product		3		
Frozen II / Walt Disney Pictures directed by Chris Buck, Jennifer Lee screenplay by Jennifer Lee story by Jennifer Lee, Chr		2		
Frozen II / Walt Disney Pictures directed by Chris Buck, Jennifer Lee screenplay by Jennifer Lee story by Jennifer Lee, Chr		2		
Maleficent. Mistress of evil / Disney presents a Roth Films production produced by Joe Roth, Angelina Jolie, Duncan Hen		3		
Knives out / Lionsgate and MRC present a T-Street production a film by Rian Johnson produced by Ram Bergman, Rian J		1		
Last Christmas / Universal Pictures presents in association with Perfect World Pictures a Calamity Films, Feigco Entertain		3		
Midway / Lionsgate presents in association with Shanghai Ruyi Entertainment a Roland Emmerich film written by Wes To		2		
1917 / DreamWorks Pictures and Reliance Entertainment present in association with New Republic Pictures A Neal Street		0		
Once upon a time... in Hollywood / Columbia Pictures presents in association with Bona Film Group a Heyday Films produ		4		
Terminator. Dark fate / Paramount Pictures and Skydance and Twentieth Century Fox present in association with Tencent		3		
21 bridges / STXfilms, MWM Films and Huayi Brothers Pictures present an AGBO Films/X-ception Content production dir		1		
880-01 Kisaengch'ung = Parasite / Neon and CJ Entertainment present a Barunson E&A production produced by Kwak Sin		3		
880-01 Kisaengch'ung = Parasite / Neon and CJ Entertainment present a Barunson E&A production produced by Kwak Sin		2		
Zombieland. Double tap / Columbia Pictures presents in association with 2.0 Entertainment a Pariah production produc		3		
A beautiful day in the neighborhood / TriStar Pictures presents in association with Tencent Pictures, a Big Beach productio		4		
Bombshell / producers, Aaron L. Gilbert [and 5 others] writer, Charles Randolph director, Jay Roach.		0		
Dark waters [videorecording] / director, Todd Haynes.		2		
Downton Abbey / director, Michael Engler.		3		
The farewell / A24 and Ray Production, Big Beach, Kindred Spirit presents in association with Depth of Field, Seesaw a Big		4		
Ford v Ferrari / Twentieth Century Fox presents in association with TSG Entertainment a Chernin Entertainment, Turnpike		3		
Gemini man [videorecording] / director, Ang Lee.		4		
Harriet [videorecording] / director, Kasi Lemmons.		1		
Hustlers / STX Films presents a Gloria Sanchez/Nuyorican production in association with Annapurna Pictures a Lorene Sc		2		
Jojo Rabbit [videorecording].		1		
Joker / Warner Bros. Pictures presents in association with Village Roadshow Pictures, Bron Creative a Joint Effort product		1		
Frozen II / Walt Disney Pictures directors, Chris Buck, Jennifer Lee writers, Jennifer Lee producer, Peter Del Vecho.		4		
Maleficent. Mistress of evil / Disney presents a Roth Films production produced by Joe Roth, Angelina Jolie, Duncan Hen		5		
Knives out / Lionsgate and MRC present a T-Street production a film by Rian Johnson produced by Ram Bergman, Rian J		0		
Last Christmas [videorecording] / director, Paul Feig written by Emma Thompson and Bryony Kimmings.		3		
Midway / Lionsgate presents in association with Shanghai Ruyi Entertainment, Starlight Culture Entertainment Group a C		1		
1917 [videorecording] / DreamWorks Pictures and Reliance Entertainment present in association with New Republic Pictu		0		
Once upon a time in... Hollywood / producers, Quentin Tarantino, Shannon McIntosh, David Heyman a film by Quentin Ta		4		
Terminator. Dark fate / Paramount Pictures and Skydance and Twentieth Century Fox present in association with Tencent		4		
21 bridges [videorecording] / director, Brian Kirk.		2		
Honeyland / presented by Neon produced by Pharmachem-Skop Je, Apolo Media & Trice Films directed by Ljubo Stefano		0		
Parasite = Kisaengch'ung / CJ Entertainment presents a Barunson E&A production produced by Kwak Sin Ae [and 3 others]		2		
Parasite = Kisaengch'ung / CJ Entertainment presents a Barunson E&A production produced by Kwak Sin Ae [and 3 others]		3		
Parasite = Kisaengch'ung / CJ Entertainment presents a Barunson E&A production produced by Kwak Sin Ae [and 3 others]		2		
Zombieland. Double tap / Columbia Pictures presents in association with 2.0 Entertainment a Pariah production produc		3		
A long petal of the sea : a novel / Isabel Allende translated from the Spanish b	Allende, Isabel, author.	1		
The water dancer : a novel / Ta-Nehisi Coates.	Coates, Ta-Nehisi, author.	1		
The water dancer : a novel / Ta-Nehisi Coates.	Coates, Ta-Nehisi, author.	1		
American dirt / Jeanine Cummins.	Cummins, Jeanine, author.	3		
American dirt / Jeanine Cummins.	Cummins, Jeanine, author.	4		
The giver of stars / Jojo Moyes.	Moyes, Jojo, 1969- author.	3		
The giver of stars / Jojo Moyes.	Moyes, Jojo, 1969- author.	2		
Dear Edward : a novel / Ann Napolitano.	Napolitano, Ann, author.	1		
Dear Edward : a novel / Ann Napolitano.	Napolitano, Ann, author.	1		
Weather : a novel / Jenny Offill.	Offill, Jenny, 1968- author.	0		
The Dutch house : a novel / Ann Patchett.	Patchett, Ann, author.	3		
The Dutch house : a novel / Ann Patchett.	Patchett, Ann, author.	2		
The overstory : a novel / Richard Powers.	Powers, Richard, 1957- author.	1		
The overstory : a novel / Richard Powers.	Powers, Richard, 1957- author.	2		
Such a fun age : a novel / Kiley Reid.	Reid, Kiley, author.	1		
Such a fun age : a novel / Kiley Reid.	Reid, Kiley, author.	3		
Olive, again / Elizabeth Strout.	Strout, Elizabeth, author.	2		
Olive, again / Elizabeth Strout.	Strout, Elizabeth, author.	2		
Dog man : fetch-22 / written and illustrated by Dav Pilkey as George Beard and	Pilkey, Dav, 1966- author, artist.	1		
Dog man : fetch-22 / written and illustrated by Dav Pilkey as George Beard and	Pilkey, Dav, 1966- author, artist.	5		
Exhalation / Ted Chiang.	Chiang, Ted, author.	2		
		170	Total use	

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 COVID-19 related emotional issues as well as stress, anxiety, substance use and abuse, bullying, truancy, depression, trauma, and family or relationship conflicts. Currently due to COVID-19, all mental health appointments are taking place over the phone for the safety reasons. (Please see attached for the remainder of this answer)

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

COVID-19 threatens everyone these days, but is especially dangerous to people in low-income communities, where crowding and unemployment exacerbate the risks. The pandemic also intensifies mental health challenges. DCYHC is proud to have remained open the entire year during the COVID-19 and continued to offer the high quality care that our patients and clients in the low-income community depend on and need.

Even before the arrival of COVID-19, there was a glaring need for mental health services in Northern San Mateo County (NSMC). According to a survey of 68 nonprofit leaders in NSMC conducted by Thrive from December, 2018 through February, 2019, (Please see attached for the remainder of this answer)

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.
- 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 90th Street, 3rd Floor in Daly City. Until the COVID-19 related dangers subside, we are providing mental health services only over the phone, but the medical clinic is still seeing patient in-person and serving as a referral source for our mental health program.

In fiscal year 2019-20, the DCYHC behavioral health program provided counseling appointments to one resident of the Town of Colma. In fiscal year 2018-19, DCYHC behavioral health program provided counseling appointments to two residents of the Town of Colma. (Please see attached for the remainder of this answer)

8. Provide a detailed account of how the FY 2019-20 contribution was used:

\$6,000 of the \$6,000 grant received from Town of Colma supported the salary and benefits of the licensed Behavioral Health Clinical Manager.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

No

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

None

11. 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.

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

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status



Optional Attachments



DocuSigned by:
Jonathan Portney
F14CD3B0E2304C2...

**Non-Profit Funding Request Form Attachment
FY 2020-21**

3) continued:

Daly City Youth Health Center (DCYHC) aims to provide counseling to 275 unduplicated individuals and provide 1,493 appointments this coming 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 shared with the medical clinic.

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.

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.

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.

4) continued:

...the most urgent unmet health need in NSMC 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 NSMC. 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 NSMC, many residents are not able to afford these services. In NSMC, 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.

Through the support of entities such as 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. All of the funding will be used directly for our therapists to provide counseling.

7) continued:

In addition, the DCYHC physician led medical clinic onsite at 350 90th Street, 3rd Floor in Daly City provides over 2,500 clinic visits for primary healthcare services. The majority of the youth seen in the clinic are from Daly City/Colma and South San Francisco.

Residents of Town of Colma also benefit from DCYHC's Project PLAY (Peer Leadership Alternatives for Youth), a sexual health and social and emotional development education program that operates Jefferson Union High School District (JUHSD) schools. 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's outreach consists of activities such as community college health fairs and malls in partnership with Daly City/Colma Chamber and City of Daly City Library and Recreation Services. Every start of the school year, we do tabling and presentations during the back to school nights at Jefferson Union High School District (JUHSD). This fiscal year, with the challenge of outreach during COVID-19, we plan to virtually participate in all those events that are available. We are also going to present the availability of DCYHC's mental health services at psychology classes which take place at JUHSD's at-home learning program, boost our social media presence, and work with other students through our peer outreach strategy.

ORGANIZATION'S APPLICATION
FOR GRANT FROM
THELMA DOELGER CHARITABLE TRUST

JEFFERSON UNION HIGH SCHOOL DISTRICT GOVERNING BOARD

Kalimah Salahuddin, President

City of Residence: Pacifica

Rosie Tejada, Vice President

City of Residence: Pacifica

Carla Ng-Garrett, Clerk

City of Residence: South San Francisco

Nick Occhipinti, Trustee

City of Residence: Daly City

Andrew Lie, Trustee

City of Residence: Daly City



DALY CITY YOUTH HEALTH CEN
Fiscal Year 2020-2021 Budget

REVENUE *	Secure	Projected
Government Grants/Contracts	\$126,000	\$0
Foundation Grants	\$50,000	\$204,000
School District (JUHSD)	\$248,000	\$0
Individual Donations	\$0	\$250,000
Fundraising designated for 19-20	\$0	\$0
Total Revenue	\$424,000	\$454,000

EXPENSE	
Personnel	
Payroll	\$431,128
Benefits	\$195,094
Total Personnel	\$626,222
Facility	
Total Facility	\$197,076
Professional/Purchased Services	
Advertising	\$915
Consultants	\$0
Total Professional Services	\$915
Supplies	
Youth Awards/Incentives/Educational	\$10,500
Fundraising Supplies	\$15,000
Office Supplies	\$9,500
Total Supplies	\$35,000
Travel	
Conference/Mileage/Training	\$8,850
Total Travel	\$8,850
Miscellaneous	
Dues/Membership	\$840
Fingerprinting	\$350
Website/ text messaging	\$2,500
Lobbying	\$0
Total Miscellaneous	\$3,690
SUBTOTAL	\$871,753
Indirect - JUHSD	\$14,139
TOTAL EXPENSES *	\$885,892

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

During the Fiscal Year 2019/20, the Daly City Youth Health Center (DCYHC) Behavioral Health program provided mental health therapy to a total of 121 unduplicated youth for a total of 737 mental health appointments.

COVID-19 threatens all of us, but is especially dangerous to people living in low-income communities, where crowding and unemployment tends to exacerbate the risks. This pandemic also intensifies mental health challenges. During this time of crisis, DCYHC has continued to offer healthcare services in our physician led medical clinic and mental health counseling over the phone through licensed therapists. The mission of DCYHC has remained the same: to provide underserved youth and young adults, from the ages of 12 to 24, with comprehensive health services at no cost to them.

DCYHC quickly adapted during COVID-19 in order to continuously provide the desperately needed healthcare to our patients and clients. We now offer mental health therapy over the phone to clients until it is deemed safe to meet in-person again. COVID-19 has also created challenges within the program that will be detailed later in this report.

Clients 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.

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, phone calls to the program, and community partners. The DCYHC primary care clinic is doors away from the behavioral health offices and so the physician and nurses seamlessly refer patients for necessary counseling services by scheduling their behavioral health screening appointment before they leave.

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

The results of DCYHC’s behavioral health program are normally 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.

COVID-19 has created limitations for DCYHC in consistently tracking surveys because the therapist and client are working over the phone. Our surveys are not online and it is logistically difficult for the therapists to collect the surveys and thus the data on the steps forward in the surveys by our clients is not available. In addition, some our clients and potential clients did not feel comfortable continuing or starting therapy because they did not feel like they had a private space in their living situation to speak freely. In addition to the challenges posed by COVID-19, DCYHC was understaffed at times during FY19/20 due to a full-time mental health therapist leaving the organization and an intern canceling their internship at stage when it was not possible to find a replacement. All these compounding factors contributed to our limitations causing us to treat less clients and conduct less appointments than we anticipated. Moving forward, we have recently hired two part-time mental health therapists, we are hiring a Director of mental and behavioral health, and we are confirmed to have six interns join us for FY19/20 (in a standard year we have four graduate school interns working under the license of our mental health manager and this year we had three interns).

Despite the challenges during FY19/20 we are very proud to have continuously stayed open for our clients during COVID-19 and we look forward to growing and helping more low-income young people in the future. Our therapists report heartwarming success stories from FY19/20 and excellent progress by many of our clients. For example, a client told a therapist during their termination process, “You helped me so much to realize who I can be, and I don’t think I need therapy anymore”. Another therapist reported telling a client that in the future DCYHC can have a therapist check in with them in the future, and the client responded, “I think I’m good, I feel really good about myself”.

(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	\$5,500
Mental Health Intern	\$500
Total	\$6,000



Non-Profit Funding Request Form FY 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

Name of Organization: Human Investment Project, Inc.

Contact Person: Laura Fanucchi

Address: 800 South Claremont Street, #210, San Mateo, CA 94402

Street Address	City	State	Zip Code
800 South Claremont Street, #210	San Mateo	CA	94402

Phone Number: 650-348-6660 Email Address: lfanucchi@hiphousing.org

1. Mission Statement:

With reference to my conversations with Darcy DeLeon, Administrative Technician at the Town of Colma today, August 28th, 2020. Due to numerous technical glitches relating to errors in this documents character count allowance, please refer to HIP Housing's Full Narrative Response Grant Document, that has been uploaded as directed by Darcy DeLeon.

2. Amount of Request: \$ 5,000

a. Total Agency Annual Budget: \$ 2,904,633

b. Number of Agency Employees: 23

c. Payroll is 69 % 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** describe 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.

With reference to my conversations with Darcy DeLeon, Administrative Technician at the Town of Colma today, August 28th, 2020. Due to numerous technical glitches relating to errors in this documents character count allowance, please refer to HIP Housing's Full Narrative Response Grant Document, that has been uploaded as directed by Darcy DeLeon.

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

With reference to my conversations with Darcy DeLeon, Administrative Technician at the Town of Colma today, August 28th, 2020. Due to numerous technical glitches relating to errors in this documents character count allowance, please refer to HIP Housing's Full Narrative Response Grant Document, that has been uploaded as directed by Darcy DeLeon.

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

This section is not applicable.

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

With reference to my conversations with Darcy DeLeon, Administrative Technician at the Town of Colma today, August 28th, 2020. Due to numerous technical glitches relating to errors in this documents character count allowance, please refer to HIP Housing's Full Narrative Response Grant Document, that has been uploaded as directed by Darcy DeLeon.

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.

With reference to my conversations with Darcy DeLeon, Administrative Technician at the Town of Colma today, August 28th, 2020. Due to numerous technical glitches relating to errors in this documents character count allowance, please refer to HIP Housing's Full Narrative Response Grant Document, that has been uploaded as directed by Darcy DeLeon.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

With reference to my conversations with Darcy DeLeon, Administrative Technician at the Town of Colma today, August 28th, 2020. Due to numerous technical glitches relating to errors in this documents character count allowance, please refer to HIP Housing's Full Narrative Response Grant Document, that has been uploaded as directed by Darcy DeLeon.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

No. Funding received from the Town of Colma in FY 2019-2020 was allocated as planned to support the salary costs for Home Sharing Program Coordinators.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

With reference to my conversations with Darcy DeLeon, Administrative Technician at the Town of Colma today, August 28th, 2020. Due to numerous technical glitches relating to errors in this documents character count allowance, please refer to HIP Housing's Full Narrative Response Grant Document, that has been uploaded as directed by Darcy DeLeon.

11. 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.

12. Charitable Trust # or EIN # 94-2154614

Please attach a copy of the following:

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



Optional Attachments





Non-Profit funding Request Form FY 2020-21 – Town of Colma

Full Narrative Responses to Proposal Questions

With reference to my conversations with Darcy DeLeon, Administrative Technician at the Town of Colma today, August 28th, 2020. Due to numerous technical glitches relating to errors in the DocuSign documents character count allowance, please see below HIP Housing's full response to each of the questions posed by the Town of Colma, that we were unable to respond to in the body of the DocuSign form.

1. Mission Statement. Character Allowance 4,000.

HIP Housing's mission is to invest in human potential by improving the housing and lives of people in our community. Every year, HIP Housing's three programs: Home Sharing, Self Sufficiency, and Property Development & Management, prevent homelessness, counter displacement, and enable more than 1,400 low-income individuals, both in the Town of Colma, and throughout San Mateo County, to find, or remain in, decent, stable, and affordable housing.

San Mateo County has always been one of the most expensive places to live in the country, and gaining access to stable and affordable housing has long been a serious challenge for our low-income residents. Far too many low-income individuals and families are rent burdened, paying more than 50% of their income on housing costs, leaving little left to cover basic needs such as food, utilities, and healthcare. Then COVID-19 hit, and it exacerbated everything.

While the Shelter in Place Order, which was implemented on March 16th by San Mateo County applied to ALL County residents, its impact has been felt most starkly by our low-income communities, taking a heavy toll on many of our most vulnerable residents. Today, HIP Housing's number one priority is to help our clients, their families, and the low-income residents of this county whose lives have been impacted by the COVID-19 Crisis.

HIP Housing's leadership team and staff are working tirelessly to respond to the evolving needs of the people and the communities that we serve.

Creating an Emergency Relief Fund for our Clients:

After hearing that many of our clients were experiencing financial difficulties stemming from job losses, we set ourselves the goal of raising \$150,000, to be paid out in grants to our tenants and clients who need help with rent, childcare costs, groceries, and other basic necessities. During our first fundraising cycle we raised over \$200,000 from foundations, corporations, and individual donors, and have already started on a second fundraising cycle. To-date, HIP Housing's Emergency Relief Fund has awarded more than \$149,000 to 114 households across our Home Sharing, Self Sufficiency, and Property Development & Management Programs.

Implemented an Extension Policy for Parents Participating in our Self Sufficiency Program:

Traditionally, clients have a maximum period of five years to complete this program. However, due to the COVID-19 Crisis, many of our clients have lost their jobs, had their work hours reduced, or have had their education or job training program put on hold. In order to give our clients the time they need to complete the program, they can request a one-year extension as needed for their housing scholarship.

Providing Ongoing Support to our Clients:

Home Sharing staff have increased their communication with all matched clients, to check in and ensure that they have the resources that they need.

Our goal at HIP Housing is simple – everyone who comes through our door has the best possible chance of finding, and then remaining in, safe, stable, and affordable housing. HIP Housing's programs work collectively to level the playing

field for our clients, creating a roadmap to equity by providing access to practical and affordable housing solutions that will work in the real world. Meanwhile, until the current crisis has past, our dedicated staff will continue to work every day, to provide the support our clients need to remain in safe, stable, and affordable housing.

Characters Used: 3,459

2. Amount of Request

Responded entered in DocuSign document.

- a. Total Agency Annual Budget: Response entered in DocuSign document.
- b. Number of Agency Employees: Response entered in DocuSign document.
- c. Payroll is -%- of the Agency's total Annual Budget: Response entered in DocuSign document.

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. Character Allowance 4,000.

The Public Purpose identified for this funding request is Category is A: Provide shelter, food, or clothing to persons in need of the necessities of life.

In recent years, low-income residents in the Town of Colma, and throughout San Mateo County, have been facing a rising rent crisis. However, that problem isn't nearly as pervasive as the challenges that these individuals and families now face, when trying to find stable and affordable housing. It's no secret that the housing market in this county has become inaccessible to low, and middle-income earners who are searching for a permanent place to call home. Far too many of our residents who don't earn enormous wages have simply been left behind, with few options for a safe and affordable place to live. As a result, people are leaving this 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 during FY 2020-2021. 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 preventing homelessness, countering displacement, and providing a unique, creative, and affordable solution to the lack of affordable housing in the Town of Colma, and throughout San Mateo County.

Characters Used: 1,447

4. Describe reason for the request and how funds will be used. Character Allowance 4,000.

With San Mateo County once again being singled out as one of the most expensive places to live, our low-income residents particularly struggle with the effects of housing inequality. Investing in HIP Housing's innovative and scalable solutions that use existing housing stock, will ensure increased affordable housing opportunities for the low-income individuals and families at-risk of being priced out of our community.

HIP Housing's Home Sharing Program matches people who have space in their home to share, with people who are searching for an affordable place to live. This irreplaceable program creates new affordable housing opportunities, by making more effective use of existing housing stock, providing a unique and affordable solution to the lack of affordable housing both in the Town of Colma, and throughout San Mateo County. The key components that make this program so successful are:

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.

The 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. This is 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.

Creative & Unique Solutions for clients:

Home Sharing staff will 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.

Ongoing Client Services & Support:

One of the very special features of the Home Sharing Program, is that the process does not end once clients have been matched. Each and every client that we serve is unique, and so are their individual 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.

Delivering Home Sharing Program Services during Shelter in Place:

When the Shelter-in-Place order was announced, our dedicated staff began working from home, and are continuing to deliver our vital programs and services to their clients using remote channels:

- Client interviews are being done using Google Meets, which includes a secure method of uploading application forms and documentation.
- When staff refer a Home Seeker to a Home Provider, they provide an informational packet with strategies to interview each other remotely.
- Living Together Agreements are conducted via video conferencing.
- Cloud based phone and voicemail systems have been put in place so that when staff call clients from home, the client knows that the call is from HIP Housing.
- Home Sharing staff continue to check in regularly with all clients.

This is the only Home Sharing Program in the 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. HIP Housing's Home Sharing Program has evolved into what is now a critical resource for people of all ages and backgrounds, who are struggling to find a decent, stable, and affordable home, or trying to protect and remain in their existing affordable housing.

Characters Used: 3,855.

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

Response entered in DocuSign document.

- 6. Describe the benefit to the Town of Colma derived from funding your organization – Character Allowance 4,000.**

The need for affordable housing in Colma is real, and it is severe. According to Zillow, the average rent for a one-bedroom apartment in Colma today is \$2,500/month. The National Low-Income Housing Coalition states that residents would need to earn more than \$50 an hour to afford this rent. More than three times the minimum wage here in San Mateo County.

For many Colma residents, trying to keep pace with the high cost of housing, while paying for other essential daily needs, such as child-care, healthcare, and running a car, means that they must hold more than one job. For some, the

situation becomes untenable, and they are forced to leave their home, their friends and family, and their children's school, to search for a more affordable place to live. Often this means leaving the county completely.

With your support in FY 2020-2021, HIP Housing's Home Sharing Program will use the Town of Colma's existing housing inventory more efficiently, to increase affordable housing opportunities in Colma, while helping to preserve the town's thriving and diverse community by:

- Making more efficient use of existing housing stock.
- Expanding access to stable and affordable housing in Colma.
- Enabling struggling renters to avoid displacement and remain in their existing affordable housing.
- 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 network.
- Enabling Colma's vital workforce to find sustainable residency in and around Colma.
- Allowing seniors and people with special needs to remain independent in their home.

HIP Housing's Home Sharing Program will reduce housing costs significantly for both the Home Provider and the Home Seeker, while also promoting independence, and providing security and companionship for those with special needs.

In the Town of Colma during FY 2020-2021, Home Sharing staff will:

- Provide housing information, referrals and assistance, to 5-10 individuals who live and / or work in Colma.
- Interview, screen, and provide housing assistance to 5-10 individuals who live and / or work in 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 (3 adults and 2 children) to start their journey to self-reliance and financial independence.

Countywide during FY 2020-2021:

- 3,000 individuals will contact our agency and receive housing information, assistance, and referrals.
- 553 people will find, or remain in affordable housing through the Home Sharing Program.
- In addition, 40-50 low-income families (120 adults and children) will start their journey to self-reliance and financial independence through the Self Sufficiency Program.

The Home Sharing Program is needed now, more than ever, because it directly addresses the needs of low-income individuals, seniors, and working families in Colma, who if displaced, may be forced to leave the area completely in search of more affordable housing.

Every single day, HIP Housing's Home Sharing Program strives to make the Town of Colma a great place for everyone, regardless of their income, to live and to thrive. With your support during FY 2020-2021, HIP Housing's Home Sharing Program will continue to use innovative solutions to address our most urgent community needs. By helping low-income individuals, seniors, and working families in Colma to gain access to stable and affordable housing, the entire Colma community will remain healthy, diverse, and strong. Everybody wins.

Characters Used: 3,652.

7. Describe the following: Character Allowance 4,000.

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

Thanks to the generosity of the Town of Colma in FY 2019-2020, HIP Housing's Home Sharing Staff:

- Provided housing information and referrals to 14 individuals who live and / or work in Colma.
- Interviewed, screened, and provided housing assistance to 18 individuals who live and / or work in Colma.
- Enabled 5 individuals who live and / or work in Colma to find or remain in affordable housing through the Home Sharing Program.
- In addition, 1 low-income Colma family was served through the Self Sufficiency Program.

We would like to introduce you to just one Colma resident whose life has been impacted by the Home Sharing Program. Please meet Edward: Edward was referred to the HIP Housing's Home Sharing Program by the Veterans Administration, after learning that the apartment he was renting in Colma was going to be sold. Edward wanted to remain living in Colma, close to his work at a local nonprofit, but rents had increased so much, he feared that he might need to move elsewhere and face a long commute to work.

After meeting with a Home Sharing Coordinator and being accepted into the program, Edward was soon matched with a retired couple living in Colma, who wanted to rent out a room in their home to earn additional income. Edward now has a stable and affordable place to live, which is close to his work, and he is paying just \$1,000/month in rent, which represents 17% of his income. Meanwhile, the senior Home Providers have the additional income they need to help with their housing costs.

This irreplaceable program maximizes existing housing stock to provide affordable housing opportunities to low-income individuals, seniors, and families in the Town of Colma, who are searching desperately for a stable and affordable place to live. Your continued investment in HIP Housing's innovative Home Sharing Program, will ensure increased affordable housing for those who live and / or work in the Town of Colma.

Prior to the Shelter in Place Order, clients applying to the Home Sharing Program met with a Home Sharing Coordinator by appointment at our main office located at 800 South Claremont Street, in San Mateo, or at one of our field offices located at:

- 2600 Middlefield Road, Redwood City
- 601 Grand Avenue, South San Francisco
- 350 90th Street, #1, Daly City
- Through a scheduled Home Visit for clients with special needs.

HIP Housing's main office in San Mateo, and our field offices are currently closed to in-person meeting due to the Shelter in Place order. We are also unable to do Home Visits at this time. Home Sharing staff are working remotely and, providing resources to both new and existing clients using remote channels.

Agency Outreach Activities Targeting the Town of Colma during FY 2019-2020 Included:

- Home Sharing Informational Flyers sent to local businesses and the Holy Cross Church.
- Home Sharing Flyers sent monthly to the Town Clerk, Town Manager, Parks & Recreation Services, Schools, Sterling Park Community Center, and Town Council.
- HIP Housing's Outreach Coordinator monitors and responds to postings of rooms for rent or persons who are seeking housing on Nextdoor.com and Craigslist.
- Participated in, and distributed information at the Colma Community Fair.
- Color page Ad, and a Classified Ad, on the Home Sharing Program is run in the Daily Journal three times a week.
- Home Sharing Informational Ad was displayed on Sam Trans Buses throughout San Mateo County.
- Radio interview was conducted with Fil-Am radio station as well as an Ad Place on the radio station's website www.filamradiousa.com.

HIP Housing's outreach team and program staff will continue to focus on expanding our outreach activities in the Town of Colma, 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 desperately need to prevent homelessness, avoid displacement, and remain independent in their homes.

Characters Used: 3,944.

8. Provide a detailed account of how the FY 2019-2020 contribution was used. Character Allowance 4,000.

During FY 2019-2020, HIP Housing received a generous grant of \$5,000 from the Town of Colma, which was used to support the activities of our Home Sharing Program. Thanks to your generosity and support, our Home Sharing staff achieved the following outcomes during the grant period for FY 2019-2020:

- 2,845 individuals countywide contacted our agency requesting housing information and assistance.
- 1,245 people were interviewed and screened by Home Sharing staff.
- 156 individuals were matched in new affordable Home Sharing arrangements.
- 483 clients matched in previous years received ongoing support services from program staff.

Of the Home Providers Served by the Home Sharing Program in FY 2019-2020:

- Before finding a housemate, Home Providers were spending 41% of their income on housing. After matching with a housemate, they reduced their housing costs to an average of 23% of their income.
- The average rent charged by Home Providers was \$1,077/month.

Of the Home Seekers Served by the Home Sharing Program in FT 2019-2020:

- Before finding an affordable place to live through the program, Home Seekers were paying an average of 29% of their income on housing costs. After moving in with a housemate their housing costs remained at a similar level of 29%. When they come to us for help, the majority of our Home Seekers are already living in some type of home sharing arrangement, but are at risk of losing their housing because their landlord decides to sell the property, raise the rent, or take the room back for a family member who themselves need housing.

Of the People Served by the Home Sharing Program in FY 2019-2020:

- 92% were low-income, poverty level, or below.
- 57% were homeless, or at-risk of becoming homeless.
- 24% were living with a disability

On behalf of the entire HIP Housing team, thank you once again for your enduring support of this program. Your generosity is changing lives, and we are so grateful.

Characters Used: 1,942.

9. Did COVID-19 affect how the organization spent FY 2019-2020 funds? If so, please explain why.

Response entered in DocuSign document.

10. List contributions requested and received from other cities in FY 2019-2020 & requested or expected in FY 2020-2021. Character Allowance 4,000.

Atherton: FY 2019-2020 \$2,500 Received – FY 2020-2021 \$2,500 Approved
Belmont: FY 2019-2020 \$5,000 Received – FY 2020-2021 \$5,000 Approved
Brisbane: FY 2019-2020 \$5,000 Received – FY 2020-2021 \$5,000 Approved
Burlingame: FY 2019-2020 \$5,410 Received – FY 2020-2021 \$4,625 Approved
Daly City: FY 2019-2020 \$12,000 Received – FY 2020-2021 \$12,000 Approved
East Palo Alto: FY 2019-2020 \$2,500 Received – FY 2020-2021 \$2,500 Approved
Foster City: FY 2019-2020 \$5,000 Received – FY 2020-2021 \$5,000 Approved
Half Moon Bay: FY 2019-2020 \$1,000 Received – FY 2020-2021 \$2,500 Approved
Hillsborough: FY 2019-2020 \$2,500 Received – FY 2020-2021 \$2,500 Approved
Menlo Park: FY 2019-2020 \$15,000 Received – FY 2020-2021 \$15,000 Projected
Millbrae: FY 2019-2020 \$5,000 Received – FY 2020-2021 \$5,000 Approved
Pacifica: FY 2019-2020 \$1,000 Received – FY 2020-2021 \$1,000 Approved
Portola Valley: FY 2019-2020 \$3,000 Received – FY 2020-2021 Approved
Redwood City: FY 2019-2020 \$15,405 Received – FY 2020-2021 \$15,000 Approved
San Bruno: FY 2019-2020 \$30,000 Received – FY 2020-2021 \$30,000 Approved
San Carlos: FY 2019-2020 \$20,000 Received – FY 2020-2021 \$20,000 Projected
San Mateo: FY 2019-2020 \$16,500 Received – FY 2020-2021 \$15,700 Approved
So. San Francisco: FY 2019-2020 \$14,260 Received – FY 2020-2021 \$12,000 Approved
Woodside: FY 2019-2020 \$2,500 Received – FY 2020-2021 \$2,500 Approved
County of San Mateo: FY 2019-2020 \$48,641 Received – FY 2020-2021 \$48,000 Approved

Characters Used: 1,469.

11. 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 last 36 months (please select one)?

Response entered in DocuSign document.

12. Charitable Trust # or EIN #

Response entered in DocuSign document.

HIP HOUSING (Human Investment Project, Inc.) BOARD OF DIRECTORS 2020-2021

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HIP HOUSING APPROVED BUDGET FOR 2020-2021		
BUDGET FOR THE PROGRAMS		
(7/1/2020- 6/30/2021)	Total Programs Approved Budget 2020/2021	HS Projected Budget 2020/2021
Income:		
Carry Fund balance from 2020/2021	258,529	38,918
San Mateo County CDBG	233,657	233,657
Cities within the County *	164,700	164,700
Special events	140,000	-
Fundraising, Grants	712,500	70,000
Contribution Individuals	210,000	14,344
Support from Affiliates	724,296	512,581
PPP Forgiveness Loan	357,900	
Assets Management Fees	134,500	-
Total Income	\$2,936,082	\$1,034,200
Expenses:		
Direct Cost		
Salaries - Direct	768,227	395,144
Payroll Taxes & Benefits - Direct	259,019	119,478
Total Direct Salary & Benefits	\$1,027,246	\$514,621
Salaries - Indirect		
Salaries - Indirect	825,975	119,058
Payroll Taxes & Benefits - Indirect	150,591	33,754
Total Administration	\$976,566	\$152,812
ADMINISTRATION		
Program Service Expenses:		
Bonus	37,798	5,400
Office Supplies	9,000	3,913
Rent - Office	198,647	87,257
Calendar expenses	11,950	-
Annual Appeal	8,020	3,487
Audit Expense	9,270	4,030
Accounting & Bookkeeping	7,000	3,043
Automobile Expense	5,000	2,174
Telephone	15,387	6,720
Office Equipment	7,090	3,083
Bank Service Charges	11,000	4,783

Training/ Staff development	42,152	12,200
professional Fees	56,220	7,742
Printing/Copying/Reproduction	10,280	4,472
Dues and Subscriptions	3,500	1,422
Postage and Delivery	8,050	4,123
Computer Expense	29,700	12,913
Office Expenses	9,700	4,354
Adv./Promo/Mktg.	5,000	2,174
Board expenses	4,000	
Communications	15,600	
Other Admin Expenses	12,320	5,357
Property & Liability Insurance	5,665	2,463
Hop Workshop expenses	153,800	
Miscellaneous		
Special Events	32,802	
Measure "K"	103,282	185,657
Planned Giving	1,200	
Annual Appeal	8,020	
Emergency Relief Expenses	79,369	
Total Program Services	\$900,822	\$366,766
Total Expenses	\$2,904,633	\$1,034,200
NOI	\$31,449	\$0



June 30, 2020

Mr. Brian Dossey
Town Manager
Town of Colma
1198 El Camino
Colma CA 94014

Dear Brian:

The purpose of this report is to provide a brief summary of the program activities in the Town of Colma that took place during Fiscal Year 19-20. Since the Fiscal Year ends today, a more comprehensive report will be forwarded to you by July 31, 2020 once all of the year-end statistical information for the programs, properties, and outreach activities have been completed.

Town of Colma highlights

- Fourteen persons from Colma contacted HIP Housing to learn more about our programs as well as to discuss affordable housing opportunities in San Mateo County. This number represents a 180% increase in calls from the previous fiscal year.
- Eleven residents and seven persons who work in the Town of Colma applied to HIP Housing's Home Sharing Program and worked with a Home Sharing Coordinator to receive Home sharing referrals, community resources, as well as ongoing information about affordable housing opportunities including waiting list opening information. This number represents a 38% increase in the number of applicants from the previous fiscal year. The clients who work in Colma are with an affordable housing organization, Sizzler restaurant, Serramonte Subaru, Home Depot, Olivet Memorial Park.
- Edward was living and working in Colma when he was referred to the Home sharing Program by the Veterans Administration. A retired Veteran, Edward is also working for a local non-profit affordable housing organization and needed to move from the place he had been renting. Since December, Edward has been sharing a home with a local senior couple who offered him a room to rent for \$1,000 which represents about 17% of his income. He was able to keep his housing costs affordable and maintain a close distance to his place of work in Colma.
- A total of five residents who either lived or worked in Colma were in home sharing matches during the Fiscal Year. The clients worked for a non-profit affordable housing organization, Beverages and More, Kelly Services Global, and Home Depot.
- HIP Housing's Self Sufficiency Program offers a housing stipend, coaching, workshops, and support services to low-income families with children. One of the families currently in the program is a single mom who has been living in Colma for 13 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. Mary has had some challenges this

past year with her own health. Her daughter has been helping the family a great deal while maintaining a 3.8 GPA and doing a Human Resources internship with a local company.

- Outreach activities conducted in the Town of Colma in FY 19-20 included:

A Home Sharing Informational flyer was sent to local businesses and Holy Angels Church.

Home sharing Flyers are sent monthly to the Town Clerk, Town Manager, Parks & Recreation, Schools, Sterling Park Community Center, and the Town Council.

HIP Housing's Outreach Coordinator monitors and responds to postings of rooms for rent or persons who are seeking housing on nextdoor.com and craigslist.

HIP Housing's Outreach Coordinator participated at the Colma Community Fair and distributed information about HIP Housing's services.

A color page ad is run in the Daily Journal three times a week as well as a daily classified ad.

A home sharing informational ad was displayed on Sam Trans buses throughout San Mateo County.

A radio interview was conducted with Fil-Am radio station as well as an ad place on the radio station's website. <https://www.filamradiousa.com/>

Funding Allocation

The \$5,000 contribution from the Town of Colma was allocated to the salaries for the Home Sharing Program Coordinators.

Thank you

A matched Home sharing client who works in Colma recently reached out to HIP Housing to say, "Thank you for your support and giving people hope and courage". Feedback like this means a great deal to our organization knowing that our programs and the support from our staff are truly making an impact in the lives of our residents. Housing stability, keeping people near their places of work and social supports, and providing peace of mind drives the work our staff does day in and day out. We thank the Town of Colma for enabling us to carry out this important work and supporting persons who live or work in Colma as well as Countywide.

Warm regards,

Laura Fanucchi

Laura Fanucchi
Associate Executive Director



July 13, 2020

Mr. Brian Dossey
Town Manager
Town of Colma
1198 El Camino Real
Colma, CA 94014

Dear Brian,

The funding support from the Town of Colma has been instrumental for HIP Housing to create affordable housing opportunities in our community since 1972. Despite the challenges of the Shelter In Place order, as an essential service provider we remain committed to helping persons with their housing needs and offering support during this troubling time. We thank the Town of Colma for the ongoing support and would like to provide an overview of the activities achieved this year.

INFORMATION AND REFERRAL

The Information and Referral component to our work enables the community to not only learn about HIP Housing's programs, but also to have questions answered about how to apply for Affordable Housing, the affordable housing landscape of San Mateo County, as well as connection to essential community resources. Since there is no one agency to contact for a comprehensive explanation of affordable housing options, we often spend a great deal of time with persons providing this type of informational support. Oftentimes, callers are in distress over their housing situation and lending a caring ear means a great deal to folks.

Over 2,845 inquiry calls were fielded to provide resources to help clients create a plan to address their housing options. Our affordable housing resource flyer was updated to include links to each of the City's upcoming affordable housing developments. When the Shelter in Place (SIP) order took effect, staff fielded calls about the Eviction Moratorium, rental assistance resources, and how to talk with landlords about loss of income due to Covid-19. Whether it's answering questions about HIP Housing or offering other types of resources, the staff remain committed to being a source of support to anyone who contacts the agency.

HOME SHARING PROGRAM

HIP Housing's Home sharing program is one of the largest and well-established programs in the Nation. California is home to the most Home sharing programs as compared to other States, with over 18 programs established. Many of the programs have been influenced by the model, program materials, outreach ideas, and policies already established by HIP Housing. In early June, a networking meeting of all of the California Home sharing programs was held as a result of building on the momentum of the National Home Sharing Conference hosted by HIP Housing and the National Shared Housing Resource Center in October 2018. Now more than ever, due to Covid-19, our programs are sharing best practices and providing each other support.

HIP Housing's Home sharing Program team includes our Office Manager, Program Assistant, five Home Sharing Coordinators, an Outreach Specialist, as well as support from the Associate Executive Director, volunteers, and interns. It takes a village to field inquiry calls, interview prospective applicants, process applications, connect Home Providers and Home Seekers, complete Living Together Agreements, provide follow-up support to newly matched clients as well as those in long-running matches, mediation, and connection to community resources. A big part of our work is community outreach to raise awareness of the program.

In FY 19-20, a total of 1,001 households representing 1,254 persons applied to the Home Sharing Program. A total of 156 persons were placed in home sharing matches during the fiscal year and an additional 488 persons who were placed in home sharing in previous fiscal years remained in their housing arrangement at some point during the year.

In the program's traditional model, staff would interview clients in our San Mateo office, Fair Oaks Community Center in Redwood City, Daly City Community Center, and the Magnolia Senior Center in South San Francisco, or by conducting home visits. Since the SIP order, all of the interviews are being conducted virtually, including completion of Living Together Agreements, and mediation

meetings. Since matched home sharing clients have been sheltering and working at home more than ever before, staff have been spending a great deal of time checking in with all of the home sharing clients to provide support around utility conservation options, communication strategies, cleanliness tips, Covid-19 testing locations, Eviction Moratorium updates, and community resources.

HIP Housing was fortunate to raise over \$200,000 from donors who supported efforts to help our matched Home sharing clients, Self Sufficiency families, and HIP Housing tenants with Emergency Relief Funds. The funds were designed to support Basic Necessities and Rent Assistance. Over 40 matched Home sharing clients, applied for the funds due to loss of income due to Covid-19.

Home sharing Program Outreach Highlights:

In addition to attending resource fairs, conducting presentations, monitoring nextdoor and craigslist postings, as well as other community outreach activities, some of the other outreach highlights during the year included:

- Home sharing ads: Daily Journal; KHMB and Fil-Am radio stations; Sam Trans bus ads; shopping carts at Mollie Stones, Lucky's, and Safeway grocery stores; Highway Billboards; Shopping Mall kiosks; Electronic billboard in Burlingame; Mid-Peninsula Media Center; Pacifica e-newsletter; Parks and Recreation guides; MCTV in Millbrae; San Carlos Living Magazine.
- Collaborations with the Town of Hillsborough; Sequoia Hospital District; County Office of Education; and the County of San Mateo to enhance Home Sharing Outreach efforts to employees, retirees, and ADU Homeowners.
- Secured interns through SJSU and Eastside Prep to assist with home sharing client, and outreach activities.
- Technical assistance was provided to Programs in Hawaii, New Mexico, California, Washington, Idaho, and New York.
- Home Sharing Coordinator Laura Moya participated in the Chamber Leadership Program. Home sharing Coordinators Esperanza Jacuinde and Barbara Liedtke graduated from a 15-week conflict mediation training through PCRC. Associate Executive Director, Laura Fanucchi, joined Sequoia Hospital's Community Health Advisory Committee.

Town of Colma Home Sharing Program highlights:

- Fourteen persons from Colma contacted HIP Housing to learn more about our programs as well as to discuss affordable housing opportunities in San Mateo County. This number represents a 180% increase in calls from the previous fiscal year.
- Eleven residents and seven persons who work in the Town of Colma applied to HIP Housing's Home Sharing Program and worked with a Home Sharing Coordinator to receive Home sharing referrals, community resources, as well as ongoing information about affordable housing opportunities including waiting list opening information. This number represents a 38% increase in the number of applicants from the previous fiscal year. The clients who work in Colma are with an affordable housing organization, Sizzler restaurant, Serramonte Subaru, Home Depot, Olivet Memorial Park.
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- A total of 5 residents who either lived or worked in Colma were in home sharing matches during the Fiscal Year. The clients worked for a non-profit affordable housing organization, Beverages and More, Kelly Services Global, and Home Depot.
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<https://www.filamradiouisa.com/>

Funding Allocation

The \$5,000 contribution from the Town of Colma was allocated to the salaries for the Home Sharing Program Coordinators.

SELF SUFFICIENCY PROGRAM HIGHLIGHTS

HIP Housing's Self Sufficiency program provides housing assistance and Trauma Informed Case Management services to low-income parents who are in school with the goal of increasing earnings and becoming financially independent within 1-5 years. Participants receive a rental scholarship while they complete an education or job training program and find employment in their field.

During the fiscal year, sixty families representing 75 adults and 86 children were provided support through the program. One of the major enhancements to the program during the year was the addition of working with Emancipated Foster Youth without children. The program helped to provide a housing scholarship, and supportive services to increase the likelihood for successful independence, completion of educational goals, and financial literacy.

One of the families currently in the program is a single mom who has been living in Colma for 13 years. Mary is a single mom of 3 children who also cares for her 90 year old mother. She's 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. Mary has had some challenges this past year with her own health. Her daughter has been helping the family a great deal while maintaining a 3.8 GPA and doing a Human Resources internship with a local company.

Self Sufficiency Program FY 19-20 graduate stats:

- 100% were independently renting their own stable, affordable housing
- 60% completed their educational goals
- 40% chose to continue on to a higher educational program
- 90% reported better money management skills
- 100% were appropriately banked
- 90% increased their gross income by more than 83%
- 100% increased their savings by an average of 800%
- 90% increased their credit score by an average of 113 points
- 100% stated they are more self-confident and hopeful for the future

Workshops for clients:

- San Mateo Credit Union Financial Literacy
- Samaritan House's "Your Credit Matters" webinars
- Job search strategies
- Focus Group with SSP participants
- 10 month Parenting workshop module created by a Trauma Informed Consultant
- Ongoing Parenting and educational support series virtually by a Licensed MFT

In-Kind Donations Received:

- Cake for Kids provided birthday cakes for children in our program
- My New Red Shoes new shoes for the school year

- Community members “adopted” families during the Holidays
- Move Up, a group of volunteer business women, provided two workshops focusing on job preparation, techniques for interviewing, and resume building.
- Samaritan House conducted backpack drive and gift cards for shoes

Collaboration/Highlights:

- SSP Director, Shirley Suprpto, began the process to work toward her Clinical license in Social Work.
- Mid-Peninsula Housing’s Sweeney Lane property is home to several of our Self Sufficiency clients.
- County Housing Operations and Policy Committee
- Trauma Learning Collaborative through Behavioral Health and Recovery Services
- Housing Authority partnership meeting
- Kristen Hay, SJSU 2nd year Masters of Social Work student, began internship at HIP Housing
- Developed content for a focus group meeting with SSP clients to gather information about their experience in SSP
- Revised Group share contract to allow 2 parent families to live in the SHARE Properties as well as extending the length of term of being able to reside in the home
- Created a new SSP informational flyer to use to market the program in the community
- Created a Fatherhood support group with SSP fathers
- Inservice meetings with Star Vista, SMC Children & Family Services, and Mid-Peninsula Housing
- Case managers are participating in the Neurosequential Model of Therapeutics training
- Early Childhood Trauma assessment questionnaires
- Redesign of SSP family room to make it more trauma sensitive
- Quarterly house meetings with Group Share families.

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 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 included a major rehab of all 36 units as well as adding a community room, and community garden. Four units on the ground floor were converted to an ADA unit.
- Closing escrow in July 2020 to purchase a 10 unit building at Rolison Road in Redwood City. The building has 10 studio apartments and is fully occupied. The plan is to do rehab work on the property including landscaping and maintenance.
- Contracted to do income certification for below market units in San Mateo through Windy Hill (4th & Claremont) and The Addison (9th and El Camino) for a total of 7 units.
- Signed a 3 three contract to renew our management of Rotary Hacienda and Rotary Floritas.
- We are working on creative collaborations to finance affordable housing primarily with market rate developers who are looking for ways to have more impact with their fees. Projects include a 32 unit affordable housing development in Redwood City with Greystar, and 54 units in Redwood City with Lane Partners.
- 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; Lesley Senior Communities; Rotary Terrace in SSF; Runnymede Gardens in East Palo Alto; Rebuilding Together Peninsula; Brunwsick in Daly City; Teto in Redwood City; Montara at Bay Meadows; Carter Terrace; and, Shorebreeze.
- 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

A matched Home sharing client who works in Colma recently reached out to HIP Housing to say, “Thank you for your support and giving people hope and courage”. Feedback like this means a great deal to our organization knowing that our programs and the support from our staff are truly making an impact in the lives of our residents. Housing stability, keeping people near their places of work and social supports, and providing peace of mind drives the work our staff does day in and day out. We thank the Town of Colma for enabling us to carry out this important work and supporting persons who live or work in Colma as well as Countywide.

Sincere regards,

Laura Fanucchi

Laura Fanucchi
Associate Executive Director

Our projects will educate and engage residents children through activities they would otherwise to have the opportunity to engage. Through our activities we expose students to experiences that are not normally offered

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

1. Explore and develop new teaching & learning opportunities to fit within the online and social distancing guidelines.
2. Purchase instructional materials that can be used for online learning.
3. Purchase chicken and garden supplies.
4. In the event that in-person instruction resumes: Field trip expenses and supplies

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

N/A

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

All of our activities contribute to better community awareness and responsibility for all students involved. Youth of our community are learning to trust and take care of each other and together they are also taking care of their community. This awareness and allowing our youth to contribute during this time of need is greater than ever. Over the years several high school students have used the skills they develop in the program to be hired by the Colma Park and Recreation Department as well as other jobs connecting with youth. In 2012 our efforts with our San Bruno Mountain Overnight program was awarded the J. Russell Kent Award.

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

The number of Colma residents is approximately 50 students. They will receive services through their enrollment as Susan B. Anthony School. We make a concerted effort to purchase and conduct business in Colma.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

Contracted transportation & Public transportation:	\$ 2619.47
Entrance Fees	\$ 1180.00
Chicken & Garden supplies	\$ 1117.69
Miscellaneous (picnic & food supplies)	\$1513.55
Total =	\$ 6330.71

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

N/A

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

N/A

11. 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.

12. Charitable Trust # or EIN # 94-3083772

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status



Optional Attachments

**BOARD OF TRUSTEES
FOR
JEFFERSON UNION HIGH SCHOOL DISTRICT**

Kalimah Salahuddin
President

Andrew Lie
Trustee

Carla Ng-Garrett
Clerk

Nick Occhipinti
Trustee

Rosie Tejada
Vice President

	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
			ESTIMATES THROUGH THE MONTH OF JUNE							
A. BEGINNING CASH			5,105,646.05	2,948,646.05	(959,353.95)	(5,269,153.95)	(8,799,153.95)	(8,919,153.95)	5,120,846.05	5,395,846.05
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		150,000.00	150,000.00	500,000.00	280,000.00	280,000.00	500,000.00	280,000.00	280,000.00
Property Taxes	8020-8079			160,000.00	60,000.00	1,950,000.00	3,000,000.00	18,000,000.00	5,000,000.00	100,000.00
Miscellaneous Funds	8080-8099		270,000.00			(370,000.00)	(1,000,000.00)	700,000.00	(400,000.00)	
Federal Revenue	8100-8299		3,000.00	22,000.00	200.00	100,000.00	20,000.00	(300,000.00)	300,000.00	110,000.00
Other State Revenue	8300-8599			100,000.00	500,000.00		1,500,000.00	(40,000.00)	100,000.00	
Other Local Revenue	8600-8799		250,000.00	180,000.00	430,000.00	250,000.00	1,400,000.00	1,900,000.00	700,000.00	700,000.00
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			673,000.00	612,000.00	1,490,200.00	2,210,000.00	5,200,000.00	20,760,000.00	5,980,000.00	1,190,000.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		250,000.00	1,500,000.00	2,200,000.00	2,200,000.00	2,200,000.00	2,200,000.00	2,200,000.00	2,200,000.00
Classified Salaries	2000-2999		500,000.00	800,000.00	800,000.00	800,000.00	800,000.00	800,000.00	800,000.00	800,000.00
Employee Benefits	3000-3999		1,100,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,500,000.00	1,300,000.00
Books and Supplies	4000-4999		200,000.00	200,000.00	200,000.00	340,000.00	200,000.00	100,000.00	100,000.00	100,000.00
Services	5000-5999		600,000.00	600,000.00	600,000.00	1,100,000.00	820,000.00	820,000.00	1,100,000.00	1,100,000.00
Capital Outlay	6000-6599								5,000.00	50,000.00
Other Outgo	7000-7499		180,000.00	120,000.00	700,000.00			1,500,000.00		
Interfund Transfers Out	7600-7629									100,000.00
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			2,830,000.00	4,520,000.00	5,800,000.00	5,740,000.00	5,320,000.00	6,720,000.00	5,705,000.00	5,650,000.00
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299									
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Deferred Outflows of Resources	9490									
SUBTOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599									
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910			0.00						
TOTAL BALANCE SHEET ITEMS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			(2,157,000.00)	(3,908,000.00)	(4,309,800.00)	(3,530,000.00)	(120,000.00)	14,040,000.00	275,000.00	(4,460,000.00)
F. ENDING CASH (A + E)			2,948,646.05	(959,353.95)	(5,269,153.95)	(8,799,153.95)	(8,919,153.95)	5,120,846.05	5,395,846.05	935,846.05
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF	JUNE								
A. BEGINNING CASH		935,846.05	(2,014,153.95)	7,565,846.05	5,479,421.05				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019		280,000.00	150,000.00	148,937.00	300,000.00		3,298,937.00	3,298,937.00
Property Taxes	8020-8079	2,000,000.00	13,000,000.00	3,000,000.00	521,300.00	1,000,000.00		47,791,300.00	47,791,300.00
Miscellaneous Funds	8080-8099	(500,000.00)		(206,425.00)	(200,000.00)	200,000.00		(1,506,425.00)	(1,506,425.00)
Federal Revenue	8100-8299	350,000.00	500,000.00	250,000.00	309,772.85	300,000.00		1,964,972.85	1,964,972.85
Other State Revenue	8300-8599		200,000.00	200,000.00	405,819.00	200,000.00		3,165,819.00	3,165,819.00
Other Local Revenue	8600-8799	1,500,000.00	1,300,000.00	500,000.00	250,963.00	100,000.00		9,460,963.00	9,460,963.00
Interfund Transfers In	8910-8929							0.00	0.00
All Other Financing Sources	8930-8979							0.00	0.00
TOTAL RECEIPTS		3,350,000.00	15,280,000.00	3,893,575.00	1,436,791.85	2,100,000.00	0.00	64,175,566.85	64,175,566.85
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	2,200,000.00	2,200,000.00	2,200,000.00	1,750,819.13			23,300,819.13	23,300,819.13
Classified Salaries	2000-2999	800,000.00	800,000.00	1,000,000.00	875,148.10			9,575,148.10	9,575,148.10
Employee Benefits	3000-3999	1,300,000.00	1,300,000.00	1,500,000.00	872,771.88			15,372,771.88	15,372,771.88
Books and Supplies	4000-4999	200,000.00	200,000.00	100,000.00	280,824.84			2,220,824.84	2,220,824.84
Services	5000-5999	1,100,000.00	1,100,000.00	1,100,000.00	963,503.54	200,000.00		11,203,503.54	11,203,503.54
Capital Outlay	6000-6599		100,000.00		81,576.11			236,576.11	236,576.11
Other Outgo	7000-7499	700,000.00			32,568.88			3,232,568.88	3,232,568.88
Interfund Transfers Out	7600-7629			80,000.00	70,000.00			250,000.00	250,000.00
All Other Financing Uses	7630-7699							0.00	0.00
TOTAL DISBURSEMENTS		6,300,000.00	5,700,000.00	5,980,000.00	4,927,212.48	200,000.00	0.00	65,392,212.48	65,392,212.48
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							0.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Deferred Outflows of Resources	9490				0.00			0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599							0.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Nonoperating</u>									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E. NET INCREASE/DECREASE (B - C + D)		(2,950,000.00)	9,580,000.00	(2,086,425.00)	(3,490,420.63)	1,900,000.00	0.00	(1,216,645.63)	(1,216,645.63)
F. ENDING CASH (A + E)		(2,014,153.95)	7,565,846.05	5,479,421.05	1,989,000.42				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								3,889,000.42	

	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
			ESTIMATES THROUGH THE MONTH OF JUNE							
A. BEGINNING CASH			1,989,000.42	(167,999.58)	(4,075,999.58)	(8,385,799.58)	(11,915,799.58)	(12,035,799.58)	2,004,200.42	2,279,200.42
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		150,000.00	150,000.00	500,000.00	280,000.00	280,000.00	500,000.00	280,000.00	280,000.00
Property Taxes	8020-8079			160,000.00	60,000.00	1,950,000.00	3,000,000.00	18,000,000.00	5,000,000.00	100,000.00
Miscellaneous Funds	8080-8099		270,000.00			(370,000.00)	(1,000,000.00)	700,000.00	(400,000.00)	
Federal Revenue	8100-8299		3,000.00	22,000.00	200.00	100,000.00	20,000.00	(300,000.00)	300,000.00	110,000.00
Other State Revenue	8300-8599			100,000.00	500,000.00		1,500,000.00	(40,000.00)	100,000.00	
Other Local Revenue	8600-8799		250,000.00	180,000.00	430,000.00	250,000.00	1,400,000.00	1,900,000.00	700,000.00	700,000.00
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			673,000.00	612,000.00	1,490,200.00	2,210,000.00	5,200,000.00	20,760,000.00	5,980,000.00	1,190,000.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		250,000.00	1,500,000.00	2,200,000.00	2,200,000.00	2,200,000.00	2,200,000.00	2,200,000.00	2,200,000.00
Classified Salaries	2000-2999		500,000.00	800,000.00	800,000.00	800,000.00	800,000.00	800,000.00	800,000.00	800,000.00
Employee Benefits	3000-3999		1,100,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,500,000.00	1,300,000.00
Books and Supplies	4000-4999		200,000.00	200,000.00	200,000.00	340,000.00	200,000.00	100,000.00	100,000.00	100,000.00
Services	5000-5999		600,000.00	600,000.00	600,000.00	1,100,000.00	820,000.00	820,000.00	1,100,000.00	1,100,000.00
Capital Outlay	6000-6599								5,000.00	50,000.00
Other Outgo	7000-7499		180,000.00	120,000.00	700,000.00			1,500,000.00		
Interfund Transfers Out	7600-7629									100,000.00
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			2,830,000.00	4,520,000.00	5,800,000.00	5,740,000.00	5,320,000.00	6,720,000.00	5,705,000.00	5,650,000.00
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299									
Due From Other Funds	9310									
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Deferred Outflows of Resources	9490									
SUBTOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599									
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			(2,157,000.00)	(3,908,000.00)	(4,309,800.00)	(3,530,000.00)	(120,000.00)	14,040,000.00	275,000.00	(4,460,000.00)
F. ENDING CASH (A + E)			(167,999.58)	(4,075,999.58)	(8,385,799.58)	(11,915,799.58)	(12,035,799.58)	2,004,200.42	2,279,200.42	(2,180,799.58)
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF	JUNE								
A. BEGINNING CASH		(2,180,799.58)	(5,130,799.58)	4,449,200.42	2,362,775.42				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019		280,000.00	150,000.00	1,214.00	200,000.00		3,051,214.00	3,051,214.00
Property Taxes	8020-8079	2,000,000.00	13,000,000.00	3,000,000.00	2,076,245.00	300,000.00		48,646,245.00	48,646,245.00
Miscellaneous Funds	8080-8099	(500,000.00)		(206,425.00)	120,435.00	200,000.00		(1,185,990.00)	(1,185,990.00)
Federal Revenue	8100-8299	350,000.00	500,000.00	250,000.00	59,773.00	200,000.00		1,614,973.00	1,614,973.00
Other State Revenue	8300-8599		200,000.00	200,000.00	447,735.00	100,000.00		3,107,735.00	3,107,735.00
Other Local Revenue	8600-8799	1,500,000.00	1,300,000.00	500,000.00	310,282.00	100,000.00		9,520,282.00	9,520,282.00
Interfund Transfers In	8910-8929							0.00	
All Other Financing Sources	8930-8979							0.00	
TOTAL RECEIPTS		3,350,000.00	15,280,000.00	3,893,575.00	3,015,684.00	1,100,000.00	0.00	64,754,459.00	64,754,459.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	2,200,000.00	2,200,000.00	2,200,000.00	1,500,332.13			23,050,332.13	23,050,332.13
Classified Salaries	2000-2999	800,000.00	800,000.00	1,000,000.00	833,775.10			9,533,775.10	9,533,775.10
Employee Benefits	3000-3999	1,300,000.00	1,300,000.00	1,500,000.00	1,409,895.00			15,909,895.00	15,909,895.00
Books and Supplies	4000-4999	200,000.00	200,000.00	100,000.00	280,825.00			2,220,825.00	2,220,825.00
Services	5000-5999	1,100,000.00	1,100,000.00	1,100,000.00	1,076,821.00	200,000.00		11,316,821.00	11,316,821.00
Capital Outlay	6000-6599		100,000.00		84,626.00			239,626.00	239,626.00
Other Outgo	7000-7499	700,000.00			88,491.00			3,288,491.00	3,288,491.00
Interfund Transfers Out	7600-7629			80,000.00				180,000.00	180,000.00
All Other Financing Uses	7630-7699							0.00	
TOTAL DISBURSEMENTS		6,300,000.00	5,700,000.00	5,980,000.00	5,274,765.23	200,000.00	0.00	65,739,765.23	65,739,765.23
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not In Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							0.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599							0.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Nonoperating</u>									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E. NET INCREASE/DECREASE (B - C + D)		(2,950,000.00)	9,580,000.00	(2,086,425.00)	(2,259,081.23)	900,000.00	0.00	(985,306.23)	(985,306.23)
F. ENDING CASH (A + E)		(5,130,799.58)	4,449,200.42	2,362,775.42	103,694.19				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								1,003,694.19	

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 2019/20

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 preparatory visit by Wilderness students.
- Garden visit at the CEEP garden for two 2nd grade classes.
- Oakland Museum of California for two 2nd grade classes
- Lawrence Hall of Science for two 2nd grade classes

Contracted transportation & Public transportation:	\$ 2619.47
Entrance Fees	\$ 1180.00
Chicken & Garden supplies	\$ 1117.69
<u>Miscellaneous (picnic & food supplies)</u>	<u>\$ 1513.55</u>
Total =	\$ 6330.71

The 2019/20 school year presented more than a few challenges. One minor challenge was the \$330.71 over budget that was due primarily to increased transportation cost. In the Fall we were able to engage students in many activities outlined in our proposal. The new year started off promising with an excellent trip to the Lawrence Hall of Science, then COVID-19! As we scrambled and at times crawled thru Shelter in Place, we lamented the loss of our upcoming adventures. The class parted ways on March 13th with the much repeated question of “Are we still going to go camping on San Bruno Mountain?” Sadly we were unable to discover the bay on the Sausalito Ferry Trip, teach our geometry project or enjoy s’mores around the campfire on San Bruno Mountain.

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. This year we explored the Bay Area; our students now understand how to access many of our educational resources that our region has to offer. Over the years several high school students have used the skills they developed 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 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

Name of Organization: LifeMoves

Contact Person: Jeannie Leahy

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

Phone Number: 650.823.8977 Email Address: jleahy@lifemoves.org

1. Mission Statement:

LifeMoves is the largest and most innovative 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: \$ \$32,974,936

b. Number of Agency Employees: 310

c. Payroll is 55 % 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** describe 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 23 facilities and service sites throughout the Peninsula and Silicon Valley, including 10 emergency shelters. Five of these shelters are in San Mateo County, and we receive the majority of operating support for these shelters from San Mateo County. However, all of our shelters operate at a deficit, and so LifeMoves relies on funding from local jurisdictions, such as the Town of Colma, to support our operations so we can continue providing critically needed shelter and other supportive services to homeless individuals and families residing in Colma and the surrounding communities. At all our shelters, clients receive safe housing and all basic necessities, including food, clothing, toiletries, and laundry supplies. We also provide a wide range of supportive services that help address the issues that led to those clients becoming homeless in the first place.

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

Homelessness continues to be significant problems in this region. The most recent Point-in-Time Count for San Mateo County found that number of unsheltered individuals experiencing homelessness increased by 41% over the last two year. As a result, it is vital that shelter and services for those experiencing homelessness be maintained and available at this time. Our supportive services include: housing locator specialists; short-term rental subsidies; one-time move-in funds; job search, interview preparation, and resume development assistance; financial literacy training and savings incentive; parenting, smoking cessation, and wellness and nutrition workshops; and free, on-site, mental health assessment and treatment for all clients.

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:

Over the past five years, LifeMoves has served 33 adults and children from Town of Colma at LifeMoves shelters in San Mateo County. During this past year (FY20), this support was instrumental in our being able to help eight Town of Colma residents (one family of six and two single individuals) move back into stable housing. As noted in our FY20 report, we provided close to 400 nights of shelter to Colma residents last year, at an estimated value of more than \$20,000. Moreover, the availability of our shelter and outreach services throughout San Mateo County provide a benefit to other residents, as well as businesses within the Town of Colma, by virtue of being a resource and service available to help Colma residents in need.

7. Describe the following:

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

A. In FY16, LifeMoves served 21 Town of Colma residents; in FY17, we served two residents; in each of FY18 and FY19 we served one resident; and in FY20 we served eight Town of Colma residents.

B. The LifeMoves shelters are available to Colma residents at our Maple Street Shelter in Redwood City (single adults), and for families at Family Crossroads in Daly City, First Step for Families in San Mateo, Redwood Family House in Redwood City, and Haven Family House in Menlo Park.

C. LifeMoves Homeless Outreach Team ("HOT") provides services directly to unsheltered homeless individuals living on the streets, in encampments, or in vehicles. This team works closely with local Police Departments and other community-based agencies to support homeless in the County.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

The \$4000 FY20 Grant provided by Town of Colma to LifeMoves was allocated to support operating expenses for our five shelters in San Mateo County (four for families, and one for single adults). All of our shelters operate at a deficit. Last year we provided Colma residents with 392 nights of shelter, with a value in excess of \$20,000. Those residents were provided 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. Since the onset of COVID-19, clients have also been provided with masks, hand sanitizer and other PPE.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

While COVID-19 did not impact how LifeMoves allocated or spent grant funds from the Town of Colma, we have incurred significantly increased expenses since COVID-19 due to a variety of factors. One key area for increased costs is food; we previously relied on volunteers to prepare and serve many meals at our shelters, but since COVID-19, we have discontinued all on-site volunteer activity. As a result, we are purchasing more prepared foods at significant cost. We also are providing a "hazard pay" bonus to our front-line staff, who have been "essential worker" since the beginning of the pandemic. We expect our COVID-related expenses to exceed \$1.2M over the next several months.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

- City of Burlingame: FY20 awarded \$6315; FY21 \$7810 - awarded
- City of Daly City: FY20 awarded \$16,000; FY21 \$16,000 - awarded
- City of Foster City: FY20 awarded \$3000; FY21 \$5000 - awarded
- City of Menlo Park: FY20 awarded \$20,000; FY21 \$20,000 - pending
- City of Redwood City: FY20 awarded \$52,749; FY21 \$25,000 - awarded
- City of San Carlos: FY20 awarded \$18,000; FY21 \$18,000 - to be applied for
- City of San Mateo: FY20 awarded \$0; FY21 awarded \$15,700
- City of South San Francisco: FY20 awarded \$0; FY21 awarded \$20,000

11. 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.

12. Charitable Trust # or EIN # 77-0160469

Please attach a copy of the following:

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



Optional Attachments



Board of Directors 2020

Officers:

Joe Stockwell (Chair)

Principal
Odyssey Management Capital
181 Constitution Drive (*volunteer office*)
Menlo Park, CA 94025
jstockwell@odysseytel.com
Committees: Finance, Executive

Christina Dickerson (Chair Emeritus)

VP, Corporate Development
Corium International, Inc.
235 Constitution Drive (*work*)
Menlo Park, CA 94025
(W) 650-298-8257
cdickerson@mindspring.com
Committees: Executive, Development

Julie Gruber (Vice Chair)

Deputy General Counsel
Gap Inc./Old Navy
2 Folsom Street (*work*)
San Francisco, CA 94105
(H) 650-773-3244
julie_gruber@gap.com
Committees: Executive

Greg Eckert (Treasurer)

Partner
Price Water House Coopers
greg.eckert@me.com
Committees: Executive, Finance

Directors:

Melissa Selcher

Vice President, Brand Marketing and Corporate Communications
LinkedIn
2029 Stierlin Court Suite 200 (*work*)
Mountain View, CA 94043
mselecther@linkedin.com
Committees: Development, Executive

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
Committees: Audit

Holly Campbell

Former Vice President, Corporate Responsibility
Adobe
45 Park Avenue (*work*)
San Jose, CA 95110
(C) 408-623-2045
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
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
Committees: Principal Gifts

Lauren Koenig

Philanthropist, Mentor, Volunteer
181 Constitution Drive (*volunteer office*)
Menlo Park, CA 94025
(C) 650-245-1882
lgkoenig@me.com
Committees: Development



Board of Directors 2020

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

Committees: N/A

Everett Oliven

*Group Vice President Sales
Oracle*

500 Oracle Parkway (work)
Redwood City, CA 94065

(H) 415-999-8798

everett.oliven@oracle.com

Committees: Development

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

Committees: Governance

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

Committees: N/A

Pamela Weiss

Philanthropist, Writer, Community Activist

181 Constitution Drive (volunteer office)

Menlo Park, CA 94025

pamelaweiss@hotmail.com

Committees: N/A

Ahmed Khatib

Senior VP, Private Wealth Advisor

Merrill Private Wealth Management

3075 Hansen Way (work)

Palo Alto, CA 94304

(W) 650-473-2075

ahmed.khatib@ml.com

Committees: Finance

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

Committees: Executive

Christina Corpus

Captain, Headquarters Patrol Bureau

San Mateo County Sheriff's Office

201 Merced Drive (home)

San Bruno, CA 94066

(W) 650-363-4990

ccorpus@smcgov.org

Committees: N/A

Martha Joseph

Sr. Associate of Development

Tipping Point Community

2544 W Ave 130th (home)

San Leandro, CA 94577

(C) 415-879-2142

Marthajoseph86@gmail.com

Committees: N/A

Elizabeth Funk

Managing Partner

Dignity Capital

2406 Bush Street (home)

San Francisco, CA 94115

(C) 415-867-7397

elizabeth@dignityfund.com

Committees: N/A



Operating Budget for Fiscal Year 2021
(Updated 7/16/20)

Revenue

Public Contracts	\$	17,809,722
Private:		
Individuals	\$	4,400,000
Foundations	\$	4,900,000
Corporations	\$	2,400,000
Special Gifts	\$	300,000
Subtotal Private	\$	12,000,000
Other	\$	241,460
PPP Forgiveness*	\$	2,921,400
Total Revenue	\$	<u>32,972,582</u>

Expenses

Direct Labor & Fringe	\$	11,952,033
Direct Expenses for Clients	\$	4,702,604
Site Operating Costs	\$	3,633,515
Operations Labor & Fringe	\$	6,814,976
Subtotal Program Expenses	\$	27,103,128
Administrative	\$	2,903,452
Development	\$	2,968,356
Total Expenses	\$	<u>32,974,936</u>
Surplus/(Deficit)		(2,354)

* Forgiveness of PPP loan will result in non-cash revenue of \$2.9M



**FINAL REPORT PREPARED FOR THE TOWN OF COLMA
JUNE 2020**

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 2019 to support programs serving Colma residents during this fiscal year. 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.

SERVICES TO TOWN OF COLMA RESIDENTS

LifeMoves is pleased to report that we provided food, shelter, clothing, and a broad range of supportive services to eight individuals from the Town of Colma in our shelters during this fiscal year (July 1, 2019 through June 15, 2020). We served one family of six people (four minor children) at the LifeMoves Haven Family House Shelter in Menlo Park. We also served two single individuals from Colma at our Maple Street Shelter in Redwood City. We are very pleased to report that all of these households were successful in exiting our shelters and going into permanent and stable housing.

All told, these individuals stayed a total of 392 nights in LifeMoves shelters, with an approximate value of more than \$23,000. As a result, all funds from the Town of Colma were expended during the fiscal year. LifeMoves provides an important safety net for local families and individuals in need or at risk of homelessness, while at the same time, our services help preserve public health and safety for other residents and merchants within the Town of Colma.

LIFEMOVES ACCOMPLISHMENTS

Last fiscal year, with 280 employees and support from 12,400 volunteers, LifeMoves provided 9,356 homeless individuals—including hundreds of families with minor children—with food, clothing, comprehensive supportive services, and 224,000 nights of shelter. Our supportive services include case management, job counseling, behavioral health services, and education support. 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 86% of families and 68% of all individuals who engaged in LifeMoves shelter programming last year successfully returned to stable housing.

As the above figures show, the past year has been another successful one for LifeMoves, despite a housing market that continues to make it extremely difficult for homeless families and individuals in Silicon Valley to find affordable housing. While our work with homeless families has remained fairly constant, we are facing new challenges with our individual adult clients. In keeping with national trends, the single-adult homeless population in our region is aging, as well as becoming more medically-fragile. Just 20 years ago, only 11% of homeless people in the U.S. were over age 50; in contrast, today 50% of the homeless population is over age 50. Moreover, according to a 2017 UCSF study, a homeless individual over age 50 has the mental and physical capacity of an 80-year-old who is stably housed. The combination of these two factors has made it even more challenging to serve our single adult clients.

To meet these changing client demographics, LifeMoves launched a pilot program at Maple Street Shelter, our facility for single adult men and women in Redwood City. At the heart of this program is a new, full-time licensed vocational nurse (LVN), Kelly McGrath, who is on-site at the shelter. Kelly provides proactive preventive

care to avoid emergency room visits, helps clients with medication management and compliance, and assists with medical referrals and follow-up appointments. Kelly is also part of the team at Maple Street that works to find alternative housing solutions for seniors and medically fragile clients, such as “board and care” facilities, subsidized senior care, and skilled nursing facilities. Kelly sees approximately 300 clients each year, contributing to our staff’s efforts to help our clients improve their physical and emotional health as they regain stability and secure housing. Staff and clients at Maple Street report that Kelly’s presence has made a huge difference in their outlook: for clients, they have a trained medical professional able to assist them with medication management, and to advocate for them with their doctors, if need be; for staff, Kelly has provided much-needed training and support to staff who are working with medically-fragile clients, including clients who are experiencing complex medical issues, such as diabetes, heart conditions, and high blood pressure. Kelly’s work has resulted in a big improvement in the lives of the individual clients she works with, as well as in cost-savings to San Mateo County through a significant reduction in the numbers of emergency room visits by our homeless clients.

LIFEMOVES UPDATES

In addition to providing food, clothing and shelter to almost 1000 clients each and every night, LifeMoves continues to look for ways to increase the scope and effectiveness of our work. The following are a few of our achievements and new initiatives from the past year, which we accomplished with the support of local jurisdictions, including the Town of Colma.

Evolving Homeless Outreach Programs: As a complement to the work carried out in our shelters by our program directors, case managers, and other staff, LifeMoves’ outreach teams connect with unsheltered homeless members of our community on the streets, in encampments, and in vehicles. They also help care for homeless men and women who are discharged from hospitals. Our Homeless Outreach Team interacts with approximately 340 people per year, engaging with them with the goal of providing case management services that will lead to temporary and ultimately permanent housing. LifeMoves also has an outreach partnership with Kaiser Permanente, providing support and referral services for medically fragile homeless individuals who are released from the hospital after treatment. This program connects these discharged patients to shelter and other supportive services in the community.

Preventing Homelessness at Local Schools: One exciting new aspect of LifeMoves’ outreach efforts involves local families with schoolchildren who are at risk for homelessness. LifeMoves is undertaking a new pilot project in conjunction with the Chan Zuckerberg Initiative and the University of Chicago’s Chapin Hall working with at-risk families before they would otherwise fall into homelessness and end up in our shelters. We are beginning Project Upstream, with a pilot program at John F. Kennedy Middle School and Sequoia High School in Redwood City, where 59% of the students are from low-income families. Our five-person Project Upstream staff is currently working (remotely, once the Shelter-in-Place Orders took effect) with 43 at-risk families, most of whom are in shared-living arrangements, to improve their housing situations and stability. If successful, we would look to expand this program to other schools in San Mateo and Santa Clara Counties.

Responding to COVID-19: Over the past few months, LifeMoves has responded to COVID-19 in a number of ways. At our shelters we continue to provide comprehensive services to almost 1000 people every day and night. Many of our clients are considered high-risk for serious complications if infected with COVID-19, due to their age and/or underlying health conditions. We have put in place new policies and protocols to protect them, along with our other clients and our staff. In our shelters for single adults we have created more living space by adding trailers and utilizing local motels for at-risk clients who need to be isolated. At our family shelters, we have developed new programs to engage and educate the children and youth staying with us. All clients and staff are screened at entry with temperature checks, and are provided with face coverings and other recommended PPE.

For everyone we serve, the stress of homelessness has been amplified by worries about COVID-19. Our case management staff has paid close attention to the mental health of our clients, making their emotional well-being a top priority. Although many clients are staying longer than usual at our shelters, given the current difficulty in locating jobs and housing, we have been able to successfully house many families and individuals through our shelters and outreach programs. We are pleased to report that only one LifeMoves client has tested positive for COVID-19 and has responded well to medical treatment.

CONCLUSION

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 questions or there is any additional information we can provide, please do not hesitate to contact Jeannie Leahy, Director of Grants and Contracts, at (650) 658-5880, ext. 158 or jleahy@lifemoves.org.



Non-Profit Funding Request Form FY 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

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

Contact Person: Denise Kelly

Address: NO MAIL: 31 Bepler Street, Daly City CA 94015
Street Address City State Zip Code

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

1. Mission Statement:

Providing nutrition and sustenance to anyone in need

2. Amount of Request: \$ 12,500.00

a. Total Agency Annual Budget: \$ 100,0301.00

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** describe 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.

Historically, NPPDCDC has operated two program - our Food Pantry providing shelf stable groceries and our Dining Center serving hot meals three nights a week. Due to Covid-19, NPPDCDC is currently operating only our Food Pantry. We are hoping to be able to open the Dining Center again in 2021. Funds requested will be used to purchase food for our programs.

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

Prior to Covid-19, Food insecurity was an issue for many living in the Bay Area (still one of the most expensive areas to live in our country). Covid-19's effect on our overall economy has only intensified the need for our services. Requested funds will be used to purchase food to help relive food insecurity in our community.

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 requested the same amount as 2019-2020.

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

Residents of Colma are eligible, encouraged, and welcome to use 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.

We are unable to provide the specific number of Colma residents that we serve as we track only zip codes and Colma and Daly City share a zip code.

Our services are offered at 31 Bepler St, Daly City and we now offer limited delivery from our Food Pantry.

We are listed in social service listings through out San Mateo County and continue to keep Colma Staff advised of our programs.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

We have used \$8,910.00 to cover meals and delivery for December 2019 (420 meals – 7 deliveries), January 2020 (660 meals – 11 deliveries), February 2020 (540 meals – 9 deliveries), and March 2020 (360 meal – 6 deliveries).

\$6,090.00 is being used toward the purchase of 450 cases of groceries for the food pantry at a total cost of \$6,717.44

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

Our Dining Center has been closed since the Shelter In Place Order March 16, 2020. We are reviewing how to reopen our Dining Center to keep everyone safe.

Our Food Pantry has had an 9% increase in the number of clients and we are offering groceries every 10 business days (while supplies last)

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

City of Daly City continues provides our facility at a cost of \$1.00 per year

11. 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.

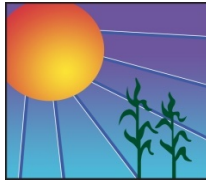
12. Charitable Trust # or EIN # 94-3164510

Please attach a copy of the following:

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



Optional Attachments



North Peninsula Food Pantry & Dining Center of Daly City

BOARD OF DIRECTORS

President

Hon. Dennis Fisicaro

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

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

STAFF

Denise Kelly

Executive Director

Abraham Parada

Food Pantry Staff

**NORTH PENINSULA FOOD PANTRY & DINING CENTER OF DALY CITY
2020-2021 Budget**

INCOME

Food Pantry Income	\$25,000.00
General Funds Income	\$95,000.00
Insurance - General Liability Refund	\$100.00
Insurance - Worker's Comp Refund	\$50.00
TOTAL	\$120,150.00

EXPENSES

Bookkeeping Tax Preparation	\$350.00
Building Maintenance	\$2,500.00
Dining Center Expenses	\$15,000.00
Equipment Expense	\$200.00
Fees & Dues	\$100.00
Food Pantry Expenses	\$35,000.00
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	\$34,800.00
Payroll Tax	\$2,900.00
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
TOTAL	\$100,301.00

Approved 07/22/20



North Peninsula Food Pantry & Dining Center of Daly City
P. O. Box 280, Daly City, California 94016-0280
Phone: 650-994-5150
Email: fooddc@comcast.net
www.fooddc.org

June 23, 2020

**Board of Directors
2019-2020**

President

Hon. Dennis Fiscaro
Retired

Vice President

Teresa Proano
Duggan's Serra Mortuary

Secretary

Monica Devincenzi
Republic Services

Treasurer

Sara Watson
Tri Counties Bank

Directors

Hon. Sandie Arnott
San Mateo County Tax Collector/Treasurer
Susan Cossette
South San Francisco Unified School District
Hon. Tom Ledda
Brisbane School District
Norm Torello
Milestone Project Management Group

Executive Director

Denise Kelly

Mr. Brian Dossey
City Manager
Town of Colma
1198 El Camino Real
Colma CA 94014

Dear Brian:

Thank you and Colma's City Council, again, for the generosity of the \$15,000.00 grant we received in December 2019. We have used \$8,910.00 to cover meals and delivery for December 2019 (420 meals – 7 deliveries), January 2020 (660 meals – 11 deliveries), February 2020 (540 meals – 9 deliveries), and March 2020 (360 meal – 6 deliveries).

Our Dining Center has been closed since the Shelter In Place Order March 16, 2020. We are reviewing how to reopen our Dining Center to keep everyone safe. We would appreciate Colma's support with the Grant Balance of \$6,090.00 and will certainly take this amount into consideration on any future Town of Colma grant application.

Please let me know if you need any additional information.

Please stay safe!

Gratefully,

Denise Kelly
Executive Director

*“Providing nutrition
and sustenance
to anyone in need”*

Ombudsman Services of San Mateo county is the only program dedicated to advocating for the dignity and quality of life of people living in licensed residential care facilities. We serve as a trusted resource for residents and family members to turn to for information and help resolving issues.

Our staff trained ombudsmen and volunteers regularly visit local facilities and speak directly with residents. We make sure that every person living in residential care in San Mateo county has someone on their side because we believe everyone deserves to be seen, heard, valued and supported, so they can enjoy their best quality of life. While our program is federally mandated, we are wholly funded through grants and generosity of private donors.

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

The grant we receive from the City of Colma will help OSSMC to meet its federally-mandated mission to monitor and provide advocacy services to the clients of Colma living in long term care facilities. We will do this with our volunteers and our paid staff. We have one Special Needs Supervisor and one north County Supervisor that these funds will help us with them. We not only serve residents in the City of Colma but we also serves all other residents that live in licensed long term care in the county.

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

Last year we requested \$5,000 and received \$2,000 of which we are grateful. This year we are requesting \$3,000 which is \$1,000 more than last year due to some funds that will not be coming to OSSMC this year. We still are not sure how much San Mateo County will give us so we need to make up for a lack of funds since our budget has been adopted with the amounts we thought we were receiving.

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

Your residents that live in the long term care facilities in Colma will receive the outstanding benefits that an Ombudsman can provide to each of your citizens in your town. Your residents living at Reflections and Angela's Rest Home will receive advocacy, they will be heard, valued and supported so they can enjoy the best quality of life in their "older years". Most of these residents don't have family so we become their family and watch out for them! The City of Colma is taking care of their citizens (residents) no matter who they are or how young or old they are.

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

WE monitor Angela's Rest Home with 6 residents and Peninsula Reflections with 57 residents both of them licensed long term care facilities. Together these two facilities have 63 residents. Last year we talked to all the residents to make sure their needs were being met. We opened and closed 16 cases and were able to give 11 informational guidelines and assistance to Facility Staff. We were also able to help and provide 5 informational guidelines and assistance to families and residents. We were also able to conduct 1 Community Education /Advice to the Facility. The last 4 months were more difficult because of the coronavirus but we keep in contact with the residents and administrators via zoom, cell phone, regular phone, internet and post cards. We are there for them!

8. Provide a detailed account of how the FY 2019-20 contribution was used:

The \$2,000 grant went towards the visiting and monitoring of the 2 facilities with 63 residents in they City of Colma. The funds were split with half going to salary and half going to benefits of the supervisor that is responsible for the facilities in Colma. It is very difficult to maintain the high quality of staff in this area and especially now with the coronavirus. Between visiting and phone calls, we have been able to maintain contact with all the facilities and respond to the residents and their needs which go from talking with them on the phone to conducting an investigation regarding fraud and reporting it to the police and finding the person who stole the credit card!

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

No, the COVID-19 did not affect how OSSMC spent the 2019-2020 funds.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

	2019-2020	2020-2021
Redwood City CDBG	\$15,000	-0-
South San Francisco	\$15,120	\$20,000
Burlingame	\$ 470	\$ 1,125
Foster City	\$ 2,500	\$ 2,500
Menlo Park	\$ 2,000	\$ 2,000
San Mateo CDBG	-0-	\$15,700

11. 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.

12. Charitable Trust # or EIN # CT-118758

Please attach a copy of the following:

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



Optional Attachments



OMBUDSMAN SERVICES
OF SAN MATEO COUNTY INC
ADVOCATE. EDUCATE. EMPOWER.

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Phone: (650) 854-0265
beloubrown@aol.com

Approved 6/19/2020

OMBUDSMAN SERVICES OF SAN MATEO COUNTY, INC
BUDGET FY2020-2021

Operating Income		Approved FY19-20	Rev #3 Approved FY19/20	Approved FY20/21
Donations				
	Annual Report/Newsletter	3,000	3,000	500
	Appeal Letters Holiday	9,000	9,000	7,000
	Appeal Letters Spring	4,000	4,000	1,500
	Board Gifts	10,000	10,000	10,000
	Donations	7,500	7,500	5,000
	Volunteer Recognition Luncheon	40,000	40,000	30,000
	Sutter Health	5,000	5,000	5,000
Foundation Funding				
	Atkinson	10,000	15,000	0
	Deacon Charitable Foundation	5,500	5,500	5,500
	Gellert Foundation	0	0	10,000
	Palo Alto Community Fund	0	0	15,000
	Safeway Foundation	2,500	2,500	2,500
	San Bruno Community Foundation	5,000	10,000	10,000
	TouchPoint	3,000	3,000	3,000
	Woodlawn	40,000	40,000	40,000
Government Funding				
	SMC Title IIIB (OAA)	32,680	32,680	32,634
	SMC Title VIIA	43,964	43,964	49,223
	SMC General Funds	125,287	125,287	130,298
	Special Deposit Funds (SHFCPA)	15,749	15,749	15,749
	SHFCPA - OTO		14,396	0
	SNF Quality Assurance	50,100	50,100	50,100
	State General Fund	91,206	91,206	228,194
	State GF - Baseline Adjustment		110,748	0
	Public Health L&C Prog Fund	10,547	10,547	10,547
	Measure K	114,981	114,981	122,000
	CARE Act			49,587
	CDBG Redwood City	15,405	15,405	0
	CDBG San Mateo			15,700
	CDBG SSF	12,260	15,120	20,000
	Other City Grants - Burlingame	385	385	1,125
	Other City Grants - Foster City	2,500	2,500	2,500
	Other City Grants - Menlo Park	2,000	2,000	2,000
	Other City Grants-Town of Colma		2,000	2,000
Healthcare Districts				
	Peninsula Health Care District	0	60,000	60,000
	Sequoia Healthcare District	55,000	55,000	75,000
	In Kind volunteer hours	150,000	157,000	157,000
Interest Income		80,000	80,000	80,000
Other Income to balance budget		0		
Other Income				
Total Revenue		946,564	1,153,568	1,248,657

Approved 6/19/2020

Expenses		Proposed FY19-20	Rev #3 Approved FY19/20	Draft FY20/21
Development/Marketing				
Fundraising				
Grant Writing		0	30,000	30,000
Event Planner		0	15,000	15,000
Volunteer Recognition Luncheon		15,000	15,000	15,000
Fall Event		0	0	0
Holiday Appeal		1,900	1,900	1,900
Spring Appeal		1,250	1,250	1,250
Marketing				
Marketing PR		3,500	3,500	3,500
Printing & Reproduction				
Newsletter/Annual Report		5,500	5,500	1,000
Brochures/tentcards/bus cards		1,000	4,000	4,000
Website		2,000	2,000	2,000
Other				
Employee Expense Direct				
Payroll		548,785	615,744	627,864
Benefits (medical, dental)		39,932	43,307	57,182
ER Taxes		46,742	50,439	53,086
Workers Compensation		3,168	3,432	3,612
Employee Indirect Expenses				
Education		2,000	2,000	2,000
Recruiting		0	750	750
Mileage Reimbursement		16,000	16,000	16,000
Payroll Service Fee		3,500	3,500	3,500
Operating Expenses				
Board Expenses		3,500	3,500	3,500
Facilities & Equipment				
Computer Maintenance		2,000	2,000	2,000
Computer Software		2,850	3,850	3,850
Maintenance Agreements		2,250	2,250	2,410
Office Equipment		2,000	2,000	2,000
Office Furnishings		1,000	1,000	1,000
Rent		12,000	12,000	12,000
Financial Expenses				
Accounting/Audit		13,500	14,000	14,000
Investment Advisory Fees		11,069	11,069	11,069
PayPal Fees		1,500	1,500	1,500
Bank Charges		25	25	25
Insurance				
Directors and Officers		1,800	1,800	1,935
General Liability		3,200	3,200	3,280
Membership Dues & Subscriptions		3,000	3,000	3,000
Other Meeting Expenses			500	500
Office Supplies		3,500	3,500	3,500
Postage and Delivery		1,500	1,500	1,500
Telephone and Internet		5,000	5,000	5,000
CARE Act Expenses				
				49,587
Program Expense				
Misc		1,000	1,000	1,000
Intern Stipend			8,000	8,000
Professional Services/contracted srvc				
Hiring Costs for new ED				0
Corporate Registration		180	180	180
Taxes			125	125
Special Projects				
Alzheimer's Association		5,000	5,000	5,000
Music and Memory		2,500	2,500	2,500
Volunteer Expenses		8,175	8,175	8,175
Volunteer In-kind hours		150,000	157,000	157,000
Total Expenses		926,826	1,066,996	1,141,280
			86,572	107,377



OMBUDSMAN SERVICES
OF SAN MATEO COUNTY INC
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711 NEVADA STREET
REDWOOD CITY, CA 94061
650-780-5707

Town of Colma
City Manager's Office
1198 El Camino Real
Colma, CA 94014

July 27, 2020

Attention: Darcy De Leon

Grant Report for '19-'20

1. Describe the results of the program funded by the grant:

Ombudsman Services of San Mateo county are very grateful for the \$ 2000 grant we received for '19-'20. With this grant we were able do the following

- OSSMC made 24 facilities visits at the 2 facilities in Colma which are Peninsula Reflections and Angela's Rest Home.
- talk to 63 residents to make sure their needs were being met
- we were able to open and close 16 cases
- we were able to give 11 information and assistance to Facility Staff
- we were able to provide 5 information and assistance to families/residents
- we conducted 1 Community Education/Advice to the Facility

2. Evaluate the results of the program funded by the program

As you can see from the result of our year we were able to be the eyes for the residents and make sure they were being care for properly. We are the trusted resource residents and family members can turn to for information, advocacy and help resolving issues at licensed residential care facilities.

The fund from this grant was used for operational support of our program. OSSMC does not charge for any of our services so we depend on grants such as yours to help our operations.

Here is a story of one of our residents from one of the facilities in Colma:

A dementia resident has had repeated falls at her facility. The Ombudsman knew the resident who had a lot of energy, liked to be physically active and did not like to ask for help. She was a fall risk because of poor balance. She often forgot to use her walker and when she did, she used it incorrectly. One of the recent falls happened when she decided to wash some clothes in her bathroom sink and tripped as she was going out. Another fall happened during the night when she woke up to go to the bathroom. She called for help but was not able to reach the call button. She stayed on the floor for a couple hours before a caregiver came in to check on her and found her on the floor. When the Ombudsman went to

visit, she noticed that there was tape on the floor that covered the seam between the bathroom tile and the bedroom carpet. There was also a rug on the bathroom floor. They both looked like possible hazards. She brought this to the attention of the executive director. The Ombudsman also requested PT evaluation for increased safety awareness and strength. Third, the ombudsman coordinated purchase of Lifeline for when the resident is unable to reach the call button in her room. All issues were addressed: resident received some PT, the tape and the rug were both removed from the floor, Lifeline was purchased. The Ombudsman also alerted the family that while they were able to do some interventions, the resident will be a fall risk because of her progressive weakness.



Non-Profit Funding Request Form FY 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

Name of Organization: Operation Santa Claus

Contact Person: Jennifer Linale

Address: 10 Wembley Dr, Daly City CA 94015

Street Address	City	State	Zip Code
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Phone Number: 415.828.0062 Email Address: ale

1. Mission Statement:

To provide a traditional Christmas experience to families in the communities of Colma, Broadmoore and Daly City communities that are homeless or whose income is less than their monthly expenses. Operation Santa Clause delivers to families new toys who register with us.

2. Amount of Request: \$ 1,500

a. Total Agency Annual Budget: \$ 14,500

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** describe 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.

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:

COVID has brought unemployment and reduced income within the community.

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

We deliver 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 40 residence (160 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 principles when the program will accept applications.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

City of Colma's donation was included in other fundraising results. All donations were entriely used to acquire as outlined:

- Toys: \$12,000
- Gift Cards: \$2,625
- Totals: \$14,625

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

COVID-19 has increased the number of unemployed in the communities by 15%

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

NA

11. 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.

12. Charitable Trust # or EIN # 94-2920191

Please attach a copy of the following:

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



Optional Attachments



OPERATION SANTA CLAUS

10 Wembley Drive, Daly City, CA 94015

Agenda

Board of Directors

• Bobby Stuhler, President • Barney Maffei, Treasurer • Jennifer Linale, Secretary
• Maria DeLucchi • Denise Brown • Romeo Benson • Pat Bohm • Cameron Christensen • Aimee O'Donnell Saunders

TIN 94-2920191

**OPERATION SANTA CLAUS
STATEMENT CASH RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

REVENUES:

FOUNDATIONS	\$10,000.00
CORPORATE DONATIONS	2,750.00
BENEVITY FUNDS	1,144.51
GENERAL PUBLIC RECEIPTS	<u>7,171.55</u>

TOTAL REVENUES **\$ 21,066.06**

DISBURSEMENTS:

TOYS	\$ 6,840.06
TEEN GIFT CARDS	2,100.00
POSTAGE	165.00
SUPPLIES	261.55
TELEPHONE	130.00
MONTHLY BANK CHARGES	60.00
LUNCH ON PACKING DAY	761.39
REFRESHMENTS	<u>128.28</u>

TOTAL DISBURSEMENTS **\$(10,446.28)**

NET CASH RECEIVED (DISBURSED) **\$ 10,619.78**



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

May 17, 2020

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 250 families, which included 545 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:	\$6,840
Gift Cards:	\$2,100
Expenses:	\$1,400
Total	\$10,340

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 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

Name of Organization: Peninsula Volunteers, Inc. Meals on Wheels

Contact Person: Becky Flanagan

Address: 800 Middle Avenue, Menlo Park, CA 94025

Street Address	City	State	Zip Code
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Phone Number: 650-323-2022 Email Address: bflanagan@penvol.org

1. Mission Statement:

The purpose of the Peninsula Volunteers is to help create, through high quality and nurturing programs for the aging, a community in which seniors are engaged, cared for, and respected as vital members.

Peninsula Volunteers, Inc. (PVI) Meals on Wheels delivers meals to homebound older and disabled adults within San Mateo County, excluding Coastside and Pacifica.

2. Amount of Request: \$ 10,000

a. Total Agency Annual Budget: \$ 5,472,901

b. Number of Agency Employees: 70

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** describe 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.

There are three key project activities of the PVI Meals on Wheels (MOW) program that will be integral to the project: 1) PVI Meals on Wheels will deliver 5 nutritious meals weekly to at least 12 Colma residents who are unable to shop or cook for themselves and have no one to reliably assist them. Those most at risk for malnutrition will receive extra meals for the weekend. 2) PVI Meals on Wheels will deliver meals that provide 1/3 of the daily recommended dietary intake for older adults. 3) PVI Meals on Wheels will deliver meals that support health and aid in managing chronic disease.

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

Grant funds will be used to bridge the funding gap for home delivered meals for 12 homebound older adults in Colma during the fiscal year 2020-2021. The full cost to plan, prepare, package and deliver a meal is \$15 per meal. San Mateo County Aging and Adult Services, with funds from the Older Americans Act, contributes \$8.13 toward each meal. Donations from meal recipients average \$1.00 per meal, leaving a funding gap of almost \$6 per meal. Funding is needed to bridge the gap in support for this successful program. A grant of \$10,000 will provide \$3 per meal for 12 meal recipients in Fiscal Year 2020-21 (July 1, 2020 to June 30, 2021.)

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 not current grant recipients.

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

Home delivered meals will benefit the Town of Colma by ensuring that the most vulnerable are cared for by receiving regular, nutritious meals as well as daily wellness checks. According to the Healthy Community Collaborative of San Mateo County, many seniors face hunger every day. In San Mateo County, 62% of individuals 65 or older are considered the "Hidden Poor". In fact, 1 in 8 struggles with hunger and must choose between paying rent, buying medication or purchasing food. The National Institute for Health Care Management says that there is a 45% increased risk of mortality among seniors who report feeling lonely. The regular wellness checks by delivery drivers, calls from the Meals on Wheels office, and quarterly assessments help alleviate loneliness and isolation and identify when a client is suffering and in need of a referral to an outside agency.

7. Describe the following:

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

A) In the two years prior to the opening of Veterans Village (fiscal years 2017-18 and 2018-19, we served 4 Colma clients each year. As Veteran's Village opened, we increased the number of Colma clients served in order to meet the needs of the residents of Veterans Village. Currently, we deliver to 13 Colma residents. B) Meals are delivered to the recipient's home. Current Meals on Wheels clients reside throughout Colma, with the majority of meal recipients living in Veterans Village. C) We send yearly outreach letters and flyers to social workers, dialysis centers, senior centers, doctors' offices and senior apartment buildings so that seniors, or those working with seniors, know about Meals on Wheels. We also coordinate with the social workers at Veterans Village in Colma

8. Provide a detailed account of how the FY 2019-20 contribution was used:

N/A. We did not receive funds in FY 2019-20.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

N/A. We did not receive funds in FY 2019-20.

We have had no disruption to service due to COVID-19.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

We received grants from the cities of San Bruno and San Carlos, and also received a donation from Menlo Park in FY 2019-20 and also in FY 2020-21.

11. 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.

12. Charitable Trust # or EIN # 94-1294939

Please attach a copy of the following:

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



Optional Attachments



Request for Determination of Eligibility for Grant Funding

Name of Organization: Peninsula Volunteers, Inc. Meals on Wheels

Contact Person: Becky Flanagan

Address: 800 Middle Avenue, Menlo Park, CA 94025

Street Address	City	State	Zip Code
----------------	------	-------	----------

Phone Number: 650-323-2022 Email Address: bflanagan@penvol.org

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

- 501(c)(3) charity Calif. Charitable Trust # 94-1294939
- Government entity FEIN # _____
- Chamber of Commerce FEIN # _____

2. Mission Statement or Goals:

PVI's Meals on Wheels Program aims to increase food security and access to nutritious food for homebound older and disabled adults, thereby supporting healthy aging in place. Meal recipients receive five weekly home delivered meals that provide 1/3 of the daily recommended dietary intake for older adults. Meals support health and aid in managing chronic disease.

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

Peninsula Volunteers, Inc. (PVI) Meals on Wheels delivers meals to homebound older and disabled adults within San Mateo County, excluding Coastsides and Pacifica.

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

5. Summarize the organization's history:

The Peninsula Volunteers, Inc. Board of Directors is committed to maintaining services to aging adults in the community. Senior services are the only product Peninsula Volunteers, Inc. provides, and thus will continue to maintain and enhance the continuum of services to assist adults to "age in place" with independence and dignity. Peninsula Volunteers, Inc. has been delivering meals to homebound seniors and adults with disabilities since 1977, with over two million meals delivered to date.

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

Meal recipients are homebound older and disabled adults residing in San Mateo County (excluding Coastside and Pacifica). 81% fall in the extremely low income category (30% AMI), 59% are female, 54% are over 80 years old, and 20% are over 90 years old. Most clients suffer from chronic conditions and/or poor mobility. Clients are unable to shop and cook for themselves and lack regular assistance with these tasks.

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.

Grant deadlines, conditions of grants, and reporting requirements are carefully monitored and added to the yearly calendar as well as a grant tracking spreadsheet . Monthly internal reporting tells us the number of meals each client receives as well as information by ZIP code and city. Grant reports are submitted on time with all requested information. Careful accounting and an annual audit ensure that financial records are accurate.

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 X _____ 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





Board of Directors, 7/1/20 – 6/30/21

Venkat Avasarala
Board Member 2020-2023
(267) 979-7000
venkat@acuvity.com

Founder and CEO, Acuvity Consulting, (Sunnyvale, CA)
Philanthropic Volunteer

Mical Atz Brenzel
President through 12/31/20;
Past President thereafter 2021
(650) 888-6612
brenzel1@mac.com

Peninsula Volunteer
Technology Credit Union (San Jose, CA) Chair of the Board
Philanthropic Volunteer

Lisa Deal
Board Member 2020-2023
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deallisa@gmail.com

Former Chief Executive Officer, Mission Hospice & Home Care
(San Mateo, CA)
Philanthropic Volunteer

Linda Dickinson
Secretary
Board Member 2020-2021
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Linda1663@gmail.com

Peninsula Volunteer – Past President 1997 & 2000
Philanthropic Volunteer

Sandra Ferer
Board Member 2020-2022
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Sferer72311@comcast.net

Peninsula Volunteer
Philanthropic Volunteer

Sandra Ferrando
Board Member 2020-2022
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Sandyf305@msn.com

Peninsula Volunteer
Philanthropic Volunteer

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Peninsula Volunteer
Philanthropic Volunteer

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Peninsula Volunteer
Philanthropic Volunteer

Colleen Haight
Board Member 2020-2023
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Peninsula Volunteer
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Peninsula Volunteer
Philanthropic Volunteer

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Peninsula Volunteer
Philanthropic Volunteer

Peter Olson
CEO/Executive Director, PVI
2016-2020
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Peninsula Volunteer, Chief Executive Officer
Philanthropic Volunteer

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Vice President through 12/31/20
President 2021-2022
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Peninsula Volunteer
Philanthropic Volunteer

Camilla Shroff
Past President through 12/31/20
Board Member 2020
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Peninsula Volunteer
Philanthropic Volunteer

Susan Sweeney
Board Member 2020-2023
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Susan.sweeney@stanford.edu

Peninsula Volunteer
Philanthropic Volunteer

Patricia Wilkinson, Treasurer
Board Member 2020-2021
(650) 529-5301
Pwilkinson100@hotmail.com

Peninsula Volunteer
Philanthropic Volunteer

Peninsula Volunteers
Budget Income Statement
All Departments

	MOW Budget FY21	PVI Budget FY21
Operating Revenue		
Program-based Revenues		
Contracts/Fees	\$ 1,106,753	\$1,289,144
Program Fees	\$ 81,300	\$1,183,341
Membership Fees	\$ -	\$183,985
Sales	\$ -	\$3,000
Other	\$ -	\$31,766
Total Program-based Revenues	<u>\$ 1,188,053</u>	<u>\$2,691,235</u>
Grants		
Business and Organizations	\$ 98,000	\$177,526
Governmental	\$ 190,000	\$325,000
Total Grants	<u>\$ 288,000</u>	<u>\$502,526</u>
Special Events	<u>\$0</u>	<u>\$0</u>
Donations & Fundraising Activities		
Donations	\$ 328,553	\$1,379,549
Event Income	\$ -	\$207,700
Total Donations & Fundraising Activities	<u>\$ 328,553</u>	<u>\$1,587,249</u>
Total Revenue for Standard Operations	<u>\$ 1,804,606</u>	<u>\$4,781,010</u>
Operating Expenses		
Employee-Related Expenses		
Salaries	\$ 844,706	\$2,991,218
Benefits, Taxes, Insurance	\$ 164,108	\$679,793
Temporary Services	\$ -	\$2,150
Staff Development and Training	\$ 1,000	\$28,300
Employment Advertising	\$ 5,000	\$15,995
Indep Contractors - Therapists	\$ -	\$20,700
Total Employee-Related Expenses	<u>\$ 1,014,814</u>	<u>\$3,738,157</u>
Other Operating Expenses		
Contract Services	\$ 18,543	\$357,498
Supplies	\$ 115,417	\$692,839
Postage and Shipping	\$ 5,750	\$13,425
Utilities	\$ 20,896	\$178,038
Marketing and Advertising	\$ 6,000	\$51,180
Professional and Industry	\$ 1,200	\$7,795
Repairs and Maintenance	\$ 26,001	\$122,684
Licenses, Permits, and Taxes	\$ 1,240	\$3,345
Equipment Rental	\$ 5,200	\$29,941
Interest Expense	\$ -	\$0
Insurance	\$ 25,465	\$59,780
Food Service Charges	\$ 1,043,811	\$117,865
Mileage	\$ 42,000	\$43,050
Total Other Operating Expenses	<u>\$ 1,311,523</u>	<u>\$1,677,441</u>
Non-employee Fundraising Expenses		

	MOW Budget FY21	PVI Budget FY21
Staff Development and Training	\$ -	\$0
Contract Services	\$ -	\$5,845
Facility Costs - Special Events Only	\$ -	\$32,376
Supplies	\$ -	\$10,460
Postage and Shipping	\$ -	\$3,993
Printing	\$ -	\$3,110
Repairs and Maintenance	\$ -	\$1,500
Marketing and Advertising	\$ -	\$20
Total Non-employee Fundraising Expenses	<u>\$ -</u>	<u>\$57,304</u>
 Total Operating Expenses	 <u>\$ 2,326,337</u>	 <u>\$5,472,901</u>
 Net Operating Income/(Loss)	 <u>\$ (521,731)</u>	 <u>(\$691,891)</u>
 Investment activity		
Investment Dividends and Interest		
Interest - Savings and Short Term Investments	\$ -	\$10
Dividends and Interest - Securities	\$ -	\$50,500
Total	<u>\$ -</u>	<u>\$50,510</u>
 Total	 <u>\$ -</u>	 <u>\$50,510</u>
 Investment Gains and Losses		
Realized Gains/(Losses)	\$ -	\$93,500
Unrealized Gains/(Losses)	\$ -	(\$144,010)
Total	<u>\$ -</u>	<u>(\$50,510)</u>
 Total Investment Gains and Losses	 <u>\$ -</u>	 <u>(\$50,510)</u>
 Total Investment Activity	 <u>\$ -</u>	 <u>\$0</u>
 Non-Recurring Revenues		
Bequests	\$ -	\$0
	<u>\$ -</u>	<u>\$0</u>
 Gifts In Kind		
Gifts In Kind - Revenues	\$ -	\$0
Donated Supplies	\$ -	\$0
Total	<u>\$ -</u>	<u>\$0</u>
 Total Gifts In Kind	 <u>\$ -</u>	 <u>\$0</u>
 Depreciation and other non-cash expenses		
Depreciation	\$ (14,100)	(\$26,251)
Total	<u>\$ (14,100)</u>	<u>(\$26,251)</u>
Total Depreciation	<u>\$ (14,100)</u>	<u>(\$26,251)</u>
 Facilities Rent		
In-Kind Donated Rent	\$ -	\$197,444
Rent Expense	\$ -	(\$530,000)
Net Total Facilities Rent	<u>\$ -</u>	<u>(\$332,556)</u>
Net Income/(Loss)	<u>\$ (535,831)</u>	<u>(\$1,050,698)</u>

The requested funding will provide the support necessary to make a diversity of engaging educational materials about San Bruno Mountain accessible to Colma residents. Residents will receive guided learning experiences and resources that will inspire a deepened appreciation for the mountain's rich cultural history and ecology and encourage further recreational exploration of its environment. The variety of educational content made available will engage people of all ages and backgrounds—from youth in local elementary schools receiving environmental curriculum and lessons, to families enjoying a self-guided hike on the mountain, to members of the local historical association utilizing our digitized mountain archives and exhibits.

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

Due to the COVID-19 pandemic, San Bruno Mountain Watch has not been able to engage local communities on San Bruno Mountain through the in-person services we usually offer such as school field trips and guided walks. We are requesting financial support for our efforts to adapt and transform the educational content we possess into programming that can be experienced remotely or in ways that adhere to social distancing protocols. Funds will be used to pay for the significant amount of staff time needed to develop digital learning content such as educational videos, remote-learning curriculum, virtual class presentations, digitized archives and exhibits, and a new self-guided GPS-based tour "app" for smartphones or computers that will contain a series of hikes.

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

No application was submitted the previous year.

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

By funding the efforts of San Bruno Mountain Watch, the Town of Colma will be providing its residents with resources and learning experiences that will deepen their appreciation, civic pride, and love for the Town's unique environmental setting at the base of San Bruno Mountain. Furthermore, the engaging education materials will deliver various physical and mental health benefits to Town residents amidst the difficult conditions of the COVID-19 pandemic—learning about and exploring the natural wonders and rich stories of the mountain will be emotionally soothing, meaningful, entertaining, and enjoyable for people of all ages. Finally, supporting San Bruno Mountain Watch's partnership with the local schools and enabling us to enhance our school programming will provide another example of why these schools are great choices for current and future residents.

7. Describe the following:

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

A. In the 2018-2019 and 2019-2020 school years, we engaged 369 students from Susan B. Anthony School and John F. Kennedy Elementary Schools. Some of these students were Colma residents.

B. Colma residents may receive educational services or programs on San Bruno Mountain State & County Park, at their schools, community centers, and homes, and at our native plant nursery.

C. We reach Colma residents through the Jefferson Elementary School District by engaging students and parent chaperones with educational field trips to San Bruno Mountain. We also engage local community groups, for example, by presenting lectures about the mountain to the Colma Historical Association. Colma residents are among those who receive our newsletters and our social media.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

We did not receive a contribution during FY 2019-20, as we did not submit an application. We are grateful for the opportunity to submit an application this year for our San Bruno Mountain Digital Learning Initiative.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

We did not receive a contribution during FY 2019-20, as we did not submit an application. We are grateful for the opportunity to submit an application this year for our San Bruno Mountain Digital Learning Initiative.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

In 2019, we received \$2,000 from the City of South San Francisco in the form of program fees for a summer camp we designed and led in partnership with their Parks and Recreation Department. In 2020, we received \$1642.50 (plus 151.93 of sales tax) from the SSF Parks and Recreation Department to grow and provide native San Bruno Mountain plants from our Mission Blue Nursery for ecological restoration efforts Sign Hill. We expect to receive a similar amount in 2021 to continue providing plants for their Sign Hill Stewards program. In 2020, we expect to receive approximately \$6,000 from the City of Brisbane for native plants provided to the landscaping of their City Hall.

11. 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.

12. Charitable Trust # or EIN # 94-3235791

Please attach a copy of the following:

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



Optional Attachments





Request for Determination of Eligibility for Grant Funding

Name of Organization: San Bruno Mountain Watch

Contact Person: Ariel Cherbowsky Corkidi, Director

Address: 44 Visitacion Avenue, Suite 206, Brisbane, CA 94005

Street Address City State Zip Code

Phone Number: (415) 467 - 6631 Email Address: ariel@mountainwatch.org

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

501(c)(3) charity Calif. Charitable Trust # 94-3235791

Government entity FEIN # _____

Chamber of Commerce FEIN # _____

2. Mission Statement or Goals:

The mission of San Bruno Mountain Watch is to preserve and protect the native ecosystems of San Bruno Mountain through restoration, education, and conservation.

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

The majority of the people who are engaged by our organization are located in the northern San Francisco Peninsula, especially those in areas surrounding San Bruno Mountain, such as Colma, Daly City, South San Francisco, Brisbane, and San Francisco. However, people from other regions of San Mateo County and the East Bay also frequent the mountain and interact with our organization.

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

5. Summarize the organization's history:

During the 1970s, residents from northern San Mateo County sparked a grassroots movement to demand that the privately-owned San Bruno Mountain be dedicated as a public park serving Daly City, South San Francisco, Colma, and Brisbane. North County residents lacked equitable access to open space compared to wealthier, less urbanized communities. Leaders of the successful movement proceeded to establish San Bruno Mountain Watch (SBMW) as a non-profit organization in 1995. Initially, the organization engaged in legal efforts to further protect the mountain. Efforts to engage the public in ecological restoration efforts and environmental education programs have grown significantly since the early 2000s.

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

San Bruno Mountain Watch engages people of all ages and backgrounds in our ecological restoration and environmental education programs. This includes students from elementary, middle, high school, colleges, and universities. We engage adults of multiple generations, from young adults to seniors. The majority of the population we serve resides in the cities of northern San Mateo County and the southern neighborhoods of the City and County of San Francisco. The population served is generally representative of the neighborhoods from these areas, the majority including people who identify as Asian, Pacific Islanders, Latinx, and White, and to a lesser extent, Black and Native American.

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.

The grants applications submitted by San Bruno Mountain Watch's staff are reviewed and approved by our organization's board of directors. All of the grant documents, such as the application, agreements, deliverables, and reports, are accessible to the board of directors for oversight purposes. Oversight is provided in particular by the board's Fundraising Committee. The activities carried out as part of the grants are continuously reported to the board of directors by staff through monthly reports and other communications. These procedures ensure that the terms and conditions of grants are satisfied.

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 X _____ 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





The Board of Directors of San Bruno Mountain Watch

Yoni Angelo Carnice received a Master in Landscape Architecture from the Harvard Graduate School of Design. His thesis work explored how the design of a mountain trail and gardens can weave together the stories and materiality of San Bruno Mountain and the Filipino diaspora. Yoni previously worked on ecological restoration projects in the Presidio and is currently carrying out a project revolving around the influence of artist and gardener Demetrio Braceros on Cayuga Park. Yoni is rooted in Daly City and San Francisco.

Christopher Chou is an attorney in public service. He completed his undergraduate education at Northwestern University and has a PhD and a JD from Stanford University. Chris is fascinated by how emerging technologies are transforming our urban environment and he's committed to helping cities and communities innovate to become more dynamic, inclusive, sustainable, and equitable. For Chris, San Bruno Mountain is an integral part of the urban landscape and connects us with a shared history, both urban and natural. He lives in Daly City.

Tera Freedman serves as the **president** of the board of directors. As a child, she was involved in the grassroots efforts to save the mountain alongside her parents. Her father also served on the board of directors—during his tenure, Tera got involved in the construction of the Mission Blue Nursery a decade ago. Tera works for an educational program called Industrial Design Outreach as Director of Education Outreach. Tera lives in San Francisco.

Reina Kahn is a Geospatial Analyst with a Masters degree in Geospatial Information and Technology from the University of Southern California. Reina has been a U.S. Peace Corps volunteer and served in Jamaica and Guatemala developing GIS programs in rural communities. She has also worked with the CA Department of Food and Agriculture in its invasive weed and mitigation program. She currently works at a company that supports FEMA with their community mapping needs. Reina is interested in using her GIS skills in an environmental capacity developing and supporting habitat conservation and awareness. Her passion for San Bruno Mountain stems from her experience living in Brisbane and hiking the mountain daily. She enjoys the quiet respite of the mountain amidst the urban landscape.

Ann Kircher serves as the **secretary** of the board of directors. She is a Biologist with a B.A. from Washington University and a M.A. from Duke University. Ann spent her academic career teaching at the College of Alameda. She is interested in native plants, horticulture, and environmental activism. Her passions for San Bruno Mountain are protecting the natural environment, restoration of damaged areas, acquisition of adjacent natural areas, and inclusion of people in the surrounding communities into the wonders of the Mountain.

Olivia Kurz has a M.S. in Childhood and Museum Education from the Bank Street College of Education and a B.A. in Comparative Literature from Barnard College. Olivia has spent over 7 years as a nature, science, and gardening educator in the Bay Area and in New York. Olivia recently completed an internship with the San Mateo County Parks in the Natural Resource

Management Department. Olivia's interests include land trusts, the intersection of ecological and racial justice, collective liberation, Indigenous sovereignty, ecology and spirituality, ancestral land stewardship, and western scientific research.

Thomas Lambert is a retired accountant who previously served for multiple years as the treasurer of the board of directors. Tom lives in Brisbane near the mountain's forested canyons and enjoys hiking the trails close to home.

Emma Lewis is a Natural Resources Specialist with a B.S. in Environmental Sciences and Studio Art from the University of Virginia. She currently works for the City of South San Francisco, overseeing the Sign Hill Habitat Restoration Project. She was previously an AmeriCorps member with the Bay Area-based nonprofit Grassroots Ecology and worked to restore watersheds through volunteer programming. Emma is passionate about sharing the unique ecological stories of San Bruno Mountain with its surrounding communities.

Angela Pai is a botanist and naturalist with a B.A. in English from the University of California, Berkeley. Angela works on rare plant seed collection for the California Native Plant Society and also helps organize and lead events as a volunteer and co-founder of the California Center for Natural History. She has worked for Golden Hour Restoration Institute, Oaktown Native Plant Nursery, and the City of Oakland.

Brian Parish serves as the **treasurer** of the board of directors. Brian is a retired accountant who worked in the healthcare industry. Before joining the board, Brian was a consistent volunteer at San Bruno Mountain Watch's Mission Blue Nursery and still partakes in the nursery program in his free time. He resides in San Francisco.

Michele Salmon serves as the **vice president** of the board of directors. She was born and raised in Brisbane, California on the flanks of San Bruno Mountain on the street where she still lives. In the 1960s, Michele's parents played a major role in thwarting plans to scrape off the top of the mountain for a new city and her father served on Brisbane's first City Council. Her deep connection to the mountain inspired her degree in Biology at San Francisco State University. She has worked almost 40 years in Direct Marketing and also serves on Brisbane's Open Space and Ecology Committee. Michele is a constant advocate for our environment and was featured in a documentary about the Endangered Species Act.

Del Schembari is a retired social worker with a degree in sociology from San Francisco State University. He has worked since the 1970s on San Bruno Mountain issues and is passionate about the conservation of the mountain for public open space purposes, environmental education for local schools, and restoration of crucial endangered species habitat. Del is a South San Francisco resident and is also involved in climate change advocacy.

David Schooley is the **founder** of San Bruno Mountain Watch. David first got involved with the movement to save the mountain in the early 1970s and was an integral part of the original Committee to Save San Bruno Mountain. He has dedicated his life to protecting the mountain's rare ecology and indigenous sacred sites and sharing its wonders with others through countless guided hikes. David is also a poet, artist, and storyteller who has published multiple books and pamphlets featuring the life and spirit of San Bruno Mountain.



**San Bruno Mountain Watch
FY 2020 Budget**

Total Budgeted

1/1/20-12/31/20

Projected

Expenditures

7000 Payroll		
7010 Gross Wages	\$	90,000
7020 Payroll Taxes	\$	9,900
Total 7000 Payroll	\$	99,900
7050 Employee Benefits	\$	4,000
7100 Contract Services	\$	600
8000 Occupancy Expenses	\$	10,200
8100 Printing and Mailing	\$	5,500
8200 Advertisements & Promotional Expenses	\$	1,000
8300 Business Expenses	\$	1,750
8400 Information Technology	\$	3,500
8500 Nonprofit Insurance	\$	2,500
8510 Worker's Compensation Insurance	\$	7,500
8600 Program Expenses	\$	4,000
8700 Office Supplies	\$	250
8850 Fundraising Event Expenses	\$	300
	\$	141,000



San Bruno Mountain Watch
FY 2020 Budget with YTD Comparison

	Total Budgeted		Year-to-Date	
	1/1/20-12/31/20		1/1/20-8/28/20	
	<i>Projected</i>		<i>Actual</i>	
Expenditures				
7000 Payroll				
7010 Gross Wages	\$	90,000	\$	59,099.15
7020 Payroll Taxes	\$	9,900	\$	4,344.16
Total 7000 Payroll	\$	99,900	\$	63,443.31
7050 Employee Benefits	\$	4,000		
7100 Contract Services	\$	600	\$	107.00
8000 Occupancy Expenses	\$	10,200	\$	6,861.77
8100 Printing and Mailing	\$	5,500	\$	2,110.80
8200 Advertisements & Promotional Expenses	\$	1,000	\$	817.49
8300 Business Expenses	\$	1,750	\$	1,258.81
8400 Information Technology	\$	3,500	\$	2,911.06
8500 Nonprofit Insurance	\$	2,500	\$	1,120.02
8510 Worker's Compensation Insurance	\$	7,500	\$	4,114.64
8600 Program Expenses	\$	4,000	\$	2,053.55
8700 Office Supplies	\$	250	\$	261.88
8850 Fundraising Event Expenses	\$	300		
	\$	141,000	\$	85,060.33



San Bruno Mountain Watch

STATEMENT OF ACTIVITY

January 1 - August 28, 2020

	TOTAL
Revenue	
4000 Revenue from Contributions	
4010 Individual Contributions	24,881.02
4020 Corporate Contributions	362.39
4021 Matching Gifts	1,125.00
Total 4020 Corporate Contributions	1,487.39
Total 4000 Revenue from Contributions	26,368.41
4100 Revenue from Grants	
4120 Foundation Grants	4,000.00
4130 Local Government Grants	4,900.00
Total 4100 Revenue from Grants	8,900.00
5000 Program Service Revenue	
5010 Ecological Restoration Services	11,814.42
5020 Environmental Education Services	207.00
5030 Mission Blue Nursery Plant Sales	
5031 Plant Sales by Appointment	4,187.50
5032 Plant Sales At Events	3,099.81
5033 Contracted Plant Sales	29,191.25
Total 5030 Mission Blue Nursery Plant Sales	36,478.56
Total 5000 Program Service Revenue	48,499.98
5300 Fundraising Events Revenue	
5320 Event Associated Individual Contributions	1,843.00
5330 Ticket Sales	0.00
Total 5300 Fundraising Events Revenue	1,843.00
Total Revenue	\$85,611.39
GROSS PROFIT	\$85,611.39
Expenditures	
7000 Payroll	
7010 Gross Wages	59,099.15
7020 Payroll Taxes	
7021 Federal Payroll Taxes	3,476.16
7022 CA SUI/ETT	868.00
Total 7020 Payroll Taxes	4,344.16
Total 7000 Payroll	63,443.31
7100 Contract Services	
7120 Contracted Program Services	
7124 Mission Blue Nursery Contractors	107.00
Total 7120 Contracted Program Services	107.00
Total 7100 Contract Services	107.00



San Bruno Mountain Watch

STATEMENT OF ACTIVITY

January 1 - August 28, 2020

	TOTAL
8000 Occupancy Expenses	
8010 Rent	
8011 Office Rent	5,400.00
Total 8010 Rent	5,400.00
8020 Nursery Utilities	
8021 Portable Toilet	274.53
8022 Waste Collection Services	170.00
8023 Water	1,017.24
Total 8020 Nursery Utilities	1,461.77
Total 8000 Occupancy Expenses	6,861.77
8100 Printing and Mailing	
8110 Brochures, Cards, Flyers, Envelopes & Publications	779.44
8120 Copier Fees	938.63
8130 Mailing	
8132 PO Box	134.00
8133 Postage	258.73
Total 8130 Mailing	392.73
Total 8100 Printing and Mailing	2,110.80
8200 Advertisements & Promotional Expenses	
8220 Low Cost Token Gift Items	817.49
Total 8200 Advertisements & Promotional Expenses	817.49
8300 Business Expenses	
8315 Costs of Securities Sales	0.21
8320 Dues & Subscriptions	410.00
8340 General Licenses, Permits, and Registrations	150.00
8350 Payment Processing Card Fees	382.59
8360 Payroll Service Fees	288.00
8370 Interest Expenses	28.01
Total 8300 Business Expenses	1,258.81
8400 Information Technology	
8410 Internet & Phone	1,696.72
8420 Software	
8422 CRM Software	59.00
8423 Email Marketing Software	360.00
8425 Website Platform Software & Domain	353.42
8426 Self-Guided GPS Tour Software	322.00
8427 Video Conferencing Software	119.92
Total 8420 Software	1,214.34
Total 8400 Information Technology	2,911.06



San Bruno Mountain Watch

STATEMENT OF ACTIVITY

January 1 - August 28, 2020

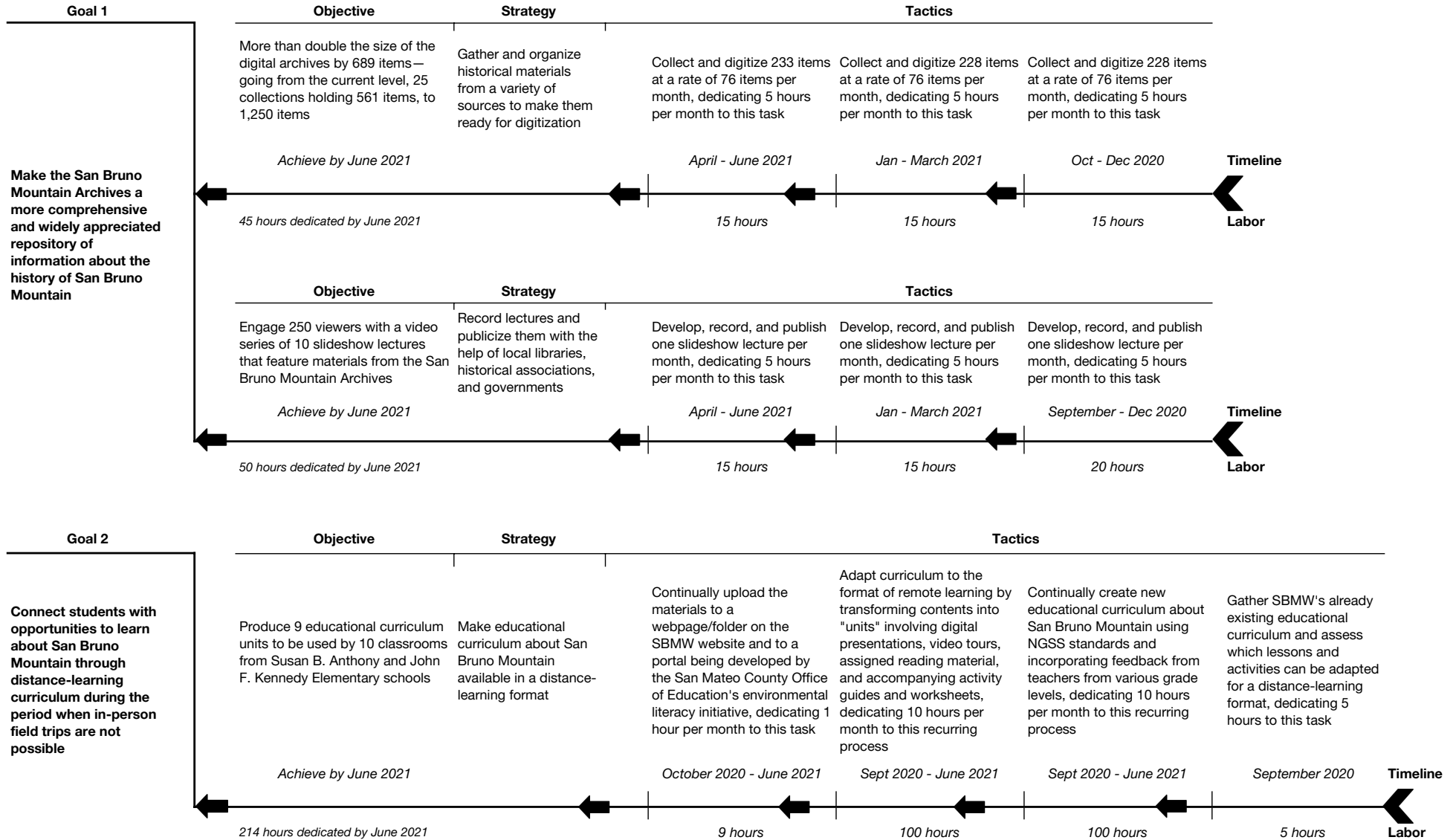
	TOTAL
8500 Nonprofit Insurance	1,120.02
8510 Worker's Compensation Insurance	4,114.64
8600 Program Expenses	
8630 Construction Materials	217.30
8635 Fertilizers & Hormones for Nursery	60.50
8640 Food & Beverages for Volunteers	10.22
8645 Fuel for Equipment	17.46
8660 Personal Protective Equipment	219.74
8665 Pest Management Materials	397.56
8670 Plant Labels	143.23
8675 Pots	352.03
8680 Soil Mix	635.51
Total 8600 Program Expenses	2,053.55
8700 Office Supplies	207.64
8720 Office Equipment	54.24
Total Expenditures	\$85,060.33
NET OPERATING REVENUE	\$551.06
Other Revenue	
5100 Investment Revenue	
5120 Securities Sales Revenue	7,786.55
Total 5100 Investment Revenue	7,786.55
Total Other Revenue	\$7,786.55
NET OTHER REVENUE	\$7,786.55
NET REVENUE	\$8,337.61



SAN BRUNO MOUNTAIN DIGITAL LEARNING INITIATIVE

ACTION PLAN 2020-2021

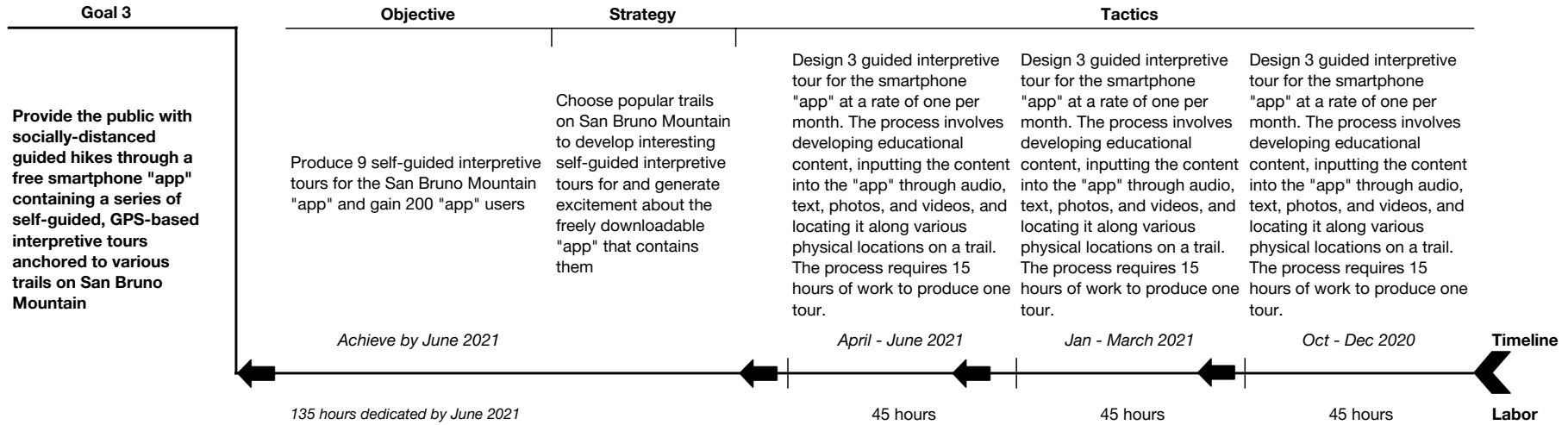
Project Manager: Ariel Cherbowsky Corkidi, Director of San Bruno Mountain Watch





**SAN BRUNO MOUNTAIN DIGITAL LEARNING INITIATIVE
ACTION PLAN 2020-2021**

Project Manager: Ariel Cherbowsky Corkidi, Director of San Bruno Mountain Watch





**SAN BRUNO MOUNTAIN DIGITAL LEARNING INITIATIVE
DELIVERABLES EVALUATION CALENDAR 2020-2021**

Project Manager: Ariel Cherbowsky Corkidi, Director of San Bruno Mountain Watch

Goals	Objectives	Deliverables										
		September	October	November	December	January	February	March	April	May	June	
1. Make the San Bruno Mountain Archives a more comprehensive and widely appreciated repository of information about the history of San Bruno Mountain	More than double the size of the digital archives by 689 items—going from the current level, 25 collections holding 561 items, to 1,250 items		76 historical items digitized	76 historical items digitized	76 historical items digitized	76 historical items digitized	76 historical items digitized	76 historical items digitized	76 historical items digitized	76 historical items digitized	81 historical items digitized	Check box when completed
	Engage 250 viewers with a video series of 10 slideshow lectures that feature materials from the San Bruno Mountain Archives	1 slideshow lecture published	1 slideshow lecture published	1 slideshow lecture published	1 slideshow lecture published	1 slideshow lecture published	1 slideshow lecture published	1 slideshow lecture published	1 slideshow lecture published	1 slideshow lecture published	1 slideshow lecture published	1 slideshow lecture published
2. Connect students with opportunities to learn about and connect with San Bruno Mountain through distance-learning curriculum during the period when in-person field trips are not possible	Produce 9 educational curriculum units to be used by 10 classrooms from Susan B. Anthony and John F. Kennedy Elementary schools		1 curriculum unit published	1 curriculum unit published	1 curriculum unit published	1 curriculum unit published	1 curriculum unit published	1 curriculum unit published	1 curriculum unit published	1 curriculum unit published	1 curriculum unit published	Check box when completed
3. Provide the public with socially-distanced guided hikes through a free smartphone "app" containing a series of self-guided, GPS-based interpretive tours anchored to various trails on San Bruno Mountain	Produce 9 self-guided interpretive tours for the San Bruno Mountain "app" and gain 200 "app" users		1 interpretive tour added to the "app"	1 interpretive tour added to the "app"	1 interpretive tour added to the "app"	1 interpretive tour added to the "app"	1 interpretive tour added to the "app"	1 interpretive tour added to the "app"	1 interpretive tour added to the "app"	1 interpretive tour added to the "app"	1 interpretive tour added to the "app"	Check box when completed



Non-Profit Funding Request Form FY 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

Name of Organization: Sitike Counseling Center

Contact Person: Keri Kirby

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

Phone Number: 650-589-9305 Email Address: kkirby@sitike.org

1. Mission Statement:

ur 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 to help people find hope, resiliency and life-affirming change.

2. Amount of Request: \$ 8,000

a. Total Agency Annual Budget: \$ 968,944

b. Number of Agency Employees: 16

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** describe 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.

Sitike Counseling Center has provided addiction, mental health, and violence prevention programs to vulnerable populations in San Mateo County since 1988. Since the beginning of this year, the COVID-19 crisis has exacerbated an already dire gap in access to social services. Now, more than ever, our life-saving services are needed to support vulnerable and marginalized communities. If awarded a grant from the Town of Colma the funding would be used to help low-income and under-insured/uninsured community members gain access to our programs and services allowing us to offer sliding-scale fees and/or cover the cost of treatment for those who are unable to pay out-of-pocket.

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

Hundreds of Bay Area residents have lost jobs and health insurance, are facing major economic devastation and are disconnected from resources and support systems. During this time of incredible need, we can offer flexible services that meet community members where they are. This funding will help reduce financial barriers to treatment access while ensuring that community members are able to engage in services that support their overall well-being, health, and recovery. With the support of the Town of Colma, we can continue to provide sliding-scale fees, despite the ever-increasing cost of our programs, therefore easing the financial burden placed on families and helping them to heal, recover and thrive.

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

This year, we are requesting an additional \$2,000 in grant funding from the Town of Colma. The additional funding is necessary to support the increase in demand for our services and new operational expenses that emerged as a result of COVID-19. As shelter-in-place continues calls to Bay Area suicide prevention hotlines are up – some by as much as 100%. People with substance use disorders - who are already stigmatized and under-served by the healthcare system - have been forced into isolation and hopelessness leading to them to relapse. For victims of domestic violence, including children exposed to it, being home may not be a safe option. The additional funding will support our telehealth infrastructure and connect individuals with the help they need.

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

Substance use and acute mental illness directly affect millions of Americans every year, causing motor vehicle crashes, crimes, injuries, reduced quality of life, impaired health, and far too many deaths. Through public partnerships and by embedding our programs and services into the larger community we can reduce the burden on the larger health care and governmental system while also increasing access to care, improve the quality of services provided, and save lives. Additional benefits to the Town of Colma include a reduction of substance use, intimate partner violence, and calls to emergency services (Fire, Police, Child Protection Services, etc.) in the general population. Sitike can also provide confidential services to Town of Colma employees through EAP benefits and help reduce the economic impact of substance use and mental illness through early intervention.

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

During last year's grant period, Sitike served 12 residents from the Town of Colma. In response to the COVID-19 pandemic Sitike has adapted and is currently providing the majority of our services via telehealth. We are currently offering intakes, assessments, and drug and alcohol testing in-person, by appointment only out of our office in South San Francisco. Our services are provided county-wide and are listed in all directories. This year, we plan to develop a marketing strategy (that includes a specific goal of increasing awareness for Town of Colma residents) and will also begin leveraging social media (LinkedIn, Facebook, Instagram, Twitter, etc.) to enhance our visibility and accessibility in the community.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

Throughout our 32-year history, Sitike has prided itself on being a premier behavioral health provider that offer's sliding scale services to the community based on individual income levels. Thus ensuring that those who need support are able to obtain it, regardless of their income status. With the support of the Town of Colma, we did not have to raise our client fees for the second consecutive year, despite the ever-increasing cost of our programs, therefore easing the financial burden placed on families and helping them to heal, recover and thrive.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

The COVID-19 crisis has exacerbated an already dire gap in access to social services. While COVID-19 swept across the county, we began grappling with unprecedented challenges. Every facet of our organization has been impacted in dramatic ways. We have experienced a loss of revenue due to program closures, fundraising event cancellations, a surge in demand for services, and challenges maintaining operations while enforcing strict public health guidelines (including physical distancing and self-quarantining). We have, and continue to, apply for COVID-19 relief funding. We were successful in obtaining a \$30,000 grant from Silicon Valley Community Foundation to support our COVID-19 response plan. As such, funds from the Town of Colma did not affect how last years funds were spent.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

- South San Francisco Small Business Relief Fund - \$15,000 requested.
- Department of Health Care Services - \$40,000 requested.
- Silicon Valley Community Foundation - \$30,000 received.
- San Mateo Child Care Relief Fund - Plan to request \$20,000.

11. 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.

12. Charitable Trust # or EIN # 94-3065810

Please attach a copy of the following:

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



Optional Attachments





Board of Directors

President

Anil Awasti

Vice President

Rod Walton

Treasurer

Barbara Irli

Secretary

Charity Juang

Member

Kristin Ditlevsen

Peggy Wong

Sitike Budget FY 2020-21

	Agency									
	Total	SMC-ODS Overall	Anger Mgmt	DV	DEJ	FOP	CPS	Private	Fund	Admin
Salaries	610,920	375,681	11,639	41,071	5,172	126,915	21,033	10,084	4,595	14,730
Health Benefits	77,406	47,258	1,509	5,250	756	10,857	2,100	1,134	461	8,081
Payroll Tax	50,335	30,953	959	3,384	426	10,457	1,733	830	379	1,214
Workers Comp	4,582	2,818	87	308	39	952	158	76	34	110
Total Personnel	743,243	456,710	14,194	50,013	6,393	149,181	25,024	12,124	5,469	24,135
BUILDING										
Rent--306 Spruce	74,585	41,021	1,491	3,729	1,491	23,121	2,237	372	372	751
Rent-Parking & Meetings	2,400	1,320	48	120	48	744	72	12	12	24
Utilities	1,500	855	30	75	30	465	30	7	7	1
Website	1,000	575	20	50	20	310	10	5	10	0
Maintenance	8,000	4,640	160	400	160	2,480	80	80	0	0
OFFICE										
Postage	2,000	820	20	100	40	800	40	20	150	10
Equipment Purchase	1,000	500	10	50	20	370	20	10	10	10
Printing & Photocopying	4,800	2,304	48	240	96	1,776	144	48	96	48
Telephone	7,000	3,500	70	350	140	2,590	140	70	70	70
PROGRAM										
Supplies	15,000	8,250	75	300	300	5,250	450	75	150	150
Food	3,000	3,000	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	4,000	2,000	0	0	800	0	0	1,200	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
TRANSPORTATION										
Mileage reimbursement	650	383	6	32	32	195	0	0	0	2
Client transportation	2,000	2,000	0	0	0	0	0	0	0	0
ADMINISTRATIVE										
Accounting/audit	18,000	10,530	90	720	180	5,400	360	180	360	180
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	6,000	2,880	0	240	60	2,820	0	0	0	0
Board Expense	2,500	875	12	75	25	450	12	12	375	664
Staff Recognition	1,500	0	0	0	0	0	0	0	0	1,500
State License	3,798	3,190	37	37	75	379	75	0	0	5
License & fees	13,000	7,410	130	520	390	4,290	130	130	0	0
Staff Training	700	595	7	14	14	56	7	7	0	0
PR Expense	0	0	0	0	0	0	0	0	0	0
Monitoring Fee--County	16,138	0	0	0	360	15,778	0	0	0	0
Insurance	8,000	4,080	160	480	160	2,720	160	80	0	160
Monitoring Fee--State	3,530	0	0	0	0	3,530	0	0	0	0
Total Operating	225,701	118,728	2,414	7,532	4,441	73,524	11,567	2,308	1,612	3,575
Total Expense	968,944	575,438	16,608	57,545	10,834	222,705	36,591	14,432	7,081	27,710
Contracts BHRS	570,744	570,744	0	0	0	0	0	0	0	0
Contracts Other	37,500	0	0	0	0	0	37,500	0	0	0
Client Fees	355,974	0	22,765	72,209	8,000	230,000	0	23,000	0	0
Fundraising	42,000	0	0	0	0	0	0	0	42,000	0
Misc Income	7,000	0	0	0	0	0	0	0	0	7,000
Reserve										
Total Income	1,013,218	570,744	22,765	72,209	8,000	230,000	37,500	23,000	42,000	7,000
SURPLUS/DEFICIT	44,274	-4,694	6,157	14,664	-2,834	7,295	909	8,568	34,919	-20,710



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 to help people find hope, resiliency and life-affirming change.

Our vision is a community where diversity, compassion, healing and growth are encouraged, valued and celebrated. The devastating effects of substance abuse, mental illness and violence are diminished. Relationships, families and children thrive.

We understand that it is the expectation—not the exception that our consumers will have complex/multiple challenges and that any successful initiative to address individuals with complex needs must be grounded in hope, resilience, wellness and respect for the role of culture in the health and healing of individuals, families and communities.

Those seeking our services are welcomed with sensitivity to their ethnic and linguistic diversity, sexual orientation, religious background, age, and economic issues and we deliver our services with an attitude of hope and belief that the consumer can change. We employ cultural humility concepts to best serve clients from marginalized communities.

We understand that there are many pathways to recovery. Individuals are as unique as their personal needs, strengths, goals, health, attitudes, behaviors and expectations for recovery. Finding the pathway to recovery is a deeply personal journey. Some pathways are grounded in cultural beliefs or traditions and involve informal community resources for supporting sobriety, others may include psychosocial and/or pharmacological treatment. Recovery for some individuals may not involve treatment. Recovery is a change process that leads an individual to make healthy choices and improve the quality of his or her life.

Our role is to educate and assist consumers in making informed decisions about their relationship to drugs, alcohol, and mental health issues. We are healing facilitators and educators, meaning we are there to share knowledge and to create an environment where our consumers can learn, explore and process.



Sitike Counseling Center opened its doors in 1988 – born of a passionate commitment to offer hope and healing to people whose lives are affected by addiction and mental illness. Sitike provides outpatient addiction, mental health, and violence prevention programs and accepts referrals from county courts, Probation, Child Protective Services, Employee Assistance Programs, and self-referred folks. Our multi-disciplinary staff team provides a wide array of services including:

Discover Recovery: The Discover Recovery Program is a three- to twelve-month outpatient program for adults. Clients attend two to four times per week based on their individual need. Services include group and individual counseling, case management, 12-step meeting attendance monitoring, health education, behavioral coaching and skill building, relapse prevention and aftercare.

Domestic Violence Program: Group treatment services for clients who have a history and pattern of inflicting abusive behavior to control, dominate and/or punish intimate partners in order to help clients engage in non-violent interactions and communication with intimate partners.

Anger Management Program: Individual and group counseling for individuals with anger management problems.

Women's Intensive Day Treatment Program: The Women's Intensive Outpatient Program is for women diagnosed with both substance abuse and mental health issues. Clients attend three to five days a week, for a minimum of three months to a maximum of one year. The program includes group and individual counseling; case management; 12-step meeting attendance monitoring; psycho-educational 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.

DUI Programs: 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. Programs include: Wet & Reckless Program and First Offender Program (3 Month, 6 Month, 9 Month).

Drug & Alcohol Testing: We provide Drug & Alcohol Testing services for: Deferred Entry of Judgment, Proposition 36, and Drug Court clients.

Adolescent Drug Education: 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.

All programs are provided in English and Spanish.

Sitike Counseling Center

Addiction, Mental Health and Violence
Prevention Programs



Town of Colma – Grant Report FY19-20

Results of the Program: The COVID-19 crisis has exacerbated an already dire gap in access to social services. As an essential service, Sitike Counseling Center (Sitike) continued to, and will continue to, provide services during the COVID-19 pandemic and subsequent shelter-in-place mandate. Now, more than ever, our life-saving services are needed to support vulnerable and marginalized communities.

Calls to Bay Area suicide prevention hotlines are up – some by as much as 100% (San Francisco Chronicle). People with substance use disorders - who are already stigmatized and underserved by the healthcare system - have been forced into isolation and hopelessness leading to them to relapse. As the COVID-19 pandemic continues, Americans are required to stay home to protect themselves and their communities. However, the home may not be safe for many families who experience domestic violence. COVID-19 has caused major economic devastation, disconnected many from community resources and support systems, and created widespread uncertainty and panic. Such conditions may stimulate violence in families where it didn't exist before and worsen situations in homes where mistreatment and violence has been a problem (Substance Abuse and Mental Health Services Administration).

During this time of incredible need, we are investing in a sustainable telehealth infrastructure. Effective use of technology can spawn innovation and improvements in efficacy while also ensuring our ability to respond to communities increasing need for services and programs. By connecting our clients and counselors through telehealth we strengthen our ability to pursue our mission and support our clients in finding hope, resiliency and life-affirming change.

Sitike is grateful to the Town of Colma for its loyal support over the past five years. Through the town's support, Sitike has been able to continue helping low-income residents affected by addiction, mental health, and intimate partner violence. Those struggling with co-occurring disorders (i.e. those experiencing both substance abuse and mental health issues) are at greater risk for health, housing, legal, and employment challenges. Our services provide a critical safety-net for those most vulnerable among us and because of the support of the Town of Colma, we are able to offer sliding-scale fees and support those who are unable to pay out-of-pocket.

Throughout our 32-year history, Sitike has prided itself on being a premier behavioral health provider that offer's sliding scale services to the community based on individual income levels. Thus ensuring that those who need support are able to obtain it, regardless of their income status. With the support of the Town of Colma, we did not have to raise our client fees for the second consecutive year, despite the ever-increasing cost of our programs, therefore easing the financial

306 Spruce Avenue, South San Francisco, CA 94080
(650) 589-9305 • Fax: (650) 589-9330 • Email: info@sitike.org • Website: www.sitike.org

Si-ti-ke n. [apache] a group of non-blood kin who are present in a time of crisis

burden placed on families and helping them to heal, recover and thrive. During the grant period, we severed 12 residents from the Town of Colma.

Program Evaluation: In addition to individual client gains, our programs and services also have a positive, secondary effect on the community at large by reducing lost work days, promoting better work performance, reducing substance use, domestic abuse, mental health crisis and the need for emergency services (i.e. paramedics, fire, police, etc.), thus reducing strains on the City's operations.

This year, we are pleased to report that:

- 100% of clients that requested services in their primary and preferred language (Spanish) were referred to one of Sitike's bi-lingual counselors.
- 100% of clients were offered the ability to transition from in-person services to telehealth services following the shelter-in-place mandate.
- 81% of clients achieved their treatment goals upon completion of the program.
- 75% of clients report improved physical and mental health upon completion of the program.

Use of the Grant Funds: The \$6,500 grant was used to supplement the actual cost of providing services to our clients. The grant funds were expensed as follows:

- **Personnel:** \$4,875 (75% of the grant funds)
- **Rent:** \$325 (5% of the grant funds)
- **Operating & Program Expenses:** \$1,300 (20% of the grant funds)



Non-Profit Funding Request Form FY 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

Name of Organization: San Mateo County Community Colleges 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: \$ 3,932,000

b. Number of Agency Employees: 6

c. Payroll is 7% % 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** describe 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.

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.

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.

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 2019-20 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.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

No.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

19-20 Town of Colma \$3,500 (received)

20-21 Town of Colma \$5,000 (via this request)

11. 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.

12. Charitable Trust # or EIN # 94-6133905

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status



Optional Attachments



Board of Directors 2020-2021

Our success is due to the efforts of dedicated volunteers who serve as our Board of Directors. These committed individuals give of their time, talent, and financial resources, championing the development effort and building meaningful relationships in order to advance our students and our community.

Name		Affiliation	Years of Service
Sheryl Axline	Trustee	Associate Director, Program Development, Stanford Graduate School of Business	2
André M. Cuerington	Trustee	Managing Director, Client Strategy Group, Makena Capital Management, LLC	3
Richard Holober	Trustee	San Mateo County Community College District	2
Jannett Jackson	Trustee	Former Interim President, Skyline College	1
Aaron McVean	Trustee	Vice Chancellor of Educational Services and Planning, San Mateo County Community College District	2
Einat Meisel	Trustee	Partner, Fenwick & West LLP	2
Thomas Mohr	Trustee	Retired, President of Cañada College	6
Shannon Nash	Vice President	Chief Accounting Officer, Reputation.com	3
Thomas A. Nuris	Trustee	Trustee, San Mateo County Community College District	2
Einat Meisel	Trustee	Partner, Fenwick & West LLP	2
Larry Owens	Trustee	Retired, Head Football Coach, College of San Mateo	2
Kathleen Ross	Trustee	Retired, Dean Business and Technology Division, College of San Mateo	3
Hiba Sharief	Trustee	CIO and Startup Advisor	2
Patricia Siguenza	Chair	Vice President of BioAnalytical Sciences, Genentech	3
Bernata Slater	Treasurer	Chief Financial Officer, San Mateo County Community College District	4
Michael Claire	Trustee	Chancellor, San Mateo County Community College District	10
Kim Lopez	Trustee	Acting President, College of San Mateo	1
Jamillah Moore	Secretary	President, Cañada College	4
Melissa Moreno	Trustee	President, Skyline College	1
John Hamilton	Emeritus	Principal, Embarcadero Capital Partners, LLC	6

San Mateo County Community College Foundation
Fiscal Budget
July 1, 2020-June 30, 2021
Board Approved

	Unrestricted Foundation Operations	Temporarily Restricted Scholarship and Program Total	Permanently Restricted Scholarship and Program Total	2020-21 Foundation Budgeted Totals
Support and Revenue				
Total Contributions	\$ 100,000	\$ 1,450,000	\$ 300,000	\$ 1,850,000
Annual Campaign & Promise Program	50,000	150,000		200,000
Golf Tournament	250,000			250,000
Management Fee 1.5% on Endowed Funds	292,500	(292,500)		-
Total Support and Revenue	<u>692,500</u>	<u>1,307,500</u>	<u>300,000</u>	<u>2,300,000</u>
In Kind Support				
In-Kind Salaries & Benefits Support from the District	820,000	-	-	820,000
In-Kind Donated Facilities	12,000	-	-	12,000
Total In Kind Support	<u>832,000</u>	<u>-</u>	<u>-</u>	<u>832,000</u>
Investment Income				
Interest	-	-	-	-
Dividends	-	-	-	-
Unrealized Gains	800,000	-	-	800,000
Total Investment Income	<u>800,000</u>	<u>-</u>	<u>-</u>	<u>800,000</u>
Total Support, Revenue and Investment Income	<u>2,324,500</u>	<u>1,307,500</u>	<u>300,000</u>	<u>3,932,000</u>
Expenses				
Scholarships		1,450,000		1,450,000
Programs (Including Promise)		880,000		880,000
Annual Audit & Tax Returns	17,750			17,750
Consultants/Legal	2,000			2,000
Salaries & Benefits	270,000			270,000
IT Maintenance & Database	23,000			23,000
Portfolio Manager Fee	70,000			70,000
Membership Dues	4,000			4,000
Office Supplies	3,300			3,300
Postage	1,000			1,000
Printing	6,500			6,500
Travel, Meetings & Training	40,000			40,000
Development	180,000			200,000
<i>Alumni & Donor Relations</i>	20,000			
Communications & Marketing	5,000			5,000
Bank Fees	14,150			14,150
Cost Of In-Kind Salaries & Benefits Support from the District	820,000			820,000
Cost Of In-Kind Donated Facilities	12,000			12,000
Total Expenses	<u>1,488,700</u>	<u>2,330,000</u>	<u>300,000</u>	<u>3,818,700</u>
Change in Net Assets	<u>835,800</u>	<u>(1,022,500)</u>	<u>300,000</u>	<u>113,300</u>
Net Asset Balances as of July 1, 2020 (Projected)	<u>(16,178,091.00)</u>	<u>9,896,923</u>	<u>6,281,168</u>	<u>-</u>
Net Asset Balances as of June 30, 2020 (Based on Budget)	<u>(15,342,291)</u>	<u>8,874,423</u>	<u>6,581,168</u>	<u>113,300</u>

Promise Scholars Program & President's Innovation Fund

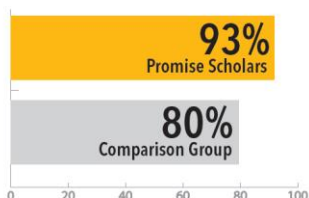
Promise Scholars Program Data

- The Promise Scholars Program provides first time, full-time students comprehensive support from their first semester until they earn a degree, up to a maximum of three years. Scholars receive a full fee waiver, book vouchers, and transportation incentives. They also engage in intensive counseling and workshops for academic success, career guidance, and transfer support. Scholars receive additional academic support, access to cohorted classes, and priority registration.
- With the support of the Town of Colma, the broader community and San Mateo County, 750 new and continuing students will begin the Fall 2020 academic year as Promise Scholars.
- A pilot of the Promise Scholars Program began in Fall 2016 with 139 participating students and Fall 2017 with 253 students.
- In Fall 2018, Skyline College supported 507 scholars through the Promise Scholars Program by launching a full replication of the City University of New York's (CUNY) Accelerated Studies in Associate Programs (ASAP) model, an extensively evaluated support program proven to double graduation rates for participating students.
- Persistence rates and graduation rates for the pilot cohorts exceed those of the comparison group. While finalized data is unavailable on graduation rates for the Fall 2018 ASAP replication cohort, initial indications demonstrate a doubling (or more) of Skyline college's historical two-year graduation rate, and persistence rates for the Fall 2018 and Fall 2019 cohorts are significantly higher than comparison students.

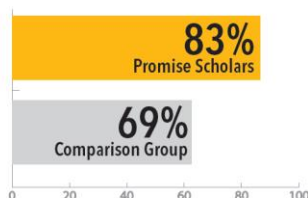
SKYLINE COLLEGE PERSISTENCE RATES

The Promise Scholars Program has shown strong results for students, boosting first-year completion rates. When it comes to persistence, the rate at which students continue toward their educational goal, a factor highly correlated with finishing college, the program has increased rates significantly.

FALL 2018 - SPRING 2019 PERSISTENCE RATE

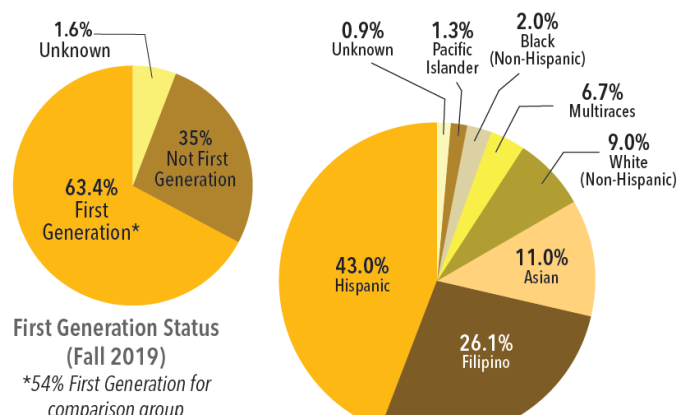


FALL 2018 - FALL 2019 PERSISTENCE RATE



■ Promise Scholars ■ Non-Promise Scholars Comparison Group

WHO ARE PROMISE SCHOLARS?



13.9

Mean Unit Load (Fall 2019)
versus 11.4 for comparison group

President's Innovation Fund Projects

In addition to scholarships, the \$5,000 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 the 2020-2021 academic year include:

- A Collaborative Innovation Center
- Access to Success for Foster Youth
- Associate Internship Program (AIP)
- Chemistry Jam
- Classified Leadership Institute (CLI)
- Community Mural Project
- Cultural Immersion Program
- Discover Days
- EAC Educational Technology Program
- Equity Scholars Project
- Explorers Program
- Forensics Team
- Guiding Your Path to Success (GPS)
- Jamaica: Cultural Learning Experience
- Library Outreach Programs
- Postbaccalaureate Preparatory Program
- STEM Center Peer Mentorship Program
- STEMPals
- Student Success Program
- Summer Transfer & Leadership Program
- Sustainability Pathway Integration



Non-Profit Funding Request Form FY 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

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 via our three pillars of success: skills workshops, job opportunities, and scholarships.

2. Amount of Request: \$ 3,000

a. Total Agency Annual Budget: \$ 250,982

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** describe 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.

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

By supporting the Jobs for Youth Scholarship, the Town of Colma helps high-need youth build a better future for themselves, their families, and their communities. The Town of Colma generously provided \$500 in 2016, \$1,500 in 2017, \$2,000 in 2018, and \$2,500 in 2019.

This fiscal year, Jobs for Youth requests \$3,000—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:

While our request is the same as in the last fiscal year, we are hoping to receive full fulfillment of this amount rather than partial. This request is written with the understanding that the changes in the economic climate make higher education more inaccessible for our highest-need youth. Improving access to higher education is an equity project of considerable importance, and one of increasing urgency.

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

The Town of Colma's 2020-22 strategic plan includes a focus on community, with planned programs for youth that aim to reduce destructive behaviors and reinforce the importance of academics. By partnering with Jobs for Youth, the Town of Colma will be supported in achieving these goals—the Jobs for Youth scholarship lowers barriers to academic achievement and career success, and research demonstrates that youth employment boosts self-esteem and can reduce crime. Town of Colma youth who join the program not only become eligible for the scholarship but also receive other exclusive benefits, including access to our curated jobs board, a monthly newsletter, 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.

In the 2019-20 fiscal year, 131 students from Jefferson Union High School District attended JFY workshops and became Members. Most youth attend workshops in the school setting during the regular school day—due to the pandemic, these services are now provided on Zoom. A minority of Members attend our now-virtual workshops through events hosted by local libraries, Boys & Girls Clubs, or other similar community organizations throughout the County. JFY works closely with partners in these school and community organizations, including with teachers and administrators at Jefferson Union High School District, to schedule workshops and advertise our Scholarship program to Colma students, parents, and staff. We also send JFY Members a monthly newsletter which features scholarship information, upcoming workshops, new job and volunteer opportunities, career development tips, and community resources and events.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

\$1,500 fully funds one JFY Scholarship. The Town of Colma's generous \$2,500 contribution in 2019-20 supports Alicia Mayora Olivares and Audrey Mae Barquira. Both Scholars have up to two years to claim their funds, with the first half becoming available once they enroll in a postsecondary course and the second half becoming available once they complete at least one course.

Alicia graduated from El Camino High School this Spring and began her journey toward an associate degree in justice administration at Skyline College. She claimed the first half of her Scholarship funds in August. Audrey began her final year at Jefferson High School this August and is committed to maintaining her 4.1 GPA. She plans on enrolling in college next Fall and will be pursuing a career in real estate. Audrey has until 2022 to claim her funds.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

The pandemic did not alter the use of our funds. Rather, the pandemic's impact on the economic realities of our youth made the mission of our scholarship program, as it already exists, even more vital and timely.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

In the 2019-20 fiscal year, we received the following contributions from San Mateo County cities:

- The City of Burlingame: \$1,085
- The City of Foster City: \$3,000
- Town of Colma: \$2,500
- City of Menlo Park: \$1,500

This fiscal year, we hope to receive grants in similar denominations from the above. Additionally, we plan on applying for funding from one or two additional San Mateo County cities/towns.

11. 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.

12. Charitable Trust # or EIN # 94-6000532

Please attach a copy of the following:

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status



Optional Attachments



JOBS FOR YOUTH

Human Resources Department
455 County Center, 5th Floor
Redwood City CA 94063

August 28, 2020

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 me at (650) 599-1189 or stownsend@smcgov.org with any questions regarding these attachments. Thank you.

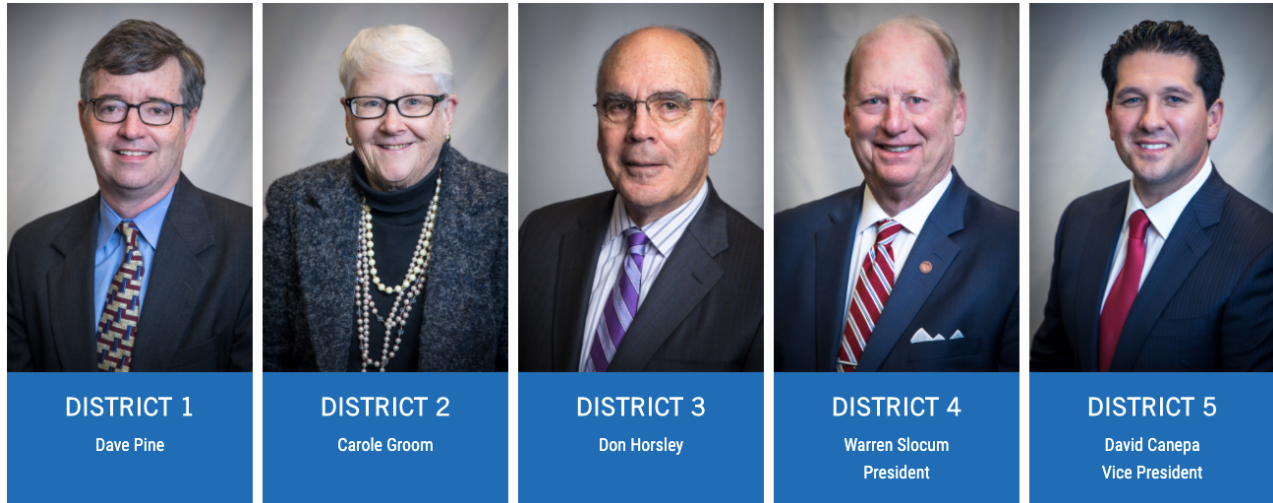
Sincerely,

A handwritten signature in black ink, appearing to be "Sara Townsend", written over a white background.

Sara Townsend
Jobs for Youth Program Coordinator

JFY: PROGRAM OVERSIGHT 2020-21

SAN MATEO COUNTY BOARD OF SUPERVISORS



HUMAN RESOURCES LEADERSHIP

Jobs for Youth is part of the Organizational Development and Communications division of the County of San Mateo Human Resources Department. The **Manager** of the Organizational Development and Communications division is **Conrad Fernandes**. Jobs for Youth also receives oversight from **Deputy Director Theresa Rabe** and **Executive Director Rocio Kiryczun**.

WORKGROUP MEMBERS

Name	Affiliation	Title
Carolyn Woods	Hillsdale Shopping Center	Staff Member
Hal Kataoka	Inspirant Photographer & Career Valor	Founder & Director
Leslie Lowe	County of San Mateo Employment Development Department	(Retired)
Lexis Livengood	Cushman & Wakefield	Vice President
Molly Lai	Research Associate	Genentech, Inc.
Sharon Stefaniuk	County of San Mateo Human Services Agency	(Retired)
Sylvia Yeh Kataoka	Career Valor	Assistant Director



JOBS FOR YOUTH

Human Resources Department
455 County Center, 5th Floor
Redwood City CA 94063

August 28, 2020

To whom it may concern,

Please note that 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. As of July 31, 2020, the Scholarship Trust Fund account had a balance of \$189,683.62.

Please contact me at (650) 599-1189 or stownsend@smcgov.org with any questions regarding this attachment. Thank you.

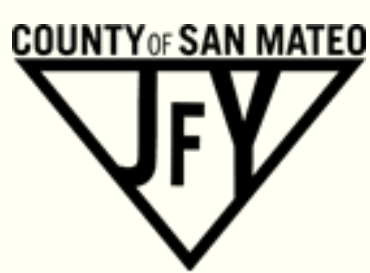
Sincerely,

A handwritten signature in black ink, appearing to be "Sara Townsend", written in a cursive style.

Sara Townsend
Jobs for Youth Program Coordinator

JFY: OPERATING BUDGET 2020-21

EXPENDITURE CATEGORIES	FY 2020-21 BUDGET
Salaries	\$187,041.00
Benefits	\$37,691.00
Salaries & Benefits	\$224,732.00
Outside Printing & Copy Svc	\$4,500.00
General Office Supplies	\$1,000.00
Advertising & Publicity Expense (Marketing Initiatives)	\$1,000.00
Software License/Maintenance Expense	\$2,350.00
JFY Database Implementation/Support	\$4,500.00
Employee Mileage Reimbursement	\$1,800.00
Meetings & Conference Expense	\$1,000.00
Fingerprinting & Criminology	\$100.00
Special Dept Expenses (County-Hosted Events)	\$10,000.00
Services & Supplies	\$26,250.00
Total Expenditures	\$250,982.00



Meet the 2020 Colma-Sponsored Al Teglia Scholars

The Jobs for Youth Scholarship Committee, composed of staff and long-time volunteers, selected 20 talented young people to receive the 2020 Al Teglia Scholarships in March. This year's Scholars have varied dreams—to become wildlife veterinarians, FBI agents, drama teachers—but all are united in their commitment to overcoming financial and life adversity to reach their goals. **The Town of Colma's generous \$2,500 grant sponsors two of these incredible Scholars: Alicia Mayora Olivares and Audrey Mae Barquira, both of whom received \$1,500 scholarships.**

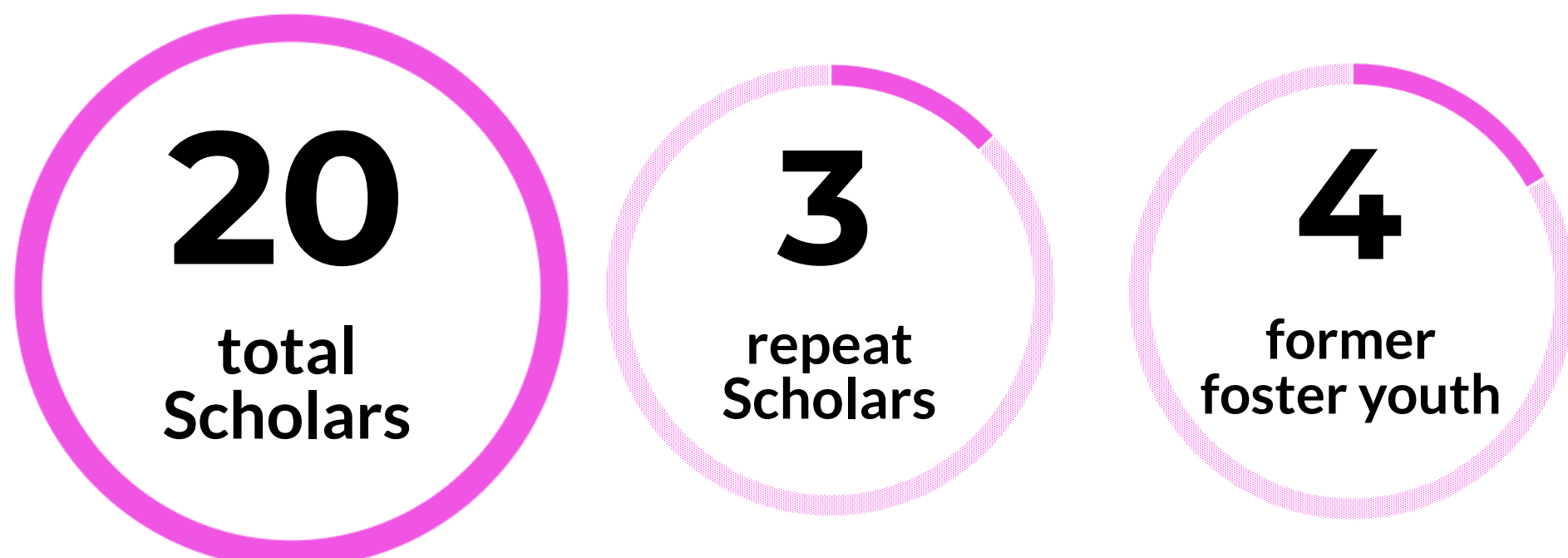


Alicia Mayora Olivares believes in lifting others as she raises the bar for herself. An honor roll student at El Camino High School, Alicia works hard to improve academically every day while also making time to fundraise for AVID and volunteer with the Boys & Girls Club. Alicia has never been content with the status quo—she will be the first in her family to graduate high school, the first to attend college, the first to earn a graduate degree. She plans on building a law career that advances racial equity and believes deeply in fairness and justice. She can't wait to begin her postsecondary journey at Skyline Community College this Fall.

Audrey Mae Barquira is a skilled youth leader who is passionate about improving her community. Well-respected by her peers, Audrey inspires change at Jefferson High School through her involvement in student government and green initiatives. Audrey's list of accomplishments is long: she maintains a GPA above a 4.0 while working part-time in a law office, participating in mock trial, serving in leadership positions in two clubs, and strengthening her civic engagement through Junior State of America. She is currently a junior in high school and looks forward to studying finance and politics in college, ultimately hoping to build a career in real estate.



2020 Al Teglia Scholars Overview



\$30,000
in Scholarship funds awarded

Demographic Spotlight

This year, the 20 Scholars include youth from South San Francisco, Daly City, and the North Fair Oaks neighborhood in Redwood City. All four of these neighborhoods were identified by the County of San Mateo Community Collaboration for Children's Success as "high youth need areas" experiencing "a combination of factors that impact youth success." Their inclusion in our demographic reports reflect intentional outreach by JFY staff in these areas.

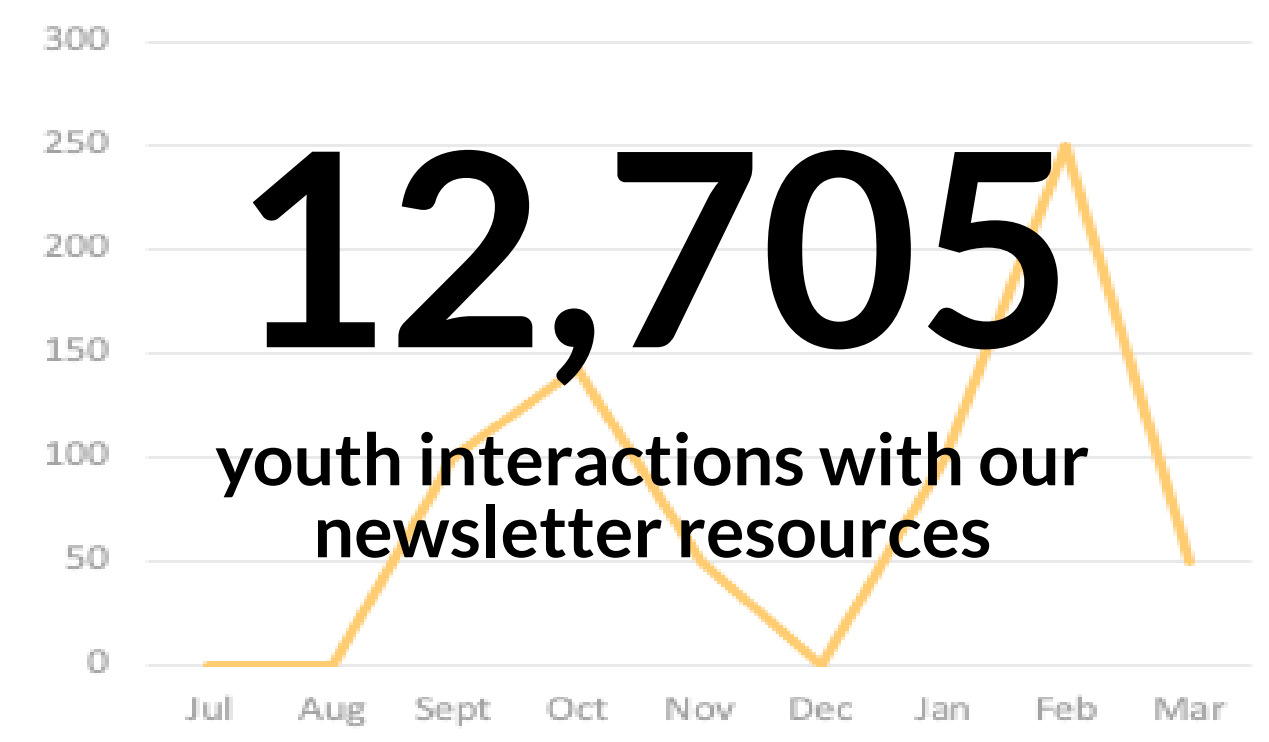


Fundraising and Programmatic Update

Due to the economic impacts of the pandemic, Jobs for Youth anticipates a reduction of between \$10,000 and \$20,000 in our total funds raised for the coming fiscal year. As a result, we will be looking to grant revenue to help supply a larger proportion of our fundraising totals.

Our program offerings have also shifted as a result of Covid-19. While our Scholarship program has continued to move forward, our Summer Internship program for this year has been cancelled. We are, however, finding innovative ways to continue meeting the needs of our youth. **We provide 1:1 consultations over the phone, are developing online workshop formats, and have shifted our newsletter and online communications to include more Covid-19 emergency-response resources (including employment, mental health, and food resources).**

To date, we have served 1,995 youth in person and thousands more online this fiscal year. **414 of these youth attended Jefferson Union High School District schools.**



2019-20 Operational Update

Despite the challenges of transitioning to a remote work model, Jobs for Youth continues to move forward in improving internal and external operations. We recently completed an implementation of Salesforce, which will manage our youth, donor, volunteer, and supporter data moving forward. This software solution will improve our operations manyfold, reducing data processing time and increasing our analytic capabilities. As a result, we expect our operations to benefit from improved data-driven insights and to be better positioned to continue serving our youth as the landscape of needs continues to shift.

Additionally, we continue to improve our communications tools, transitioning more of our donor communications to a managed email delivery system. We are also in the process of acquiring Zoom, which will facilitate future workshops, meetings, and events that will benefit our youth.

We have also successfully transitioned our annual Breakfast celebration to a virtual model. **This August 19, we will be celebrating our Scholars on Zoom along with their supporters, our donors, and County leadership.**

**Virtual
Scholar
celebration**



**August 19
11 am**

jobsforyouth.org/2020-jfy-virtual-celebration



Non-Profit Funding Request Form FY 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

Name of Organization: San Mateo County Pride Center

Contact Person: Francisco Sapp

Address: 1021 S El Camino Real, San Mateo, CA 94402

Street Address	City	State	Zip Code
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Phone Number: 6505795441 Email Address: francisco.sapp@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.

Please see attached.

2. Amount of Request: \$ 5000.00

a. Total Agency Annual Budget: \$ \$16,038,000.00

b. Number of Agency Employees: 218

c. Payroll is 79.4% % 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** describe 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;
- X 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 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 connection and support while decreasing isolation.

Please see attached.

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. 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 schools. Considering the current landscape of COVID-19, we will plan our GSA networking events using a virtual platform.

Please see attached.

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 and ability to target programming in North County virtually, which will expand our impact.

Please see attached.

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 by 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 connection, support, and education. 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).

Please see attached.

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 Pride Center has been serving North County high schools that serve Colma residents, including Jefferson High School and Mills High School. We also provided services to clinics in North County that serve Colma residents.

Please see attached.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

Due to the COVID-19 pandemic, our programming was impacted, and we found creative ways to meet expectations of the grant and adjust our outcomes measure. We shifted to provide all services remotely to engage our clients and community members, including with our focus on Colma and the high schools.

We also shifted to have the outreach coordinator provide some services as due to staff transition to ensure that we were able to meet the focus of this grant.

Please see attached.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

The funds were used to primarily support personnel costs, as was planned. However, COVID-19 did impact the work that was done as all outreach and school engagement went remote. We were also unable to host in-person events or trainings and worked to put our material online. Although the physical Pride Center was closed, the Pride Center consistently continued to provide remote services – for trainings, outreach, mental health, peer groups, and support.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

The Pride Center did not request or receive contributions from other cities in FY 19-20 and has not requested nor expecting any for FY 20-21.

11. 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.

12. Charitable Trust # or EIN # 94-3094966

Please attach a copy of the following:

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



Optional Attachments



To:

Darcy De Leon
Colma Grant Proposal
Fiscal Year 2020-2021

From:

Francisco Sapp
Program Director
San Mateo County Pride Center
E: francisco.sapp@sanmateopride.org
P: 650-579-5441

Supplemental Narrative:

1. Mission Statement:

The San Mateo County Pride Center is a program of StarVista in collaboration with 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.

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

Education and Engagement

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 connection and support while decreasing isolation.

The Pride Center will use awarded funds to (a) facilitate high school Gender and Sexuality Alliance (GSA) mixers/networking events in North County (b) provide online trainings to education school staff and administrators and (c) create a discussion forum between school staff and students to help bridge communication gaps. Funding and support from cities in the county send the powerful message to all residents they are valued and supported, regardless of their gender identity or sexual orientation.

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. 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 schools. Considering the current landscape of COVID-19, we will plan our GSA networking events using a virtual platform. This will allow the Pride Center's youth program to connect Colma youth residents across San Mateo County, building connections and reducing isolation further. Hybrid models combining in-person and virtual events will be adopted should they become relevant.

Similarly, the funds from the Town of Colma grant will enable staff time to translate our current SOGIE 101 (Sexual Orientation Gender Identity and Expression) into an online webinar to education high school and middle school staff and administrators.

Lastly, we recognize personal support and connection are as important as education. The San Mateo County Pride Center will also hold virtual discussions between school staff and students to further enable connection and help build and sustain meaningful relationships.

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 and ability to target programming in North County virtually, which will expand our impact. 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 moving to an online platform. While students are at home, away from fellow peers, we anticipate an increased desire for connection and support. An expanded budget would allow for the Pride Center to dedicate more time to programming for the town of Colma. North County is already a small and isolated area, and we are eager to support the residents help build and establish peer connections and support and educate school staff.

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 by 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 connection, support, and education. 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 work to reduce these numbers by helping youth that are exploring a new gender identity but do not feel safe telling their family. During a time

when LGBTQ youth are spending more time at home due to the global pandemic, the need for support and connection is more critical.

It is also the Pride Center's 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. GSA networking events, online supportive platforms, and school educational events in the Town of Colma and North County cities will accomplish this by promoting our services and creating avenues for LGBTQ+ people to access services that are affirming of their identities. 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 of Colma will publicly support 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 more accepting and centers on their needs and identities.

7. Describe the following:

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 Pride Center has been serving North County high schools that serve Colma residents, including Jefferson High School and Mills High School. We also provided services to clinics in North County that serve Colma residents. We collect demographic, including city of residence, on people that we serve, and we have continued to engage Colma residents as was detailed in our report from last fiscal year. We are working on ways to track this better with our remote events.
- B. Colma residents or business may receive services or programming virtually online, at the Pride Center, through outreach events, at county and school meetings, and at local schools.
- C. The Pride Center will reach out to residents through schools, GSAs, and community partnerships. Outreach is often done through in-person visits and flyering. However, due to COVID-19, we are providing most of our outreach online through social media, including Facebook, Instagram and Twitter, through our newsletters and on our webpage. We also engage with schools to connect with students.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

The award money was spent on personnel costs for the Youth Program Coordinator to make school visits to high schools and designate time to develop a North County youth group. Funds were also used to cover costs for the Community Outreach Coordinator to create outreach materials for youth activities and to fill in staffing gaps during staff transitions.

Due to the COVID-19 pandemic, our programming was impacted, and we found creative ways to meet expectations of the grant and adjust our outcomes measure. We shifted to provide all services remotely to engage our clients and community members, including with our focus on Colma and the high schools. We also shifted to have the outreach coordinator provide some services as due to staff transition to ensure that we were able to meet the focus of this grant.

At a GSA meeting there were 13 youth and 14 youth who attended a Pride Center tour. Last fiscal year we served 8 Colma residents which is an increase over the previous years. We also hosted an event for middle and high school youth (much of the outreach as focused on North County, especially Colma) that 19 youth attended. During COVID-19, as mentioned we are continually developing ways to best collect demographic data. Schools were shut down and working to get up and running virtually, but we provided host outreach events at Mills High School, provide SOGIE trainings, and provide support for a Youth Community Conversation in Jefferson High School.

The Pride Center was able to pivot and continue outreach to the community. We are committed to serving Colma residents and youth and will continue to address these ongoing goals.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

The funds were used to primarily support personnel costs, as was planned. However, COVID-19 did impact the work that was done as all outreach and school engagement went remote. We were also unable to host in-person events or trainings and worked to put our material online. Although the physical Pride Center was closed, the Pride Center consistently continued to provide remote services – for trainings, outreach, mental health, peer groups, and support.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

The Pride Center did not request or receive contributions from other cities in FY 19-20 and has not requested nor expecting any for FY 20-21.

OUR BOARD OF DIRECTORS

Our volunteer board members dedicate their time, resources, and expertise to help guide StarVista in our community work.

- **KEN PESSO**
BOARD CHAIR // RETIRED ASSISTANT CHIEF, PROBATION OFFICER
- **ALINA LLOYD**
VICE CHAIR // PRIVATE WEALTH MANAGER, MERRILL LYNCH PRIVATE BANKING & INVESTMENT GROUP
- **ALISON PROCTOR**
TREASURER // PARTNER, SEILER LLP
- **JENEÉ LITRELL**
SECRETARY // ASSOCIATE SUPERINTENDENT STUDENT SERVICES, SAN MATEO COUNTY OFFICE OF EDUCATION
- **MARK CONSTANT**
ASSISTANT SECRETARY // SVP – CORPORATE FINANCE & TREASURY, FRANKLIN TEMPLETON INVESTMENTS
- **CHIEF ED BARBERINI**
SAN MATEO POLICE DEPARTMENT
- **SHERIFF CARLOS BOLANOS**
SAN MATEO COUNTY SHERIFF'S OFFICE
- **STEPHAN MARSHALL**
REALTOR
- **FRED SHEN**
GLOBAL MARKETING DIRECTOR ABBOTT VASCULAR
- **STEVEN SHRAY**
CONSULTANT, RETIRED TECHNOLOGY EXECUTIVE
- **DOUGLAS STEWART**
SVP/COMMERCIAL TEAM LEADER, HERITAGE BANK OF COMMERCE
- **KRISTIN SUN**
SENIOR WEALTH MANAGER, SAND HILL GLOBAL ADVISORS, LLC
- **ROGER TOGUCHI**
CONSULTANT
- **ERIC WOLLMAN**
RETIRED CHIEF, BURLINGAME POLICE DEPARTMENT
- **HOWARD YANG**
GLOBAL HEAD OF PRODUCT DATA OPERATIONS, FACEBOOK
- **ERICK YOUNG**
APPLICATION ARCHITECT, IBM CORPORATE HQ



STAR VISTA

Budget Summary for the Year Ending June 30, 2021

Revenue:	
Government and School Contracts	12,766,712
Program Fees	1,115,100
Foundations/Grants	850,000
Donations/Contributions	985,000
Fund-Raising	195,000
Other	126,188
Total Revenue	<u>16,038,000</u>
Personnel Expenses	
Salaries, benefits, payroll taxes, workers comp	12,732,814
Operating Expenses	
Supplies/Telephone/Internet/Printing/Postage	489,580
Employee Costs & Mileage Reimbursement	133,910
Facilities & Equipment: Office Rent/Maintenance/Utilities/Security	1,236,787
Professional Services & Fees	256,910
Client Costs: Rent/Utilities/Food/Transportation/Drug testing/Other	898,664
Insurance	82,000
Fundraising Expenses	30,000
Other/Misc	177,335
Total Operating Expenses	<u>3,305,186</u>
Total Expenses	<u>16,038,000</u>
Net Income (Loss)	-



1021 S. El Camino Real, San Mateo, CA 94402 | sanmateopride.org | 650-591-0133

San Mateo County Pride Center Town of Colma Grant Report '19-'20

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

The San Mateo County Pride Center was grateful to have been awarded \$3,000 from the Town of Colma to outreach to north county youth for Pride Center services and provide targeted outreach services to visiting Gender and Sexuality Alliances (GSAs) of high schools serving Colma residents.

Due to the COVID-19 pandemic, our programming has been impacted. We have had to find creative ways to meet expectations of the grant and adjust our outcomes measure. We worked quickly in March to shift to be able to provide all services remotely to engage our clients and community members. Due to complications faced by schools and our team, we were unable to host any GSA specific events this fiscal year. However, The Pride Center Youth Program Coordinator was able to attend GSA coordinator meetings hosted in Jefferson High School, conduct outreach presentations in North County high schools, and begin to strategize North County programming in the North County Youth Clinic. Much of this work began before Shelter in Place (SIP) was enforced and has continued on.

The Center has continued to engage with Colma and the high schools, unfortunately, our Youth Program Coordinator is overseen by a partner agency which was experiencing some staffing challenges. This turnover impacted our ability to be consistent as well. The Pride Centers Outreach Coordinator did step in to do outreach and work to engage youth in Colma and north county.

In September, the Youth Program Coordinator conducted outreach presentations in Mills High School. On 9/13/19, there was an attendance of 13 youth, and this was an initial GSA meeting to support the on-campus club. And on 9/20/19, there was an attendance 14 youth, and the Youth Program Coordinator walked the GSA through Outlet and Pride services/resources and ways the Pride Center could support the GSA. Looking over our demographics this fiscal year we reached 8 youth in the Colma area, which is more than double the number we served in previous years.

In October, we were able to host a social event: a "Halloqueer" event that was focused on connecting youth from high schools and middle schools in the County during Halloween. We provided a safe space for youth to have check-in discussions and celebrate with teens from across the county. There was outreach conducted in the Colma area to engage Colma youth in the event. The event was hosted at the Pride center and was three hours long and 19 youth participated.

Before taking leave, the Youth Program Coordinator continued the collaboration work of the past Coordinator that left the job in July 2019. They began talks with the Unit Supervisor of the North County Youth Clinic to get a youth group started and host it at the clinic to make Pride Center



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programming more accessible to youth in north county. Our Outreach Coordinator is continuing this work until a new staff is able to take it on.

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

The Pride Center was able to pivot and continue outreach to the community. We are committed to serving Colma residents and youth and will continue to address these ongoing goals. Please see below.

The Pride Center planned to achieve two goals: target outreach to north county youth for our services and host GSA mixers this year. Our partner agency faced some staffing challenges as well as had to navigate the fall-out of working with schools with COVID-19. This Spring we encountered difficulty as school districts were adjusting to school closures. Instead we were able to complete these below outcomes to meet the overarching goals of the grant. We were able to host outreach events at Mills High School, provide SOGIE trainings, and provide support for a Youth Community Conversation in Jefferson High School. We are currently working with schools to support GSAs in a remote context.

Due to many transitions in the Youth Program team and the COVID-19 pandemic we were not able to provide in person mixers with the GSA. The interim staff member who is in charge of the Youth Program is reaching out to the high schools that are part of the Jefferson Union High School District to connect with their GSA's and invite youth to attend Pride Center youth groups, join the Youth Advisory Board or attend trainings or workshops - on-line as necessary.

Currently, we are waiting to be informed from Jefferson Union High School District about the structural format of classes resuming either in person or e-learning. So, with these new COVID-19 restrictions that will not be lifted for the foreseeable future, the Pride Center and our partner organizations Outlet (of Adolescent Counseling Services) has created an action plan.

Below is our plan of action for the next school year 2020-2021: (During the COVID-19 times we have created a plan to work with schools focusing on North County schools to engage them remotely. We have developed ways to remotely engage teachers and students through trainings, including hosting a GSA group. We have spent some of this time remotely to work with Jefferson Union High School (JUHS) and appreciate JUHS's eagerness to coordinate with the Pride Center this school year. We have also invested in providing training and online events, outreaching to Colma.



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Our continuing plans:

- We are in the process of redesigning our GSA outreach to Jefferson Union High School District to align with distance learning and school response to COVID-19.
- We are developing an online GSA meet up with Outlet and an online discussion/panel with Pride/Outlet staff and students that provides youth an opportunity to ask questions and share experiences
- We continue to update our SOGIE 101 webinars to educate school staff, GSA advisors, students involved in GSAs, and the entire student body as well as promoting our SOGIE webinars and update as needed depending on the school's needs and experiences.
- We continue to connect with wellness counselors and school psychologists.
- We continue to provide support to school staff and administration in planning out ways to increase LGBTQ+ visibility and safety on campuses.

(iii) Provides an 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 high schools and designate time to plan to start a north county youth group. Funds were also used to designate time for the Community Outreach Coordinator to create outreach materials for youth activities and to fill in staffing gaps during staff transitions.

Please see '19 - '20 Income Statement attachment.

(b) If the program or project is not completed by June 30, 2020, Grantee shall present an interim report by then describing the status of the program or project and its expected completion date. N/A



1021 S. El Camino Real, San Mateo, CA 94402 | sanmateopride.org | 650-591-0133

San Mateo County Pride Center—Town of Colma Grant Report '19-'20

Income Statement

Prepared by Ivón Hernandez

Revenue	Amount
Town of Colma Grant Award '19-'20	\$ 3,000.00
Program Expenses	
Youth Coordinator and Pride Center Outreach Coordinator Staff Time	\$ 2,350.00
Indirect	\$ 300.00
Food	\$ 50.00
Outreach Materials	\$ 100.00
Decorations	\$ 50.00
Technology to adapt to COVID-19	\$ 150.00
TOTAL	\$ 3,000.00



Non-Profit Funding Request Form FY 2020-21

Please do NOT write "see attached" as a response to any of the questions. You must submit all answers on this form. You may submit additional attachments, but they will not replace any of the responses.

You can access the form as many times as you need and all you worked will be saved without having to create a DocuSign account (go to "Other Actions" click "Finish Later" at the top right corner).

Name of Organization: Sustainable San Mateo County (SSMC)

Contact Person: Christine Kohl-Zaugg

Address: 2955 Campus Drive #110, San Mateo, CA 94403
Street Address City State Zip Code

Phone Number: 650-918-1992 Email Address: christine@sustainablesanmateo.org

1. Mission Statement:

To drive impactful action on economic, environmental and social equity issues that leads to sustainable practices and improves the long-term health of San Mateo County.

2. Amount of Request: \$ 5,000

a. Total Agency Annual Budget: \$ 174,000

b. Number of Agency Employees: 2 FTE contract staff, contractors and numerous dedicated and longtime

c. Payroll is about 65 % 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** describe 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;
- X 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.

SSMC is dedicated to the long-term health of our county's economy, environment and social equity. SSMC's core programs are: Our Indicators Report (IR), which has been tracking sustainability progress in cities and the county (since 1997). Our Awards Dinner, which celebrates local sustainability champions (since 1999). Our Sustainability Ideas Sustainability Ideas Bank (SIB), which compiles successful policies and programs implemented by local governments and businesses to accelerate sustainability. Our Monthly Briefings/Happy Hours, for in-depth exploration of specific sustainability topics (with invited subject matter experts). Further, we partner with local government and community organizations to promote sustainable policies, practices and programs. Your support helps fund the IR and our other programs, bringing valuable resources to your residents.

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

SSMC continues to track key sustainability metrics for San Mateo County (SMC) cities and to expand 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 helps local cities and San Mateo County assess their progress and craft sustainability goals based on input from community forums and interviews with local leaders. We plan to 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 meetings, publicity and outreach, including digital campaigns. Our goal is 100% participation from our cities.

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 2019-20 (\$5,000)

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

Elected/appointed officials and city staff recognize our value in helping them do their job. Ways SSMC benefit your town include: The Indicators Report (IR), which is widely distributed/disseminated, is the only comprehensive report in SMC that evaluates the health of the County and its cities in terms of sustainability. It helps city officials make educated decisions when considering sustainable policies. What gets measured gets managed! Our Summary Reports and online content are great resources for local businesses and business groups to share with their clientele. Real estate agents, recruiters and other business people use the IR to highlight why San Mateo County and its cities and towns are great places to live and work. The resources in the SIB will help you advance sustainability measures. We help you with sustainability outreach.

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

A) Our programs support the overall sustainability, health and quality of life for all residents in San Mateo County. Our free events and website analytics make it impossible to confirm the numbers of participants from each individual jurisdiction. Our mailing list is close to 3,000 and we reach a similar number of people via our social media channels.

B) In locations all over the County (pre-pandemic). Currently online.

C) Outreach to all local governments, including Colma. Publications available at our events and at outreach events such as community fairs and presentations to local groups, libraries, etc. Targeted outreach will also be conducted via online campaigns and via our newsletter and social media.

8. Provide a detailed account of how the FY 2019-20 contribution was used:

Colma's \$2,500 contribution to the Indicators program in FY2019-20 represented approximately 4% of our program funds for the Indicators, and less than 2% of the total revenue for the organization.

Compared to our other city contributors, Colma's FY2019-20 \$2,500 contribution was situated in the middle range; seven cities contributed at higher levels, and two contributed at the \$2,500 level.

Currently, a similar number of cities are supporting our programs at the same level as last year. We are very appreciative of Colma's ongoing and long-time support.

IR Budget FY 20-21 (similar to FY19-20): 1) Revenue: local govmt:\$55,000; Fdations/corp: \$500; Event sponsors: \$500; Ind.: \$100. 2) Direct Expenses: staff time: \$52,000; Print/postage: \$600; Event (Venue rental, food & drink): \$500; Outreach & virtual events (online campaigns): \$3,500.

9. Did COVID-19 affect how the organization spent FY 2019-20 funds? If so, please explain why.

One effect we saw was the reallocation of funds that were moved from in-person events to investments in online technology and platforms. We were able to fully fund the 2019-20 Indicators Program at the same level as in past years because contributions were already received. We are hoping all cities will fund the program at the same level again this year.

10. List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:

Please see attached document (not enough space to list here), titled "Answers to Question 10_SSMC".

The pandemic has highlighted the need for more sustainability and resilience in our communities through the systems approach SSMC uses, and we are striving for 100% participation from the 20 cities and towns in San Mateo County during the current fiscal year.

11. 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.

12. Charitable Trust # or EIN # 48-1265207

Please attach a copy of the following:

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



Optional Attachments



10) List contributions requested and received from other cities in FY 2019-20 and requested or expected in FY 2020-21:





	FY 2020-21*		FY 2019-20	
	Requested	Pledged/Received	Requested	Pledged/Received
Atherton	\$5,000	\$1,000	\$5,000	\$1,000
Belmont	\$5,000	\$2,500	\$5,000	\$5,000
Brisbane	\$5,000		\$5,000	\$5,000
Burlingame	\$5,000	\$670	\$5,000	\$1,460
Colma	\$5,000		\$5,000	\$2,500
Daly City	\$5,000	\$1,000	\$5,000	\$1,000
East Palo Alto	\$5,000		\$5,000	\$500
Foster City	\$5,000	\$2,700	\$5,000	\$2,500
Half Moon Bay	\$5,000	\$1,000	\$5,000	\$1,000
Hillsborough	\$5,000		\$5,000	\$500
Menlo Park	\$5,000	\$2,500	\$5,000	\$5,000
Millbrae	\$5,000	\$1,000	\$5,000	\$1,000
Pacifica	\$5,000		\$5,000	\$1,000
Portola Valley	\$5,000		\$5,000	\$2,500
Redwood City	\$5,000	\$3,000	\$5,000	\$3,000
San Bruno	\$5,000		\$5,000	
San Carlos	\$5,000	\$5,000	\$5,000	\$5,000
San Mateo	\$5,000	\$5,000	\$5,000	\$5,000
South San Francisco	\$5,000	\$5,000	\$5,000	\$5,000
Woodside	\$5,000		\$5,000	



*To date, less than two months into the new fiscal year. Although the pandemic has hit all cities, most have been able to grant us the same level of support as in the past and, while there has been some delays due to some communications issues because of the pandemic (home office) in some instances, so far we have no indication that prior funders are dropping their support this fiscal year.

BOARD OF DIRECTORS ROSTER

SUSTAINABLE SAN MATEO COUNTY | 2955 Campus Drive, #110, San Mateo, CA 94403 | p.650-918-1992 |

Status: 8/26/20

CONTACT	START DATE	TERM EXPIRATION	COMMITTEE	PROFESSION	AFFILIATIONS
SSMC BOARD					
Bryan Chen 2100 Greenwood Avenue San Carlos, CA H (650)-802-0421 C (415)-786-4826 bryan@sustainablesanmateo.org	Jul 2014	Oct 2020	 Indicators  Governance	Senior Environmental Engineer – ARCADIS	
Kirsten Keith 322 Oak Ct. Menlo Park, CA 94025 C (650)-796-1009 kirsten.keith@gmail.com	Feb 2019	Oct 2021		Lawyer Former Mayor of Menlo Park	
BOARD VICE-CHAIR					
Georgi LaBerge 1637 Carleton Court Redwood City, CA C (650)-465-3330 glaberge@aol.com	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
TREASURER					
Barbara McHugh 286 Chestnut Street San Carlos, CA 94070 O (415)-975-3121 C (415)-298-2373 barbara@arcabama.com	May 2015	Oct 2021	 Fund Development	Revenue Manager, Mellon Capital Management (recently retired)	

CONTACT	START DATE	TERM EXPIRATION	COMMITTEE	PROFESSION	AFFILIATIONS
SSMC BOARD					
SECRETARY Seamus Murphy 245 10 th Avenue San Francisco, CA 94118 C (415)-596-3823 murphys@samtrans.com	Sep 2013	Oct 2021	 Communications  Co-Chair	Chief Communications Officer – Caltrain, Sam Trans, SMC Transportation Authority	
BOARD CHAIR Terry Nagel 2337 Poppy Drive Burlingame, CA 94010 H (650)-347-3576 C (650)-678-7082 terrynagel@gmail.com terry@sustainablesanmateo.org	Mar 2017	Oct 2021	 Communications Co-Chair  Governance	Retired Communications Professional Former Mayor of Burlingame	Boards of Citizens Environmental Council of Burlingame, Burlingame Neighborhood Network
BOARD CHAIR EMERITUS William Schulte 849 Vista Drive Redwood City, CA 94062 C (650)-346-5361 wrschulte@sbcglobal.net	Oct 2006	Oct 2020	 Governance	Retired CPUC Director	Board Member for: Self Help for the Elderly, Pine View Low Income Housing Board Chair for: Autumn Glow Alzheimer facility
Robert Whitehair 1530 Edinburgh Street San Mateo, CA 94402 C (650) 444-6878 robert@sustainablesanmateo.org	March 2020	October 2022	 Indicators	Retired infrastructure Executive	Housing Leadership Council of San Mateo County, Peninsula Conflict Resolution Center, Elders Action Network

CONTACT	START DATE	TERM EXPIRATION	COMMITTEE	PROFESSION	AFFILIATIONS
SSMC STAFF					
EXECUTIVE DIRECTOR Christine Kohl-Zaugg 476 Quartz Street Redwood City, CA 94062 O (650)-918-1992 C (650)-868-8478 christine@sustainablesanmateo.org	Apr 2018				
PROGRAM MANAGER Indicators Report Program Akansha Yadav 325 Berry Street, Unit 416, San Francisco, CA 94158 C 510-518-0416 akansha@sustainablesanmateo.org	May 2019				
EXECUTIVE ASSISTANT Marjory Matic 1011 N Rosita Court Pacifica, CA 94044 C (650)-892-8801 marjorymatic@aol.com	Dec 2018				

Sustainable San Mateo

FY 2020-2021 Budget

Revenue

Indicators	57,000
Awards	99,500
Foundations & Corporations	3,000
Membership & Individual	3,000
Other (Website Grant)	11,400
Total Revenue	173,900

Expense

Personnel & Related	65,300
Indicators Proj Mgr + Support	52,000
Awards	22,600
Projects & Puplicity	2,500
Website Redesign	11,400
Other G&A	20,100
Total Expense	173,900



TOWN OF COLMA GRANT REPORT: Sustainable San Mateo County Indicators Report, FY 2019-20

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 information about 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 the economy. Through these Indicators Reports, as well as our events and our community outreach, SSMC raises awareness of local concerns grounded in facts. We are pleased to report that we have made great progress on the “Sustainability Ideas Bank” program, started in summer of 2019, which collects and shares best practices of actionable, easy-to-transfer sustainability solutions. This will contribute to help build long-term sustainability in our county, by showing local leaders, businesses and residents how to take impactful and results-oriented actions. In 2019, we started to have a few successful roundtables with subject matter experts (for example, meetings with experts on affordable housing and on waste), and we are planning to continue and further develop these stakeholders conversations, thanks notably to the help of the five interns who are working with us this summer, on the Sustainability Ideas Bank and on the Indicators Report.

Our online Indicators Reports demonstrate our work throughout the grant year:

- For 2020, our Key Theme is once again linked to Climate Change, the most pressing issue of our time. Our focus this year is on Renewable Energy, Energy Efficiency and Energy Use. Data and reports on this Key Theme 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 (in a virtual format this year, due to the situation with COVID-19) and via the publication of a summary brochure. Below, please find more information related to this Key Theme.
- SSMC’s 2019 Report on Climate Change is available on our website at <https://sustainablesanmateo.org/2019/10/28/new-key-indicator-2019-climate-change-how-do-we-respond/>
- Other online indicators can be accessed at: sustainablesanmateo.org/indicators. All past Indicators Reports from 1998 onward can be found and accessed on the “Indicators Archive” page.
- In addition to the Key Theme, 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 of the Fall 2019 Indicators Report is available upon request.
- For 2020, we plan an increased focus on city-specific data and metrics to provide more value to our primary audience for the Indicators Report (local cities and San Mateo County).
- Indicators funding also supports our outreach events, which includes digital newsletters, social media, presentations to groups and elected officials, tabling events and, since April 2020, monthly Virtual Happy Hours focusing each month on a different sustainability topic. Event pictures and slides are posted on our website. Videos from past events can be found at

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 redesigning our website with the help of a consultant, to make it more robust, make it easier to navigate and retrieve information and bring it up to today's design standards. We expect to have the new website up and running this fall.

EVALUATION:

- **SSMC Events:** Our most recent in-person events for the general public were held on October 31, 2019 and January 15, 2020. Our first-ever Virtual Auction took place on June 19 and our next monthly Happy Hour, focusing on Environmental Justice, will be offered on June 30. Our first Virtual Awards Celebration will take place on July 10.

The October 31 event was our 2019 Fall Launch and Lunch event. It featured two main speakers from Stanford University and Cal Fire, followed by a panel of experts from Oracle, Peninsula Clean Energy and Genentech. These speakers addressed the following subject: *"Climate Change: How do we respond?"* Due to the untimely passing of Oracle's CEO Mark Hurd, the event, originally planned to take place at the Oracle campus, had to be moved at the last minute to the San Mateo Marriott San Francisco Airport Hotel, since the original venue was the site of a large memorial service for Mr. Hurd. Even with this last-minute, unplanned change of venue, it was our most well-attended launch event to date, with a total of more than 110 people attending (over capacity). Based on the returned surveys, 90 percent of all attendees rated the event as "good" or "very good"; 63 percent found the information presented as "very valuable"; and 89 percent said they were taking home actionable insights related to climate change.

On January 15, all 500 seats were filled at a larger event we co-hosted with several a collaboration with several other like-minded organizations: 350SV, Acterra, Citizens' Climate Lobby and MidPen Media Center. It was a California Senate District 13 Climate and Environment Forum, moderated by San Mateo County Supervisor Dave Pine devoted to hearing from State Senate candidates regarding their positions on matters relating to sustainability. Due to the nature and size of the event, it was not possible to conduct a formal survey. However, informal conversations and feedback received from attendees pointed toward an overwhelmingly positive response. To our knowledge, it was the only event entirely focused on hearing the candidates' views on sustainability issues.

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 continuously look for ways to widely promote these events, notably by campaigns via social media (Facebook, Nextdoor, Instagram, Twitter, etc.), both paid and unpaid, and press releases and advertisements in the online press (The Patch and the Daily Journal). 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. This year, we sent out a survey to all of the cities' sustainability managers to get their feedback and input on how the Indicators Report should be structured and what is most useful for them. 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 share 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 over 2,290 Twitter followers; the majority of these are individuals who live and/or work in San Mateo County. In addition, we

consistently post on our Facebook and LinkedIn accounts and are making a deliberate effort to further develop SSMC's social media presence. For example, at the end of January 2020, we set up an Instagram account for SSMC in order to reach younger audiences. After only a few months of use, we already have close to 200 followers and we continue to expand our reach.

The Indicators Report program, together with all our other key programs and events, is also mentioned in our first ever annual Impact Report, released in January 2020 and accessible online [here](#).

- **Printed Summaries:** We have distributed approximately 1,000 printed summaries of the Indicators Reports to all local governments, including Colma. We also distribute them at our own events and at other events in which SSMC participates, such as community fairs and presentations to local service or interest groups. We distributed the Fall 2019 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 outline all our key programs, including the Indicators Report, while speaking at City Council meetings on matters related to sustainability.

We also have been sharing Indicators Summaries and information at events such as our annual Awards Dinners, at community fairs (such as Earth Day events and sustainability job fairs at local colleges and universities) and sustainability events with 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](#))

FUNDING:

Colma's \$2,500 contribution to the Indicators program in FY2019-20 represented approximately 4 percent of our program funds for the Indicators, and less than 2 percent 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 (whose Indicators program support responsibilities represent about 30 percent of her time), are listed as general operating expenses. Program revenues raised above the direct program costs support these general operating expenses, as do donations and membership contributions from businesses and individuals, and the proceeds from various fundraisers, including our Awards Dinner. In 2020 the Awards Event has been divided into two virtual events: The Auction and the Awards. The 2020 Virtual Auction was held on June 26, 2020 and the Virtual Awards will be held on July 10, 2020. Compared to our other city contributors, Colma's FY2018-19 \$2,500 contribution is situated in the middle range (7 cities contributed at higher levels, 2 at the \$2,500 level). Currently, all but two cities/towns in San Mateo County fund the Indicators program.

Program Budget FY2019-20

Revenue	FY 2019-20
Local governments	\$57,960
Foundations & Corporations / Event Sponsors	\$1,000
Individuals	\$1,390
Total	60,350
Direct Expenses	FY 2019-20 (effective)
Contract Program Staff *	\$25,871
ED oversight: **	\$17,187
Printing & Postage	\$717
PR material for event	\$219
Event (Venue rental, food & drink)	\$0
Total	\$43,964
Indirect Expenses ***	\$16,386

**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.*

****Indirect Expenses cover computers, rent, insurance. General office material and outreach*

We would like to take the opportunity to express our appreciation to the Town of Colma for its steady and critical support of our programs over the past few years. We deeply appreciate Colma's ongoing and long-time support, which allows us to work toward fulfilling our vision of "a sustainable future for everyone in San Mateo County." Now more than ever, we rely upon your support to allow us to broaden and deepen our programs and give sustainability the voice and attention it truly deserves.

We look forward to your renewed, important support for the next fiscal year and to partnering with your town on future events.

Sincerely yours,

*Christine Kohl-Zaugg
Sustainable San Mateo County, Executive Director*