



**AGENDA  
REGULAR MEETING  
CITY COUNCIL OF THE TOWN OF COLMA  
Wednesday, September 8, 2021  
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. This suspension was extended by the Governor on June 11, 2021 by issuance of Executive Order N-08-21 which continues to allow for complete virtual City Council meetings. 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**  
**+16699006833,,81289976261#,,,,,0#,,074407# US (San Jose)**  
**+13462487799,,81289976261#,,,,,0#,,074407# US (Houston)**

**Dial by your location**  
**+1 669 900 6833 US (San Jose)**  
**+1 346 248 7799 US (Houston)**  
**+1 253 215 8782 US (Tacoma)**  
**+1 312 626 6799 US (Chicago)**  
**+1 929 205 6099 US (New York)**  
**+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](mailto: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.*

## PLEDGE OF ALLEGIANCE AND ROLL CALL

## ADOPTION OF AGENDA

## PRESENTATION

- Recognition of the 20<sup>th</sup> Anniversary of September 11, 2001 Terrorist Attacks
- Proclamations in Recognition of Ovarian and Prostate Cancers Awareness
- Recognition of Honor Roll Students

## PUBLIC COMMENTS

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

## CONSENT CALENDAR

1. Motion to Accept the Minutes from the August 25, 2021 Regular Meeting.
2. Motion to Approve Report of Checks Paid for August 2021.
3. Motion to Adopt a Resolution Approving a Memorandum of Understanding Between San Mateo County and the Town of Colma, Authorizing San Mateo County to Operate the Edible Food Recovery Program Within the Town of Colma.

## PUBLIC HEARING

### 4. **1687 AND 1773 MISSION ROAD U-HAUL RENTAL - CONDITIONAL USE PERMIT**

*Consider:* Motion to Adopt a Resolution Approving a Conditional Use Permit to Allow a U-Haul Rental Business With Key, Paperwork, and After-Hours Drop-Off at 1687 Mission Road and Parking of Up to 8 Cargo Vans and Small Box Trucks at 1773 Mission Road (APN: 010-142-050, 010-423-040) Pursuant to CEQA Guideline 15301, Class 1(A).

## NEW BUSINESS

### 5. **CONTRACT FOR BODY WORN CAMERAS, IN CAR CAMERAS, TASERS & RELATED CLOUD-BASED SERVICES**

*Consider:* Motion to Adopt a Resolution Approving and Authorizing the City Manager to Execute a Sole Source Contract with Axon to Purchase and Maintain Body Worn Cameras, in Car Cameras, Tasers and Related Cloud-Based Services.

### 6. **FY 2021-22 NON-PROFIT FUNDING**

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

## REPORTS

Mayor/City Council

City Manager

## ADJOURNMENT

The City Council Meeting Agenda Packet and supporting documents are available for review on the Town's website [www.colma.ca.gov](http://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](mailto:ccorley@colma.ca.gov).

Reasonable Accommodation

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



**MINUTES  
REGULAR MEETING**

City Council of the Town of Colma  
Meeting Held Remotely via Zoom.us  
**Wednesday, August 25, 2021**

**PLEDGE OF ALLEGIANCE AND ROLL CALL**

Mayor Diana Colvin called the meeting to order at 7:01 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Administrative Services Director Pak Lin, Chief of Police John Munsey, 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 or the chat function—you can email our City Clerk at ccorley@colma.ca.gov or use the chat function to let her know which item you would like to speak on. Please keep your comments to 3 minutes or less. Thank you.”

**ADOPTION OF THE AGENDA**

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

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

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

**PRESENTATION**

- Mayor Colvin presented a proclamation in recognition of Michael Laughlin’s ten years of service to the Town as City Planner.

**PUBLIC COMMENTS**

Mayor Colvin opened the public comment period at 7:09 p.m. and seeing no one request to speak, she closed the public comment period.

**CONSENT CALENDAR**

1. Motion to Accept the Minutes from the July 28, 2021 Regular Meeting.
2. Motion to Approve Report of Checks Paid for July 2021.

**Action:** Council Member del Rosario moved to approve the consent calendar items #1 and 2; the motion was seconded by Vice Mayor Fiscaro and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Diana Colvin, Mayor	✓				
Helen Fiscaro	✓				
Raquel Gonzalez	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓			Item #6 Only	
	5	0			

**NEW BUSINESS**

**3. ECONOMIC DEVELOPMENT WORK PLAN FOR FISCAL YEAR 2021-22**

City Manager Brian Dossey and Peter Ingram of CSG Consulting presented the staff report. Mayor Colvin opened the public comment period at 7:22 p.m. and seeing no one request to speak, she closed the public comment period. Council discussion followed.

**Action:** Council Member Goodwin moved to Accept the Economic Development Work Plan for Fiscal Year 2021-22 and Establishing a City Council Ad Hoc Economic Development Committee, consisting of Diana Colvin and Joanne del Rosario, with Helen Fiscaro serving as an alternate; the motion was seconded by Vice Mayor Fiscaro and carried by the following vote:

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

**COUNCIL CALENDARING**

The next Regular Meeting will be on Wednesday, September 8, 2021 at 7:00pm and it will be held remotely.

**REPORTS**

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

- Peninsula Reflections will have an open house event on Thursday, August 26<sup>th</sup>.

- There will be a Summer Concert on Thursday, August 26 at the Colma Community Center.
- The Town Picnic will return in person on Saturday, September 11, 2021, with two lunch seatings to allow for social distancing.
- Remote Council Meetings will continue through the month of September.

## **ADJOURNMENT**

Mayor Colvin stated, "Before we close in memory, I wanted to acknowledge that we had a special birthday this month. Council Member John Goodwin celebrated his birthday on August 8<sup>th</sup>. Please join me in wishing John a very happy birthday!"

Vice Mayor Fiscaro stated, "I would like to acknowledge that Mayor Colvin also celebrated a birthday this month on August 15<sup>th</sup>. Let's all wish Mayor Colvin a very happy birthday!"

Mayor Colvin adjourned the meeting at 8:25 p.m. in memory of Nicholas Salazar, son of San Bruno Council Member Michael Salazar; and Rosalie O'Mahony, former Council Member and five-time Mayor of Burlingame. She served on Council for two decades and was a Professor of Mathematics at the College of San Mateo. In addition to her teaching career and service, Rosalie served on many Boards and Chaired many prestigious positions in Burlingame and the City of San Mateo. Her commitment and dedication to the City of Burlingame and San Mateo County was unsurpassed, and in 2011, Rosalie received the City of Burlingame's Community Recognition Award.

Respectfully submitted,

Caitlin Corley  
City Clerk





Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53473	8/3/2021	03414	MAD SCIENCE OF THE BAY A124548	6/22/2021	06/22/21 VIRTUAL MOVING M <sup>th</sup>	241.00	241.00
Sub total for TRI COUNTIES BANK:						241.00	241.00

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1 checks in this report.

Grand Total All Checks: 241.00

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53474	8/3/2021	00280	181529261001	7/9/2021	OFFICE SUPPLIES	361.65	
			181534306001	7/9/2021	OFFICE SUPPLIES	138.40	500.05
53475	8/3/2021	00307	07/20/2021	7/20/2021	PG&E	3,392.57	
			07/26/2021	7/26/2021	PG&E	1,775.77	
			07/21/2021	7/21/2021	PG&E	96.23	5,264.57
53476	8/3/2021	00311	3104848376	7/8/2021	FOLDING MACHINE RENTAL	507.00	507.00
53477	8/3/2021	00422	UNDERGROUND SERVICE AL11762782021	7/20/2021	2021 MEMBERSHIP FEE \$150	783.95	783.95
53478	8/3/2021	00432	VISION SERVICE PLAN	7/19/2021	VISION SERVICE PLAN	952.01	
			8128333229	7/19/2021	VSP COBRA	51.46	1,003.47
			8128333238	7/19/2021			
53479	8/3/2021	00525	COUNTY OF MARIN/CAL-SLA 19074	7/30/2021	FY 2021-2022 ANNUAL MEMB	315.00	315.00
53480	8/3/2021	01037	COMCAST CABLE	07/25-8/24 Inter	8155 20 022 0097051 Internet	240.08	
				7/20/2021		240.08	
				7/20/2021	8155 20 022 0097028 427 F ST	240.08	
				7/17/2021	8155 20 022 0002770 1520 HIL	10.94	491.10
53481	8/3/2021	01370	VERIZON WIRELESS SERVICE 9884138287	7/15/2021	CELL PHONE SERVICE	342.09	342.09
53482	8/3/2021	02082	VINCE'S OFFICE SUPPLY, INC IN-1700161	7/13/2021	OFFICE SUPPLIES	165.99	165.99
53483	8/3/2021	02499	GE CAPITAL INFORMATION 105193699	7/20/2021	A11 TOWN HALL COPY MACH	513.17	
			105197291	7/27/2021	A9 PD COPY MACHINE RENT,	274.76	787.93
53484	8/3/2021	02849	U.S. BANK PARS ACCOUNT, 6 August 2021 OP	8/1/2021	OPEB CONTRIBUTION	126,504.00	126,504.00
53485	8/3/2021	02967	GOVINVEST INC. 2021-3185	7/27/2021	GASB 75 FULL VALUATION (D	7,000.00	7,000.00
53486	8/3/2021	03059	DUDE SOLUTIONS, INC. INV-90238	5/3/2021	MOBILE311	4,064.17	4,064.17
53487	8/3/2021	03061	NICK BARBERI TRUCKING, LI2259204	7/15/2021	PW GAS PURCHASES 1-15	485.17	485.17
53488	8/3/2021	03224	DECORATIVE PLANT SERVICE I0025156	8/1/2021	MAINTENANCE GUARANTEE	157.45	157.45
8032021	8/3/2021	00282	CALIFORNIA PUBLIC EMPLOY 1000000164956	7/14/2021	MEDICAL INSURANCE	5,779.37	5,779.37
<b>Sub total for TRI COUNTIES BANK:</b>						<b>154,151.31</b>	

16 checks in this report.

Grand Total All Checks:

154,151.31

## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53489	8/10/2021	00051	CALIFORNIA WATER SERVICE07/23/2021	7/23/2021	WATER BILLS	8,572.35	8,572.35
53490	8/10/2021	00130	EMPLOYMENT DEVELOPMENT L1736490000	7/28/2021	UNEMPLOYMENT INSURANC	605.00	605.00
53491	8/10/2021	00181	IEDA 23464	8/1/2021	LABOR RELATIONS CONSUL	1,573.00	1,573.00
53492	8/10/2021	00254	METRO MOBILE COMMUNICA210813	8/1/2021	MAINTENANCE CONTRACT	602.00	602.00
53493	8/10/2021	00280	OFFICE DEPOT, INC. 185717875001	7/27/2021	OFFICE SUPPLIES	51.41	
			185717959001	7/27/2021	OFFICE SUPPLIES	36.63	88.04
53494	8/10/2021	00307	PACIFIC GAS & ELECTRIC 07/26/2021	7/26/2021	PG&E	290.58	290.58
53495	8/10/2021	00364	SMC SHERIFF'S OFFICE PS-INV103745	7/31/2021	FLAT FEE CONTRIBUTION	4,146.31	
			PS-INV103723	7/31/2021	LAB FEES	1,260.00	5,406.31
53496	8/10/2021	00364	SMC SHERIFF'S OFFICE PS-INV103887	7/15/2021	FY 2020-2021 CAL-ID REIMBU	350.00	350.00
53497	8/10/2021	00563	PETTY CASH Petty Cash Reim 8/4/2021	8/04/21	PETTY CASH REIMB	118.86	118.86
53498	8/10/2021	00623	ARAMARK July 2021	8/4/2021	UNIFORM SERVICE	431.68	
			July 2021	8/4/2021	FIRST AID SUPPLIES	127.20	558.88
53499	8/10/2021	00830	STAPLES BUSINESS CREDIT 1636895700	7/25/2021	OFFICE SUPPLIES	232.04	232.04
53500	8/10/2021	01037	COMCAST CABLE August 2021	7/26/2021	8155 20 022 0094769 TOWN C	15,232.37	
			07/17-08/16	7/12/2021	8155 20 022 0188769 HD TECI	55.18	15,287.55
53501	8/10/2021	01340	NAVIA BENEFIT SOLUTIONS 10363845	7/29/2021	SECTION 125 PARTICIPANT &	117.70	117.70
53502	8/10/2021	01552	FORTE PRESS CORPORATIOI55895	7/21/2021	IMPRINT ON 2 LOGO MASTEI	299.06	299.06
53503	8/10/2021	02110	DEPT OF INDUSTRIAL RELATIE 1814869 OA	7/21/2021	07/08/21 INSPECTION	225.00	225.00
53504	8/10/2021	02787	AECO SYSTEMS, INC. 21913	8/1/2021	TOWN HALL SECURITY SYST	360.00	
			21898	8/1/2021	POLICE STATION FIRE ALARM	45.00	405.00
53505	8/10/2021	02950	BERKOVATZ, ANTHONY July 13-15, 2021	7/18/2021	JULY 13-15, 2021 TRAINING R	47.00	47.00
53506	8/10/2021	02999	RECYCLE AWAY, LLC 00028740	3/25/2021	LARGE SIMPLE SORT RECYC	385.41	385.41
53507	8/10/2021	03267	ACC BUSINESS 211918066	7/27/2021	ETHERNET ACCESS	674.58	674.58
53508	8/10/2021	03273	THE HOME DEPOT PRO 631320405	7/28/2021	PW PURCHASES	460.96	460.96
53509	8/10/2021	03388	INTRADO LIFE & SAFETY 1086462	7/30/2021	09/19/21-09/18/22 HARDWARE	15,392.16	15,392.16
<b>Sub total for TRI COUNTIES BANK:</b>						<b>51,691.48</b>	

21 checks in this report.

Grand Total All Checks: 51,691.48

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53510	8/13/2021	01340	NAVIA BENEFIT SOLUTIONS 08132021 B	8/13/2021	DEPENDENT CARE: PAYMENT	1,516.66	
			08132021 B	8/13/2021	FLEX 125 PLAN: PAYMENT	597.83	2,114.49
53511	8/13/2021	01375	NATIONWIDE RETIREMENT S08132021 B	8/13/2021	NATIONWIDE: PAYMENT	4,293.75	
			08132021 M	8/13/2021	NATIONWIDE: PAYMENT	1,150.00	5,443.75
53512	8/13/2021	02377	CALIFORNIA STATE DISBURS08132021 B	8/13/2021	WAGE GARNISHMENT: PAYM	547.84	547.84
94445	8/13/2021	00521	UNITED STATES TREASURY 08132021 M	8/13/2021	FEDERAL TAX: PAYMENT	901.93	901.93
94446	8/13/2021	01360	VANTAGE TRANSFER AGENT:08132021 M	8/13/2021	ICMA CONTRIBUTION: PAYME	464.42	464.42
94447	8/13/2021	00631	P.E.R.S. 08132021 M	8/13/2021	PERS MISC NON-TAX: PAYME	871.61	871.61
94448	8/13/2021	00282	CALIFORNIA PUBLIC EMPLOY08132021 M	8/13/2021	AUGUST 2021 ACTIVE PREMI	8,141.33	8,141.33
94449	8/13/2021	00130	EMPLOYMENT DEVELOPMEN08132021 B	8/13/2021	CALIFORNIA STATE TAX: PAY	12,961.91	12,961.91
94450	8/13/2021	00521	UNITED STATES TREASURY 08132021 B	8/13/2021	FEDERAL TAX: PAYMENT	57,302.99	57,302.99
94451	8/13/2021	00282	CALIFORNIA PUBLIC EMPLOY08132021 B	8/13/2021	AUGUST 2021 ACTIVE PREMI	64,140.14	64,140.14
94452	8/13/2021	00631	P.E.R.S. 08132021 B	8/13/2021	PERS - BUYBACK: PAYMENT	42,662.45	42,662.45
94453	8/13/2021	01360	VANTAGE TRANSFER AGENT:08132021 B	8/13/2021	ICMA CONTRIBUTION: PAYME	5,334.10	5,334.10
94454	8/13/2021	00068	COLMA PEACE OFFICER'S 08132021 B	8/13/2021	COLMA PEACE OFFICERS: P/	568.14	568.14

Sub total for TRI COUNTIES BANK:

201,455.10

13 checks in this report.

Grand Total All Checks:

201,455.10



Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53513	8/18/2021	00005	AR026125	7/1/2021	FY 21/22 ABAG MEMBERSHIP	1,327.00	1,327.00
53514	8/18/2021	00013	August 2021	8/12/2021	TIRE SERVICE	1,789.34	1,789.34
53515	8/18/2021	00020	July 2021	7/31/2021	TIRE SERVICE	1,296.31	3,085.65
53516	8/18/2021	00051	121080029	8/1/2021	WATERLOGIC RENTAL	40.00	49.00
53517	8/18/2021	00087	121080028	8/1/2021	MTN H/C BWC	9.00	359.16
53518	8/18/2021	00174	1727052702	8/10/2021	CA WATER	359.16	172.99
53519	8/18/2021	00307	AR250122	8/12/2021	04.03.21-07.02.21 COST SHAF	172.99	1,128.19
53520	8/18/2021	00349	July 8-21, 2021	7/21/2021	PW SUPPLY PURCHASES	1,128.19	3,955.33
53521	8/18/2021	00388	08/09/2021	8/9/2021	PG&E	3,955.33	158.33
53522	8/18/2021	00414	0567147369-1	7/30/2021	PG&E	158.33	18,935.00
53523	8/18/2021	00575	16793	7/30/2021	LANDSCAPE SERVICES	18,935.00	2,600.50
53524	8/18/2021	00619	16794	7/30/2021	JULY 2021 IRRIGATION REPAI	2,600.50	1,109.81
53525	8/18/2021	01031	1369315-IN	8/1/2021	MONTHLY MONITORING	1,109.81	250.00
53526	8/18/2021	01037	TERMINEX INTERNATIONAL L410564094	7/14/2021	PEST CONTROL	250.00	79.00
53527	8/18/2021	01183	410564095	7/2/2021	601 F St.	79.00	40.00
53528	8/18/2021	01450	Aug 31, 2021 CA	8/10/2021	AUG 31, 2021 CAPE TRAINING	40.00	227.23
53529	8/18/2021	01526	2021.07.10 Lum	7/27/2021	JUL 6-10, 2021 FBI CONFEREI	227.23	357.50
53530	8/18/2021	01565	11241	7/21/2021	LINER HOOD AND TOPCOAT	357.50	245.08
53531	8/18/2021	01816	08/02-09/01/21	7/27/2021	8155 20 022 0097069 INTERNI	245.08	110.08
53532	8/18/2021	02118	08/11-09/10 601	8/7/2021	8155 20 022 0096715 601 F ST	110.08	19,859.00
53533	8/18/2021	02216	911481	8/6/2021	CITY ATTORNEY SERVICES	19,859.00	985.50
53534	8/18/2021	02499	911482	8/6/2021	CITY ATTORNEY SPECIAL SE	985.50	412.90
			213455	7/1/2021	HELMET SYS, HEARING PRO	412.90	130.00
			08/09/21 Reimb	8/9/2021	08/09/21 REIMBURSEMENT F	130.00	9,083.28
			August 2021	8/10/2021	JANITORIAL SERVICES	9,083.28	6,285.64
			26040	8/10/2021	COVID-19 BASE LINE DECON	6,285.64	500.00
			94459	8/7/2021	FURNISH & INSTALL THERMC	500.00	494.86
			0006585033	7/31/2021	JUNE 28 - JULY 5, 2021 PUBLI	494.86	1,841.54
			756785	7/10/2021	PD GASOLINE PURCHASES 1	1,841.54	1,770.14
			759749	7/31/2021	PD GASOLINE PURCHASES 2	1,770.14	1,664.23
			758256	7/20/2021	PD GASOLINE PURCHASES 1	1,664.23	66.73
			758640	7/20/2021	RECREATION GASOLINE PUF	66.73	399.79
			5062509086	8/1/2021	PD COPY FEES	399.79	229.78
			5062511728	8/1/2021	CCC COPY FEES	229.78	

Bank : first TRI COUNTIES BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53535	8/18/2021	02499	GE CAPITAL INFORMATION 105204693	7/23/2021	A10 CCC COPY MACHINE	274.76	274.76
53536	8/18/2021	02583	CRIME SCENE CLEANERS, IN 80788	7/22/2021	#7 CLEAN & DISINFECT, REIN	70.00	70.00
53537	8/18/2021	02799	WAVE 103745301-0008	8/1/2021	RIMS INTERNET W/SSF	400.00	400.00
53538	8/18/2021	02827	CORODATA SHREDDING, INC.RS3301998	7/31/2021	STORAGE, PICKUP/DELIVER	191.90	191.90
53539	8/18/2021	02938	TRASK, KIM Aug 8, 2021 Reir	8/8/2021	AUG 8, 2021 REIMBURSEMEN	321.01	321.01
53540	8/18/2021	03034	FLEX ADVANTAGE 133563	7/31/2021	FLEX PROCESSING FEES	190.00	190.00
53541	8/18/2021	03061	NICK BARBIERI TRUCKING, LI2262051	7/31/2021	PW GAS PURCHASES	682.03	682.03
53542	8/18/2021	03334	AT&T MOBILITY NATIONAL AC287296200335X	8/2/2021	WIRELESS	1,446.44	1,446.44
53543	8/18/2021	03378	ESCOBAR, RICARDO 07/14/21 Reimbt	7/22/2021	07/14/21 REIMBURSEMENT F	589.10	589.10
<b>Sub total for TRI COUNTIES BANK:</b>						<b>82,078.48</b>	

31 checks in this report.

Grand Total All Checks: 82,078.48

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53544	8/19/2021	01816	QUALITY STRIPING, INC.	8/7/2021	FURNISH & INSTALL THERMC	5,250.00	5,250.00
53545	8/19/2021	02827	CORODATA SHREDDING, INC.DN1327190	7/31/2021	SHREDDING SERVICE	111.74	111.74
53546	8/19/2021	03034	FLEX ADVANTAGE September 2021	8/18/2021	HRA RETIREES	60,434.28	60,434.28
<b>Sub total for TRI COUNTIES BANK:</b>							65,796.02

3 checks in this report.

Grand Total All Checks: 65,796.02

Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53547	8/24/2021	00004	AT&T	8/13/2021	C3-A/B-12-10-TS-01	1,521.75	1,521.75
53548	8/24/2021	00093	CITY OF SOUTH SAN FRANCISCO	7/27/2021	TRAFFIC SIGNAL MAINTENANCE	1,063.80	1,063.80
53549	8/24/2021	00110	DEPARTMENT OF TRANSPORTATION	7/26/2021	SIGNALS & LIGHTING	746.41	746.41
53550	8/24/2021	00117	DELTA DENTAL OF CALIFORNIA	9/1/2021	DENTAL INSURANCE	12,699.08	12,699.08
53551	8/24/2021	00280	OFFICE DEPOT, INC.	8/12/2021	OFFICE SUPPLIES	123.10	
				8/2/2021	OFFICE SUPPLIES	77.04	
				8/12/2021	OFFICE SUPPLIES	38.23	
				8/12/2021	OFFICE SUPPLIES	20.43	
53552	8/24/2021	00412	TELECOMMUNICATIONS ENGINEERING	8/10/2021	Facilities Mgmt & Maintenance	1,515.00	258.80
53553	8/24/2021	00414	TERMINEX INTERNATIONAL	4/2/2021	601 F ST. 04/02/21	79.00	1,515.00
53554	8/24/2021	00432	VISION SERVICE PLAN	8/19/2021	VISION SERVICE PLAN	952.01	79.00
				8/19/2021	VSP COBRA	25.73	977.74
53555	8/24/2021	01036	MANAGED HEALTH NETWORK	8/17/2021	EMPLOYEE ASSISTANCE PROGRAM	99.20	99.20
53556	8/24/2021	01370	VERIZON WIRELESS SERVICES	8/15/2021	CELL PHONE SERVICE	342.09	342.09
53557	8/24/2021	01414	VERANO OWNERS ASSOCIATION	9/1/2021	VERANO OWNERS ASSOCIATION	350.00	350.00
53558	8/24/2021	01565	BAY CONTRACT MAINTENANCE	8/19/2021	COVID-19 BASE LINE DECONTAMINATION	30,415.89	30,415.89
53559	8/24/2021	02182	DALY CITY KUMON CENTER	8/20/2021	TUTORING	2,360.00	2,360.00
53560	8/24/2021	02224	STANDARD INSURANCE COMPANY	8/16/2021	LIFE INSURANCE	191.50	191.50
53561	8/24/2021	02499	GE CAPITAL INFORMATION	8/11/2021	A12 STERLING PARK COPY MACHINE	76.15	76.15
53562	8/24/2021	02583	CRIME SCENE CLEANERS, INC.	8/22/2021	#6 CLEAN & DISINFECT, REMEDIATION	70.00	70.00
53563	8/24/2021	02837	BURNSIDE, REBECCA MARY	5/15/2021	APRIL 1-6, 2021 HR ANALYST	875.00	875.00
53564	8/24/2021	03015	U.S. BANK CORPORATE PAYMENTS	7/22/2021	CREDIT CARD PURCHASE	2,113.12	
				7/22/2021	CREDIT CARD PURCHASE	2,106.31	
				7/22/2021	CREDIT CARD PURCHASE	1,892.96	
				7/22/2021	CREDIT CARD PURCHASE	1,542.35	
				7/22/2021	CREDIT CARD PURCHASE	1,240.00	
				7/22/2021	CREDIT CARD PURCHASE	1,087.59	
				7/22/2021	CREDIT CARD PURCHASE	724.34	
				7/22/2021	CREDIT CARD PURCHASE	648.00	
				7/22/2021	CREDIT CARD PURCHASE	577.46	
				7/22/2021	CREDIT CARD PURCHASE	217.99	
				7/22/2021	CREDIT CARD PURCHASE	176.03	12,326.15

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Sub total for TRI COUNTIES BANK: 65,967.56

18 checks in this report.

Grand Total All Checks: 65,967.56



Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53565	8/27/2021	00047	08272021 B	8/27/2021	CLEA: PAYMENT	196.00	196.00
53566	8/27/2021	01340	08272021 B	8/27/2021	DEPENDENT CARE: PAYMENT	1,516.66	2,114.49
			08272021 B	8/27/2021	FLEX 125 PLAN: PAYMENT	597.83	4,293.75
53567	8/27/2021	01375	08272021 B	8/27/2021	NATIONWIDE: PAYMENT	4,293.75	384.08
53568	8/27/2021	02224	08272021 B	8/27/2021	LIFE INSURANCE: PAYMENT	384.08	547.84
53569	8/27/2021	02377	08272021 B	8/27/2021	WAGE GARNISHMENT: PAYM	547.84	12,949.59
94455	8/27/2021	00130	08272021 B	8/27/2021	CALIFORNIA STATE TAX: PAY	12,949.59	56,084.10
94456	8/27/2021	00521	08272021 B	8/27/2021	FEDERAL TAX: PAYMENT	56,084.10	42,493.14
94457	8/27/2021	00631	08272021 B	8/27/2021	PERS - BUYBACK: PAYMENT	42,493.14	5,334.91
94458	8/27/2021	01360	08272021 B	8/27/2021	ICMA CONTRIBUTION: PAYME	5,334.91	568.14
94459	8/27/2021	00968	08272021 B	8/27/2021	COLMA PEACE OFFICERS: P/	568.14	
<b>Sub total for TRI COUNTIES BANK:</b>						<b>124,966.04</b>	

10 checks in this report.

Grand Total All Checks: 124,966.04

## Bank : first TRI COUNTIES BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
53570	8/31/2021	00051	CALIFORNIA WATER SERVICE6544607057	8/13/2021	CA WATER	732.23	732.23
53571	8/31/2021	00182	026198 Renewal IIMC	7/6/2021	026198 C CORLEY FULL MEM	175.00	175.00
53572	8/31/2021	00307	31067 Renewal I	7/6/2021	31067 D DE LEON ANNUAL MI	115.00	290.00
53573	8/31/2021	00311	1918250367-2	8/18/2021	1198 EL CAMINO	3,204.57	3,230.48
53574	8/31/2021	00411	0512181543-4	8/10/2021	PG&E	25.91	158.94
53575	8/31/2021	00464	1018793193	8/12/2021	EZ SEAL	158.94	358.25
53576	8/31/2021	01030	35631	7/31/2021	CITATION PROCESSING	358.25	358.25
			SIN010954	8/19/2021	SALES TAX SERVICES	3,215.00	3,215.00
			2101558	8/20/2021	MONTHLY SERVICE CONTRA	7,226.00	
			2101517	8/20/2021	MICROSOFT 365 EXCHANGE	1,352.20	
			2101518	8/20/2021	MICROSOFT 365 EXCHANGE	1,352.20	
			2101519	8/20/2021	MICROSOFT 365 EXCHANGE	1,352.20	
53577	8/31/2021	01037	08/27-09/26 XFI	8/17/2021	8155 20 022 0002770 1520 HIL	10.94	11,282.60
53578	8/31/2021	01462	08/10/21 Cerami	8/10/2021	08/10/21 CERAMICS WORKSH	270.00	10.94
53579	8/31/2021	02252	PERIWINKLE CUSTOM FRAMI0813	7/26/2021	8.5 X 14 FRAMES (20)	1,181.25	1,181.25
53580	8/31/2021	02392	0070898	8/16/2021	COLMA MISSION ROAD IMPR	2,476.73	2,476.73
53581	8/31/2021	02863	PLACEWORKS, INC.	7/31/2021	GENERAL PLAN UPDATE SUF	20,679.97	20,679.97
53582	8/31/2021	02886	READY REFRESH BY NESTLE01H0036457661	8/10/2021	BOTTLED WATER SERVICE 0	47.92	47.92
53583	8/31/2021	03061	NICK BARBIERI TRUCKING, LI2264921	8/15/2021	PW GAS PURCHASES 1-15	441.08	441.08
53584	8/31/2021	03168	ENGINEERING DATA SOFTWA180268	8/17/2021	PLACE SANITARY SEWER CH	7,574.45	7,574.45
53585	8/31/2021	03177	FUNFLICKS SF BAY AREA 8303327	8/23/2021	10/16/21 SCREEN RENTAL DE	616.13	616.13
53586	8/31/2021	03267	ACC BUSINESS 212228091	8/27/2021	ETHERNET ACCESS	674.58	674.58
53587	8/31/2021	03360	CARASOFT TECHNOLOGY CIN1010006	8/19/2021	5 DOCUSIGN BUSINESS PRO	3,260.25	3,260.25
53588	8/31/2021	03373	RK ENGINEERING, INC. 145.12 Retentior	8/18/2021	MISSION ROAD BICYCLE & PI	110,046.66	110,046.66
53589	8/31/2021	03411	CLEAN WORLD GREASE TRA 0521	8/20/2021	08/20/21 GREASE TRAP SERI	100.00	100.00
<b>Sub total for TRI COUNTIES BANK:</b>						<b>166,647.46</b>	

20 checks in this report.

Grand Total All Checks: 166,647.46



# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Kathleen Gallagher, Sustainable Programs Manager, CSG Consultants  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: September 8, 2021  
 SUBJECT: Edible Food Recovery Program MOU with San Mateo County

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## RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN SAN MATEO COUNTY AND THE TOWN OF COLMA, AUTHORIZING SAN MATEO COUNTY TO OPERATE THE EDIBLE FOOD RECOVERY PROGRAM WITHIN THE TOWN OF COLMA.

## EXECUTIVE SUMMARY

The City Council's adoption of the proposed resolution would approve a Memorandum of Understanding (MOU) to authorize San Mateo County (County) to operate the Edible Food Recovery Program within the Town of Colma. Establishment of an Edible Food Recovery Program is one of the requirements of the SB 1383 regulations and must be in place before January 1, 2022.

## FISCAL IMPACT

There is no cost to the Town for entering into the Edible Food Recovery Program (EFRP) MOU and the County will assume the costs for the operation of the EFRP. Approval of the MOU will be a cost saving measure for the Town of Colma because an EFRP is a program requirement of SB 1383. If the Town chooses to develop and operate its own EFRP, the Town will need to increase staffing to operate food recovery/redistribution and complete SB 1383 annual reporting/compliance requirements to CalRecycle.

## ANALYSIS

SB 1383 regulations requires that all California jurisdictions establish an EFRP before January 1, 2022. The County has developed a countywide program to meet SB 1383 requirements and will provide this program at no cost to jurisdictions. Colma's participation in the County's EFRP will alleviate the need for the Town to hire new staff to administer the EFRP, purchase new vehicles, or perform record keeping per SB 1383 regulations. In preparation for SB 1383

requirements, the County's Office of Sustainability (OOS) began a pilot program in 2019 for edible food recovery with Second Harvest of Silicon Valley and prepared for providing this program to all jurisdictions in the county. The OOS determined that one countywide program, instead of twenty independent programs, would be more beneficial due to cost efficiencies, consistency and would maximize edible food recovery from the estimated 1,000 edible food generators in the county. The OOS expanded their pilot with Second Harvest Food Bank, Nuestra Casa and Pacifica Resource Center. The successful pilot program expanded to Colma, East Palo Alto, Menlo Park, Pacifica, and Daly City and over 5,500,000 lbs. of edible food were recovered/redistributed in 2020. Estimates show 36,000,000 pounds of edible food are wasted in San Mateo County each year.

Redistribution of edible food not only provides food for the food insecure, it also has the significant benefit of keeping food/organics out of the landfill. Landfilled food/organics emits a super pollutant – methane – that contributes to global warming. Reducing methane as quickly as possible is a key goal of SB 1383 and is one of the five key objectives of California's Climate Protection Strategy.

The Edible Food Recovery MOU has been approved by County Counsel and must be approved by all jurisdictions.

### **Council Adopted Values**

The proposed resolution to approve the MOU is consistent with the Council values of **vision** and **responsibility** because it allows the County to meet state requirements for SB 1383 effectively and in regional coordination with the County's OOS.

### **Sustainability Impact**

Approval of this MOU and participation in the EFRP has a positive sustainability impact because it reduces food waste to landfills which reduces methane, a super pollutant that contributes to global warming and assists in meeting Colma's Climate Action Plan 2030 greenhouse gas reduction targets.

### **Alternatives**

The City Council could choose not to adopt the resolution. This is not recommended since the County is operating the EFRP program at no cost and an EFRP is a SB 1383 requirement.

### **CONCLUSION**

Staff recommends Council approve the resolution authorizing the MOU between San Mateo County and the Town of Colma for the Edible Food Recovery Program.

### **ATTACHMENTS**

- A. Resolution
- B. Memorandum of Understanding

**RESOLUTION 2021-\_\_  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN SAN MATEO COUNTY AND THE TOWN OF COLMA AUTHORIZING SAN MATEO COUNTY TO OPERATE AN EDIBLE FOOD RECOVERY PROGRAM WITHIN THE TOWN OF COLMA**

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

**1. Background and Findings.**

(a) Establishment of an Edible Food Recovery Program is one of the requirements of the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants (“SB 1383 Regulations”) and must be in place before January 1, 2022.

(b) To meet the Edible Food Recovery Program (“EFRP”) per SB 1383 Regulations, to provide cost efficiencies and consistency within jurisdictions throughout San Mateo County, the County has offered to lead the Edible Food Recovery Program at no cost to the jurisdictions.

(d) There are benefits to the Town in participating in the EFRP with the County due to cost savings from the avoided costs for the Town to manage its own EFRP, purchase vehicles, increase staffing to operate food recovery/redistribution, and complete annual reporting requirements on SB 1383 compliance to submit to CalRecycle.

(e) Redistribution of edible food not only provides food for the food insecure, it also has the significant benefit of keeping food /organics out of the landfill. Landfilled food/organics emit a super pollutant, methane, that contributes to global warming. Reducing methane as quickly as possible is a key goal of SB 1383 and is one of the five key objectives of California’s Climate Protection Strategy.

(f) The Town would like to enter into a Memorandum of Understanding (MOU) to allow the Town of Colma to being a cooperative relationship with San Mateo County to operate the Edible Food Recovery Program.

(g) The MOU has been presented to this Council for consideration.

**2. Order.**

(a) The MOU, a copy of which is on file with the City Clerk, is hereby approved.

(b) The City Manager is hereby authorized to execute the MOU, with any minor changes deemed necessary by the City Attorney.

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### Certification of Adoption

I certify that the foregoing Resolution No. 2021-\_\_ was duly adopted at a regular meeting of said City Council held on September 8, 2021, by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Diana Colvin, Mayor

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



**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE TOWN OF COLMA AND COUNTY OF SAN MATEO FOR THE  
ESTABLISHMENT OF AN EDIBLE FOOD RECOVERY PROGRAM CONSISTENT  
WITH CALIFORNIA CODE OF REGULATIONS, TITLE 14, DIVISION 7, CHAPTER  
12 SHORT-LIVED CLIMATE POLLUTANTS**

THIS MEMORANDUM OF UNDERSTANDING (MOU), entered into this 1<sup>st</sup> day of December 2021, by and between the County of San Mateo, hereinafter called "the County" and the "Town of Colma", hereinafter called "the Jurisdiction".

**W I T N E S S E T H:**

WHEREAS, the County's Board of Supervisors has enacted a Mandatory Organic Waste Disposal Reduction Ordinance as required by the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants; and

WHEREAS, to promote consistency within jurisdictions throughout San Mateo County and leverage economies of scale, the County has offered to lead the creation of a County-wide Edible Food Recovery Program on behalf of the unincorporated areas of the county and all the jurisdictions in the county; and

WHEREAS, the Town of Colma's City Council adopted this Memorandum of Understanding on September 8, 2021 and authorizes the County to operate an Edible Food Recovery Program on behalf of and within the Jurisdiction.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

**1. Tasks to be Completed by the Jurisdiction**

- A. The County will create and coordinate the Edible Food Recovery program on behalf of the Town of Colma, if the Town of Colma performs each of the following actions:
  - a) adopts and makes part of its municipal code an enforceable ordinance establishing an Edible Food Recovery program as required under the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants, including the specific provisions provided to the Town of Colma by the County of San Mateo for edible food recovery definitions, requirements for Tier One and Tier Two Edible Food Generators, and requirements for Food Recovery Organizations and Food Recovery Services; and
  - b) enters into this Memorandum of Understanding; and
  - c) provides the County with a list and schedule of "large events" as defined by the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants occurring in the Jurisdiction: and

- d) after consultation with the County, is responsible for coordinating the required edible food recovery regulations for those “large events” occurring in the Town of Colma and
- e) authorizes, by ordinance, the County to enforce California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants in Section (a) above, and to incorporate such authorization to include, without limitation, the authority to inspect, investigate, hold hearings, issue citations, and/or assess administrative fines on behalf of the Town of Colma for Edible Food Recovery; and
- f) shall develop a method to accept written complaints, including anonymous complaints, regarding an entity that may be potentially non-compliant with the Edible Food Recovery requirements as required under the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants, and direct all such complaints to the County; and
- g) acknowledges, by ordinance, that, notwithstanding this Memorandum of Understanding, the Town of Colma is, as stated in California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants, ultimately responsible for compliance with the said Code.

## **2. Services to be Performed by the County**

- A. The County shall create and coordinate an Edible Food Recovery Program compliant with California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants on behalf of the Town of Colma so long as this Memorandum of Understanding is in effect in its entirety.
- B. The County shall provide such services and activities for the Town of Colma as described in Exhibit A, attached hereto, and incorporated by reference herein.
- C. The County shall offer only to provide services relating directly to the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants Edible Food Recovery regulations except for a yearly analysis to be conducted by the County to estimate the amount of Green House Gas (GHG) emissions reduction to be attributed to edible food recovery activities in the Town of Colma for use in their Climate Action Plan.
- D. The County shall provide the Town of Colma with the information and data necessary for the Jurisdiction to make their required reports to CalRecycle.
- E. The County will not be obligated to provide services if modifications are made to the ordinance by the Town of Colma which omits existing provisions and/or reduces the impact of the ordinance in any way.

## **3. Consideration**

The benefit of this MOU to the Town of Colma is that it alleviates the need for staff, cost analysis, capacity assessment, expenditures for infrastructure, labor, administration, and record keeping for the edible food recovery activities in their jurisdiction.

The benefit of this MOU to both the County and the Town of Colma is that this approach will create one uniform, standardized, and coordinated effort throughout the incorporated and unincorporated areas of San Mateo County.

#### **4. Relationship of Parties**

It is expressly understood that this is an agreement between two independent entities, the County, and the Town of Colma, and that no individual agency, employee, partnership, joint venture, or other relationship is established by this MOU. The intent by both the County and the Town of Colma is to create an independent collaborative relationship.

#### **5. Hold Harmless**

- A. Except as provided in subsection b. below, the Town of Colma shall indemnify and save harmless the County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Memorandum of Understanding, brought for, or on account of, any of the following:
- a) Injuries to or death of any person, including the Town of Colma or its employees/officers/agents.
  - b) Damage to any property of any kind whatsoever and to whomsoever belonging; or
  - c) Any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of the County and/or its officers, agents, employees, or servants. However, the Town of Colma's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which the County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of the Town of Colma is to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

- B. With respect to coordinating, implementing, and/or enforcing the required edible food recovery regulations for those "Large Events" (as defined by the California Code of Regulations, Title 14, Division 7, Chapter 12) occurring in the Town of Colma pursuant to section 1.A.d. above,
- a) The County shall indemnify, defend, and hold harmless the Town of Colma and its officers, agents, employees, and servants against all damages, claims, liabilities, losses, and other expenses, including without limitation attorneys' fees and related costs, whether or not a lawsuit or other proceeding is filed, to the extent that they arise out of the negligence or willful misconduct of County staff arising out of coordinating, implementing, and/or enforcing the required edible food recovery regulations for those Large Events occurring in the Town of Colma.

- b) The Town of Colma shall indemnify, defend, and hold harmless the County and its officers, agents, employees, and servants against all damages, claims, liabilities, losses, and other expenses, including without limitation attorneys' fees and related costs, whether or not a lawsuit or other proceeding is filed, to the extent they arise out of the negligence or willful misconduct of Colma staff arising out of coordinating, implementing, and/or enforcing the required edible food recovery regulations for those Large Events occurring in the Town of Colma.
- C. A party seeking indemnity and defense under this section shall provide the indemnifying and defending party with prompt notice of any claim and give control of its defense and settlement to the indemnifying and defending party. The party seeking indemnity and defense shall also cooperate in all reasonable respects with the indemnifying and defending party, its insurance company, and its legal counsel in its defense of such claim. The obligation to defend and indemnify pursuant to this section shall not cover any claim in which there is a failure to give the indemnifying and defending party prompt notice, but only to the extent that such lack of notice prejudices the defense of the claim. The indemnifying and defending party may not settle any potential suit hereunder without the other party's prior written approval, which will not to be unreasonably withheld, conditioned, or delayed. If a party who owes indemnity and defense under this section fails to promptly indemnify and defend a covered claim, the other party shall have the right to defend itself, and in such case, the party owning indemnity and defense shall promptly reimburse the other party for all of its associated costs and expenses.
- D. The obligations imposed by this section shall survive termination or expiration of the Memorandum of Understanding.

#### **6. Amendment of MOU and Merger Clause**

This MOU, including the Exhibit attached hereto and incorporated herein by reference, constitutes the sole MOU of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement or specification set forth in this body of the MOU conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any exhibit and/or attachment to this MOU, the provisions of this body of the MOU shall prevail. Any prior MOU, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and will become effective when signed by both parties.

#### **7. Records**

The County shall maintain and preserve all records relating to this MOU in its possession and those of any third-party performing work related to this MOU for a period of five (5) years from the termination of this MOU.

**8. Assignability**

The County shall have the right to assign this MOU or any portion thereof to a third party or subcontract with a third party to perform any act required under this MOU without the prior written consent of the Jurisdiction.

**9. Notices**

Any written notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when deposited with the United States Postal Service, postage prepaid, or when transmitted by email communication, addressed:

In the case of the County, to:

Carolyn Bloede, Director  
County of San Mateo Office of Sustainability  
455 County Center, 4th Floor  
Redwood City, CA 94065  
Email: [cbloede@smcgov.org](mailto:cbloede@smcgov.org)

In the case of the Town of Colma, to:

Brian Dossey, City Manager  
Town of Colma  
1198 El Camino, CA 94404  
Email: [bdossey@colma.ca.gov](mailto:bdossey@colma.ca.gov)

**10. Controlling Law and Venue**

The validity of this MOU, the interpretation of its terms and conditions, and the performance of the parties hereto shall be governed by the laws of the State of California. Any action brought to enforce this action must be brought in the Superior Court of California in and for the County of San Mateo.

**11. Term and Termination**

Subject to compliance with the terms and conditions of the MOU, the term of this MOU shall commence on January 1, 2022 and shall automatically be renewed from year to year on the same terms and conditions. This MOU may be terminated without cause by the Town of Colma or the County’s Director of Office of Sustainability or the Director’s designee at any time upon thirty (30) days written notice to the other party.

**12. Authority**

The parties warrant that the signatories to the MOU have the authority to bind their respective entities.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

**COUNTY OF SAN MATEO**

**TOWN OF COLMA**

By: \_\_\_\_\_  
Carolyn Bloede  
Director, Office of Sustainability

By: \_\_\_\_\_  
Brian Dossey  
City Manager, Town of Colma

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT A - SCOPE OF ACTIVITIES**

The activity listed below relating to the County of San Mateo's Edible Food Recovery Program will be conducted by the County and the Town of Colma.

### **I. Establishment**

1. The County will develop and coordinate a standardized and uniform San Mateo County-wide Edible Food Recovery Program consistent with and compliant to California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants. The program will operate within the Town of Colma's boundaries and replace the need for the Town of Colma to create such a program on their own. This program will operate in the unincorporated areas of the county as well as all jurisdictions in the county agreeing to similar MOUs.

### **II. Enforcement**

1. The County will conduct enforcement of the ordinance within the Town of Colma using a complaint-based system consistent with the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants. The County will respond to complaints, investigate, and resolve reported issue(s).
2. The County will follow enforcement provisions detailed in the ordinance and described in the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants.
3. The County will keep detailed records of enforcement in the Town of Colma for a minimum of five (5) years.
4. The County will provide the necessary records to the Town of Colma for the required reporting about Edible Food Recovery work to CalRecycle.
5. The County will notify the Town of Colma promptly about any related issues that arise that require the Town of Colma's assistance or to request the Town of Colma's lead in resolving the issue(s) related to noncompliance.
6. The Town of Colma will work with the County on any related issues requiring jurisdictional assistance or lead in resolving the issue(s) related to complaints and/or noncompliance by any Tier 1 and Tier 2 Edible Food Generator or Food Recovery Organization and Service as defined in the California Code of Regulations, Title 14, Division 7, Chapter 12 Short-Lived Climate Pollutants and operating within the Jurisdiction's boundaries.







## STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: Farhad Mortezaei, City Planner, CSG Consultants  
 Laurel Mathews, Associate Planner, CSG Consultants  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: September 8, 2021  
 SUBJECT: 1687 and 1773 Mission Road U-Haul Rental - Conditional Use Permit

### RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW A U-HAUL RENTAL BUSINESS WITH KEY, PAPERWORK, AND AFTER-HOURS DROP-OFF AT 1687 MISSION ROAD AND PARKING OF UP TO 8 CARGO VANS AND SMALL BOX TRUCKS AT 1773 MISSION ROAD (APN: 010-142-050, 010-423-040) PURSUANT TO CEQA GUIDELINE 15301, CLASS 1(A)

### EXECUTIVE SUMMARY

The applicant is proposing to open a U-Haul rental business at 1687 Mission Road with van and truck parking at 1773 Mission Road. A Conditional Use Permit is required for new commercial businesses in the Commercial (C) zone. The use is appropriate for the location and complies with zoning and General Plan policies. Conditions of approval are recommended to address parking, noise and to ensure the business will not impact uses in the neighborhood.

### FISCAL IMPACT

The Town may experience a small fiscal benefit (in the form of sales tax revenue) from auxiliary rental of U-Haul vehicles.

### BACKGROUND

The project site that is proposed for use for parking of vehicles (1773 Mission Road) is located along Mission Rd which has a General Plan land use designation of Commercial and is zoned Commercial ("C"). No interior or exterior modifications are proposed at the property. The property is currently improved with a house and surface parking lot. The site was previously used by a

roofing business beginning in 1983. Also in 1983, a conditional use permit was approved for the storage of eight trucks in this parking lot (related to the roofing business). That conditional use permit has now expired, but this former use resembles the present-day proposed use. The property was acquired several years ago by the applicant and is being used for parking of vehicles for his business, Image Auto Body. The house is currently being used as office space for Image Auto Body.

The location of vehicle pick-up and drop-off, including after-hours pick-up and drop-off, would be at 1687 Mission Road, Image Auto Body. In addition to the U-Haul rental business, Image Auto Body will continue to operate in this location as an auto body shop. Customers wishing to rent or drop off vehicles will do so with the same office staff for the auto body shop.

The U-Haul business started several months ago and the applicant was informed of the requirement to obtain a Conditional Use Permit. The applicant responded by filing an application shortly thereafter.

## **ANALYSIS**

The applicant, Phillip Weaver, is requesting a Conditional Use Permit to allow a U-Haul rental business at 1687 and 1773 Mission Road.

This U-Haul rental business would include a key, paperwork, and after-hours drop-off site at 1687 Mission Road. Key exchange and paperwork would be operated by existing Image Auto Body employees from 8am – 5pm Monday through Friday. On weekends all day and overnight during the week, a lockbox will be used for drop-off of the vehicles. The business currently operates under a conditional use permit granted in 1993. Parking to support the business is limited to spaces in front of the building. Since U-Haul drop offs would occur after auto body business is closed, there will not be any parking conflicts with the daytime business use. If a customer drops off a vehicle in street parking, the applicant has encouraged the city to either call him directly or call a tow company. The U-Haul customer will receive detailed instructions about where to drop off the vehicle, and the customer is responsible for any tow fees incurred for an improperly parked vehicle.

U-Haul vans and trucks will be parked at 1773 Mission Road, three lots down from the key, paperwork, and after-hours drop-off location. A maximum of eight (8) vehicles will be stored in the parking lot. These vehicles will range in size from a 9-foot cargo van to a 15-foot box truck (the length represents the longest front-to-back edge of the interior cargo space). U-Haul coordinates neighborhood rentals through their app. U-Haul is responsible for ensuring that the number and type of vehicles dropped off at this location conforms to the applicant's specifications.

As shown on the site plan, Attachment B, the facility will have:

- A key and paperwork location with a lockbox for after-hours drop-off at 1687 Mission Rd
- A parking lot which will store up to eight cargo vans and/or box trucks at one time at 1773 Mission Rd

The applicant has stated that street parking and green zones will not be used for parking of U-Haul vans or trucks at any time. A draft condition of approval is included in Conditional Use Permit that would prohibit the use of street parking at any time for the business.

*Findings Relating to CEQA Review*

Pursuant to Section 15301 of the State CEQA Guidelines, Class 1(a), Existing Facilities, the project is Categorical Exempt. The project is Categorical Exempt from further environmental review because the proposal will entail only operational changes and there will be no physical alterations to the property and only a negligible expansion of use. In addition, pursuant to Section 15332, the project is Categorical Exempt from CEQA review as an in-fill project that is consistent with the General Plan and Zoning, is on a site that is less than five acres, the project site has no value as habitat for endangered, rare or threatened species, no significant effects are anticipated from the use, and the site is adequately served by all required utilities and public services. Staff finds that each CEQA exemption cited above provides an independent basis for finding this project exempt from environmental review.

*Findings Related to Granting a Conditional Use Permit*

Section 5.03.230(b) of the Colma Municipal Code requires that certain findings be made for approval of a Conditional Use Permit as follows:

**a) The proposed Conditional Use Permit will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.**

The use is consistent with Colma General Plan vision for Mission Road as described in Section 5.02.134 of the General Plan. Specifically, the parcels where this business will operate are designated on the land use map for commercial use. Within the General Plan text, a list of appropriate retail and service uses are listed to serve the community. Auto-related use is listed as acceptable in the commercial land use category.

The Colma Zoning Ordinance Commercial Zoning is generally broad to encourage a wide range of commercial uses.

**b) Granting the Conditional Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.**

This project will not change the number of employees working at either the parking site (1773 Mission Rd) or the key, paperwork, and after-hours drop-off site (1687 Mission Rd). Existing businesses on this block are mostly vehicle repair businesses (John's Auto Center, Andy's Tires, Dito's Motors Inc, Royal Auto Body, Image Auto Body and other uses that attract moderate vehicle traffic, including Pacific Supply and Molloy's. Staff finds that the lot size and location for both the parking site and the key, paperwork, and after-hours drop-off site are adequate for the proposed use.

No exterior modifications are being proposed at either the key, paperwork, and after-hours drop-off site (1687 Mission Road) or the parking site (1773 Mission Road) that may impact public

health, safety or public welfare, or be materially injurious to properties or improvements in the vicinity.

**Parking site:** The proposed use of the vehicle storage site at 1773 Mission Road is unlikely to generate more noise or safety hazards than its current use as auto storage for Image Auto Body. Adjustments by the applicant to the number of vehicles being parked in relation to the Image Auto Body business will need to be made to assure that parking is always available for the U-Haul trucks and any U-Haul customers that leave their car while renting a vehicle.

**Key, paperwork, and after-hours drop-off site:** The proposed use of the key, paperwork, and after-hours drop-off site (1687 mission Rd) will resemble its current use during working hours, since it is already a location frequented by auto body customers during working hours. It is possible that after-hours pick-ups and drop-offs will slightly increase the use of the space on evenings and weekends.

With the recommended conditions of approval, the proposed use will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.

**c) Existing property uses, large or small, will not be detrimentally affected by the proposed Use Permit.**

The U-Haul parking at 1773 Mission Road will be contained on a parking lot owned by the applicant, so this use is unlikely to affect existing property uses. The key, paperwork, and after-hours drop-off site at 1687 Mission Road, will not affect existing property uses at the site or in the vicinity. Further, a draft condition of approval is included in Conditional Use Permit that would prohibit the use of street parking at any time for the business thereby reducing impacts on neighboring properties.

**d) The granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.**

The granting of the Use Permit will not constitute the grant of a special privilege since, as noted above, the proposed use is allowed with a Conditional Use Permit in the Commercial zone. The proposed use is a commercial use located within an existing commercial building and surface parking lot that will be compatible with other uses in the surrounding area. The Town of Colma has several similar uses, including an Enterprise car rental location and a Truck Rental Center at Home Depot Pro, 91 Colma Blvd.

**e) The City Council is satisfied that the proposed structure or building conforms to the purpose and intent of the General Plan and Zoning Ordinance.**

The proposed project does not include the construction of any new structures or buildings or modifications to the building at 1687 Mission Road. No interior improvements, and no exterior improvements, including signage, have been proposed with this Use Permit request. Any proposed signage shall be reviewed by the Planning Department through the Sign Review process. The Colma Fire Protection District has reviewed the application. The Colma Fire Protection District is recommending that the applicant install address numbers on the front fence

at 1773 Mission Road. The numbers shall be six inches in height, white in color on a contrasting background, and clearly visible from the street.

**f) The use will not constitute a nuisance to neighboring persons or properties.**

The proposed truck parking location is located along Mission Road, with commercial uses on either side (CG Moving and Cypress Lawn maintenance facility) and a medium-density residential building (Colma Veteran's Village) across the street. Holy Cross Catholic Cemetery is located to the east across Mission Road and Public Storage is located to the west behind Colma Creek. Given the nature of the business (parking of vehicles) and the small scale of the use (limit of 8 vehicles) the proposed use will not constitute a nuisance to neighboring persons or properties. Additionally, conditions have been added to the Conditional Use Permit to limit any negative impacts.

**COUNCIL ADOPTED VALUES**

The recommendation is consistent with the Council value of *responsibility* because the proposed use has been carefully reviewed and conditioned so that it will be consistent with adopted development policies and regulations, and compatible within its setting.

**SUSTAINABILITY IMPACT**

The proposed use within Colma will have no impact on the Town's sustainability activities.

**ALTERNATIVES**

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

1. Adopt the resolution and approve the Conditional Use Permit with modified or additional conditions of approval. This alternative may increase or reduce restrictions on the Conditional Use Permit to satisfy specific City Council concerns.
2. Direct staff to bring back a resolution to deny the Conditional Use Permit. If this alternative is selected, staff recommends that the City Council articulate concerns and the reasons for selecting this alternative.

**CONCLUSION**

Staff recommends that the City Council adopt the resolution approving the Conditional Use Permit with findings and recommended conditions of approval.

**ATTACHMENTS**

- A. Resolution
- B. Site Plan



**RESOLUTION NO. 2021-**  
**OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW A U-HAUL RENTAL BUSINESS WITH KEY, PAPERWORK, AND AFTER-HOURS DROP-OFF AT 1687 MISSION ROAD AND PARKING OF UP TO 8 CARGO VANS AND SMALL BOX TRUCKS AT 1773 MISSION ROAD (APN: 010-142-050, 010-423-040) PURSUANT TO CEQA GUIDELINE 15301, CLASS 1(A)**

*Property Owner: Bob McLennan (1687 Mission Rd) and Phillip Weaver (1773 Mission Rd)*

*Applicant: Phillip Weaver*

*Location: 1687 Mission Rd and 1773 Mission Rd*

*Assessor's Parcel Number: 010-142-050, 010-423-040*

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

**1. Background**

- (a) The Town has received an application from Phillip Weaver of Image Auto Body for a Conditional Use Permit to allow a U-Haul rental business, with key, paperwork, and after-hours drop-off at 1687 Mission Road, and vehicle parking at 1773 Mission Road (Assessor's Parcel Numbers: 010-142-050, 010-423-040).
- (b) Pursuant to Section 15301 of State CEQA Guidelines, Class 1(a), Existing Facilities, the application is categorically exempt from California Environmental Quality Act (CEQA) review.
- (c) A Notice of Public Hearing was duly posted on the three official bulletin boards of the Town and in a conspicuous place on or near the subject property and was duly mailed to the persons to whom given, as required by law, on August 27, 2021.
- (d) A public hearing was held on this matter on September 8, 2021 and evidence was taken at the public hearing.
- (e) The City Council has duly considered said application, the staff report and public comments thereon.

**2. Findings**

The City Council finds that:

*Findings Related to CEQA*

Pursuant to the Section 15301 of the State CEQA Guidelines, Class 1(a), Existing Facilities, the project is categorically exempt. The project is Categorically Exempt from further environmental review because the proposal will entail only operational changes and there will be no physical alterations to the property and only a negligible expansion of use. In addition, pursuant to Section 15332, the project is Categorically Exempt from CEQA review as an in-fill project that is

consistent with the General Plan and Zoning, is on a site that is less than five acres, the project site has no value as habitat for endangered, rare or threatened species, no significant effects are anticipated from the use, and the site is adequately served by all required utilities and public services. Staff finds that each CEQA exemption cited above provides an independent basis for finding this project exempt from environmental review.

*Findings Related to the Conditional Use Permit*

Section 5.03.410(a) of the Colma Municipal Code requires that certain findings be made for approval of a Conditional Use Permit. These findings are also required for an amended Conditional Use Permit. These findings apply to the project as follows:

- a) **The proposed Conditional Use Permit will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.**

The use is consistent with Colma General Plan vision for Mission Road as described in Section 5.02.134 of the General Plan. Specifically, the parcels where this business will operate are designated on the land use map for commercial use. Within the General Plan text, a list of appropriate retail and service uses are listed to serve the community. Auto-related use is listed as acceptable in the commercial land use category.

The Colma Zoning Ordinance Commercial Zoning is generally broad to encourage a wide range of commercial uses.

- b) **Granting the Conditional Use Permit will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.**

This project will not change the number of employees working at either the parking site (1773 Mission Rd) or the key, paperwork, and after-hours drop-off site (1687 Mission Rd). Existing businesses on this block are mostly vehicle repair businesses (John's Auto Center, Andy's Tires, Dito's Motors Inc, Royal Auto Body, Image Auto Body and other uses that attract moderate vehicle traffic, including Pacific Supply and Molloy's. Staff finds that the lot size and location for both the parking site and the key, paperwork, and after-hours drop-off site are adequate for the proposed use.

No exterior modifications are being proposed at either the key, paperwork, and after-hours drop-off site (1687 Mission Road) or the parking site (1773 Mission Road) that may impact public health, safety or public welfare, or be materially injurious to properties or improvements in the vicinity.

**Parking site:** The proposed use of the vehicle storage site at 1773 Mission Road is unlikely to generate more noise or safety hazards than its current use as auto storage for Image Auto Body. Adjustments by the applicant to the number of vehicles being parked in relation to the Image



Auto Body business will need to be made to assure that parking is always available for the U-Haul trucks and any U-Haul customers that leave their car while renting a vehicle.

**Key, paperwork, and after-hours drop-off site:** The proposed use of the key, paperwork, and after-hours drop-off site (1687 mission Rd) will resemble its current use during working hours, since it is already a location frequented by auto body customers during working hours. It is possible that after-hours pick-ups and drop-offs will slightly increase the use of the space on evenings and weekends.

With the recommended conditions of approval, the proposed use will not be detrimental to the public health, safety or public welfare, or materially injurious to the properties or improvements in the vicinity.

- c) **Existing property uses, large or small, will not be detrimentally affected by the proposed Use Permit.**

The U-Haul parking at 1773 Mission Road will be contained on a parking lot owned by the applicant, so this use is unlikely to affect existing property uses. The key, paperwork, and after-hours drop-off site at 1687 Mission Road, will not affect existing property uses at the site or in the vicinity. Further, A draft condition of approval is included in Conditional Use Permit that would prohibit the use of street parking at any time for the business thereby reducing impacts on neighboring properties.

- d) **The granting of the Use Permit will not constitute a grant of special privilege inconsistent with the limitations imposed by the Zoning Ordinance on the existing use of properties, large or small, within the Town of Colma.**

The granting of the Use Permit will not constitute the grant of a special privilege since, as noted above, the proposed use is allowed with a Conditional Use Permit in the Commercial zone. The proposed use is a commercial use located within an existing commercial building and surface parking lot that will be compatible with other uses in the surrounding area. The Town of Colma has several similar uses, including an Enterprise car rental location and a Truck Rental Center at Home Depot Pro, 91 Colma Blvd.

- e) **The City Council is satisfied that the proposed structure or building conforms to the purpose and intent of the General Plan and Zoning Ordinance.**

The proposed project does not include the construction of any new structures or buildings or modifications to the building at 1687 Mission Road No interior improvements, and no exterior improvements, including signage, have been proposed with this Use Permit request. Any proposed signage shall be reviewed by the Planning Department through the Sign Review process. The Colma Fire Protection District have reviewed the application. The Colma Fire Protection District is recommending that the applicant install address numbers on the front fence at 1773 Mission Road. The numbers shall be six inches in height, white in color on a contrasting background, and clearly visible from the street.

- f) **The use will not constitute a nuisance to neighboring persons or properties.**

The proposed truck parking location is located along Mission Road, with commercial uses on either side (CG Moving and Cypress Lawn maintenance facility) and a medium-density residential building (Colma Veteran's Village) across the street. Holy Cross Catholic Cemetery is located to the east across Mission Road and Public Storage is located to the west behind Colma Creek. Given the nature of the business (parking of vehicles) and the small scale of the use (limit of 8 vehicles) the proposed use will not constitute a nuisance to neighboring persons or properties. Additionally, conditions have been added to the Conditional Use Permit to limit any negative impacts.

### **3. Conditions of Approval**

The City Council approves the Conditional Use Permit to allow a U-Haul rental business at 1687 Mission Road (key, paperwork, and after-hours drop-off site) and 1773 Mission Road (vehicle storage location), addressed as 1475 Mission Road, Colma, subject to the full and faithful performance of each of the general terms and conditions set forth in this Resolution and the following project-specific conditions:

#### *Conditions Relating to the Use Permit*

- (a) Allowed Uses. This Use Permit shall specifically allow the operations of a U-Haul rental business at 1687 Mission Road, Colma, and 1773 Mission Road, as shown in application materials submitted July 21, 2021 and on file with the Planning Department. This Use Permit does not authorize the U-Haul rental business at any single property location and both locations must be used for business operations under the terms of this Use Permit. If at any time, one property becomes unavailable for the U-Haul business, the business is not authorized to operate on one property and U-Haul business operations must cease.
- (b) Vehicle limit. No more than 8 vehicles associated with the U-Haul business are permitted to be parked at the 1773 Mission Road site. Vehicle type is limited to vans and trucks no longer than 15' in length.
- (c) No Vehicle Street Parking. No vehicles associated with the Use or any other business operations shall utilize street parking, except for individuals picking up or dropping off keys and/or paperwork at 1687 Mission Road. U-Haul trucks or vans shall not be parked on Mission Road at any time, and must be picked up and dropped off at either 1773 Mission Road or 1687 Mission Rd. Sufficient parking with the 1773 lot shall be maintained for the U-Haul trucks and vans and for parking for patrons who plan to leave a vehicle while renting a U-Haul vehicle.
- (d) Noise. If the Town receives verified noise complaints from building tenants or residents in the vicinity about truck noise from after-hour returns, the Applicant shall be required to modify business practices to restrict drop-off hours to the satisfaction of the City Planner.
- (e) Site Maintenance. Both the key, paperwork, and after-hours drop-off site (1687 Mission Road) and the parking site (1773 Mission Road) shall be kept clean and free of debris or trash.

(f) Colma Fire Protection District Requirements. The requirements of the Colma Fire Protection District shall be met within 30 days of approval of the application. For further information on the requirements of the District, the applicant may contact the Deputy Fire Marshal, Bill Pardini at bpardini@colmafd.org or (650)740-2023. These requirements include:

- i. The applicant must install address numbers on the front fence at 1773 Mission Road. The numbers shall be six inches in height, white in color on a contrasting background, and clearly visible from the street.
- ii. No vehicles shall block any required fire lane or driveways for access.

#### **4. General Conditions**

(a) This Conditional Use Permit shall run with the land and be freely and automatically transferred to each user of the property described herein, subject to each of the specific and general conditions herein. As used in this Conditional Use Permit, the word "Permittee" shall mean each person using the property pursuant to the permit granted herein, including successors to the person first obtaining the permit.

(b) The Permittee must comply with all applicable federal, state and municipal laws, codes and regulations, including the California Building and Fire Codes. Nothing herein shall be construed as authorizing any approvals under, or any exceptions to any other law, code or regulation, or as authorizing any change to the occupancy classification of the premises or any buildings thereon as defined on the California Building Code. Without limiting the generality of the foregoing:

- i. The Permittee shall maintain an annual Colma Business Registration;
- ii. Prior to issuance of a Business Registration, the Permittee shall arrange for the project site to be inspected for Fire and Life Safety requirements of California Fire Code by the Colma Fire Protection District; and

(c) Indemnification. Permittee and its heirs, successors, and permitted assigns shall, at its sole cost and expense, indemnify, defend, protect, release, and hold harmless the Town and any agency or instrumentality thereof, including any of its officers, employees, commissions, and agents (collectively, "Indemnitees"), from and against any and all claims, actions, or proceedings (collectively, "Claims") arising out of or in any way relating to the processing and/or approval of this Project, the purpose of which is to attack, set aside, void, or annul the approval of this Project and any environmental determination that accompanies it. This indemnification shall include, but not be limited to, suits, damages, judgments, costs, expenses, liens, levies, attorney fees or expert witness fees that may be asserted or incurred by any person or entity, including the Permittee, third parties and the Indemnitees, arising out of or in connection with the approval of this Project and/or any environmental determination that accompanies it, except in the event and to the extent any such Claim(s) arise out of the Indemnitees' gross negligence or willful misconduct. Permittee agrees to pay directly, or timely reimburse on a monthly basis, the Town for all such costs of defense, including but not limited to, court costs, attorney fees, and time referenced herein. The Town, in its sole and absolute discretion,

may elect, and the Applicant hereby agrees, to have the Applicant provide the defense of the Indemnites subject to the Town's approval of defense council. Nothing herein shall prohibit the Town from participating in the defense of any claim, action, or proceeding. Permittee's defense and indemnification of the Indemnites as set forth herein shall remain in full force and effect throughout all stages of any litigation challenging the Project, including any and all appeals of any lower court judgments rendered in the proceeding.

(d) The Conditional Use Permit may be modified or revoked should it be determined that:

- i. The property is being operated or maintained in a manner that is detrimental to the public health or welfare, is materially injurious to property or improvements in the vicinity, constitutes a public nuisance, or is contrary to any law, code or regulation;
- ii. If the Permittee fails to comply with and satisfy the conditions herein; or
- iii. As otherwise allowed by law.

(e) The Permittee must agree to comply with each and every term and condition herein by countersigning a copy of this approval.

\* \* \* \* \*

**Certification of Adoption**

I certify that the foregoing Resolution No. \_\_\_\_ was adopted at a regular meeting of the City Council of the Town of Colma held on September 8, 2021 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Diana Colvin, 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**

*Property Owner of 1687 Mission Road*

The undersigned agrees to use the property on the terms and conditions set forth in this resolution.

Dated: \_\_\_\_\_

Name (printed) \_\_\_\_\_

For: Bob McLennan, Property Owner, 1687 Mission Rd

*Property Owner of 1773 Mission Road and Permittee of U-Haul Business*

The undersigned agrees to use the property on the terms and conditions set forth in this resolution.

Dated: \_\_\_\_\_

Phillip Weaver, Permittee and Property Owner,  
1773 Mission Rd











# STAFF REPORT

TO: Mayor and Members of the City Council  
 FROM: John Munsey, Chief of Police  
 VIA: Brian Dossey, City Manager  
 MEETING DATE: September 8, 2021  
 SUBJECT: Contract For Body Worn Cameras, In Car Cameras, Tasers and Related Cloud-Based Services

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## RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A SOLE SOURCE CONTRACT WITH AXON TO PURCHASE AND MAINTAIN BODY WORN CAMERAS, IN CAR CAMERAS, TASERS AND RELATED CLOUD-BASED SERVICES

## EXECUTIVE SUMMARY

The Colma Police Department seeks to establish and implement the use of Body Worn Cameras (BWC) by its police officers, upgrade In Car Cameras (Fleet) and upgrade current Tasers by establishing a fully integrated system with AXON and evidence.com. The contract accounts for all training, management systems and upgrade of AXON Generation 3 In Car Cameras.

## FISCAL IMPACT

The annual fiscal impact associated with approving this contract is BWC / Tasers \$41,461.47 FY 21/22, and \$41,689.80 a year for four years. In Car Camera (Fleet) \$21,168 for FY 21/22, and \$21,815.04 for five years. Funds for BWC, Taser and Fleet have been approved in the Town of Colma FY 21/22 budget.

## BACKGROUND

The utilization of Body Worn Cameras, In Car Cameras and Tasers has become an industry standard in law enforcement's ability to promote public safety, while providing the utmost transparency.

According to President Barack Obama's final report on 21st Century Policing, the use of Body Cameras by law enforcement is increasing as a means to improve evidence collection, to

strengthen officer performance and accountability, and to enhance agency transparency. In addition, Body Cameras can be used to investigate and resolve complaints about officer-involved incidents. The results of a 12-month study reported in the 21st Century Policing final report found that officers wearing Body Cameras had 87.5 percent fewer incidents of use of force and 59 percent fewer complaints than officers not wearing the cameras.

New Taser technology accounts for 93% increased probe spread at close range, where 85% of deployments occur. Taser data logs and necessary evidence is automatically uploaded in AXON management systems, eliminating officer time needed to manually upload information, while reducing any insinuation of tampering.

## **ANALYSIS**

Staff seeks to sole source the contract with AXON in accordance with Colma Municipal Code 1.06.210 as follows:

### *1.06.210 Sole Source Procurement*

*When requirements are so critical or call for such specialized expertise that only one source is capable of satisfying those requirements, the Awarding Authority is empowered to waive the Purchasing and Contracting Colma Municipal Code competitive procurement procedures. Sole source means that only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation, such as technical qualifications, matching to currently owned equipment or supplies or the ability to deliver at a particular time. Purchasing from a sole source shall be permitted after written justification from the requesting department explaining why a sole source has been specified, and a factual finding by the person or body authorizing the purchase that it is in the best interest of the Town of Colma to purchase without competitive purchasing.*

Axon currently works with our Records Management System (RIMS) to integrate the video with our CAD System. Using the Officer/Unit ID the interface will correlate CAD events by:

- Automating basic incident information entry for every recording
- Improving data accuracy with complete, correct information
- Increasing officer efficiency after each recorded call

The SMC District Attorney's Office has purchased an evidence.com account which is the software that holds all evidence recorded by the Axon suit of cameras. Officers also can upload third party digital evidence into this system, such as evidence photographs or video surveillance. Axon has created a one-stop shop for the management of digital evidence. By purchasing into this system, we will be streamlining the handling of this digital evidence. From the capturing of the initial data to the submittal of the case file to the district attorney office all data will be house on the same evidence servers. These servers are specifically designed by Axon to hold up to the scrutiny of chain of custody evidence laws and discovery requests by defense council. We can also share our evidence with neighboring jurisdictions who have evidence.com during mutual aid events.

AXON technology has the ability to integrate multiple automated camera activations through a variety of platforms including the drawing of either an officer's firearm or Taser. It can further be automated to activate by various vehicle applications, including the activating of lights, sirens, opening of doors or curtain speeds. In addition to these activations the cameras also have the ability to activate other officer's cameras within a predesignated radius. For example, if an officer is ambushed and does not have the time to manually activate their camera when the responding cover officer arrives the first officer's camera will be activated.

AXON also has an integration feature with our new FLOCK license plate reader system. Officers have the ability to upload directly from FLOCK into evidence.com to store valuable FLOCK evidence. Also, the AXON in car camera, FLEET 3, has FLOCK integration to be utilized as another mobile license plate reader. This will increase our FLOCK Cameras from 4 to 12 in year two of the AXON contract.

AXON is a specific law enforcement technology company. Their products are designed with the officers in mind. Unlike other companies who are repurposing civilian products for law enforcement use, AXON's products are designed to be easily activated and used by officer in the field. After the evidence is captured, AXON has created a digital workflow that is extremely user friendly and efficient, which will allow the officers to process their evidence quickly.

The AXON vehicle camera system comes with a device called an AXON Hub. This device provides a secure cellular data connection for the cameras. This hub also connects the in-car computers to the secured network allowing our car computers to access not only the secured AXON Data but our mobile dispatching software as well. The AXON Hub links all the data together into a secured suit of data transfer.

The AXON suite of products creates an environment for our officers to capture the evidence expected by our community without being bogged down with administrative work processing the evidence. AXON's digital workflow is user friendly and designed to get officers back on the street quickly. AXON has created a far superior product when compared to other companies that is uniquely available to meet the needs of the Department.

We currently have Data 911 in car cameras in our vehicles now. This system does not integrate with an efficient digital workflow. The property officer must create a copy of the car video and then manually upload it into evidence.com to share the file with the district attorney's office. This manual uploaded is limited by the upload speeds of our building internet system. At times our property officer must leave her computer on all night to have the time to upload large files. With AXON and evidence.com the files will already be housed on the AXON servers so sharing the files with the district attorney office is as simple as clicking one button.

Another company officering body cameras is called Watch Guard created by Motorola. This system is utilized by the South San Francisco Police Department. In speaking with patrol officers using the system we have determined that they are bulky cameras that fall off the officer's uniform routinely. The video captured from these cameras must be inputted into their own software and then exported and uploaded to evidence.com to share with the district attorney's office. The current workflow would not change for our property officer. The patrol officers would also lose the ability to have auto activations with the deployment of a Taser, Firearm, lights, doors, speed, etc. They would be bound to remembering to manually turn on

the camera during every citizen contact, which is not always feasible during unforeseen rapidly evolving incidents.

### **Council Adopted Values**

The resolution to approve the proposed purchase and contract is the *responsible* thing to do by providing the community with the most transparent product available. The resolution is consistent with the *vision* of the Town of Colma to provide the community the most advanced technology available.

### **ALTERNATIVES**

The following alternative course of action is available to the City Council:

1. Do not adopt the resolution to approve the purchase and contract with AXON for Body Warn Cameras, Tasers, training and management system and to provide further direction to staff.

### **CONCLUSION**

Staff recommends the City Council adopt the resolution approving and authorizing the City Manager to execute a contract with AXON to provide Body Warn Cameras, Tasers, In Car Cameras, training and management system and to direct the Colma City Manager to move forward and sign the contract.

### **ATTACHMENTS**

- A. Resolution
- B. Axon Contract

**RESOLUTION NO. 2021-XX  
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE a  
SOLE SOURCE CONTRACT WITH AXON TO PURCHASE AND MAINTAIN BODY WORN  
CAMERAS, IN CAR CAMERAS, TASERS AND RELATED CLOUD-BASED SERVICES**

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

**1. Background**

- (a) The utilization of Body Worn Cameras, In Car Cameras and Tasers has become industry standard in law enforcement's ability to promote public safety, while providing the utmost transparency.
- (b) The Colma Police Department currently uses the Data 911 brand of In Car Cameras, which require video footage be manually uploaded into the evidence.com platform utilized by the San Mateo County District Attorney's Office.
- (c) The Colma Police Department seeks to establish and implement the use of Body Worn Cameras (BWC) by its police officers, upgrade In Car Cameras (Fleet) and upgrade current Tasers by establishing a fully integrated system with AXON and evidence.com.

**2. Findings**

- (a) The City Council finds that the contract with Axon for the purchase of Body Worn Cameras, In Car Cameras, Tasers and related cloud services, including evidence.com, is exempt from competitive bidding under Colma Municipal Code section 1.06.210 because it is a sole source contract. Axon possesses the uniquely and singularly available capability to deliver the technical features integral to law enforcement use of the equipment, such as automated camera activations, secure cellular data and network connections, chain of custody controls, and digital workflow efficiency. The Axon cameras integrate with the Town's Records Management System (RIMS) and CAD System as well as with the Town's license plate reader system. The San Mateo County District Attorney's Office utilizes an evidence.com account which is the software that holds all evidence recorded by the Axon suite of cameras.
- (b) The Town desires to implement the use of Body Worn Cameras, upgrade In Car Cameras and upgrade current Tasers used by the Colma Police Department, which have specialized specifications and perform unique functions. Axon possesses the unique and singularly available capacity to provide equipment that is fully integrated with a cloud-based software system and evidence.com. Its design and installation of the Axon suite of cameras would ensure that the Town's cameras seamlessly share evidence with the San Mateo County District Attorney's Office and other law enforcement agencies in the County that have evidence.com accounts during mutual aid events. The City Council waives the competitive procurement procedures as it finds it is in the Town's best interest for Axon to provide the Town's Body Worn Cameras, In Car Cameras, Tasers as a sole source vendor.

**3. Order**

- (a) The contract between the Town of Colma and Axon, a copy of which is on file with the City Clerk, is approved by the City Council of the Town of Colma.
- (b) The City Manager is hereby authorized to execute said contract on behalf of the Town of Colma, with such minor technical amendments as may be deemed appropriate by the City Manager and the City Attorney.

***Certification of Adoption***

I certify that the foregoing Resolution No. 2021-XX was adopted at a regular meeting of the City Council of the Town of Colma held on \_\_\_\_\_, 2021 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Diana Colvin, Mayor

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



## Master Services and Purchasing Agreement between Axon and Agency

This Master Services and Purchasing Agreement (“**Agreement**”) is between Axon Enterprise, Inc., a Delaware corporation (“**Axon**”), and the agency on the Quote (“**Agency**”). This Agreement is effective as of the later of the (a) last signature date on this Agreement or (b) signature date on the Quote (“**Effective Date**”). Axon and Agency are each a “**Party**” and collectively “**Parties**”. This Agreement governs Agency’s purchase and use of the Axon Devices and Services detailed in the Quote Appendix (“**Quote**”). It is the intent of the Parties that this Agreement act as a master agreement governing all subsequent purchases by Agency for the same Axon products and services in the Quote, and all such subsequent quotes accepted by Agency shall be also incorporated into this Agreement by reference as a Quote. The Parties therefore agree as follows:

### 1 **Definitions.**

“**Axon Cloud Services**” means Axon’s web services for Axon Evidence, Axon Records, Axon Dispatch, and interactions between Evidence.com and Axon Devices or Axon client software. Axon Cloud Service excludes third-party applications, hardware warranties, and my.evidence.com.

“**Axon Device**” means all hardware provided by Axon under this Agreement.

“**Quote**” means an offer to sell and is only valid for devices and services on the quote at the specified prices. Any terms within Agency’s purchase order in response to a Quote will be void. Orders are subject to prior credit approval. Changes in the deployment estimated ship date may change charges in the Quote. Shipping dates are estimates only. Axon is not responsible for typographical errors in any offer by Axon, and Axon reserves the right to cancel any orders resulting from such errors.

“**Services**” means all services provided by Axon under this Agreement, including software, Axon Cloud Services, and professional services.

### 2 **Term.** This Agreement begins on the Effective Date and continues until all subscriptions hereunder have expired or have been terminated (“**Term**”).

All subscriptions including Axon Evidence, Axon Fleet, Officer Safety Plans, Technology Assurance Plans, and TASER 7 plans begin after shipment of the applicable Axon Device. If Axon ships the Axon Device in the first half of the month, the start date is the 1st of the following month. If Axon ships the Axon Device in the second half of the month, the start date is the 15th of the following month. For purchases solely of Axon Evidence subscriptions, the start date is the Effective Date. Each subscription term ends upon completion of the subscription stated in the Quote (“**Subscription Term**”).

Upon completion of the Subscription Term, the Subscription Term will automatically renew for an additional 5 years (“**Renewal Term**”) unless notice of non-renewal is given within thirty (30) days of the end of the Subscription Term and any Renewal Term. For purchase of TASER 7 as a standalone, Axon may increase pricing to its then-current list pricing for any Renewal Term. For all other purchases, Axon may increase pricing on all line items in the Quote up to 3% at the beginning of each year of the Renewal Term. New devices and services may require additional terms. Axon will not authorize services until Axon receives a signed Quote or accepts a purchase order, whichever is first.

### 3 **Payment.** Axon invoices upon shipment. Payment is due net 30 days from the invoice date. Payment obligations are non-cancelable. Agency will pay invoices without setoff, deduction, or withholding. If Axon sends a past due account to collections, Agency is responsible for collection and attorneys’ fees.

### 4 **Taxes.** Agency is responsible for sales and other taxes associated with the order unless Agency provides Axon a valid tax exemption certificate.

### 5 **Shipping.** Axon may make partial shipments and ship Axon Devices from multiple locations. All shipments are FOB shipping point via common carrier. Title and risk of loss pass to Agency upon Axon’s delivery to the common carrier. Agency is responsible for any shipping charges in the Quote.

### 6 **Returns.** All sales are final. Axon does not allow refunds or exchanges, except warranty returns or as provided by state or federal law.

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7 **Warranty.**

7.1 **Hardware Limited Warranty.** Axon warrants that Axon-manufactured Devices are free from defects in workmanship and materials for 1 year from the date of Agency's receipt, except Signal Sidearm, which Axon warrants for 30 months from the date of Agency's receipt. Axon warrants its Axon-manufactured accessories for 90-days from the date of Agency's receipt. Used conducted energy weapon ("CEW") cartridges are deemed to have operated properly. Extended warranties run from the expiration of the 1-year hardware warranty through the extended warranty term. Non-Axon manufactured Devices are not covered by Axon's warranty. Agency should contact the manufacturer for support of non-Axon manufactured Devices.

7.2 **Claims.** If Axon receives a valid warranty claim for an Axon manufactured Device during the warranty term, Axon's sole responsibility is to repair or replace the Device with the same or like Device, at Axon's option. A replacement Axon Device will be new or like new. Axon will warrant the replacement Axon Device for the longer of (a) the remaining warranty of the original Axon Device or (b) 90-days from the date of repair or replacement.

If Agency exchanges a device or part, the replacement item becomes Agency's property, and the replaced item becomes Axon's property. Before delivering a Axon Device for service, Agency must upload Axon Device data to Axon Evidence or download it and retain a copy. Axon is not responsible for any loss of software, data, or other information contained in storage media or any part of the Axon Device sent to Axon for service.

7.3 **Spare Axon Devices.** For qualified purchases, Axon may provide Agency a predetermined number of spare Axon Devices as detailed in the Quote ("**Spare Axon Devices**"). Spare Axon Devices are intended to replace broken or non-functioning units while Agency submits the broken or non-functioning units, through Axon's warranty return process. Axon will repair or replace the unit with a replacement Axon Device. Title and risk of loss for all Spare Axon Devices shall pass to Agency in accordance with shipping terms under Section 5. Axon assumes no liability or obligation in the event Agency does not utilize Spare Axon Devices for the intended purpose.

7.4 **Limitations.** Axon's warranty excludes damage related to: (a) failure to follow Axon Device use instructions; (b) Axon Devices used with equipment not manufactured or recommended by Axon; (c) abuse, misuse, or intentional damage to Axon Device; (d) force majeure; (e) Axon Devices repaired or modified by persons other than Axon without Axon's written permission; or (f) Axon Devices with a defaced or removed serial number.

7.4.1 **To the extent permitted by law, the above warranties and remedies are exclusive. Axon disclaims all other warranties, remedies, and conditions, whether oral, written, statutory, or implied. If statutory or implied warranties cannot be lawfully disclaimed, then such warranties are limited to the duration of the warranty described above and by the provisions in this Agreement.**

7.4.2 **Axon's cumulative liability to any Party for any loss or damage resulting from any claim, demand, or action arising out of or relating to any Axon Device or Service will not exceed the greater of One Million Dollars (\$1,000,000) or the purchase price paid to Axon for the Axon Device, or if for Services, the amount paid for such Services over the 12 months preceding the claim. Neither Party will be liable for special, indirect, incidental, punitive or consequential damages, however caused, whether for breach of warranty or contract, negligence, strict liability, tort or any other legal theory. The foregoing limitation of liability does not limit the amount payable pursuant to any valid insurance claim covered by a Party's insurance. Notwithstanding the foregoing, Axon's obligations under Sections 13, 15 or Axon's breach of Section 4 of the Axon Cloud Services Terms of Use Appendix shall not exceed the greater of One Million Dollars (\$1,000,000) or three times the purchase price of goods or services hereunder in the 12 months preceding the claim.**

8 **Statement of Work.** Certain Axon Devices and Services, including Axon Interview Room, Axon Channel





## Master Services and Purchasing Agreement between Axon and Agency

Services, and Axon Fleet, may require a Statement of Work that details Axon's Service deliverables ("SOW"). In the event Axon provides an SOW to Agency, Axon is only responsible to perform Services described in the SOW. Additional services are out of scope. The Parties must document scope changes in a written and signed change order. Changes may require an equitable adjustment in fees or schedule. The SOW is incorporated into this Agreement by reference.

- 9 **Axon Device Warnings.** See [www.axon.com/legal](http://www.axon.com/legal) for the most current Axon Device warnings.
- 10 **Design Changes.** Axon may make design changes to any Axon Device or Service without notifying Agency or making the same change to Axon Devices and Services previously purchased by Agency.
- 11 **Bundled Offerings.** Some offerings in bundled offerings may not be generally available at the time of Agency's purchase. Axon will not provide a refund, credit, or additional discount beyond what is in the Quote due to a delay of availability or Agency's election not to utilize any portion of an Axon bundle.
- 12 **Insurance.** Axon will maintain General Liability, Workers' Compensation, and Automobile Liability insurance as set forth in Appendix Ax]. Upon request, Axon will supply certificates of insurance.
- 13 **Indemnification.** Axon will indemnify Agency's officers, directors, and employees ("**Agency Indemnitees**") against all claims, demands, losses, and reasonable expenses arising out of a third-party claim against an Agency Indemnitee resulting from any negligent act, error or omission, or willful misconduct by Axon under this Agreement, except to the extent of Agency's negligence or willful misconduct, or claims under workers compensation.
- 14 **IP Rights.** Axon owns and reserves all right, title, and interest in intellectual property rights associated with Axon devices and services, including suggestions made thereto. Agency will not cause any Axon proprietary rights to be violated.
- 15 **IP Indemnification.** Axon will indemnify Agency Indemnitees against all claims, losses, and reasonable expenses from any third-party claim alleging that the use of Axon Devices or Services infringes or misappropriates the third-party's intellectual property rights. Agency must promptly provide Axon with written notice of such claim, tender to Axon the defense or settlement of such claim at Axon's expense and cooperate fully with Axon in the defense or settlement of such claim. In the event that an Axon Device or Service is determined to be infringing, then Axon, at Axon's sole discretion, will (i) obtain a license for Agency to continue use of the Axon Device or Service; (ii) provide Agency with a substantially similar device or service that is non-infringing; or (iii) refund to Agency the price paid for the infringing Axon Device and any Service fee for the remainder of the Subscription Term or any Renewal Term. Axon's IP indemnification obligations do not apply to claims based on (a) modification of Axon Devices or Services by Agency or a third-party not approved by Axon; (b) the integration of or use of Axon Devices and Services with hardware or services not approved by Axon; (c) use of Axon Devices and Services other than as permitted in this Agreement; or (d) use of Axon software that is not the most current release provided by Axon.
- 16 **Agency Responsibilities.** Agency is responsible for (a) Agency's use of Axon Devices; (b) breach of this Agreement or violation of applicable law by Agency or an Agency end user; and (c) a dispute between Agency and a third-party over Agency's use of Axon Devices, except as provided in Sections 13 and 15.
- 17 **Termination; Expiration.**
- 17.1 **For Breach.** A Party may terminate this Agreement for cause if it provides 30 days written notice of the breach to the other Party, and the breach remains uncured at the end of 30 days. If Agency terminates this Agreement due to Axon's uncured breach, Axon will refund prepaid amounts on a prorated basis based on the effective date of termination.
- 17.2 **By Agency.** If sufficient funds are not appropriated or otherwise legally available to pay the fees, Agency may terminate this Agreement. Agency will deliver notice of termination under this section as soon as reasonably practicable.
- 17.3 **Effect of Termination.** Upon termination of this Agreement, Agency rights immediately terminate.

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## Master Services and Purchasing Agreement between Axon and Agency

Agency remains responsible for all fees incurred before the effective date of termination. If Agency purchases Axon Devices for less than the manufacturer's suggested retail price ("**MSRP**") and this Agreement terminates before the end of the Term, Axon will invoice Agency the difference between the MSRP for Axon Devices received, including any Spare Axon Devices, and amounts paid towards those Axon Devices. Only if terminating for non-appropriation, Agency may return Axon Devices to Axon within 30 days of termination. MSRP is the standalone price of the individual Axon Device at the time of sale. For bundled Axon Devices, MSRP is the standalone price of all individual components.

**17.4 Expiration of Term.** Upon the expiration of the Subscription Term or any Renewal Term where notice of non-renewal has been given, Agency rights immediately terminate as of the end of such term.

**17.5 Return of Data.** Upon expiration or termination of this Agreement for any reason, and regardless of whether there is any dispute relating to the Agreement, Axon will provide Agency will access to the Axon Cloud Services for a period of ninety (90) days for the sole purpose of downloading all Agency Content and Agency Content Metadata. Thereafter, upon written instruction of Agency, Axon and any of its third-party contractors shall completely destroy or erase all copies of Agency Content in any form.

**18 Confidentiality. "Confidential Information"** means nonpublic information designated as confidential or, given the nature of the information or circumstances surrounding disclosure, should reasonably be understood to be confidential. Agency Content and Agency Content Metadata shall be treated as Confidential Information of Agency. Each Party will take reasonable measures to avoid disclosure, dissemination, or unauthorized use of the other Party's Confidential Information. Unless required by law, neither Party will disclose the other Party's Confidential Information during the Term and for 5-years thereafter or perpetually with respect to Agency Content and Agency Content Metadata. If Agency is required by law to disclose Confidential Information of Axon, to the extent allowed by law, Agency will provide notice to Axon before disclosure. Axon may publicly announce that Agency is a customer of Axon. Axon will not disclose Agency Content, Agency Content Metadata or any Confidential Information of Agency except as compelled by a court or administrative body or required by any law or regulation. Axon will give notice if any disclosure request is received for Agency Content, Agency Content Metadata or Agency Confidential Information, so Agency may file an objection with the court or administrative body.

**19 General.**

**19.1 Force Majeure.** Neither Party will be liable for any delay or failure to perform due to a cause beyond a Party's reasonable control.

**19.2 Independent Contractors.** The Parties are independent contractors. Neither Party has the authority to bind the other. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary, or employment relationship between the Parties.

**19.3 Third-Party Beneficiaries.** There are no third-party beneficiaries under this Agreement.

**19.4 Non-Discrimination.** Neither Party nor its employees will discriminate against any person based on race; religion; creed; color; sex; gender identity and expression; pregnancy; childbirth; breastfeeding; medical conditions related to pregnancy, childbirth, or breastfeeding; sexual orientation; marital status; age; national origin; ancestry; genetic information; disability; veteran status; or any class protected by local, state, or federal law.

**19.5 Export Compliance.** Each Party will comply with all import and export control laws and regulations.

**19.6 Assignment.** Neither Party may assign this Agreement without the other Party's prior written consent. Axon may assign this Agreement, its rights, or obligations without consent, but with 30 days' prior written notice (or as early as commercially practicable if Axon cannot provide Agency



# Master Services and Purchasing Agreement between Axon and Agency

30 days' prior written notice): (a) to an affiliate or subsidiary; or (b) for purposes of financing, merger, acquisition, corporate reorganization, or sale of all or substantially all its assets. This Agreement is binding upon the Parties respective successors and assigns.

- 19.7 Waiver.** No waiver or delay by either Party in exercising any right under this Agreement constitutes a waiver of that right.
- 19.8 Severability.** If a court of competent jurisdiction holds any portion of this Agreement invalid or unenforceable, the remaining portions of this Agreement will remain in effect.
- 19.9 Survival.** The following sections will survive termination: Payment, Warranty, Axon Device Warnings, Indemnification, IP Rights, and Agency Responsibilities.
- 19.10 Governing Law.** The laws of the state where Agency is physically located, without reference to conflict of law rules, govern this Agreement and any dispute arising from it. The United Nations Convention for the International Sale of Goods does not apply to this Agreement.
- 19.11 Notices.** All notices must be in writing and in English. Notices posted on Agency's Axon Evidence site are effective upon posting. Notice of default must be given via overnight courier or email. Notices by email are effective on the sent date of the email, provided such email notice is confirmed by return email from the other party. Notices by personal delivery are effective immediately. Contact information for notices:

Axon: Axon Enterprise, Inc.  
 Attn: Legal  
 17800 N. 85th Street  
 Scottsdale, Arizona 85255  
 legal@axon.com

Agency: Town of Colma  
 Attn: Police Department  
 1199 El Camino Real  
 Colma, CA 94014  
[police@colma.ca.gov](mailto:police@colma.ca.gov)

Invoice, Contract, and Insurance  
 Town of Colma  
 1198 El Camino Real  
 Colma, CA 94014  
 AP@colma.ca.gov

- 19.12 Entire Agreement.** This Agreement, including the Appendices and any SOW(s), represents the entire agreement between the Parties. This Agreement supersedes all prior agreements or understandings, whether written or verbal, regarding the subject matter of this Agreement. This Agreement may only be modified or amended in a writing signed by the Parties.

Each representative identified below declares they have been expressly authorized to execute this Agreement as of the date of signature.

**Axon Enterprise, Inc.****Agency**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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## Axon Cloud Services Terms of Use Appendix

### 1 Definitions.

**“Agency Content”** is data uploaded into, ingested by, or created in Axon Cloud Services within Agency’s tenant, including media or multimedia uploaded into Axon Cloud Services by Agency. Agency Content includes Evidence but excludes Non-Content Data. This includes Agency Content Metadata.

**“Agency Content Metadata”** is data that is collected by Axon Cloud Services in connection with the upload, download, management and use of Agency Content and Evidence and includes time and data stamps of access to Agency Content and Evidence by user. Agency Content Metadata is a sub-set of Non-Content Data.

**“Evidence”** is media or multimedia uploaded into Axon Evidence as 'evidence' by an Agency. Evidence is a subset of Agency Content.

**“Non-Content Data”** is data, configuration, and usage information about Agency’s Axon Cloud Services tenant, Axon Devices and client software, and users that is transmitted or generated when using Axon Devices. Non-Content Data includes data about users captured during account management and customer support activities. Non-Content Data does not include Agency Content,

**“Personal Data”** means any information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

2 **Access.** Upon Axon granting Agency a subscription to Axon Cloud Services, Agency may access and use Axon Cloud Services to store, manage and download Agency Content and Agency Content Metadata. Agency may not exceed more end users than the Quote specifies. Axon Air requires an Axon Evidence subscription for each drone operator. For Axon Evidence Lite, Agency may access and use Axon Evidence only to store and manage TASER CEW and TASER CAM data (**“TASER Data”**). Agency may not upload non-TASER Data to Axon Evidence Lite.

3 **Agency Owns Agency Content; Right to Use Agency Content Metadata.** Agency controls and owns all right, title, and interest in Agency Content. Except as outlined herein, Axon obtains no interest in Agency Content, and Agency Content is not Axon’s business records. Agency is solely responsible for uploading, sharing, managing, and deleting Agency Content. Axon will only have access to Agency Content for the limited purposes set forth herein. Agency agrees to allow Axon access to Agency Content to (a) perform troubleshooting, maintenance, or diagnostic screenings; and (b) enforce this Agreement or policies governing use of the Axon products. Agency further has the right to access, use and download Agency Content Metadata

4 **Security.** Axon will implement commercially reasonable and appropriate measures to secure Agency Content against accidental or unlawful loss, access or disclosure. Axon will maintain a comprehensive information security program to protect Axon Cloud Services and Agency Content including logical, physical access, vulnerability, risk, and configuration management; incident monitoring and response; encryption of uploaded digital evidence; security education; and data protection. Axon agrees to the Federal Bureau of Investigation Criminal Justice Information Services Security Addendum and the security requirements contained in the documents incorporated therein, as the same may be modified from time to time. Axon will employ storage (including backup, archive and redundant data storage) and reasonable precautions to prevent the loss of or alteration of any Agency Content and Agency Content Metadata in connection with Axon’s performance of the Axon Cloud Services, or with use of the Devices by the Customer under this Agreement. Customer shall be entitled to copies of such backup or archived data at any time.

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## Master Services and Purchasing Agreement

If Axon becomes aware of a security breach or any other event in connection with the performance of this Agreement that compromises the security, confidentiality or integrity of Agency Content or Agency Content Metadata (an "Incident"), Axon will promptly notify the Agency in writing and take appropriate actions to resolve the Incident. Axon will promptly investigate the Incident, will take necessary steps to eliminate or contain the exposure of Agency Content and Agency Content Metadata, and will keep Agency informed of the status of the Incident. If post-incident investigation determines Axon to be at fault, Axon shall be responsible for all costs and expenses incurred by the Agency related to an Incident, including the costs of providing any security breach notification required by Civil Code, section 1798.29, or similar State or Federal law, resulting from any security breach of the Services.

- 5 **Agency Responsibilities.** Agency is responsible for (a) ensuring Agency owns Agency Content; (b) ensuring no Agency Content or Agency end user's use of Agency Content or Axon Cloud Services violates this Agreement or applicable laws; and (c) maintaining necessary computer equipment and Internet connections for use of Axon Cloud Services. If Agency becomes aware of any violation of this Agreement by an end user, Agency will immediately terminate that end user's access to Axon Cloud Services.

Agency will also maintain the security of end user names and passwords and security and access by end users to Agency Content. Agency is responsible for ensuring the configuration and utilization of Axon Cloud Services meet applicable Agency regulation and standards. Agency may not sell, transfer, or sublicense access to any other entity or person. Agency shall contact Axon immediately if an unauthorized party may be using Agency's account or Agency Content, or if account information is lost or stolen.

To the extent Agency uses the Axon Cloud Services to interact with YouTube®, such use may be governed by the YouTube Terms of Service, available at <https://www.youtube.com/static?template=terms>.

- 6 **Privacy.** Agency's use of Axon Cloud Services is subject to the Axon Cloud Services Privacy Policy, a current version of which is available at <https://www.axon.com/legal/cloud-services-privacy-policy>. Agency agrees to allow Axon access to Non-Content Data from Agency to (a) perform troubleshooting, maintenance, or diagnostic screenings; (b) provide, develop, improve, and support current and future Axon products and related services, provided such Non-Content Data is not sold or transferred for value to any third party; and (c) enforce this Agreement or policies governing the use of Axon products.

- 7 **Axon Body 3 Wi-Fi Positioning.** Axon Body 3 cameras offer a feature to enhance location services where GPS/GNSS signals may not be available, for instance, within buildings or underground. Agency administrators can manage their choice to use this service within the administrative features of Axon Cloud Services. If Agency chooses to use this service, Axon must also enable the usage of the feature for Agency's Axon Cloud Services tenant. Agency will not see this option with Axon Cloud Services unless Axon has enabled Wi-Fi Positioning for Agency's Axon Cloud Services tenant. When Wi-Fi Positioning is enabled by both Axon and Agency, Non-Content and Personal Data will be sent to Skyhook Holdings, Inc. ("**Skyhook**") to facilitate the Wi-Fi Positioning functionality. Data controlled by Skyhook is outside the scope of the Axon Cloud Services Privacy Policy and is subject to the Skyhook Services Privacy Policy.

- 8 **Storage.** For Axon Unlimited Device Storage subscriptions, Agency may store unlimited data in Agency's Axon Evidence account only if data originates from Axon Capture or the applicable Axon Device. Axon may charge Agency additional fees for exceeding purchased storage amounts. Axon may place Agency Content that Agency has not viewed or accessed for 6 months into archival storage. Agency Content in archival storage will not have immediate availability and may take up to 24 hours to access.



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**9** **Location of Storage.** Axon may transfer Agency Content to third-party subcontractors for storage. Axon will determine the locations of data centers for storage of Agency Content. For United States agencies, Axon will ensure all Agency Content stored in Axon Cloud Services remains within the United States. Ownership of Agency Content remains with Agency. Axon shall ensure that all third-party subcontractors meet the requirements of this Agreement and Axon shall remain jointly and severally liable for any act or omission of its third-party subcontractors

**10** **Suspension.** Axon may temporarily suspend Agency's or any end user's right to access or use any portion or all of Axon Cloud Services immediately upon notice, if Agency or end user's use of or registration for Axon Cloud Services may (a) pose a security risk to Axon Cloud Services or any third-party; (b) adversely impact Axon Cloud Services, the systems, or content of any other customer; (c) subject Axon, Axon's affiliates, or any third-party to liability; or (d) be fraudulent. Axon acknowledges that suspension could cause disruption to Agency's law enforcement activities and unless immediate action is necessary to protect the security of Axon Cloud Services, Axon will make reasonable efforts to contact Agency to resolve an issue prior to suspension.

Agency remains responsible for all fees incurred through suspension. Axon will not delete Agency Content because of suspension, except as specified in this Agreement.

**11** **Axon Cloud Services Warranty.** Axon disclaims any warranties or responsibility for data corruption or errors before Agency uploads data to Axon Cloud Services. Axon warrants that the Axon Cloud Services will operate in all material respects in conformity with any documentation or specifications provided by Axon to Agency as an inducement to enter into this Agreement, so long as Agency uses the Services in compliance with this Agreement.

**12** **Axon Records.** Axon Records is the software-as-a-service product that is generally available at the time Agency purchases an OSP 7 bundle. During Agency's Axon Records Subscription Term, Agency will be entitled to receive Axon's Update and Upgrade releases on an if-and-when available basis.

The Axon Records Subscription Term will end upon the completion of the Axon Records Subscription as documented in the Quote, or if purchased as part of an OSP 7 bundle, upon completion of the OSP 7 Term ("**Axon Records Subscription**")

An "**Update**" is a generally available release of Axon Records that Axon makes available from time to time. An "**Upgrade**" includes (i) new versions of Axon Records that enhance features and functionality, as solely determined by Axon; and/or (ii) new versions of Axon Records that provide additional features or perform additional functions. Upgrades exclude new products that Axon introduces and markets as distinct products or applications.

New or additional Axon products and applications, as well as any Axon professional services needed to configure Axon Records, are not included. If Agency purchases Axon Records as part of a bundled offering, the Axon Record subscription begins on the later of the (1) start date of that bundled offering, or (2) date Axon provisions Axon Records to Agency.

**13** **Axon Cloud Services Restrictions.** Agency and Agency end users (including employees, contractors, agents, officers, volunteers, and directors), may not, or may not attempt to:

**13.1** copy, modify, tamper with, repair, or create derivative works of any part of Axon Cloud Services;

**13.2** reverse engineer, disassemble, or decompile Axon Cloud Services or apply any process to derive any source code included in Axon Cloud Services, or allow others to do the same;

**13.3** access or use Axon Cloud Services with the intent to gain unauthorized access, avoid incurring fees or exceeding usage limits or quotas;

**13.4** use trade secret information contained in Axon Cloud Services, except as expressly permitted in this Agreement;



## Master Services and Purchasing Agreement

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- 13.5 access Axon Cloud Services to build a competitive device or service or copy any features, functions, or graphics of Axon Cloud Services;
- 13.6 remove, alter, or obscure any confidentiality or proprietary rights notices (including copyright and trademark notices) of Axon's or Axon's licensors on or within Axon Cloud Services; or
- 13.7 use Axon Cloud Services to store or transmit infringing, libelous, or other unlawful or tortious material; to store or transmit material in violation of third-party privacy rights; or to store or transmit malicious code.
- 14 **After Termination**. Axon will not delete Agency Content and Agency Content Metadata for 90-days following termination. There will be no functionality of Axon Cloud Services during these 90-days other than the ability to retrieve Agency Content and Agency Content Metadata. Agency will not incur additional fees if Agency downloads Agency Content and Agency Content Metadata from Axon Cloud Services during this time. Axon has no obligation to maintain or provide Agency Content and Agency Content Metadata after these 90-days and will thereafter, unless legally prohibited, delete all Agency Content and Agency Content Metadata. Upon request, Axon will provide written proof that Axon successfully deleted and fully removed all Agency Content and Agency Content Metadata from Axon Cloud Services.
- 15 **Post-Termination Assistance**. Axon will provide Agency with the same post-termination data retrieval assistance that Axon generally makes available to all customers. Requests for Axon to provide additional assistance in downloading or transferring Agency Content and Agency Content Metadata , including requests for Axon's data egress service, will result in additional fees and Axon will not warrant or guarantee data integrity or readability in the external system.
- 16 **U.S. Government Rights**. If Agency is a U.S. Federal department or using Axon Cloud Services on behalf of a U.S. Federal department, Axon Cloud Services is provided as a "commercial item," "commercial computer software," "commercial computer software documentation," and "technical data", as defined in the Federal Acquisition Regulation and Defense Federal Acquisition Regulation Supplement. If Agency is using Axon Cloud Services on behalf of the U.S. Government and these terms fail to meet the U.S. Government's needs or are inconsistent in any respect with federal law, Agency will immediately discontinue use of Axon Cloud Services.
- 17 **Survival**. Upon any termination of this Agreement, the following sections in this Appendix will survive: Agency Owns Agency Content, Storage, Axon Cloud Services Warranty, and Axon Cloud Services Restrictions.



### Axon Customer Experience Improvement Program Appendix

- 1 **Axon Customer Experience Improvement Program (ACEIP)**. The ACEIP is designed to accelerate Axon’s development of technology, such as building and supporting automated features, to ultimately increase safety within communities and drive efficiency in public safety. To this end, subject to the limitations on Axon as described below, Axon, where allowed by law, may make limited use of Agency Content from all of its customers, to provide, develop, improve, and support current and future Axon products (collectively, “**ACEIP Purposes**”). However, at all times, Axon will comply with its obligations pursuant to the Axon Cloud Services Terms of Use Appendix to maintain a comprehensive data security program (including compliance with the CJIS Security Policy for Criminal Justice Information), privacy program, and data governance policy, including high industry standards of de-identifying Personal Data, to enforce its security and privacy obligations for the ACEIP. ACEIP has 2 tiers of participation, Tier 1 and Tier 2. By default, Agency will be a participant in ACEIP Tier 1. If Agency does not want to participate in ACEIP Tier 1, Agency can revoke its consent at any time. If Agency wants to participate in Tier 2, as detailed below, Agency can check the ACEIP Tier 2 box below. If Agency does not want to participate in ACEIP Tier 2, Agency should leave box unchecked. At any time, Agency may revoke its consent to ACEIP Tier 1, Tier 2, or both Tiers.

#### 1.1 **ACEIP Tier 1.**

- 1.1.1. When Axon uses Agency Content for the ACEIP Purposes, Axon will extract from Agency Content and may store separately copies of certain segments or elements of the Agency Content (collectively, “**ACEIP Content**”). When extracting ACEIP Content, Axon will use commercially reasonable efforts to aggregate, transform or de-identify Agency Content so that the extracted ACEIP Content is no longer reasonably capable of being associated with, or could reasonably be linked directly or indirectly to a particular individual (“**Privacy Preserving Technique(s)**”). For illustrative purposes, some examples are described in footnote 1<sup>1</sup>. For clarity, ACEIP Content will still be linked indirectly, with an attribution, to the Agency from which it was extracted. This attribution will be stored separately from the data itself, but is necessary for and will be solely used to enable Axon to identify and delete all ACEIP Content upon Agency request. Once de-identified, ACEIP Content may then be further modified, analyzed, and used to create derivative works. At any time, Agency may revoke the consent granted herein to Axon to access and use Agency Content for ACEIP Purposes. Within 30 days of receiving the Agency’s request, Axon will no longer access or use Agency Content for ACEIP Purposes and will delete any and all ACEIP Content. Axon will also delete any derivative works which may reasonably be capable of being associated with, or could reasonably be linked directly or indirectly to Agency. In addition, if Axon uses Agency Content for the ACEIP Purposes, upon request, Axon will make available to Agency a list of the specific type of Agency Content being used to generate ACEIP Content, the purpose of such use, and the retention, privacy preserving extraction technique, and relevant data protection practices

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<sup>1</sup> For example; (a) when extracting specific text to improve automated transcription capabilities, text that could be used to directly identify a particular individual would not be extracted, and extracted text would be disassociated from identifying metadata of any speakers, and the extracted text would be split into individual words and aggregated with other data sources (including publicly available data) to remove any reasonable ability to link any specific text directly or indirectly back to a particular individual; (b) when extracting license plate data to improve Automated License Plate Recognition (ALPR) capabilities, individual license plate characters would be extracted and disassociated from each other so a complete plate could not be reconstituted, and all association to other elements of the source video, such as the vehicle, location, time, and the surrounding environment would also be removed; (c) when extracting audio of potential acoustic events (such as glass breaking or gun shots), very short segments (<1 second) of audio that only contains the likely acoustic events would be extracted and all human utterances would be removed.





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applicable to the Agency Content or ACEIP Content (“Use Case”). From time to time, Axon may develop and deploy new Use Cases. At least 30 days prior to authorizing the deployment of any new Use Case, Axon will provide Agency notice (by updating the list of Use Case at <https://www.axon.com/aceip> and providing Agency with a mechanism to obtain notice of that update or another commercially reasonable method to Agency designated contact) (“**New Use Case**”).

**1.1.2. Expiration of ACEIP Tier 1.** Agency consent granted herein, will expire upon termination of the Agreement. In accordance with section 1.1.1, within 30 days of receiving the Agency’s request, Axon will no longer access or use Agency Content for ACEIP Purposes and will delete ACEIP Content. Axon will also delete any derivative works which may reasonably be capable of being associated with, or could reasonably be linked directly or indirectly to Agency.

**1.2 ACEIP Tier 2.** In addition to ACEIP Tier 1, if Agency wants to help further improve Axon’s services, Agency may choose to participate in Tier 2 of the ACEIP. ACEIP Tier 2, grants Axon certain additional rights to use Agency Content, in addition to those set forth in Tier 1 above, without the guaranteed deployment of a Privacy Preserving Technique to enable product development, improvement, and support that cannot be accomplished with aggregated, transformed or de-identified data.

Check this box if Agency wants to help further improve Axon’s services by participating in ACEIP Tier 2 in addition to Tier 1. By checking this box, Agency hereby agrees to the Axon Customer Experience Improvement Program Tier 2 Terms of Service, available at <https://www.axon.com/sales-terms-and-conditions> and incorporated herein by reference.



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## Professional Services Appendix

- Utilization of Services.** Agency must use professional services as outlined in the Quote and this Appendix within 6 months of the Effective Date.
- Body-Worn Camera Full Service (BWC Full Service).** BWC Full Service includes advance remote project planning and configuration support and up to 4 consecutive days of on-site service and a professional services manager to work with Agency to assess Agency's deployment and determine which on-site services are appropriate. If Agency requires more than 4 consecutive on-site days, Agency must purchase additional days. BWC Full Service options include:

<p><b>System set up and configuration</b></p> <ul style="list-style-type: none"> <li>• Instructor-led setup of Axon View on smartphones (if applicable)</li> <li>• Configure categories and custom roles based on Agency need</li> <li>• Register cameras to Agency domain</li> <li>• Troubleshoot IT issues with Axon Evidence and Axon Dock ("Dock") access</li> <li>• One on-site session included</li> </ul>
<p><b>Dock configuration</b></p> <ul style="list-style-type: none"> <li>• Work with Agency to decide the ideal location of Docks and set configurations on Dock</li> <li>• Authenticate Dock with Axon Evidence using admin credentials from Agency</li> <li>• On-site assistance, not to include physical mounting of docks</li> </ul>
<p><b>Best practice implementation planning session</b></p> <ul style="list-style-type: none"> <li>• Provide considerations for the establishment of video policy and system operations best practices based on Axon's observations with other agencies</li> <li>• Discuss the importance of entering metadata in the field for organization purposes and other best practice for digital data management</li> <li>• Provide referrals of other agencies using the Axon camera devices and Axon Evidence</li> <li>• Recommend rollout plan based on review of shift schedules</li> </ul>
<p><b>System Admin and troubleshooting training sessions</b> Step-by-step explanation and assistance for Agency's configuration of security, roles &amp; permissions, categories &amp; retention, and other specific settings for Axon Evidence</p>
<p><b>Axon instructor training (Train the Trainer)</b> Training for Agency's in-house instructors who can support Agency's Axon camera and Axon Evidence training needs after Axon has fulfilled its contractual on-site obligations</p>
<p><b>Evidence sharing training</b> Tailored workflow instruction for Investigative Units on sharing Cases and Evidence with local prosecuting agencies</p>
<p><b>End user go-live training and support sessions</b></p> <ul style="list-style-type: none"> <li>• Assistance with device set up and configuration</li> <li>• Training on device use, Axon Evidence, and Evidence Sync</li> </ul>
<p><b>Implementation document packet</b> Axon Evidence administrator guides, camera implementation guides, network setup guide, sample policies, and categories &amp; roles guide</p>
<p><b>Post go-live review</b></p>

- Body-Worn Camera Starter Service (BWC Starter).** BWC Starter includes advance remote project planning and configuration support and one day of on-site Services and a professional services manager to work closely with Agency to assess Agency's deployment and determine which Services are appropriate. If Agency requires more than 1 day of on-site Services, Agency must purchase additional on-site Services. The BWC Starter options include:



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<p><b>System set up and configuration (Remote Support)</b></p> <ul style="list-style-type: none"> <li>• Instructor-led setup of Axon View on smartphones (if applicable)</li> <li>• Configure categories &amp; custom roles based on Agency need</li> <li>• Troubleshoot IT issues with Axon Evidence and Axon Dock (“<b>Dock</b>”) access</li> </ul>
<p><b>Dock configuration</b></p> <ul style="list-style-type: none"> <li>• Work with Agency to decide the ideal location of Dock setup and set configurations on Dock</li> <li>• Authenticate Dock with Axon Evidence using “Administrator” credentials from Agency</li> <li>• Does not include physical mounting of docks</li> </ul>
<p><b>Axon instructor training (Train the Trainer)</b> Training for Agency’s in-house instructors who can support Agency’s Axon camera and Axon Evidence training needs after Axon’s has fulfilled its contracted on-site obligations</p>
<p><b>End user go-live training and support sessions</b></p> <ul style="list-style-type: none"> <li>• Assistance with device set up and configuration</li> <li>• Training on device use, Axon Evidence, and Evidence Sync</li> </ul>
<p><b>Implementation document packet</b> Axon Evidence administrator guides, camera implementation guides, network setup guide, sample policies, and categories &amp; roles guide</p>

**4** **Body-Worn Camera Virtual 1-Day Service (BWC Virtual)**. BWC Virtual includes all items in the BWC Starter Service Package, except one day of on-site services.

**5** **CEW Services Packages**. CEW Services Packages are detailed below:

<p><b>System set up and configuration</b></p> <ul style="list-style-type: none"> <li>• Configure Axon Evidence categories &amp; custom roles based on Agency need.</li> <li>• Troubleshoot IT issues with Axon Evidence.</li> <li>• Register users and assign roles in Axon Evidence.</li> <li>• <b>For the CEW Full Service Package:</b> On-site assistance included</li> <li>• <b>For the CEW Starter Package:</b> Virtual assistance included</li> </ul>
<p><b>Dedicated Project Manager</b> Assignment of specific Axon representative for all aspects of planning the rollout (Project Manager). Ideally, Project Manager will be assigned to Agency 4–6 weeks before rollout</p>
<p><b>Best practice implementation planning session to include:</b></p> <ul style="list-style-type: none"> <li>• Provide considerations for the establishment of CEW policy and system operations best practices based on Axon’s observations with other agencies</li> <li>• Discuss the importance of entering metadata and best practices for digital data management</li> <li>• Provide referrals to other agencies using TASER CEWs and Axon Evidence</li> <li>• <b>For the CEW Full Service Package:</b> On-site assistance included</li> <li>• <b>For the CEW Starter Package:</b> Virtual assistance included</li> </ul>
<p><b>System Admin and troubleshooting training sessions</b> On-site sessions providing a step-by-step explanation and assistance for Agency’s configuration of security, roles &amp; permissions, categories &amp; retention, and other specific settings for Axon Evidence</p>
<p><b>Axon Evidence Instructor training</b></p> <ul style="list-style-type: none"> <li>• Provide training on the Axon Evidence to educate instructors who can support Agency’s subsequent Axon Evidence training needs.</li> <li>• <b>For the CEW Full Service Package:</b> Training for up to 3 individuals at Agency</li> <li>• <b>For the CEW Starter Package:</b> Training for up to 1 individual at Agency</li> </ul>



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### TASER CEW inspection and device assignment

Axon's on-site professional services team will perform functions check on all new TASER CEW Smart weapons and assign them to a user on Axon Evidence.

### Post go-live review

**For the CEW Full Service Package:** On-site assistance included.

**For the CEW Starter Package:** Virtual assistance included.

## 6 **Smart Weapon Transition Service.** The Smart Weapon Transition Service includes:

### Archival of CEW Firing Logs

Axon's on-site professional services team will upload CEW firing logs to Axon Evidence from all TASER CEW Smart Weapons that Agency is replacing with newer Smart Weapon models.

### Return of Old Weapons

Axon's on-site professional service team will ship all old weapons back to Axon's headquarters.

Axon will provide Agency with a Certificate of Destruction

\*Note: CEW Full Service packages for TASER 7 include Smart Weapon Transition Service instead of 1-Day Device Specific Instructor Course.

## 7 **Signal Sidearm Installation Service.** If Agency purchases Signal Sidearm Installation Service, Axon will provide one day of on-site Services and one professional services manager and will cover the installation of up to 100 Signal Sidearm devices per package purchased. Agency is responsible for providing an appropriate work area and ensuring all holsters that will have Signal Sidearm installed onto them are available on the agreed-upon installation date(s). Installation includes:

Removal of existing connection screws that affix a holster to a holster mount
Proper placement of the Signal Sidearm Mounting Plate between the holster and the mount
Reattachment of the holster to the mount using appropriate screws
Functional testing of Signal Sidearm device

## 8 **Out of Scope Services.** Axon is only responsible to perform the professional services described in the Quote and this Appendix. Any additional professional services are out of scope. The Parties must document scope changes in a written and signed change order. Changes may require an equitable adjustment in the charges or schedule.

## 9 **Delivery of Services.** Axon personnel will work Monday through Friday, 8:30 a.m. to 5:30 p.m., except holidays. Axon will perform all on-site tasks over a consecutive timeframe. Axon will not charge Agency travel time by Axon personnel to Agency premises as work hours.

## 10 **Access Computer Systems to Perform Services.** Agency authorizes Axon to access relevant Agency computers and networks, solely for performing the Services, subject to compliance with reasonable Agency security protocols for remote access. Axon agrees that Axon, its employees and subcontractors will not install any malware, tracking software or disabling devices when accessing Agency's computers and networks. Axon will work to identify as soon as reasonably practicable resources and information Axon expects to use and will provide an initial itemized list to Agency. Agency is responsible for and assumes the risk of any problems, delays, losses, claims, or expenses resulting from the content, accuracy, completeness, and consistency of all data, materials, and information supplied by Agency.

## 11 **Site Preparation.** Axon will provide a hardcopy or digital copy of current user documentation for the Axon Devices ("**User Documentation**"). User Documentation will include all required environmental specifications for the professional Services and Axon Devices to operate per the Axon Device User Documentation. Before installation of Axon Devices (whether performed by Agency or Axon), Agency must prepare the location(s) where Axon Devices are to be installed ("**Installation Site**") per the environmental specifications in the Axon Device User Documentation.



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Following installation, Agency must maintain the Installation Site per the environmental specifications. If Axon modifies Axon Device User Documentation for any Axon Devices under this Agreement, Axon will provide the update to Agency when Axon generally releases it

- 12** **Acceptance.** All professional services provided by Axon under this Agreement will be performed in a professional, competent and workmanlike manner in accordance with the requirements of the Quote and this Appendix. When Axon completes professional Services, Axon will present an acceptance form ("**Acceptance Form**") to Agency. Agency will sign the Acceptance Form acknowledging completion. If Agency reasonably believes Axon did not complete the professional Services in substantial conformance with this Agreement, Agency must notify Axon in writing of the specific reasons for rejection within 7 calendar days from delivery of the Acceptance Form. Axon will address the issues and re-present the Acceptance Form for signature. If Axon does not receive the signed Acceptance Form or written notification of reasons for rejection, it will provide notice to Agency. If Agency does not provide the signed Acceptance Form or notice of rejection within 7 calendar days of delivery of such notice, Axon will deem Agency to have accepted the professional Services.
- 13** **Agency Network.** For work performed by Axon transiting or making use of Agency's network, Agency is solely responsible for maintenance and functionality of the network. In no event will Axon be liable for loss, damage, or corruption of Agency's network from any cause, except the sole gross negligence or intentional misconduct of Axon personnel or breach of Axon's obligations pursuant to Paragraph 10 above.



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### Technology Assurance Plan Appendix

If Technology Assurance Plan (“TAP”) or a bundle including TAP is on the Quote, this appendix applies.

- 1 **TAP Warranty.** The TAP warranty is an extended warranty that starts at the end of the 1-year Hardware Limited Warranty.
- 2 **Officer Safety Plan.** If Agency purchases an Officer Safety Plan (“OSP”), Agency will receive the deliverables detailed in the Quote. Agency must accept delivery of the TASER CEW and accessories as soon as available from Axon.
- 3 **OSP 7 Term.** OSP 7 begins after Axon ships the Axon Body 3 or TASER 7 hardware to Agency. If Axon ships in the first half of the month, OSP 7 starts the 1st of the following month. If Axon ships in the second half of the month, OSP 7 starts the 15th of the following month (“OSP 7 Term”).
- 4 **TAP BWC Upgrade.** If Agency has no outstanding payment obligations and purchased TAP, Axon will provide Agency a new Axon body-worn camera (“BWC Upgrade”) as scheduled in the Quote. If Agency purchased TAP Axon will provide a BWC Upgrade that is the same or like Axon Device, at Axon’s option. Axon makes no guarantee the BWC Upgrade will utilize the same accessories or Axon Dock.
- 5 **TAP Dock Upgrade.** If Agency has no outstanding payment obligations and purchased TAP, Axon will provide Agency a new Axon Dock as scheduled in the Quote (“Dock Upgrade”). Accessories associated with any Dock Upgrades are subject to change at Axon discretion. Dock Upgrades will only include a new Axon Dock bay configuration unless a new Axon Dock core is required for BWC compatibility. If Agency originally purchased a single-bay Axon Dock, the Dock Upgrade will be a single-bay Axon Dock model that is the same or like Axon Device, at Axon’s option. If Agency originally purchased a multi-bay Axon Dock, the Dock Upgrade will be a multi-bay Axon Dock that is the same or like Axon Device, at Axon’s option.
- 6 **Upgrade Delay.** Axon may ship the BWC and Dock Upgrades as scheduled in the Quote without prior confirmation from Agency unless the Parties agree in writing otherwise at least 90 days in advance. Axon may ship the final BWC and Dock Upgrade as scheduled in the Quote 60 days before the end of the Subscription Term without prior confirmation from Agency.
- 7 **Upgrade Change.** If Agency wants to change Axon Device models for the offered BWC or Dock Upgrade, Agency must pay the price difference between the MSRP for the offered BWC or Dock Upgrade and the MSRP for the model desired. If the model Agency desires has an MSRP less than the MSRP of the offered BWC Upgrade or Dock Upgrade, Axon will not provide a refund. The MSRP is the MSRP in effect at the time of the upgrade.
- 8 **Return of Original Axon Device.** Within 30 days of receiving a BWC or Dock Upgrade, Agency must return the original Axon Devices to Axon or destroy the Axon Devices and provide a certificate of destruction to Axon including serial numbers for the destroyed Axon Devices. If Agency does not return or destroy the Axon Devices, Axon will deactivate the serial numbers for the Axon Devices received by Agency.
- 9 **Termination.** If Agency’s payment for TAP, OSP, or Axon Evidence is more than 30 days past due, Axon may terminate TAP or OSP. Once TAP or OSP terminates for any reason:
  - 9.1 TAP and OSP coverage terminate as of the date of termination and no refunds will be given.
  - 9.2 Axon will not and has no obligation to provide the Upgrade Models.
  - 9.3 Agency must make any missed payments due to the termination before Agency may purchase any future TAP or OSP.



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### TASER 7 Appendix

This TASER 7 Appendix applies to Agency’s TASER 7, OSP 7, or OSP 7 Plus purchase from Axon.

- 1 **Duty Cartridge Replenishment Plan.** If the Quote includes “**Duty Cartridge Replenishment Plan**”, Agency must purchase the plan for each CEW user. A CEW user includes officers that use a CEW in the line of duty and those that only use a CEW for training. Agency may not resell cartridges received. Axon will only replace cartridges used in the line of duty.
- 2 **Training.** If the Quote includes a training voucher, Agency must use the voucher within 1 year of issuance, or the voucher will be void. Axon will issue Agency a voucher annually beginning on the start of the TASER Subscription Term. The voucher has no cash value. Agency cannot exchange it for another device or service. Unless stated in the Quote, the voucher does not include travel expenses and will be Agency’s responsibility. If the Quote includes Axon Online Training or Virtual Reality Content Empathy Development for Autism/Schizophrenia (collectively, “**Training Content**”), Agency may access Training Content. Axon will deliver all Training Content electronically.
- 3 **Extended Warranty.** If the Quote includes an extended warranty, the extended warranty coverage period warranty will be for a 5-year term, which includes the hardware manufacturer’s warranty plus the 4-year extended term.
- 4 **Trade-in.** If the Quote contains a discount on CEW-related line items, including items related to OSP, then that discount may only be applied as a trade-in credit, and Agency must return used hardware and accessories associated with the discount (“**Trade-In Units**”) to Axon. Agency must ship batteries via ground shipping. Axon will pay shipping costs of the return. If Axon does not receive Trade-In Units within the timeframe below, Axon will invoice Agency the value of the trade-in credit. Agency may not destroy Trade-In Units and receive a trade-in credit.

Agency Size	Days to Return from Start Date of TASER 7 Subscription
Less than 100 officers	30 days
100 to 499 officers	90 days
500+ officers	180 days

- 5 **TASER 7 Subscription Term.** The TASER 7 Subscription Term for a standalone TASER 7 purchase begins on shipment of the TASER 7 hardware. The TASER 7 Subscription Term for OSP 7 begins on the OSP 7 Start date.
- 6 **Access Rights.** Upon Axon granting Agency a TASER 7 Axon Evidence subscription, Agency may access and use Axon Evidence for the storage and management of data from TASER 7 CEW devices during the TASER 7 Subscription Term. Agency may not upload any non-TASER 7 data or any other files to Axon Evidence. Agency may not exceed the number of end users than the Quote specifies.
- 7 **Privacy.** Axon will not disclose Agency Content or Agency Content Metadata or any information about Agency except as compelled by a court or administrative body or required by any law or regulation. Axon will give notice if any disclosure request is received for Agency Content, so Agency may file an objection with the court or administrative body.
- 8 **Termination.** If payment for TASER 7 is more than 30 days past due, Axon may terminate Agency’s TASER 7 plan by notifying Agency. Upon termination for any reason, then as of the date of termination:



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- 8.1** TASER 7 extended warranties and access to Training Content will terminate. No refunds will be given.
- 8.2** Axon will invoice Agency the remaining MSRP for TASER 7 products received before termination. If terminating for non-appropriations, Axon will not invoice Agency if Agency returns the CEW, rechargeable battery, holster, dock, core, training suits, and unused cartridges to Axon within 30 days of the date of termination.
- 8.3** Agency will be responsible for payment of any missed payments due to the termination before being allowed to purchase any future TASER 7 plan.





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### Axon Auto-Tagging Appendix

- 1 **Scope.** Axon Auto-Tagging consists of the development of a module to allow Axon Evidence to interact with Agency's Computer-Aided Dispatch ("CAD") or Records Management Systems ("RMS"). This allows end users to auto-populate Axon video meta-data with a case ID, category, and location-based on data maintained in Agency's CAD or RMS.
- 2 **Support.** For thirty days after completing Auto-Tagging Services, Axon will provide up to 5 hours of remote support at no additional charge. Axon will provide free support due to a change in Axon Evidence, so long as long as Agency maintains an Axon Evidence and Auto-Tagging subscription. Axon will not provide support if a change is required because Agency changes its CAD or RMS.
- 3 **Changes.** Axon is only responsible to perform the Services in this Appendix. Any additional Services are out of scope. The Parties must document scope changes in a written and signed change order. Changes may require an equitable adjustment in fees or schedule.
- 4 **Agency Responsibilities.** Axon's performance of Auto-Tagging Services requires Agency to:
  - 4.1 Make available relevant systems, including Agency's current CAD or RMS, for assessment by Axon (including remote access if possible);
  - 4.2 Make required modifications, upgrades or alterations to Agency's hardware, facilities, systems and networks related to Axon's performance of Auto-Tagging Services;
  - 4.3 Provide access to the premises where Axon is performing Auto-Tagging Services, subject to Agency safety and security restrictions, and allow Axon to enter and exit the premises with laptops and materials needed to perform Auto-Tagging Services;
  - 4.4 Provide all infrastructure and software information (TCP/IP addresses, node names, network configuration) necessary for Axon to provide Auto-Tagging Services;
  - 4.5 Promptly install and implement any software updates provided by Axon;
  - 4.6 Ensure that all appropriate data backups are performed;
  - 4.7 Provide assistance, participation, and approvals in testing Auto-Tagging Services;
  - 4.8 Provide Axon with remote access to Agency's Axon Evidence account when required;
  - 4.9 Notify Axon of any network or machine maintenance that may impact the performance of the module at Agency; and
  - 4.10 Ensure reasonable availability of knowledgeable staff and personnel to provide timely, accurate, complete, and up-to-date documentation and information to Axon.
- 5 **Access to Systems.** Agency authorizes Axon to access Agency's relevant computers, network systems, and CAD or RMS solely for performing Auto-Tagging Services, provided, however, that Axon will comply with reasonable Agency security protocols for remote access. Axon agrees that Axon, its employees and subcontractors will not install any malware, tracking software or disabling devices when accessing Agency's computers and networks. Axon will work diligently to identify as soon as reasonably practicable resources and information Axon expects to use and will provide an initial list to Agency. Agency is responsible for and assumes the risk of any problems, delays, losses, claims, or expenses resulting from the content, accuracy, completeness, and consistency of all data, materials, and information supplied by Agency, except to the extent caused by the sole negligence or willful misconduct of Axon personnel. All Auto-Tagging Services provided by Axon under this Agreement will be performed in a professional, competent and workmanlike manner in accordance with the requirements of the Quote and this Appendix.



## Master Services and Purchasing Agreement

### Axon Fleet Appendix

- 1 **Agency Responsibilities.** Agency must ensure its infrastructure and vehicles adhere to the minimum requirements to operate Axon Fleet 2 or Axon Fleet 3 (collectively, "Axon Fleet") as established by Axon during the qualifier call and on-site assessment at Agency and in any technical qualifying questions. If Agency's representations are inaccurate, the Quote is subject to change.
- 2 **Cradlepoint.** If Agency purchases Cradlepoint Enterprise Cloud Manager, Agency will comply with Cradlepoint's end user license agreement. The term of the Cradlepoint license may differ from the Axon Evidence Subscription. If Agency requires Cradlepoint support, Agency will contact Cradlepoint directly.
- 3 **Third-party Installer.** Axon will not be liable for the failure of Axon Fleet hardware to operate per specifications if such failure results from installation not performed by, or as directed by Axon.
- 4 **Wireless Offload Server.**
  - 4.1 **License Grant.** Axon grants Agency a non-exclusive, royalty-free, worldwide, perpetual license to use Wireless Offload Server ("**WOS**"). "Use" means storing, loading, installing, or executing WOS solely for data communication with Axon Devices for the number of licenses purchased. The WOS term begins upon the start of the Axon Evidence Subscription.
  - 4.2 **Restrictions.** Agency may not: (a) modify, alter, tamper with, repair, or create derivative works of WOS; (b) reverse engineer, disassemble, or decompile WOS, apply any process to derive the source code of WOS, or allow others to do so; (c) access or use WOS to avoid incurring fees or exceeding usage limits; (d) copy WOS in whole or part; (e) use trade secret information contained in WOS; (f) resell, rent, loan or sublicense WOS; (g) access WOS to build a competitive device or service or copy any features, functions or graphics of WOS; or (h) remove, alter or obscure any confidentiality or proprietary rights notices (including copyright and trademark notices) of Axon or Axon's licensors on or within WOS.
  - 4.3 **Updates.** If Agency purchases WOS maintenance, Axon will make updates and error corrections to WOS ("**WOS Updates**") available electronically via the Internet or media as determined by Axon. Agency is responsible for establishing and maintaining adequate Internet access to receive WOS Updates and maintaining computer equipment necessary for use of WOS. The Quote will detail the maintenance term.
  - 4.4 **WOS Support.** Upon request by Axon, Agency will provide Axon with access to Agency's store and forward servers solely for troubleshooting and maintenance.
- 5 **Axon Vehicle Software.**
  - 5.1 **License Grant.** Axon grants Agency a non-exclusive, royalty-free, worldwide, perpetual license to use ViewXL or Dashboard (collectively, "Axon Vehicle Software.") "Use" means storing, loading, installing, or executing Axon Vehicle Software solely for data communication with Axon Devices. The Axon Vehicle Software term begins upon the start of the Axon Evidence Subscription.
  - 5.2 **Restrictions.** Agency may not: (a) modify, alter, tamper with, repair, or create derivative works of Axon Vehicle Software; (b) reverse engineer, disassemble, or decompile Axon Vehicle Software, apply any process to derive the source code of Axon Vehicle Software, or allow others to do so; (c) access or use Axon Vehicle Software to avoid incurring fees or exceeding usage limits; (d) copy Axon Vehicle Software in whole or part; (e) use trade secret information contained in Axon Vehicle Software; (f) resell, rent, loan or sublicense Axon Vehicle Software; (g) access Axon Vehicle Software to build a competitive device or service or copy any features, functions or graphics of Axon Vehicle Software; or (h)

Title: Master Services and Purchasing Agreement between Axon and Agency

Department: Legal

Version: 12.0

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## Master Services and Purchasing Agreement

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remove, alter or obscure any confidentiality or proprietary rights notices (including copyright and trademark notices) of Axon or Axon's licensors on or within Axon Vehicle Software.

- 6** **Axon Fleet Upgrade**. If Agency has no outstanding payment obligations and has purchased the "Fleet Technology Assurance Plan" (Fleet TAP), Axon will provide Agency with the same or like model of Fleet hardware ("Fleet Upgrade") as schedule on the Quote.

If Agency would like to change models for the Axon Fleet Upgrade, Agency must pay the difference between the MSRP for the offered Axon Fleet Upgrade and the MSRP for the model desired. The MSRP is the MSRP in effect at the time of the upgrade. Agency is responsible for the removal of previously installed hardware and installation of the Axon Fleet Upgrade.

Within 30 days of receiving the Axon Fleet Upgrade, Agency must return the original Axon Devices to Axon or destroy the Axon Devices and provide a certificate of destruction to Axon, including serial numbers of the destroyed Axon Devices. If Agency does not destroy or return the Axon Devices to Axon, Axon will deactivate the serial numbers for the Axon Devices received by Agency.

- 7** **Privacy**. Axon will not disclose Agency Content or Agency Content Metadata or any information about Agency except as compelled by a court or administrative body or required by any law or regulation. Axon will give notice if any disclosure request is received for Agency Content and Agency Content Metadata, so Agency may file an objection with the court or administrative body.

- 8** **Axon Fleet Termination**. Axon may terminate Agency's Fleet subscription for non-payment. Upon any termination:

- 8.1** Axon Fleet subscription coverage terminates, and no refunds will be given.
- 8.2** Axon will not and has no obligation to provide the Axon Fleet Upgrade.
- 8.3** Agency will be responsible for payment of any missed payments due to the termination before being allowed to purchase any future Fleet TAP.



## Master Services and Purchasing Agreement

### Axon Respond Appendix

This Axon Respond Appendix applies to both Axon Respond and Axon Respond Plus.

- 1 Axon Respond Subscription Term.** If Agency purchases Axon Respond as part of a bundled offering, the Axon Respond subscription begins on the later of the (1) start date of that bundled offering, or (2) date Axon provisions Axon Respond to Agency.

If Agency purchases Axon Respond as a standalone, the Axon Respond subscription begins the later of the (1) date Axon provisions Axon Respond to Agency, or (2) first day of the month following the Effective Date.

The Axon Respond subscription term will end upon the completion of the Axon Evidence Subscription associated with Axon Respond.

- 2 Scope of Axon Respond.** The scope of Axon Respond is to assist Agency with real-time situational awareness during critical incidents to improve officer safety, effectiveness, and awareness. In the event Agency uses Axon Respond outside this scope, Axon may initiate good-faith discussions with Agency on upgrading Agency's Axon Respond to better meet Agency's needs.

- 3 Axon Body 3 LTE Requirements.** Axon Respond is only available and usable with an LTE enabled body-worn camera. Axon is not liable if Agency utilizes the LTE device outside of the coverage area or if the LTE carrier is unavailable. LTE coverage is only available in the United States, including any U.S. territories. Axon may utilize a carrier of Axon's choice to provide LTE service. Axon may change LTE carriers during the Term without Agency's consent.

- 4 Axon Fleet 3 LTE Requirements.** Axon Respond is only available and usable with a Fleet 3 system configured with LTE modem and service. Agency is responsible for providing LTE service for the modem. Coverage and availability of LTE service is subject to Agency's LTE carrier.

- 5 Axon Respond Service Limitations.** Agency acknowledges that LTE service is made available only within the operating range of the networks. Service may be temporarily refused, interrupted, or limited because of: (a) facilities limitations; (b) transmission limitations caused by atmospheric, terrain, other natural or artificial conditions adversely affecting transmission, weak batteries, system overcapacity, movement outside a service area or gaps in coverage in a service area and other causes reasonably outside of the carrier's control such as intentional or negligent acts of third parties that damage or impair the network or disrupt service; or (c) equipment modifications, upgrades, relocations, repairs, and other similar activities necessary for the proper or improved operation of service.

With regard to Axon Body 3, Partner networks are made available as-is and the carrier makes no warranties or representations as to the availability or quality of roaming service provided by carrier partners, and the carrier will not be liable in any capacity for any errors, outages, or failures of carrier partner networks. Agency expressly understands and agrees that it has no contractual relationship whatsoever with the underlying wireless service provider or its affiliates or contractors and Agency is not a third-party beneficiary of any agreement between Axon and the underlying carrier.

- 6 Termination.** Upon termination of this Agreement, or if Agency stops paying for Axon Respond or bundles that include Axon Respond, Axon will end Aware services, including any Axon-provided LTE service.

## **Exhibit A : Insurance Requirement**

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

a. Commercial General Liability

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

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

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

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

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

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

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

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

b. Automobile Liability

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

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

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

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

c. Workers' Compensation/Employer's Liability

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

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

d. Professional Liability (Errors and Omissions)

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

e. Cyber Liability Insurance

Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion, and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties, and credit monitoring expenses with limits sufficient to respond to these obligations.

f. Minimum Policy Limits Required

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

Limits

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage
Employer's Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)
Cyber Liability	\$1,000,000 per claim.

(ii) Defense costs shall be payable in addition to the limits.

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

g. Evidence Required

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

h. Policy Provisions Required

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

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

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

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the Town, its officials, officers, employees, agents, and

volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against Town, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

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

i. Qualifying Insurers

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

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

j. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Contractor, and any approval of said insurance by the Town, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

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

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

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

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





# 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 8, 2021  
 SUBJECT: FY 2021-22 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 have 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 2020-21	Grantee Request FY 2021-22	Staff Proposed Grant Amount
AbilityPath (Community Gatepath)	\$6,500	\$7,500	\$6,500
ALLICE	N/A	\$1,500	\$1,500
Clinic by the Bay	\$4,000	\$8,000	\$4,000
CORA	\$5,000	\$10,000	\$5,000
Daly City Peninsula Partnership Collaborative	\$15,000	\$25,000	\$15,000
Daly City Public Library Associates	\$5,220	\$5,220	\$5,220
Daly City Youth Health Center	\$6,000	\$20,000	\$6,000
Human Investment Project, Inc. (HIP Housing) <sup>1</sup>	\$5,000	\$5,000	\$5,000
Jefferson Union School District (Community Environmental Education Program)	\$6,000	N/A	N/A

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

<b>Grantee</b>	<b>Amount Funded FY 2020-21</b>	<b>Grantee Request FY 2021-22</b>	<b>Staff Proposed Grant Amount</b>
LifeMoves <sup>1</sup>	\$4,000	\$5,000	\$4,000
North Peninsula Food Pantry & Dining Center of Daly City	\$15,000	\$15,000	\$15,000
Ombudsman Services SMC	\$2,000	\$3,000	\$2,000
Operation Santa Claus	\$1,500	\$1,500	\$1,500
Peninsula Volunteers, Inc. Meals on Wheels	\$5,000	\$10,000	\$5,000
San Bruno Mountain Watch	\$2,000	\$3,500	\$2,000
Sitike Counseling Center	\$6,500	\$8,000.	\$6,500
SMC Community College Foundation	\$4,000	\$5,000	\$4,000
SMC Jobs for Youth	\$3,000	4,000	\$3,000
SMC Pride Center	\$3,000	\$3,000	\$3,000
Sustainable San Mateo County	\$1,000	\$5,000	\$1,000
<b>TOTALS</b>	<b>\$99,720</b>	<b>\$145,220</b>	<b>\$95,220</b>

A total of \$145,220 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 \$9,780.

### **FISCAL IMPACT**

The 2021-22 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*.

For all entities, staff's proposed grant amounts are equivalent from the funding that was approved in Fiscal Year 2020-21. 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 & Public Purpose**

***AbilityPath (Community Gatepath)*** 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 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.

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 ***AbilityPath (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.

***ALLICE Alliance for Community Empowerment*** is part of the Philippine International Aid. Its mission is to promote healthier relationships through educational presentations always free

and open to the public, to help the diverse members of the community distinguish between healthy and abusive relationships and learn how to change attitudes and behaviors. The Town benefits from the education and engagement of the community and ALLICE serves within the Town of Colma area.

The expenditure of public funds will be used to support two outreach events and update the ALLICE's website, as requested by ***ALLICE Alliance for Community Empowerment***, will provide education about the dynamics of healthy and abusive relationships. The benefit to the public is substantial as the organization provides community-building by strengthening individuals and families through education.

***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.

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.

***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.

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. Due to COVID-19 and its health restrictions the occupancy limits have decreased, the funds will be used to house survivors of domestic violence and their children in motels. 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 \$542 for the 24-hour law enforcement referral program (Emergency Response Program).

***Daly City Partnership*** 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 guide collaborative efforts and connect the community to services that promote well-being. The Daly City Partnership serves all of the Daly City/Colma area and the Town of Colma residents have access to the services provided. 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.

The expenditure of public funds to pay for operational costs to expand their new food program, as requested by ***Daly City Peninsula Partnership Collaborative***, will provide an identifiable

benefit to the Colma community at large. 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.

***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.

The expenditure of public funds to purchase U.S. state book collections for youth for three library branch locations, as requested by the ***Daly City Public Library Associates***, will help students learn history, people, wildlife, natural features, and industries of each of our states, as well as fun facts about famous athletes and celebrities, historical figures, and foods. 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.

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

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 screening and counseling services to schools, referrals and walk-ins as the need for these services has increased by 60% due to 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.

***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.

The expenditure of public funds to support its Home Sharing program, as requested by the ***Human Investment Project, Inc.***, could be provided by the Town but the Town has chosen otherwise. Specifically, HIP Housing's Home Sharing Program matches people who have space in their home to share or with people who are searching for an affordable place to live. 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.

**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 the 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. 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.

The expenditure of public funds to pay for shelter and supportive housing 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.

**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 of Colma is located within its service area. Any Colma resident in need may obtain food from the Food Pantry, but the Food Pantry does not track the residency locations of its clients.

The expenditure of public funds to pay for nutrition and sustenance on a weekly basis 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.

**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.

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 57 residents that would benefit from the potential funding. The funding will help meet the federally mandated mission to monitor and provide advocacy services.

**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.

The expenditure of public funds to pay for toys and store gift cards, as requested by ***Operation Santa Claus***, will provide an identifiable benefit to the community at large. Last year, COVID increased the number of families that registered for support by 25% percent and anticipate similar numbers this winter.

***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.

The expenditure of public funds to bridge the funding gap for home delivered meals for 15 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.

***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.

The expenditure of public funds to develop and provide educational content and experiences to residents and students focused on the "Exploring Colma Creek's Past, Present, and Future" project, as requested by ***San Bruno Mountain Watch***. Funds will be used to pay for the amount of staff time needed to develop the project the Colma Creek collection, create educational videos, designing and providing school field trips, and providing walks for the general public to explore the watershed.

***Sitike Counseling Center ("Sitike")*** 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 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.

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.

***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.

The expenditure of public funds to pay for Skyline Promise Scholarships which includes covering fees 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. 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.

***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 313 students from Jefferson Union High School District who attended workshops and became members. The Town of Colma is located within its service area.

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.

***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 create a welcoming, safe, inclusive, and affirming community climate that fosters personal growth, health, and opportunities to thrive for individuals of all ages, sexual orientations, and gender identities. 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.

The expenditure of public funds to pay for increased outreach, training, education, services, and consultation for high schools, youth centers, and individuals who seek the support, as requested by ***San Mateo County Pride Center***, will provide an identifiable benefit to the Colma community at large. Specifically, the Pride Center intends to conduct in-person outreach at Mills and Jefferson High School.

***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. 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.

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 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. In addition, these funds will help cover the costs of community meetings, publicity and outreach, including digital campaigns.



In June 2021, *Jefferson Union High School District (Community Environmental Education Program)* asked for an extension of their funds from Fiscal Year 2020-21. Due to the COVID-19 public health restrictions, school sessions were held online and this prevented the students from engaging in the outdoor activities. The grant extension was granted by the City Manager and the funds for Fiscal Year 2020-21 will be used during this current school year as in-person school returns. An application for Fiscal Year 2021-22 was not submitted by Jefferson Union High School District (Community Environmental Education Program).

### **Public Purpose Limitations**

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.

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 2021-22 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. 2021-\_\_\_  
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) AbilityPath (Community Gatepath) is eligible for grant funding from the Town of Colma.

Discussion. AbilityPath (Community Gatepath) 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 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.

- (b) ALLICE Alliance for Community Empowerment is eligible for grant funding from the Town of Colma.

Discussion. ALLICE Alliance for Community Empowerment is part of the Philippine International Aid. Its mission is to promote healthier relationships through educational presentations always free and open to the public, to help the diverse members of the community distinguish between healthy and abusive relationships and learn how to change attitudes and behaviors. The Town benefits from the education and engagement of the community and ALLICE serves within the Town of Colma area.

- (c) 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.

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

Discussion: CORA is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide safety, support and healing for individuals who experience abuse in an intimate relationship and educate the community to break the cycle of intimate partner abuse. CORA serves all of San Mateo County and the Town of Colma is within its service area.

- (e) Daly City Partnership 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: Daly City Partnership 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 guide collaborative efforts and connect the community to services that promote well-being. The Daly City Partnership serves all of the Daly City/Colma area and the Town of Colma residents have access to the services provided.

- (f) Daly City Public Library Associates ("Library Associates") is eligible for grant funding from

the Town of Colma.

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

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

Discussion: 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.

- (h) Human Investment Project, Inc. is eligible for grant funding from the Town of Colma.

Discussion: 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.

- (i) LifeMoves 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: 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 the 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.

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

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

and sustenance to anyone in need. The Town of Colma is located within its service area. Any Colma resident in need may obtain food from the Food Pantry, but the Food Pantry does not track the residency locations of its clients.

- (k) 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.

- (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 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 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.

- (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 313 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 create a welcoming, safe, inclusive, and affirming community climate that fosters personal growth, health, and opportunities to thrive for individuals of all ages, sexual orientations, and gender identities. 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. 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.

### **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 AbilityPath (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 AbilityPath (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.

- (b) A grant in the amount shown in section 4(a) to ALLICE Alliance for Community Empowerment will serve a public purpose.

Discussion: The expenditure of public funds will be used to support two outreach events and update the ALLICE's website, as requested by ALLICE Alliance for Community Empowerment, will provide education about the dynamics of healthy and abusive relationships. The benefit to the public is substantial as the organization provides community-building by strengthening individuals and families through education.

- (c) 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.

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

Discussion: The expenditure of public funds to pay for programmatic support of the Safe House Program, as requested by CORA, will provide an identifiable benefit to the community at large. Due to COVID-19 and its health restrictions the occupancy limits have decreased, the funds will be used to house survivors of domestic violence and their children in motels. 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 \$542 for the 24-hour law enforcement referral program (Emergency Response Program).

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



Discussion: The expenditure of public funds to pay for operational costs to expand their new food program, as requested by Daly City Peninsula Partnership Collaborative, will provide an identifiable benefit to the Colma community at large. The services offered by Daly City Partnership are readily accessible to individuals in Colma as the Town is located within the Partnership's service area. Further, the public benefit is substantial as Partnership services ensure Colma residents have family support services that are not readily accessible elsewhere.

- (f) A grant in the amount shown in section 4(a) to the Daly City Public Library Associates will serve a public purpose.

Discussion: The expenditure of public funds to purchase U.S. state book collections for youth for three library branch locations, as requested by the Daly City Public Library Associates, will help students learn history, people, wildlife, natural features, and industries of each of our states, as well as fun facts about famous athletes and celebrities, historical figures, and foods. The Services could be provided by the Town, but the Town has chosen otherwise. Specifically, the Town could provide these same services through its Recreation Services program. In this case, the Town would likely expend the amount of the grant to provide these services.

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

Discussion: The expenditure of public funds to pay for comprehensive health services and education to underserved teens and young adults from Colma, as requested by the Daly City Youth Health Center, will provide an identifiable benefit to the community at large. Specifically, it will provide screening and counseling services to schools, referrals and walk-ins as the need for these services has increased by 60% due to 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.

- (h) A grant in the amount shown in section 4(a) to the Human Investment Project, Inc. will serve a public purpose.

Discussion: The expenditure of public funds to support its Home Sharing program, as requested by the Human Investment Project, Inc., could be provided by the Town but the Town has chosen otherwise. Specifically, HIP Housing's Home Sharing Program matches people who have space in their home to share or with people who are searching for an affordable place to live. 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.

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

Discussion: The expenditure of public funds to pay for shelter and supportive housing 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 will serve a public purpose.

Discussion: The expenditure of public funds to pay for nutrition and sustenance on a weekly basis 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.

- (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 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 57 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 and store gift cards, as requested by Operation Santa Claus, will provide an identifiable benefit to the community at large. Last year, COVID increased the number of families that registered for support by 25% percent and anticipate similar numbers this winter.

- (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 15 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 San Bruno Mountain Watch will serve a public purpose.

Discussion: The expenditure of public funds to develop and provide educational content and experiences to residents and students focused on the "Exploring Colma Creek's Past,

Present, and Future" project, as requested by San Bruno Mountain Watch. Funds will be used to pay for the amount of staff time needed to develop the project the Colma Creek collection, create educational videos, designing and providing school field trips, and providing walks for the general public to explore the watershed.

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

Discussion: The expenditure of public funds to supplement the actual cost of providing services to clients, as requested by the Sitike Counseling Center ("Sitike"), will provide an identifiable benefit to the Colma community at large. 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.

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

Discussion: The expenditure of public funds to pay for Skyline Promise Scholarships which includes covering fees 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. The services offered by the San Mateo Community College Foundation are readily accessible to any Colma residents attending Skyline College. Further, the public benefit is substantial as college students are able to experience new and unique educational opportunities.

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

Discussion: The expenditure of public funds to pay for two full scholarships, as requested by the San Mateo County Jobs for Youth Program, will provide an identifiable benefit to the Colma community at large. Specifically, this program will help 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.

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

Discussion: The expenditure of public funds to pay for increased outreach, training, education, services, and consultation for high schools, youth centers, and individuals who seek the support, as requested by San Mateo County Pride Center, will provide an identifiable benefit to the Colma community at large. Specifically, the Pride Center intends to conduct in-person outreach at Mills and Jefferson High School.

- (s) A grant in the amount shown in section 4(a) to the Sustainable San Mateo County will

serve a public purpose.

Discussion. The expenditure of public funds will support a contract Program Manager who coordinates volunteer researchers, writers, graphic designers, printing and dissemination of reports, as requested by Sustainable San Mateo County. In 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. In addition, these funds will help cover the costs of community meetings, publicity and outreach, including digital campaigns.

- (t) 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.
- (u) The grants will be made with the understanding that the Town has no obligation or commitment to provide any additional support to the grantee and that the grantee will not discriminate on the basis of race, color, religion, gender, age, weight, height, sexual orientation, marital status, national origin, disability or other characteristic protected by law.

**4. Order**

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

Grantee	Staff Proposed Grant Amount
AbilityPath (Community Gatepath)	\$6,500
ALLICE	\$1,500
Clinic by the Bay	\$4,000
CORA	\$5,000
Daly City Peninsula Partnership Collaborative	\$15,000
Daly City Public Library Associates	\$5,220
Daly City Youth Health Center	\$6,000
Human Investment Project, Inc. (HIP Housing) <sup>1</sup>	\$5,000
LifeMoves <sup>1</sup>	\$4,000
North Peninsula Food Pantry & Dining Center of Daly City	\$15,000
Ombudsman Services SMC	\$2,000
Operation Santa Claus	\$1,500
Peninsula Volunteers, Inc. Meals on Wheels	\$5,000
San Bruno Mountain Watch	\$2,000

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

Grantee	Staff Proposed Grant Amount
Sitike Counseling Center	\$6,500
SMC Community College Foundation	\$4,000
SMC Jobs for Youth	\$3,000
SMC Pride Center	\$3,000
Sustainable San Mateo County	\$1,000
<b>TOTALS</b>	<b>\$95,220</b>

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

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### Certification of Adoption

I certify that the foregoing Resolution No. 2021-\_\_ was duly adopted at a regular meeting of said City Council held on September 8, 2021 by the following vote:

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

Dated \_\_\_\_\_

\_\_\_\_\_   
 Diana Colvin, 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
AbilityPath (Community Gatepath)	Help people with special needs & disabilities gain independence.	Nutrition education program	30 residents & 7 businesses	Life & Vocational skills	\$ 7,500.00
ALLICE	Promote healthier relationships and engage the community through educational presentations	Host two community events and update website.	50 residents & employees but available to all residents	Education on healthy relationships	\$ 1,500.00
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	45 residents	Healthcare/Food	\$ 8,000.00
CORA	Safety, support and shelter for individuals who experience abuse in an intimate relationship.	Safe House Program	Available to all residents; served 14 residents in the last year	Safe shelter and resources	\$ 10,000.00
Daly City Peninsula Partnership Collaborative	To guide collaborative efforts and connect our community to services that promote well-being.	Expansion of new food program	150 residents	Food and general assistance	\$ 25,000.00
Daly City Public Library Associates	To supplement public funding of the Daly City libraries.	To purchase "state collection" books	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 unserved youth, preparing them for a healthy adulthood.	Increase screening for mental health and substance abuse in youth and provide counseling services.	5 youth	Healthcare	\$ 20,000.00
Human Investment Project (HIP)	Improving the housing & lives of people in our community.	The Home Sharing Program interviews & provides direct assistance & resources	13 residents	Safe, affordable housing	\$ 5,000.00
LifeMoves	Shelter & supportive services for homeless families & single adults.	Shelter services, housing locator program, financial literacy program, and wellness & nutrition workshops	15 residents	Affordable housing, shelter	\$ 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	\$ 15,000.00
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.	57 residents	Advocacy for healthcare	\$ 3,000.00
Operation Santa Claus	To provide a traditional Christmas experience to families.	Toys and gift cards	40, families; 140 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	12 residents	Food assistance	\$ 10,000.00
San Bruno Mountain Watch	To preserve and protect the native ecosystems of San Bruno Mountain.	To develop educational content on the Colma Creek Watershed	369 students	Education & conservation	\$ 3,500.00
Sitike Counseling Center	To provide community-based counseling and education.	Grant used to offset operating costs, reducing the amount charged to clients.	16 residents	Community counseling & education	\$ 8,000.00
San Mateo County Community College Foundation	To administer charitable giving for Skyline College, is to make sure that quality, affordable higher education is available to all.	Skyline College Promise Scholars Program	2,480 students 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 students received scholarships and 313 students in the 94014 zip code attended workshops	Scholarships/Employment services	\$ 4,000.00
San Mateo County Pride Center	Community support for all individual of ages, sexual orientation, and gender identities.	Increased outreach to the Town of Colma and neighboring cities	Jefferson and Mills High School students	Community counseling & education	\$ 3,000.00
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							
Name of Organization	FY 2016-17 Funded	FY 2017-18 Funded	FY 2018-19 Funded	FY 2019-20 Funded	FY 2020-21 Funded	FY 2021-22 Requested	Funding vs. Requested Change
AbilityPath (Community Gatepath)	\$5,000	\$6,000	\$6,500	\$6,500	\$6,500	\$7,500	\$1,000
ALLICE		\$1,800				\$1,500	\$1,500
Clinic by the Bay	\$2,000	\$3,000	\$3,000	\$3,500	\$4,000	\$8,000	\$4,000
Colma - Daly City Chamber of Commerce**	\$40,000	\$30,000	\$25,000	\$6,500			\$0
CORA			\$2,500	\$3,000	\$5,000	\$10,000	\$5,000
Daly City Partnership Collaborative	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$25,000	\$10,000
Daly City Public Library Associates	\$2,000	\$2,000	\$4,000	\$5,000	\$5,220	\$5,220	\$0
Daly City Youth Health Center	\$5,000	\$6,000	\$6,000	\$6,000	\$6,000	\$20,000	\$14,000
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)	\$3,000	\$4,500	\$5,000	\$6,000	\$6,000	\$0	(\$6,000)
LifeMoves *	\$3,000	\$3,500	\$4,000	\$4,000	\$4,000	\$5,000	\$1,000
North Peninsula Food Pantry & DCDC	\$12,500	\$12,500	\$12,500	\$15,000	\$15,000	\$15,000	\$0
Ombudsman Services SMC				\$2,000	\$2,000	\$3,000	\$1,000
Operation Santa Claus			\$1,000	\$1,000	\$1,500	\$1,500	\$0
Peninsula Conflict Resolution Center	\$1,313	\$1,313	\$1,380	\$1,380	\$0		\$0
Peninsula Volunteers, Inc. Meals on Wheels					\$5,000	\$10,000	\$5,000
San Bruno Mountain Watch					\$2,000	\$3,500	\$1,500
Sitike Counseling Center	\$6,000	\$6,000	\$6,500	\$6,500	\$6,500	\$8,000	\$1,500
San Mateo Community College Foundation	\$600	\$3,000	\$3,500	\$3,500	\$4,000	\$5,000	\$1,000
San Mateo County Jobs for Youth	\$500	\$1,500	\$2,000	\$2,500	\$3,000	\$4,000	\$1,000
San Mateo County Pride Center			\$2,500	\$3,000	\$3,000	\$3,000	\$0
San Mateo County Resource Conservation District		\$5,000	\$5,000				\$0
Sustainable San Mateo County	\$3,000	\$3,000	\$3,500	\$2,500	\$1,000	\$5,000	\$4,000
Veterans Sportsman Alliance			\$1,200	\$1,200	\$0		\$0
West Alano Bay Club	\$4,000			\$2,500	\$0		\$0
<b>Total (including Housing Element required grantees)</b>	<b>\$107,913</b>	<b>\$109,113</b>	<b>\$115,080</b>	<b>\$101,580</b>	<b>\$ 99,720</b>	<b>\$145,220</b>	<b>\$45,500.00</b>
<b>Footnotes:</b>							
* Indicates a Housing Element required grantee; funding will come from Planning Department budget							





## Non-Profit Funding Request Form FY 2021-22

***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.***

Name of Organization: AbilityPath

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
650-201-9596			kmalhotra@abilitypath.org

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Mission Statement:

AbilityPath (formerly Abilities United + Community Gatepath) empowers people with special needs to achieve their full potential through innovative, inclusive programs, and community partnerships. Our vision is a world where people of all abilities are fully accepted, respected, and included. AbilityPath's work is guided by our mission, vision, and values (People First, Inclusion, Innovation, Community, Collaboration, and Dedication), which were developed through a collaborative process with our management team. We have been a cornerstone of the community since 1920. Our services have expanded through the years to meet the evolving needs and interests of individuals with developmental disabilities.

2. Amount of Request: \$ 7,500

a. Total Agency Annual Budget: \$ 20,661,226

b. Number of Agency Employees: 223

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:

- 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.

3a. Describe how the funding will support the selected category:

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. Pending the status of the pandemic and in-person services, we will rent the kitchen at the Colma Community Center and purchase groceries, which will also support businesses in the Town(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 food costs, the rental of the kitchen at the Colma Community Center weekly for three months, and transportation to the kitchen. Due to the COVID-19 Delta variant, we are providing a hybrid of services online and minimal in person. Increasing in-person services will depend on public health guidelines. If we're unable to meet in person and rent the kitchen 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 and have materials delivered to their home.

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: If we are able to resume community-based services, 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 2020-21 contribution was used:

The 2020-21 grant provided by the Town of Colma enabled AbilityPath to offer valuable life skills and pre-vocational training to adults with developmental disabilities. Due to COVID-19, we converted our Health and Nutrition curriculum into a virtual format which allowed us to include more participants. Previously, the Health and Nutrition curriculum was one of the primary focuses of our North San Mateo County site, consisting of 15 program participants. We've expanded to our other sites now through virtual instruction and were able to reach upwards of 75 adults with developmental disabilities. Activities of daily living, including nutrition, fitness, and social skills, were areas of emphasis for the online classes. Our instructors provided virtual cooking demonstrations and lessons. Some of the health-specific classes included food preparation skills, healthy snack and meal selection, exercise, hygiene, safety, and much more. Classes were offered with live virtual instruction and pre-recorded videos and resources were also posted online so individuals could engage in self-guided learning. Our curriculum allowed participants to learn the importance and practices of a healthier food lifestyle.

9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

Due to COVID-19 and the high risk of complications among those we serve, we were unable to utilize the Colma kitchen. However, staff was able to convert the Health and Nutrition Curriculum to a virtual format so that even more individuals with developmental disabilities could increase independence and learn the importance and practices of a healthier food lifestyle. In addition to the virtual lessons, we also assembled and delivered activity kits to participants who were unable to connect with us virtually. Healthy snacks were often included in these kits, in addition to lessons devoted to healthy eating. FY 2020-21 funds supported salaries and wages for staff and food and program supplies for the participants.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

City of Burlingame \$3,580 (received FY 2020-21), \$2,740 (received FY 2021-22)  
City of Palo Alto \$53,757 (received FY 2020-21), \$58,293 (received FY 2021-22)  
City of Sunnyvale \$11,500 (received FY 2020-21), \$11,500 (expected FY 2021-22)

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 (filed for 2020 or 2019)



**Optional Attachments**





## BOARD OF DIRECTORS

### Executive Committee

Bryan Neider, CEO  
*AbilityPath*

Linda Leao, Chair  
*Community Leader*

Steve Eskenazi, Vice Chair  
*Angel Investor*

Christopher Murphy, Treasurer  
*Skadden, Arps, Slate, Meagher, & Flom, LLP*

Matt Edling, Secretary  
*Sher Edling LLP*

Jennifer Wagstaff-Hinton,  
Development Committee Chair  
*Community Leader/Hewlett Packard (Retired)*

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

### Board of Directors

Ken Barker  
*Electronic Arts*

Jeff Brown  
*Community Leader*

Anne Carey  
*AbilityPath Auxiliary Vice President*

Amber Checky  
*Inclusion Counts*

Cassy Christianson, OTR/L  
*Developmental Specialist*

Jeff Fallick  
*OneDigital*

Rex Ishibashi  
*Originator Inc.*

Ishrag Khababa  
*Satellite Healthcare*

Tyler Kawaguchi  
*Follett Corporation at Stanford Bookstore*

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

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

Cynthia Owyong  
*Robinhood*

Suman Prasad  
*Google*

Mike Reed  
*Franklin Templeton Investments*

Sibylle Whittam  
*Philanthropy Consultant*

Beverly Stowell  
*AbilityPath Auxiliary*

## AbilityPath Organization Budget FY22

### Revenue

Contributions	\$ 1,267,024
Special Events	1,300,000
Grant Revenue	1,910,332
Regional Center & DOR	8,469,671
Private Pay	7,690,651
Enterprise Business Revenue	167,928
Investment Income	60,000
<b>Total Revenue</b>	<b>20,865,606</b>

### Expense

Salary & Wages	11,989,274
Employee Benefits	3,732,932
Direct Expenses	
Professional Fees	1,028,121
Supplies	224,541
Postage	16,405
User Fees & Application Support	379,087
Telephone	236,295
Equipment Rent/Lease/Purchase/Repair	105,850
Subscriptions	23,686
Marketing	273,065
Agency Vehicles	200,399
Mileage & Parking	125,860
Meeting & Conferences	18,350
Food & Beverages	30,400
Employee Development	75,100
Individual and Agency Dues	17,585
Events	437,715
Moving & Recruitment	86,000
D&O Insurance	23,964
Bank & Other Charges	76,241
Interest Expense	20,000
Employee Award	33,900
Miscellaneous Expense	12,136
Total Direct Expenses	3,444,700
Occupancy	1,494,320
<b>Total Expense</b>	<b>\$20,661,226</b>



June 30, 2021

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

**RE: Final Report on FY20-21 Grant**

Dear Ms. De Leon,

Thank you again for the grant of \$6,500 from Town of Colma. With your support, 75 adults with developmental disabilities learned important pre-vocational and life skills through participation in the health and cooking classes AbilityPath provided online during the Covid-19 pandemic. Your support was critical during a challenging year and provided our team with the resources to adapt services to a virtual environment in order to ensure the health and safety of those we serve.

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 650-201-9596 or [kmalhotra@abilitypath.org](mailto:kmalhotra@abilitypath.org).

With gratitude,

Bryan Neider  
CEO

CHIEF EXECUTIVE OFFICER  
Bryan Neider

EXECUTIVE COMMITTEE

Linda Leao, Chair  
*Community Leader*

Steve Eskenazi, Vice Chair  
*Angel Investor*

Christopher Murphy, Treasurer  
*Skadden, Arps, Slate, Meagher, & Flom, LLP*

Matt Edling, Secretary  
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Anne Carey  
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*Developmental Specialist*

Jeff Fallick  
*OneDigital*

Rex Ishibashi  
*Originator Inc.*

Ishrag Khababa  
*Satellite Healthcare*

Tyler Kawaguchi  
*Follett Corporation at Stanford  
Bookstore*

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

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

Cynthia Owyong  
*Robinhood*

Suman Prasad  
*Google*

Mike Reed  
*Franklin Templeton Investments*

Beverly Stowell  
*AbilityPath Auxiliary President*

Sibylle Whittam  
*Philanthropic Advisor*

### **Results of the program**

The 2020-21 grant provided by the Town of Colma enabled AbilityPath to offer valuable life skills and pre-vocational training to adults with developmental disabilities.

After the shelter-in-place order last spring, we converted all of our classes to an online format. Individuals with developmental disabilities are at particularly high risk of complications due to Covid-19 so most of the people we serve continued to shelter-in-place throughout the fiscal year. In total, we were offering 180+ classes online each week for more than 200 people.

Although we had hoped to be able to return to in-person services this fiscal year so we could utilize the Colma kitchen, we are proud to announce that we were able to include more participants in our Health and Nutrition curriculum because of the virtual format. Our Health and Nutrition curriculum was one of the primary focuses of our North San Mateo County site, consisting of 15 program participants. We've expanded to our other sites as well now through virtual instruction, so we are able to reach upwards of 75 adults with developmental disabilities.

Activities of daily living, including nutrition, fitness, and social skills, were areas of emphasis for the online classes. Our instructors provided virtual cooking demonstrations and lessons. Some of the health-specific classes included food preparation skills, healthy snack and meal selection, exercise, hygiene, safety, and much more. Classes were offered with live virtual instruction and videos and resources were also posted online so individuals could engage in independent learning. Our instructors created videos that were posted to YouTube, including a Healthy Snacking Series with recipes such as smoothies, sandwiches, and banana "sushi." Through guided lessons, our 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. Participants could also practice following directions, patience, safety awareness, creativity, and working together.

In addition to the virtual lessons, we also assembled and delivered activity kits to participants who were unable to connect with us virtually. Healthy snacks were often included in these kits, in addition to lessons devoted to healthy eating.

Those we serve have shared that they shared the lessons and implemented some of the practices into their homes, creating a healthy routine for the whole family. For example, one participant lost a significant amount of weight because of a new awareness of health and nutrition learned through our programming.

Because of the support of this program, individuals have stayed conscientious and generally maintained healthy practices that have been beneficial for them during this particularly challenging time. They look forward to exploring new recipes and can't wait to try it again all together in-person.

While online instruction was challenging for some of the individuals with developmental disabilities whom we serve, we also found that the virtual format allowed for increased flexibility and choice; individuals were able to choose which classes were of greatest interest and benefit to them without the constraints of transportation or geography. As we begin to return to in-person services in the coming months, we will be offering a hybrid approach that combines the best of what we were able to offer in-person before Covid and online during Covid.

### **Use of Grant Funds**

\$ 4,500	Salaries & Wages
\$ 2,000	Food and Program Supplies



# Non-Profit Funding Request Form FY 2021-22

***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.***

Name of Organization: ALLICE Alliance for Community Empowerment

Contact Person: Cherie M. Querol Moreno

Address: 208 Palisades Dr.   Daly City   CA   94015  
Street Address City State Zip Code

Phone Number: 650-992-7455 Email Address: cmquerolmoreno@gmail.com

1. Mission Statement:

Our mission is to promote healthier relationships through educational presentations always free and open to the public, to help the diverse members of the community distinguish between healthy and abusive relationships and learn how to change attitudes and behaviors. We collaborate with individuals and organizations that welcome us and acknowledge our effort as our priceless contribution to their quest for wellness. These allies collaborate by sharing resources..

2. Amount of Request: \$ 1,500.00

a. Total Agency Annual Budget: \$ 8,000.00

b. Number of Agency Employees: none

c. Payroll is n/a % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- 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.

3a. Describe how the funding will support the selected category:

Our goal is to hold two major events annually: a spring, family-oriented presentation focuses on elder care and abuse prevention by depicting unhealthy and healthy family dynamics, and a fall event that shines the light on intimate partner relationships to help distinguish between healthy and abusive relationships to unlearn the latter while learning how to respond to disclosures of involvement in abuse and resources to help those in troubled relationships.

Pre-Covid-19, we held events in person, at venues sponsored by partners. In the pandemic, we managed to educate through alternative platforms and presentations. In June we hosted a webinar attended by over 150 people that bridged family resource providers with the community. In October 2020 we were featured for a full hour discussion of the issue and strategies to help end it on the Philippine Consul General's FaceBook Live program viewed around the world. In May 2020 we issued a Love Letter to the Community expressing our concern especially to families coping with abuse during the pandemic; the video highlighted our ALLICE or A-List, our directory of family service providers vetted for Filipino, immigrant and LGBTQI competence and sensitivity..

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

Funds will allow supplies and technical support for and production of virtual presentations, updating the ALLICE website [www.allicekumares.com](http://www.allicekumares.com) particularly the information tools we also use as hard copies for in-person tabling such as the very recent Colma National Night Out

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:

ALLICE presented our first workshop for a City leadership in Colma complete with brown box dinners a few years ago.

Colma has hosted complimentary several of our presentations over the years and generously as a venue for our meetings. For this reason, we chose to hold our 10th anniversary reception at the Community Center as our way of giving back, thankful for the discounted rental fee. Similarly, we have been visible in the Town's community events and promote it as the "second home of ALLICE." Moreover, we share our media accommodation with the town by featuring its activities throughout the year in the Filipino American press. In this manner, the reciprocal relationship has promoted the health and well-being of the community in general.

Colma has earned a reputation as a caring community because of its deepened understanding of the issue. Residents are more aware than most of the dynamics of domestic abuse and are able to pay their knowledge forward by modeling healthy interaction in their circles and beyond. Intimate partner and family abuse are complex issues that require continued and expanded education to broaden knowledge of signs for abuse, effects on children and resources available. This is the goal for our grant request.

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. ALLICE presented our first workshop for a City leadership in Colma complete with brown box dinners attended by over 50 elected and employed officials. Our participation in Colma National Night Out has reached and Colma summer Community Fairs have reached hundreds of residents. Our 10th anniversary education reception drew over 150 attendees. Our media outreach reaches a minimum 60,000 readers locally and millions globally.

B. Our members are available for consultation on demand at their individual worksites or at [www.allicekumares.com](http://www.allicekumares.com).

C. ALLICE has the privilege of having a member who is a longtime elected official of the town. Joanne del Rosario has been an advocate for domestic abuse prevention who has been alerting our team on opportunities to collaborate. Through her, we have established communications with the City Council and the City Manager as well as the Police Department and Chamber of Commerce. We have a symbiotic relationship in that we support Colma activities with our resources such as media, personnel and resource provider contacts such as Peninsula Family Service, Kaiser Permanente Medical Center Filipino Association, SF Host, South SF and Redwood Sh

8. Provide a detailed account of how the FY 2020-21 contribution was used:

N/A



9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

N/A

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

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 # 943008383

**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 (filed for 2020 or 2019)



**Optional Attachments**

ROSTER:

ALLICE is led by its founder-executive director and founding president in consultation with the founder's circle composed of three people. The current leadership team comprises:

Cherie M. Querol Moreno, Founder- Executive Director

Bettina Santos Yap, Founding President

Dr. Jei Africa, Clinical Director

Jose Antonio, Fiscal Director

Malou Aclan, Resource Provider Director

The organization elects officers annually. The year's officers set up regular meetings, develop the year's major events and represent the organization at pertinent events. The current officers are:

Nan Santiago, President

Junior Flores, Vice President





# Non-Profit Funding Request Form FY 2021-22

***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.***

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

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: \$ 8,000

a. Total Agency Annual Budget: \$ 1,848,486

b. Number of Agency Employees: 7

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:

- 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.

3a. Describe how the funding will support the selected category:

This request would again seek support from the Town of Colma for our Food Security program, which will help Clinic by the Bay provide essential necessities of life (Category A). 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 and it still appears that a much higher portion of our patients are food insecure - a staggering 54%. The pandemic still continues to wreak havoc on patients' access to healthy foods. 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; Bounty Box home deliveries of fresh produce for patients with transportation issues or who are at higher risk of complications from Covid; eligibility assistance and enrollment into CalFresh for our patients that qualify; medically tailored food boxes for patients attending our bi-weekly "Food Pharmacy"; and a health and wellness blog called Healing by the Bay.

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. We continue the need to expand our food voucher, bounty box, and CalFresh enrollment programs. In addition, we developed a Food Pharmacy within our clinic with the goal of helping our patients manage their chronic diseases through "food as medicine."

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

12% of our patients have diabetes; around one-third have hypertension; more than a third have hyperlipidemia. We have a solid program now within our primary and preventive medical care services to help our patients who have chronic conditions; the challenge and opportunity we face now is the ability to go beyond basic medical care and address issues like food security that play just as much a role (if not more!) in managing chronic conditions as does medication, regular doctor's visits, regular labs, etc. Working with our diabetic patients, we know the importance of diet & nutrition in managing diabetes - but what makes this issue more challenging for our population is the fact they often can't AFFORD to eat healthy, or they don't feel confident enough to buy and/or prepare the "right" food, or - as working families - they simply don't have the time to shop/cook as well as they should.

Our Food Security program was designed to meet the immediate needs of our patients that are struggling to feed themselves and their families, as well as to ensure our patients have the means to purchase healthy foods to keep up with the important maintenance of managing their chronic conditions.

This funding would help support our Food Pharmacy Program and allow us to purchase more healthy staples to provide directly to our patients at our bi-weekly Food Pharmacy. The establishment of our Food Pharmacy program follows a "food as medicine" approach to managing chronic diseases through weekly healthy meal boxes complete with healthy grains, proteins, vegetables, and fruits, and includes customized recipes and health information that is specifically tailored to help our patients manage their chronic conditions through nutrition and education. Funding will also help us purchase and distribute Food Vouchers for our patients to use at local grocery stores to purchase fruits, vegetables, grains, dairy, and protein. It will also help support our Bounty Box program - where our team of dedicated volunteers deliver 10-15 boxes of fresh produce to patients enrolled in the program every other week.

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

We're requesting \$8,000 this year, which is higher than our requested amount last year due to fundraising opportunities being cancelled (specifically in-person events) and increasing expenses due to Covid-19 (PPE and sanitizing supplies, Telehealth needs, at home diagnostic supply purchasing and distribution for our patients). Our Food Security program has also grown significantly since our funding request last year - it started just as a food voucher program and now includes all the components listed above, so our program costs have also increased.

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 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 serve patients in the area so we can continue to provide healthy food boxes for our patients to be used for 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.

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. At present, 45 of our 2,179 patients have stated they are residents of the Town of Colma - but we know this number is larger as many of our patients refer to their Colma residence as Daly City; nearly half of all our patients are residents of San Mateo County (and the number/percentage is growing). We are currently serving 267 active patients residing in San Mateo County.

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

C. Community outreach is performed through resource fairs, flyers, and referrals from our wider network of community partners, including other medical and social service providers. Due to the pandemic, community outreach was interrupted and stunted. Therefore we utilized social media blasts and word of mouth to conduct outreach. We are maintaining our client base from San Mateo County despite a global pandemic.

8. Provide a detailed account of how the FY 2020-21 contribution was used:

We used the Town of Colma's 2020-2021 gift to primarily help fund our Food Security program--a project we had just started to launch when the COVID-19 crisis hit.

Specifically, the \$4,000 received from the Town of Colma was used for the reimbursements of redeemed food vouchers at San Francisco Farmers Market. Since our food voucher program began in June 2020 we have reimbursed a total of \$18,530 in food vouchers for our patients - the \$4,000 received from the Town of Colma helped to support this.

2020-2021 Program Accomplishments:

- Patients how have received bounty boxes - 41
- Bounty boxes delivered - 675
- Patients who have participated in the free food pharmacy - 35
- Free Food Pharmacy participations in total- 354
- Patients who received vouchers- 47
- Vouchers redeemed at local vendor- 1,853



9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

Clinic by the Bay continued to provide superior, compassionate, individualized care for the uninsured working adults in our community during the Covid-19 pandemic. The pandemic helped to highlight the socioeconomic issues our patients face daily, like being able to access and afford healthy food. Clinic by the Bay worked to creatively address these issues through the development of our Food Security Program. Along with funding from other foundations and corporations, funding from the Town of Colma helped to support our programs that address the socioeconomic issues that became very apparent during the pandemic, like our Food Security Program.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

We received no contributions from other cities in fiscal year 2020-21, nor do we expect 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 (filed for 2020 or 2019)



**Optional Attachments**





4877 Mission Street  
San Francisco  
CA 94112

415.405.0207 (p)  
415.405.0223 (f)

[clinicbythebay.org](http://clinicbythebay.org)

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**Volunteers in Medicine - SF (dba Clinic by the Bay)**  
**Operating Budget for FY 21-22 (July 1, 2021 - June 30, 2022)**

<b>REVENUE</b>	<b>CASH</b>	<b>IN KIND</b>
Foundation & Nonprofit Organizations	350,000	
Corporations	50,000	
Individual	220,000	
Patient Contributions	3,600	
Release of Temporary Restricted	37,500	
	(In Kind)	<b>935380</b>
Special Event Income	285,000	
(Special Event Expenses)	-10,000	
TB Test Fee	150	
Interest & Investment Income	350	
Other	1,000	
<b>Total Cash Revenue</b>	<b>937,600</b>	
<b>Total Operating Revenue</b>	<b>1,872,980</b>	
<b>EXPENSES</b>		<b>IN KIND</b>
<b>Personnel</b>		
<b>Salaries &amp; Wages</b>		
Physicians		416000
Nurses		91520
Midlevel practitioners		99500
Interpreters		41600
Clinic support		163080
Administrative support		43680
Management and Administrative	-	
Clinic Management & Staff	-	
Development & Marketing	-	
Volunteer Manager	-	
<b>TOTAL SALARIES &amp; WAGES</b>		<b>574,505</b>
<b>Employee Benefits</b>		
FICA	43,950	
Medicare	8,330	
Unemployment Insurance	1,400	
Workers Compensation	3,000	
All Health, Dental, Vision	51,552	
Vacation Expenses	5,000	
<b>TOTAL PERSONNEL</b>	<b>687,737</b>	<b>855380</b>
<b>Consultants</b>		
Professional Fees - Clinical	13,934	
Professional Fees - Legal	500	
Professional Fees - Accounting	26,475	
Professional Fees - IT	14,000	

Professional Fees - Other	8,000	50000
<b>Total Consultant Fees</b>	<b>62,909</b>	
<b>Ancillary Services</b>		
Laboratory	600	
Radiology	2,200	
<b>Total Ancillary Services</b>	<b>2,800</b>	
<b>Consumable Supplies</b>		
Medical Supplies	6,000	20000
Dental Supplies	3,000	5000
Patient Supplies	6,000	5000
Admin & Other Supplies	3,500	
Janitorial & Maintenance Supplies	600	
<b>Total Consumable Supplies</b>	<b>19,100</b>	
<b>Equipment</b>		
Equipment rental/lease	7,000	
Minor equipment purchases	600	
Medical equipment	1,500	
Dental Equipment	1,000	
<b>Total Equipment</b>	<b>10,100</b>	
<b>Insurance</b>		
Malpractice insurance	9,000	
General Liability and Other	4,000	
<b>Total Insurance</b>	<b>13,000</b>	
<b>Occupancy</b>		
Rent	67,160	
Utilities	12,000	
Facility Repairs & Maintenance	5,000	
<b>Total Occupancy</b>	<b>84,160</b>	
<b>Administrative</b>		
Telecommunications	9,000	
Postage & delivery	1,800	
Printing & copying	350	
Community PR & outreach	1,500	
Fundraising	1,500	
Volunteer expenses	2,000	
Professional pubs/subscriptions	150	
Professionals org fees & dues	1,500	
Travel expenses	500	
Business meeting expenses	500	
Professional conference fees	500	
Staff training - General	500	

IT (software licenses & fees)	4,500	
Business licenses	3,000	
Finance/bank/credit card charges	5,000	
Miscellaneous Expenses	1,000	
<b>Total Administrative</b>	<b>33,300</b>	
<b>Total Administrative &amp; Operating Expenses</b>	<b>225,369</b>	<b>80000</b>
Total Cash Expense	913,106	
Total In Kind Expense		935380
<b>TOTAL OPERATING EXPENSES (CASH + IN-KIND)</b>	<b>1,848,486</b>	
<b>NET INCOME</b>	<b>24,494</b>	



***Clinic by the Bay is a volunteer-powered, free-clinic, for those who have no access to healthcare. We provide high-quality compassionate primary, acute, chronic or preventative medical care to our hard-working neighbors in need. Clinic by the Bay practices the art of medicine rather than the business of healthcare. Visit our webpage [clinicbythebay.org](http://clinicbythebay.org) to learn more about our mission, who we serve, and who we are.***

### **Patient Quotes and Success Stories**

#### ***Maria***

*"I appreciate all the Clinic has done for my family. I have been going here for so long and I always feel so welcomed. The people here really help me feel better." (from an in-person visit)*

*"I am so thankful the Clinic is open during this time (COVID-19). It has been so hard to get my medication and I'm thankful the Clinic is still able to provide me my medicine." (from a phone call when we were first doing food security questions for the clinic).*

*"It's really amazing that the Clinic is reaching out during these times (COVID-19). I wouldn't know what I would be able to do if I wasn't able to get my medicine."*

#### ***Teresita***



*"I was lost, and from another country. I was seeking help, taking care of my mother, and had no health insurance. I passed by Clinic by the Bay and saw they offered free services. I went in and from the start they were very welcoming. They gave me a thorough examination. I'm so glad Clinic by the Bay gave me help, I was struggling financially and in a lot of pain. Clinic by the Bay*



*was such a big help because I was busy taking care of my mom and struggling to pay bills. With Clinic by the Bay I saw hope after being hopeless. From the front desk down to the doctors and nurses, they all serve from their heart. Being a patient at Clinic by the Bay changed my life. Clinic by the Bay helped me beyond my expectations! They also provided me with healthy fresh veggies during the Covid-19 pandemic in the form of food vouchers, delivered bounty boxes, and the free food pharmacy. I really appreciate all that Clinic by the Bay has done for me, thank you!"*



**SYLVIA:**

*They are very good with me; they worry about me frequently and go through a lot of trouble to care for me. Even though you do not know me, I hope that you can support the clinic so that many more people can enjoy better health. As you know, health is very important and is something that money cannot buy. You will feel happy in your heart, and just think that at some point in time you might go through a situation similar to mine.*

**ANONYMOUS:**

*"I appreciate all the Clinic has done for my family. I have been going here for so long and I always feel so welcomed. The people here really help me feel better." (from an in-person visit)*

*"I am so thankful the Clinic is open during this time (COVID-19). It has been so hard to get my medication and I'm thankful the Clinic is still able to provide me my medicine." (from a phone call when we were first doing food security questions for the clinic).*

*"It's really amazing that the Clinic is reaching out during these times (COVID-19). I wouldn't know what I would be able to do if I wasn't able to get my medicine." (from a phone call when we were first doing food security questions for the clinic)*





CHRISITINE:

*"Clinic by the Bay cares about me and really listens!"*

FOOD SECURITY:



*"Thank you for the bounty box, it means so much, right now we are making soup and we are using the vegetables. We are very grateful, thank you for the coupons that have already arrived, thank you very much for providing us with vegetables and coupons once again."*

*"The wonderful variety in produce provides me with a strong & balanced diet." Thank you!"*



*“Me ayuda para poder mantener mi salud estable, se les agradece porque con esta pandemia tengo mucho tiempo que me quede sin trabajo pero gracias a Dios aquí seguimos saliendo adelante.”*

### **Patient Success Stories:**

#### *Story 1:*

This patient has been a patient of the clinic for many years. has diabetes type 2, hypertension, hyperlipidemia and Chronic kidney disease stage 3. Managing her conditions has been challenging because her diabetic medication is altering her kidney function. Dr Covey, as a kidney specialist, found a new medication called Farxiga that is the first medication in its class to demonstrate benefits for treating both heart failure and chronic kidney disease in patients with type 2 diabetes. We were able to get this medication through the prescription assistance program and gave it to the patient 2 weeks ago. We are hoping that with this medication we can stop her Chronic kidney disease from progressing (if it progresses the patient will get to stage 4, need dialysis and a transplant).

#### *Story 2:*

This patient could not believe she had Diabetes type 2 because of her lean body composition. Her first Hemoglobin A1C (measures blood glucose levels in a period of 3 months, prediabetes is 5.7-6.4, diabetes 6.4 and diabetes under control <7) was 13.2 on april 2019, on August 2019 10.1. In February 2020 was 12.1, this was the turning point for this patient. She came to the clinic to have an appointment with Dr Hoh who told her that she was going to start to use insulin if she didn't start taking her medication. The patient started to cry because she is afraid of needles, so she promised she was going to take her medication and to check her blood glucose constantly. Since that day the patient has been on top of her health, doing her labs, taking her meds, requesting refills before she runs out and asking for glucose strips to keep track of her glucose levels. In June 2020 her A1C was 7.6.

#### *Story 3:*

A 23 year old woman was seen and extensively worked up for amenorrhea with no cause found. She eventually got married and could not conceive after about a year so became depressed. Was seen by Shelia for depression. She worked on having her relax and imagine being able to have a baby. Pregnancy with twin boys occurred about 2 months after starting therapy. She got Medi-Cal during pregnancy but lost it after delivery. We continue to care for her as she has developed thyroid problems and she brings the twins with her every time.



Photos of our efforts:







Clinic by the Bay

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San Francisco  
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Catherine Covey, MD

Josie Howard, MD

Pam Hemphill, MD

Josie Howard, MD

Bill Hagbom, MD

Liseli Mulala, RPh, MPH

Lois Peacock, RN

Barbara Quinn, RN

Biana Roykh, DDS

**Grant Final Report: Food Security Program**

Name of Grantor: Town of Colma

Name of Grantee: Clinic by the Bay

Mailing Address: 4877 Mission St. San Francisco, CA 94112

Telephone number: (415) 696-4228

Executive Director: Sarah Gordon

Project Title: Food Security Program

Date: October 20, 2020

Grant amount: \$4,000

*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, 2020 through June 30, 2021.***

**Summary**

Clinic by the Bay continues to provide superior, compassionate, individualized care for the uninsured working adults in our community. Currently, **19% of our patients are residents of the Town of Colma** and nearly half of our patients are residents of San Mateo County (and that number/percentage is growing).

**We have used the Town of Colma's most recent gift to primarily help fund our Food Security program**--a project we had just started to launch when the COVID-19 crisis hit. Prior to COVID-19 a survey of our patients found that more than 20% of respondents reported they were food insecure. After this initial troubling result, we re-screened all patients using the USDA Household Food Security Survey and found that a much higher portion of our patients are food insecure - **a staggering 54% of the patients that were screened were food insecure.**

Our program was 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. We are proud of how much our program has grown since its inception back in 2020, and are excited to share these accomplishments with you in this report!

### **Program Accomplishments:**

- **Food Voucher Program:** through this program the patients that are enrolled are provided with \$40 per month in food vouchers to use at a local grocery store for fresh fruits, vegetables, grains, dairy and proteins. **We currently have 59 patients enrolled in the program and since June 2020 we have distributed 2,328 vouchers.** We have close to an 80% utilization rate for the vouchers that have been redeemed by our patients. This program has also provided over \$8,000 in revenue for a small business grocer within our community where the vouchers are redeemed.
- **Bounty Box Program:** this program was targeted at our patients with mobility or transportation issues, or patients that were more at risk for contracting Covid-19 by going to a grocery store. Our volunteers deliver a box of fresh produce to the patients enrolled in this program on a weekly basis. **We currently have 39 patients enrolled in this program and have distributed 669 boxes of fresh produce since June 2020.**
- **CalFresh (food stamps) Program:** through this program we developed a partnership with the San Francisco Marin Food Bank and now have staff and volunteers trained in eligibility and enrollment assistance for CalFresh - California's food stamp program. **Our staff and volunteers have outreached to over 310 of our patients to see if they qualify for this additional food assistance, and we have submitted over 50 applications to CalFresh.**
- **Food Pharmacy:** our most recent accomplishment has been the establishment of our Food Pharmacy program, which follows a "food as medicine" approach to managing chronic diseases through weekly healthy meal boxes complete with healthy grains, proteins, vegetables, and fruits, and includes customized recipes & health information that is specifically tailored to help our patients manage their chronic conditions through nutrition and education. **We currently have 25 patients enrolled in the program, and since it began in December 2020, and we have distributed 333 boxes of food.**

**Accounting:**

The \$4,000 received from the Town of Colma have been used as follows for the 2020-2021 fiscal year:

- Reimbursements for redeemed food vouchers at San Francisco Farmers Market: \$4,000

Thank you again for your support in helping to make all of the above happen! Your partnership with Clinic by the Bay means we are able to provide "Food as Medicine" to our low-income, uninsured, and hard-working neighbors in need.

Gratefully,

A handwritten signature in black ink, appearing to read "Sarah Gordon". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

**Sarah Gordon**  
Executive Director







# Non-Profit Funding Request Form FY 2021-22

***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.***

Community Overcoming Relationship Abuse - CORA  
Name of Organization: \_\_\_\_\_

Contact Person: Lynn Schuette, Director of Emergency and Support Services  
\_\_\_\_\_

Address: 2211 Palm Ave, San Mateo, CA 94403 - 1814  
\_\_\_\_\_

Street Address City State Zip Code

650-652-0800 Lynns@CORAsupport.org  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Mission Statement:

CORA provides safety, support and healing for individuals who experience abuse in an intimate relationship, and educates the community about breaking 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: \$ 6,746,972  
\_\_\_\_\_

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:

- 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.

3a. Describe how the funding will support the selected category:

In operation for nearly 45 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 decrease 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 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. As the incidence of COVID-19 changes and public health restrictions shift, CORA will continue to follow the state-mandated guidelines and adjust occupancy levels as reasonable to ensure safety of the residents. 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 to comply with public health state-mandated guidelines. When COVID disrupted services in early 2020, CORA experienced a 47% increase in moteling expenses.

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, motel sites, businesses utilized, etc. However, in FY 21, 14 clients identified Colma as their city of residence. 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 2020-21 contribution was used:

Throughout the grant period (07/01/2020-06/30/2021), CORA's Safe House Program provided emergency shelter and services to 156 individuals in our facilities. These included 18 adults and 24 children. Additionally, 114 individuals (53 adults and 61 children) were provided shelter through motel 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, and
- 78% of those exiting the program exited to safe, alternative housing.

9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

When CORA experienced a 47% increase in expenses due to lodging for individuals who were moved to motels to adhere to state mandated social distancing protocols, CORA was fortunate to receive one-time emergency funding from multiple sources to mitigate the increased costs. Cities that were able to support CORA with increased funding 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 2020-21 and requested or expected in FY 2021-22:

CORA received contributions from the following cities in FY 2020-21 and will request similar funds for FY 2021-22:

Burlingame \$3,750, pending request as of April 2021

Menlo Park \$7,500

Redwood City \$16,188

San Mateo \$15,700

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 (filed for 2020 or 2019)



**Optional Attachments**



### FY 2020-21 Board of Directors

Name	Elected to Board	Work Affiliation	City of Residence
<b>Linda Adler, Vice Chair</b>	2019	Consultant, Self-employed	San Mateo
<b>Aditi Bhalla</b>	2019	On Sabbatical	San Mateo
<b>Gabe Brown</b>	2017	Director of Web Production, TechSoup	Pacifica
<b>Karuna Chibber</b>	2020	Evaluation & Learning Officer, The David and Lucile Packard Foundation	Burlingame
<b>Judith Duval</b>	2018	Founder, Judith Duval, Inc.	Palo Alto
<b>Toriana Holmes</b>	2019	Laughlin Legal, PC: Family Law Group	Foster City
<b>Kevin Imboden, Chair</b>	2018	Director, Data Center Advisory Group, Cushman & Wakefield	San Jose
<b>Rachel Kim</b>	2016	Senior Coach & Director, Coaching & Talent Development, Minerva Project	San Mateo
<b>Toni Martinez</b>	2020	Fund Development Director, Service League of San Mateo County	Palo Alto
<b>Ally Nuschy-Lenat</b>	2016	Adjunct Faculty, Skyline College	San Mateo
<b>Tamarah Prevost, Secretary</b>	2018	Attorney, Cotchett, Pitre & McCarthy, LLP	Burlingame
<b>Dan Rave, Treasurer</b>	2019	Senior Vice President, Wells Fargo Advisors, New Financial Advisor Program Manager	Half Moon Bay
<b>Eileen (Sherman) Leman</b>	2020	Labor & Employment Associate, Cooley LLP	San Francisco

**CORA (Community Overcoming Relationship Abuse)**  
**Agency Operating Budget-Detail**  
**Fiscal Year 2020-21**

**FY21**  
**Annual Budget**

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<b>Contributions</b>		
Individuals		\$675,000
Legacies and Bequests		\$0
Organizations/Corporations		\$110,000
DVAM		\$0
Other Events		\$0
<b>Contributions</b>		<b>\$785,000</b>
<b>Foundations</b>		
Other Foundations		\$850,000
<b>Foundations</b>		<b>\$850,000</b>
<b>Government Grants and Contracts</b>		
Cities		
	Burlingame	
	City of Colma (Safe House Support)	\$2,500
	South SF-Shelter	\$10,200
	City of San Mateo - ADA Bathroom LH	
	Menlo Park	
	Redwood City CDGB (Shelter)	\$15,000
	Redwood City (CH Renovation)	\$0
	Redwood City ERP	\$134,000
	City of San Mateo	
	San Mateo CDBG (Legal Support)	\$15,700
	EPA	\$100,000
	CDBG Capital Improvement	\$13,412
		<b>\$290,812</b>
<b>Cities</b>		
County of San Mateo		
	CCAT	
	ERP Funding (Sheriff's Office)	\$162,338
	Emergency Shelter Grant (CDBG Safe House)	\$40,000
	CDBG Safe House	
	SM County CDBG Kitchen - Loan	
	Marriage Fees-H-S-A	\$90,000
	Probation Trust Fund	\$43,240
	PBA	\$469,173
	Measure A	\$77,500
	Measure A Strangulation Training	
	Samaritan House	
	CDBG - LH Roof Replacement	
	First5 Resilient Families	\$283,333
	Other	
		<b>\$1,165,584</b>
<b>County of San Mateo</b>		
State of California		
	Cal EMA (DVAP Grant)	\$1,075,174
	CHAT/Other	\$243,995
	KL	
	CalOES - XL for legal	\$217,330
	CalOES - XL (Subcontractor to BayLegal)	\$14,500
	LGBTQ	\$223,411
	CLSEPA	



**CORA (Community Overcoming Relationship Abuse)**  
**Agency Operating Budget-Detail**  
**Fiscal Year 2020-21**

	<b>FY21 Annual Budget</b>
YEA!	\$97,179
BALA	
KU Translation	
KU Bus Tickets & Van	
FX Family Violence Prevention Program	\$255,500
XH Transitional Housing	\$308,999
XD DV Housing First	\$334,680
<b>State of California</b>	<b>\$2,770,768</b>
Federal	
FESG	
OVW TH	\$150,000
OVW LAV	\$200,000
FEMA	
HUD	
HUD TH	\$95,695
HUD DV RRH	\$270,461
<b>Federal</b>	<b>\$716,156</b>
<b>Other</b>	<b>\$0</b>
<b>Government Grants and Contracts</b>	<b>\$4,943,320</b>
<b>Other Operating Revenue</b>	
Court-Ordered Fines	\$0
Victim Witness	\$0
Fees for Service	\$0
Other Revenue	\$0
<b>Other Operating Revenue</b>	<b>\$0</b>
<b>Donated Materials &amp; Services</b>	<b>\$100,000</b>
<b>Total Revenue</b>	<b>\$6,678,320</b>

<b>Payroll</b>	<b>\$3,148,081</b>
<b>Payroll Taxes and Benefits</b>	<b>\$693,478</b>
<b>Travel</b>	<b>\$23,000</b>
<b>Training/Education</b>	<b>\$56,510</b>
<b>Meals and Entertainment</b>	
Client Meals	\$30,000
Board Food/Entertainment expense	\$1,000
Other	\$3,000
<b>Meals and Entertainment</b>	<b>\$34,000</b>
<b>Rent</b>	

**CORA (Community Overcoming Relationship Abuse)**  
**Agency Operating Budget-Detail**  
**Fiscal Year 2020-21**

	FY21 Annual Budget
Client Rents	\$988,870
Office rent (EPA)	\$6,000
<b>Rent</b>	<b>\$994,870</b>
<b>Janitorial</b>	<b>\$50,000</b>
<b>Utilities</b>	<b>\$57,000</b>
<b>Emergency Lodging for clients</b>	<b>\$120,000</b>
<b>Repairs and Maintenance</b>	<b>\$50,000</b>
<b>Office Expense</b>	<b>\$210,000</b>
<b>Telephone</b>	
Language Access	\$10,000
Telephone-Other	\$70,000
<b>Telephone</b>	<b>\$80,000</b>
<b>Postage</b>	<b>\$9,000</b>
<b>Printing</b>	<b>\$15,000</b>
<b>Program Activities</b>	
Children	\$750
Family	\$100
Community	\$10,000
<b>Program Activities</b>	<b>\$10,850</b>
<b>Program Supplies</b>	<b>\$42,000</b>
<b>Flexible Spending Funds for Clients</b>	<b>\$68,000</b>
<b>Bank Charges</b>	<b>\$6,200</b>
<b>Insurance</b>	<b>\$23,000</b>
<b>Taxes</b>	<b>\$5,800</b>
<b>Interest Expense</b>	<b>\$76,000</b>
<b>Dues and Subscriptions</b>	<b>\$23,200</b>
<b>Advertising (Fundraising)</b>	<b>25,000</b>
<b>Social Media</b>	<b>6,500</b>
<b>Promotion (Marketing)</b>	<b>6,520</b>
<b>Video</b>	<b>4,000</b>
<b>Advertising &amp; Promotion - Other</b>	<b>24,000</b>
<b>Professional Fees</b>	<b>\$741,964</b>
<b>Miscellaneous Expenses</b>	
<b>Bad Debt Expense</b>	
<b>Depreciation</b>	<b>\$133,000</b>
<b>Special Event Expense</b>	
DVAM (Speak Up)	\$0
House Parties	\$0
Other Events	\$10,000
<b>Donated Expenses</b>	
Adopt-A-Family	\$0
Donated Materials & Supplies	\$0
Donated Services	\$0
Volunteers	\$0
<b>Donated Expenses</b>	<b>\$0</b>
<b>Total Expense</b>	<b>\$6,746,972</b>

## FINAL REPORT TO TOWN OF COLMA PROGRAM YEAR ENDING JUNE 30, 2021

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The Town of Colma generously awarded CORA – Community Overcoming Relationship Abuse a \$5,000 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 (07/01/2020-06/30/2021), CORA's Safe House Program provided emergency shelter and services to 86 individuals in our facilities. These included 58 adults and 28 children. Additionally, 54 individuals (47 adults and 7 children) were provided shelter through hotel stays without entering CORA's shelter facilities.

Since March of 2020, CORA continues to implement social distancing in our shelter facilities to abide by shelter in place requirements and reduce risk of COVID-19 transmission. This did reduce our shelter occupancy by 24%, 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. Hotel stay also increased in length of stay due to COVID-19, since we required testing before entering shelter. Since providing these precautions, we are proud to say that our shelters have been 100% COVID-19 free thus far.

### 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:

*Martha\** came to CORA to our emergency shelter through Social Services. Client was living with her batterer and her two very small children. Her batterer physically, mentally, emotionally and sexually abused Martha. Her abuse only got worse through the years. Martha tried leaving him a couple of years ago; she went to stay at a shelter in San Jose. Batterer was deported to Mexico at that time and she felt safe. Batter came back to the United States and started to pursue a relationship with Martha again. Martha went back at that point in hopes that abuser would get better. The abuse only got worse, as he would hit her and verbally abuse her in front of the children. The abuse got so bad that when her son was only 4years old and her daughter was 2years old, the abuser started hitting the children. Martha caught him and called the police and batterer went to jail. CPS got involved and Martha lost custody of her children temporarily. That is when she was referred to CORA's emergency shelter. Once at CORA Martha and her case manager started to work close with CPS, Star Vista,

# CORA COMMUNITY OVERCOMING RELATIONSHIP ABUSE

Healthy Homes, Samaritan House and CORA's mental health team. Martha was committed to her goals. She got a job and got the kids into child care during her 8 weeks at shelter. She was later accepted into CORA's Transitional Housing Program.

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

## ACCOUNTING FOR USE OF GRANT FUNDS

We are pleased to share that the Town of Colma's \$5,000 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 Grace Siliezar, Housing Manager at [GraceS@corasupport.org](mailto:GraceS@corasupport.org) or Lynn Schuette, Director of Emergency and Support Services at [LynnS@corasupport.org](mailto:LynnS@corasupport.org).



# Non-Profit Funding Request Form FY 2021-22

***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.***

Name of Organization: Daly City Partnership

Contact Person: Cody Locklear

Address: 350 90th st Daly City Ca 94015

Street Address City State Zip Code

Phone Number: (650) 991-8007 Email Address: Cody@dcpartnership.org

1. Mission Statement:

our mission is to guide collaborative efforts and connect our community to services that promote well-being.

2. Amount of Request: \$ 25,000

a. Total Agency Annual Budget: \$ 1,900,000

b. Number of Agency Employees: 15 Full time 25 Part time

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

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- 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.

3a. Describe how the funding will support the selected category:

The funds from the offering will directly contribute to the overhead cost of our expansion combined with the following: employee payroll, operational equipment crucial for food distribution, and aid the mass volume of patrons that require food within the city.

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

This \$25,000 grant will give us the boost to expand our outreach to the community.

We can better serve all of Colma with your help! We believe that expansion is necessary to serve our community better equitably. There are still many community members who need help across Colma. Within this community are patrons who cannot make it to our community center site due to immobility. Our partnership stands on inclusivity in all aspects of the Partnership. We want to provide an opportunity for people all across the city looking for food. Expanding our distribution will allow us to provide the resources for all parts of Colma and serve more community members. We are currently in the process of trying to adopt a new distribution site directly within the Colma territory.

These funds will allow us to expand and be able to serve all the Colma territory effectively and efficiently. The funds granted will spread across many areas that contribute to the expansion of our food program. All of which is necessary to tackle the food need across the Colma territory. As stated above, we will use these funds for the overhead cost of our expansion combined with the following: employee payroll, operational equipment crucial for food distribution, and aid the mass volume of patrons that require food within the city.

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

We have seen a food need in the communities of Colma and Daly City rise 2000% in over a year. We grew the food program beyond anything we could have imagined pre-pandemic and served a record number of households and individuals. This has led to funding to support staffing for the program into the next year from both the city of Daly City and from private donors. Staffing for this program increased our volunteer base substantially and allows the partnership as a whole to do our best work. This was a major issue for the first 6 months of the pandemic prior to hiring a coordinator and part-time coordinator. Prior to the end of the fiscal year, we were able to hire another full-time assistant coordinator for the day-to-day operations and the food program coordinator will be able to focus on growing the program into other neighborhoods of the city. We are in the process of working on opening a new site in the town of Colma in the fall of 2022. We were able to spearhead a thriving volunteer program for the organization as a whole, and ensuring the highest standards for the food program distribution. We are requesting more money to allow for upkeep of our current distribution to ensure food security for community members as well as allow for the expansion of a and potential adoption of a new food distribution site within the Colma territory. This new site will allow us to be able to better serve all of the Colma community.

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

With the help of this funding, the town of Colma can ensure that their community members are getting fed and that the need for food is not unmet. Not only will the town benefit from knowing their patron's food needs are getting met and that they are directly contributing to the constantly rising food insecurity in California, but they will be contributing to the potential opening of a new food distribution site within the Colma territory. With this new potential site, the Town of Colma will be able to see their footprint within the food distribution world and contribute directly to its community members, instantaneously seeing their imprint on the food insecurity community.

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 newsletter distribution is conducted for San Mateo County residents in order to inform patrons of our services at the Community Center. With our vocalization of services to every community member that visits the center, the spread of service information allows for comfort for Colma residents in need. Our partnerships' decision to keep our doors open during these trying times and the decision to increase our reach to serve our communities, has allowed us to provide and conquer the food need in the Daly city and parts of Colma. We find it compulsory to continue to extend a helping hand to our community members during such trying times and broaden our reach to conquer this need in the North, South, and East parts covering all of Colma. We stand proud to ensure continued food distribution to the Broadmoor, Colma, and Daly City post-pandemic. As our mission states- providing health to the community, we see it as our duty to tackle this insecurity. Our Partnership has served as the first point of contact for reports of food insecurity throughout the year. The year has also brought outstanding achievements. We have been able to feed a significant amount of the Daly City community successfully as well as tackling need in the town of Colma. The Partnership has adjusted its food program to better serve all districts during the pandemic by implementing new procedures and adjusting our distribution. Thus, reaching a more extensive demographic. With the success of our outreach we have been able to serve over 150+ Colma households.

8. Provide a detailed account of how the FY 2020-21 contribution was used:

The \$15,000 in 2020 grant funds from the Town of Colma supported the community center by hiring a food distribution coordinator. We expanded our distribution team and provided relief for our caseworkers as the demand for food insecurity continued to grow. The town of Colma has helped Daly City Partnership achieve its mission and vision, even during these uncertain times, and we are truly thankful!



9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

No Covid 19 did not affect the way we spent funding. Our partnership spent the funds the way we anticipated.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

Our partnership receives funding from Daly City and the Town of Colma grant. We have collectively received 70k from the CDBG funding.

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 (filed for 2020 or 2019)



**Optional Attachments**





## Daly City Peninsula Partnership Collaborative

[www.dcpartnership.org](http://www.dcpartnership.org)

### Board of Directors: 2020-2021

(no term limits per by-laws)

**Sue Larramendy - President, Exec Committee**

DCPPC Board Member since 2015

Founding member of the Partnership. Superintendent, Bayshore School District (1996-2002, 2010-11), Associate Superintendent, Student Services Division, San Mateo County Office of Education (2002-2007)

[slarramendy@comcast.net](mailto:slarramendy@comcast.net)

**Bruce Breitler - VP, Exec Committee**

DCPPC Board Member since 2015

Founding member of the Partnership. 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.

[brbreitler@aol.com](mailto:brbreitler@aol.com)

**Melinda Dart - Secretary, Exec Committee**

DCPPC Board Member since 2017

Melinda is a retired Teacher and Instructional Coach with 30 years working for the Jefferson Elementary School District. Former President of AFT Local 3267, she advocates for public education and community schools, is a political facilitator for AFT 3267, and a delegate to the SMC Labor Council.

[aft3267@gmail.com](mailto:aft3267@gmail.com)

**Anastacio Flores, Jr. - Treasurer**

DCPPC Board Member since 2013

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 collaborated with DCP as an after-school program assistant with the Bayshore Boys and Girls Club.

[aflores@aars.org](mailto:aflores@aars.org)

**Jessica Pace - Literacy & Health Day Committee**

DCPPC Board Member since 2012

Teaching & Learning Program Director for the Jefferson Elementary School District in Daly City. She is the former principal of Westlake Elementary School and holds a Master's degree in Public Administration with an emphasis in Education.

[jp pace@jeffersonesd.org](mailto:jp pace@jeffersonesd.org)

**Elena Vera - Health and Safety & Marketing Advisory**

DCPPC Board Member since 2010

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.

[elena@dcpartnership.org](mailto:elena@dcpartnership.org)

**Merlita Sabado**

DCPPC Board Member since 2018

Merl is the Parent & Community Liaison and Site Supervisor of the Preschool Program for the Bayshore School District. She also has over 20 years' experience collaborating with partner agencies - Daly City Library and Recreation and the Delue Boys and Girls Club.

[msabado@thebayshoreschool.org](mailto:msabado@thebayshoreschool.org)

**Angela Encarnacion - Finance Advisory**

DCPPC Board Member since 2018

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](mailto:aencarnacion@abc-seniors.com)

**Lt. Michael Barton- Health & Safety Advisory**

DCPPC Board Member since 2019

Mike is an 18-year veteran of the Daly City Police Department, Current Field Operations Watch Commander, and holds a Master's in Business Administration. 20-year youth, high school, and Junior College basketball coach; native of Daly City. FBI National Academy Graduate.

[mbarton@dalycity.org](mailto:mbarton@dalycity.org)

**Toni Presta - H. R. Advisory**

**DCPPC Board Member since 2019**

Toni is the Superintendent of Jefferson Union High School District. A founding member of DCPPC, she is the former Principal of Panorama Elementary and the past Superintendent of Brisbane and Bayshore School Districts.

[tpresta@juhsd.net](mailto:tpresta@juhsd.net)

**Tim Holechek- Health and Safety Advisory**

**DCPPC Board Member since 2020**

Former Clinical Services Manager II with San Mateo Co. BHRS for 30 year (now retired). A LCSW, Tim has extensive experience with the County collaborating with education, juvenile probation, and CBOs in North Co. Tim oversaw the operations of the mental health clinic at the Mike Nevin Health Center in Daly City.

[timholechek@sbcglobal.net](mailto:timholechek@sbcglobal.net)

**Reverend Lynn Bowdish – Emeritus**

**DCPPC Board Member since 2015**

Lynn was the first female Episcopal Minister to receive her 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 the Doelger Senior Center's sustainability in Daly City.

[vicarlynn@aol.com](mailto:vicarlynn@aol.com)

## Daly City Peninsula Partnership Collaborative

Budget Overview: DCP 21-22 (Copy) - FY22 P&amp;L Classes

July 2021 - June 2022

	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	TOTAL
<b>Revenue</b>													
43400 Direct Public Support	0.00	65,000.00	0.00	70,803.00	0.00	0.00	70,803.00	0.00	0.00	70,803.00	0.00	70,803.00	\$348,212.00
43410 Government Contracts	129,927.00	4,927.00	210,427.00	4,927.00	4,927.00	83,668.00	43,889.00	54,927.00	62,427.00	4,927.00	62,427.00	26,168.00	\$693,568.00
43420 School Contracts	0.00	27,576.00	0.00	54,317.00	10,020.00	900.00	57,000.00	1,380.99	63,276.00	0.00	77,000.00	4,050.00	\$295,519.99
43430 Foundation Grants	60,000.00	0.00	50,000.00	55,000.00	100,000.00	0.00	0.00	0.00	11,100.00	0.00	0.00	0.00	\$276,100.00
43440 Individual Contributions	0.00	75.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$150.00
43445 Measure A Contract	38,962.00	0.00	0.00	0.00	38,962.00	0.00	0.00	0.00	38,962.00	0.00	0.00	38,962.00	\$155,848.00
43500 Contract Obligations	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00	0.00	0.00	\$155,000.00
<b>Total 43400 Direct Public Support</b>	<b>228,889.00</b>	<b>222,578.00</b>	<b>260,502.00</b>	<b>185,047.00</b>	<b>153,909.00</b>	<b>84,568.00</b>	<b>171,692.00</b>	<b>56,307.99</b>	<b>205,765.00</b>	<b>75,730.00</b>	<b>139,427.00</b>	<b>139,983.00</b>	<b>\$1,924,397.99</b>
46400 Other Types of Income	0.00	0.00	0.00	0.00	2,965.00	2,965.00	2,965.00	2,965.00	2,965.00	2,965.00	2,965.00	0.00	\$20,755.00
47200 Program Income													\$0.00
47250 Facility Fees	0.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	\$13,200.00
<b>Total 47200 Program Income</b>	<b>0.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>\$13,200.00</b>
<b>Total Revenue</b>	<b>\$228,889.00</b>	<b>\$223,778.00</b>	<b>\$261,702.00</b>	<b>\$186,247.00</b>	<b>\$158,074.00</b>	<b>\$88,733.00</b>	<b>\$175,857.00</b>	<b>\$60,472.99</b>	<b>\$209,930.00</b>	<b>\$79,895.00</b>	<b>\$143,592.00</b>	<b>\$141,183.00</b>	<b>\$1,958,352.99</b>
GROSS PROFIT	<b>\$228,889.00</b>	<b>\$223,778.00</b>	<b>\$261,702.00</b>	<b>\$186,247.00</b>	<b>\$158,074.00</b>	<b>\$88,733.00</b>	<b>\$175,857.00</b>	<b>\$60,472.99</b>	<b>\$209,930.00</b>	<b>\$79,895.00</b>	<b>\$143,592.00</b>	<b>\$141,183.00</b>	<b>\$1,958,352.99</b>
<b>Expenditures</b>													
60900 Program Expense													\$0.00
60910 Classroom/Education Supplies	75.00	75.00	75.00	75.00	75.00	91.39	75.00	75.00	75.00	75.00	75.00	75.00	\$916.39
60930 Incentives & Stipends	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	\$3,000.00
60940 Special Programs & Events	1,000.00	1,000.00	1,000.00	1,000.00	1,150.00	1,801.11	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	\$12,951.11
60946 Measure A Meals Delivery	3,915.00	3,915.00	3,915.00	3,915.00	3,915.00	3,915.00	3,915.00	3,915.00	3,915.00	3,915.00	3,915.00	3,915.00	\$46,980.00
60960 Teaching Consultants	318.00	0.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	\$12,818.00
<b>Total 60900 Program Expense</b>	<b>5,308.00</b>	<b>4,990.00</b>	<b>6,240.00</b>	<b>6,240.00</b>	<b>6,390.00</b>	<b>10,057.50</b>	<b>6,240.00</b>	<b>6,240.00</b>	<b>6,240.00</b>	<b>6,240.00</b>	<b>6,240.00</b>	<b>6,240.00</b>	<b>\$76,665.50</b>
62100 Contract Services	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$125,000.00
62110 Accounting Fees	1,715.00	0.00	300.00	742.00	0.00	300.00	0.00	0.00	300.00	1,650.00	450.00	300.00	\$5,757.00
62150 Outside Contract Services	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	\$4,000.00
62160 Payroll Service	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00	1,650.00	\$19,800.00
<b>Total 62100 Contract Services</b>	<b>4,365.00</b>	<b>126,650.00</b>	<b>1,950.00</b>	<b>3,392.00</b>	<b>1,650.00</b>	<b>1,950.00</b>	<b>2,650.00</b>	<b>1,650.00</b>	<b>1,950.00</b>	<b>4,300.00</b>	<b>2,100.00</b>	<b>1,950.00</b>	<b>\$154,557.00</b>
62800 Facilities and Equipment	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	\$4,000.00
62805 Janitorial & Landscaping	0.00	200.00	200.00	3,700.00	200.00	200.00	200.00	3,700.00	200.00	200.00	200.00	200.00	\$9,200.00
62840 Equipment Purchase	0.00	0.00	800.00	0.00	0.00	3,000.00	0.00	0.00	0.00	800.00	0.00	18,000.00	\$22,600.00
62850 Equip Maintenance and Contracts	5,040.00	40.00	40.00	290.00	40.00	40.00	5,040.00	290.00	40.00	40.00	40.00	290.00	\$11,230.00
62880 Repairs & Maintenance	4,000.00	0.00	20,000.00	304.50	0.00	50,000.00	7,793.95	0.00	0.00	0.00	0.00	5,000.00	\$87,098.45
62890 Utilities													\$0.00
Gas & Electric	140.42	0.00	243.49	173.73	0.00	467.46	264.68	438.13	378.24	0.00	378.00	173.00	\$2,657.15
<b>Total 62890 Utilities</b>	<b>140.42</b>	<b>0.00</b>	<b>243.49</b>	<b>173.73</b>	<b>0.00</b>	<b>467.46</b>	<b>264.68</b>	<b>438.13</b>	<b>378.24</b>	<b>0.00</b>	<b>378.00</b>	<b>173.00</b>	<b>\$2,657.15</b>
<b>Total 62800 Facilities and Equipment</b>	<b>10,180.42</b>	<b>240.00</b>	<b>21,283.49</b>	<b>5,468.23</b>	<b>240.00</b>	<b>53,707.46</b>	<b>14,298.63</b>	<b>4,428.13</b>	<b>618.24</b>	<b>2,040.00</b>	<b>618.00</b>	<b>23,663.00</b>	<b>\$136,785.60</b>
65000 Operations													\$0.00
65005 Bank Service Charges/Interest	128.00	106.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	\$734.00
65010 Books, Subscriptions, Reference	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	\$3,000.00
65015 Office Supplies	1,462.50	747.70	462.50	1,462.50	826.18	462.50	1,462.50	462.50	462.50	1,462.50	462.50	462.50	\$10,198.88
65020 Postage, Mailing Service	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	\$240.00
65030 Printing and Copying	700.00	200.00	200.00	700.00	200.00	200.00	1,700.00	200.00	200.00	700.00	200.00	200.00	\$5,400.00
65040 Supplies	1,437.50	448.38	437.50	1,437.50	437.50	437.50	1,437.50	437.50	437.50	1,437.50	437.50	1,507.11	\$10,330.49
65050 Telephone, Telecommunications													\$0.00
Internet Services	100.95	100.95	100.95	100.95	100.95	100.95	100.95	100.95	100.95	100.95	100.95	100.95	\$1,211.40
Mobile Phone service	744.99	715.00	715.00	715.00	715.00	715.00	715.00	715.00	715.00	715.00	715.00	715.00	\$8,609.99
Office Telephone Service	541.96	490.00	490.00	490.00	490.00	490.00	490.00	490.00	490.00	490.00	490.00	490.00	\$5,931.96
<b>Total 65050 Telephone, Telecommunications</b>	<b>1,387.90</b>	<b>1,305.95</b>	<b>1,305.95</b>	<b>1,305.95</b>	<b>1,305.95</b>	<b>1,305.95</b>	<b>1,305.95</b>	<b>1,305.95</b>	<b>1,305.95</b>	<b>1,305.95</b>	<b>1,305.95</b>	<b>1,305.95</b>	<b>\$15,753.35</b>
65060 Security Systems	0.00	540.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$540.00
<b>Total 65000 Operations</b>	<b>5,385.90</b>	<b>3,618.03</b>	<b>2,725.95</b>	<b>5,225.95</b>	<b>3,089.63</b>	<b>2,725.95</b>	<b>6,225.95</b>	<b>2,725.95</b>	<b>2,725.95</b>	<b>5,225.95</b>	<b>2,725.95</b>	<b>3,795.56</b>	<b>\$46,196.72</b>
65100 Other Types of Expenses													\$0.00
65120 Insurance - Liability, D and O													\$0.00
Liability Insurance	1,000.83	1,154.66	2,375.08	31.70	525.00	525.00	525.00	525.00	525.00	525.00	1,275.64	525.00	\$9,512.91
<b>Total 65120 Insurance - Liability, D and O</b>	<b>1,000.83</b>	<b>1,154.66</b>	<b>2,375.08</b>	<b>31.70</b>	<b>525.00</b>	<b>525.00</b>	<b>525.00</b>	<b>525.00</b>	<b>525.00</b>	<b>525.00</b>	<b>1,275.64</b>	<b>525.00</b>	<b>\$9,512.91</b>
65160 Other Costs													\$0.00
Other Taxes and Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,000.00	15,000.00	15,000.00	\$46,000.00
<b>Total 65160 Other Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,000.00</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>\$46,000.00</b>
<b>Total 65100 Other Types of Expenses</b>	<b>1,000.83</b>	<b>1,154.66</b>	<b>2,375.08</b>	<b>31.70</b>	<b>525.00</b>	<b>525.00</b>	<b>525.00</b>	<b>525.00</b>	<b>525.00</b>	<b>16,525.00</b>	<b>16,275.64</b>	<b>15,525.00</b>	<b>\$55,512.91</b>
66000 Payroll Expenses													\$0.00
66010 Division Payroll													\$0.00
1 After Sch Acad Prog Payroll	13,298.00	13,298.00	20,200.00	20,859.00	18,270.00	17,914.00	19,233.00	19,933.00	21,276.00	18,211.00	21,276.00	18,626.00	\$222,394.00
2 Our Second Home Payroll	7,373.00	9,951.07	9,637.05	9,951.07	9,637.05	9,951.07	9,951.07	9,323.03	9,951.07	9,637.05	9,951.07	9,637.05	\$114,950.65
4 Hlthy Aging Resp Team Payroll	9,105.13	9,105.13	8,838.46	9,105.13	8,838.46	9,105.13	9,105.13	8,571.82	9,105.13	8,838.46	9,105.13	8,838.46	\$107,661.57
5 Administration Payroll	19,176.00	19,176.00	18,571.00	19,176.00	18,571.00	19,752.00	19,752.00	18,505.00	19,752.00	19,128.00	19,752.00	19,128.00	\$230,439.00
6 DCCSC Payroll	32,953.00	32,953.00	31,913.00	32,953.00	31,913.00	32,953.00	32,953.00	30,873.00	32,953.00	31,913.00	32,953.00	31,913.00	\$389,196.00
7 FOOD Dist Payroll	11,979.00	11,979.00	11,601.00	11,979.00	11,601.00	11,979.00	11,979.00	11,223.00	11,979.00	11,6			

## Daly City Peninsula Partnership Collaborative

Budget Overview: DCP 21-22 (Copy) - FY22 P&amp;L Classes

July 2021 - June 2022

	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022	TOTAL
<b>Total 68320 Travel</b>	<b>397.50</b>	<b>397.50</b>	<b>397.50</b>	<b>397.50</b>	<b>397.50</b>	<b>397.50</b>	<b>410.15</b>	<b>422.14</b>	<b>397.50</b>	<b>397.50</b>	<b>397.50</b>	<b>397.50</b>	<b>\$4,807.29</b>
<b>Total 68300 Travel and Meetings</b>	<b>697.50</b>	<b>697.50</b>	<b>697.50</b>	<b>697.50</b>	<b>697.50</b>	<b>1,816.49</b>	<b>1,710.15</b>	<b>722.14</b>	<b>697.50</b>	<b>697.50</b>	<b>697.50</b>	<b>697.50</b>	<b>\$10,526.28</b>
<b>Total Expenditures</b>	<b>\$140,954.62</b>	<b>\$255,998.89</b>	<b>\$155,198.18</b>	<b>\$145,455.32</b>	<b>\$136,570.75</b>	<b>\$191,568.73</b>	<b>\$156,362.77</b>	<b>\$133,807.40</b>	<b>\$137,361.63</b>	<b>\$153,885.06</b>	<b>\$152,565.77</b>	<b>\$169,771.57</b>	<b>\$1,929,500.69</b>
NET OPERATING REVENUE	\$87,934.38	\$ -32,220.89	\$106,503.82	\$40,791.68	\$21,503.25	\$ -102,835.73	\$19,494.23	\$ -73,334.41	\$72,568.37	\$ -73,990.06	\$ -8,973.77	\$ -28,588.57	\$28,852.30
NET REVENUE	\$87,934.38	\$ -32,220.89	\$106,503.82	\$40,791.68	\$21,503.25	\$ -102,835.73	\$19,494.23	\$ -73,334.41	\$72,568.37	\$ -73,990.06	\$ -8,973.77	\$ -28,588.57	\$28,852.30

## **Town of Colma - Annual Grant Report - Daly City Partnership –August, 2021, everlasting**

The Covid-19 Pandemic economic shock is still lurking in the air, and inevitably, food insecurity within the community of Colma is still prevalent. What we thought would be a couple of months is still very prominent in our lives. In 2020 alone, we saw a rise in food need for our community members grow at a 2000 % rate from the beginning of the year to the end. One year later, there is still a substantial number of community members in need of food within the towns of Colma and Daly City. As of July 2021, our partnership is serving 4,000 households. 150 + Of these households reside in the Colma territory.

Daly City Partnerships' decision to keep our doors open during these trying times and the decision to increase our reach to serve our communities, has allowed us to provide and conquer the food need in the West of our partnership. We find it compulsory to continue to extend a helping hand to our community members during such trying times and broaden our reach to conquer this need in the North, South, and East parts of the City. We stand proud to ensure continued food distribution to the Broadmoor, Colma, and Daly City post-pandemic. As our mission states- providing health to the community, we see it as our duty to tackle this insecurity. Our Partnership has served as the first point of contact for reports of food insecurity throughout the year. The year has also brought outstanding achievements. We have been able to feed a significant amount of the Colma community successfully. The Partnership has adjusted its food program to better serve all districts during the pandemic by implementing new procedures and adjusting our distribution. Thus, reaching a more extensive demographic.

As we all know, thankfully, with the immense conduction of vaccinations provided for our community members, businesses have begun to reopen, and patrons have begun to return to their job positions held before the pandemic. Though the news of reopening and "normality" coming around again sounds pleasant, this means that some distribution sites will close. The "normal" that the food insecure population is used to will be no more. We, as a partnership, want to be able to assure our neighbors that the helping hand will not go anyway and that every mouth gets fed. With the success of our community center location, we feel an obligation to expand our partnership and reach all surrounding areas of Daly city such as Colma. This grant will contribute to the potential adoption of a new site within the Colma territory allowing us to reach more of the food insecure community with the Colma territory. This would mean we would be providing food for community members within all of Colma.

With the help of this grant, we can better serve all of Colma. The funds from the offering will directly contribute to the overhead cost of our expansion combined with the following: employee payroll, operational equipment crucial for food distribution, and aid the mass volume of patrons that require food within our city. We know that the pandemic has reshaped our lives for the foreseeable future. We are ready for the next challenge and will step up to the plate when needed. Our sincere gratitude to the town of Colma for contributing so consistently to our partnership and helping an ever-increasing number of families in need in our community.

Since August of 2020 through June 2021, our partnership has served 4,000 families through our food and rental assistance program. In many cases, clients are helped every week with our food distribution program. 4500 families, 10,000 individuals. 150+ of these community members being in Colma territory. Attached are pictures of our distribution site and video footage of what a day of distribution is like for our partnership.

### Pictures and videos of our Distribution

Please follow this link for a day in the food distribution world here at our community center.

Video link: <https://www.youtube.com/watch?v=vvp1FECjIVY>







Yours in Service,

*Cody Locklear*

*Food distribution Director*

Center: 650-991-8007

Cody@dcpartnership.org

[www.dcpartnership.org](http://www.dcpartnership.org)

...working together to enrich life in our community

**Office Location: Daly City Partnership – Our Second Home /725 Price Street /Daly City CA 94014**

**Center Location: Daly City Community Service Center / 350 90th Street - First Floor / Daly City CA 94015**

## Town of Colma - Annual Grant Report - Daly City Partnership - June 30, 2021

The COVID-19 pandemic has caused a major health and economic shock, propelling North County into an unprecedented crisis. Daly City Partnership has been at the forefront, responding to increased demands. We never closed our doors, while increasing our reach and ability to serve our communities. We are proud of what we have accomplished during these unprecedented and trying times. We are confident that we will be in a better position to serve the communities of Broadmoor, Colma and Daly City post pandemic.

Through this year's extensive outreach, our team bore witness to great hardship – often serving as a first point of contact for reports of food insecurity, rental assistance and mental health crises. I am proud of the consistent work the staff at DCP has done this past year, at great cost of their own mental and physical health.

The year also brought great achievement as we helped a larger population than ever before. The Partnership has been able to adjust its programs to better serve our communities during the pandemic by increasing our scope and reach of programs in some cases at exponential levels.

The Partnership through its relationships with foundations, State and Local government and private donors has been able to secure over \$800,000.00 in additional funding for Broadmoor, Colma and Daly City communities. This is only the start though. We know that the pandemic has reshaped our lives for the foreseeable future. We are ready for the next challenge and will answer the call.

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 community center by hiring a food distribution coordinator. Your contribution has helped Daly City Partnership achieve its mission and vision, even during these uncertain times.

Since August of 2020 through June 2021 Daly City Partnership has served 68 families through our food and rental assistance program. In many cases clients are helped on a weekly basis with our food distribution program.

Below is some drone footage of our site during a food distribution day. We are currently serving the same or growing numbers of clients through this program to date. We hope we will have similar support for the 21-22 fiscal year.

[Safe Box Food Distribution \(Daly City\)](#)



Yours in Service,

*Mike Stancil*

*Executive Director*

Office: 650-301-3305

Center: 650-991-8007

mike@dcpartnership.org

[www.dcpartnership.org](http://www.dcpartnership.org)

...working together to enrich life in our community

**Office Location: Daly City Partnership – Our Second Home /725 Price Street /Daly City CA 94014**

**Center Location: Daly City Community Service Center / 350 90th Street - First Floor / Daly City CA 94015**



**Daly City Partnership**

725 Price St  
Daly City, CA 94014  
650-301-3300  
[dcpartnership.org](http://dcpartnership.org)

# Our Mission

**Daly City Partnership (DCP) is a non-profit organization with over 26 years experience of meeting the needs of children and families within the Daly City community and San Mateo County.**

## A Letter from the Executive Director

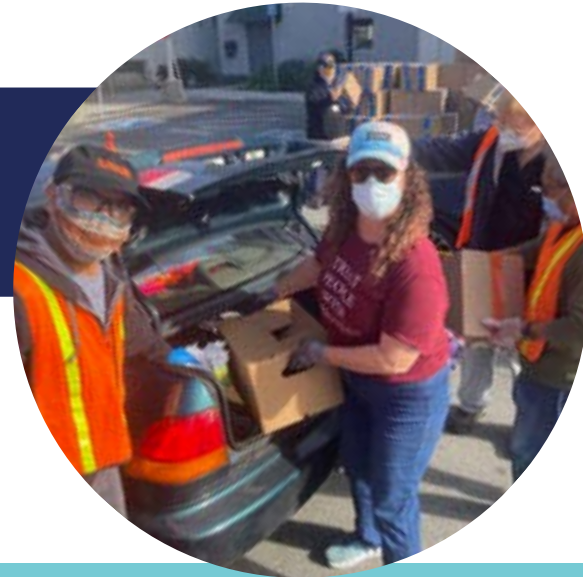
The COVID-19 pandemic has caused a major health and economic shock, propelling North County into an unprecedented crisis. Daly City Partnership has been at the forefront, responding to the rising community need. We never closed our doors, while increasing our reach and ability to serve our families, seniors and students. We are proud of what we have accomplished this past year and are confident that we are ready to serve the communities of Broadmoor, Colma and Daly City post pandemic.

Through this year's extensive outreach, our team bore witness to great hardship – often serving as a first point of contact and support for issues of food insecurity, learning loss, rental and utility assistance and shelter need, mental health crises, and then, Covid-19 testing and vaccinations.

The year also brought great achievement as we helped a larger population than ever before, in some cases at exponential levels. The Partnership has been able to adjust its programs to better serve our communities during the pandemic by increasing our scope and reach. To help fund this expanding community need, the Partnership has been able to secure over \$800K in additional funding through our relationships with foundations, state and local government, and private donors.

This is only the start though. We know that the pandemic has reshaped our lives for the foreseeable future. We are ready for the next challenge and will answer the call.

*Mike Stencil*



## Accomplishments During the Pandemic

### Covid 19 Testing & Support

- Distribute free personal protective equipment to our community
- Perform 10,000+ Covid-19 tests
- Provide Covid-19 rental assistance relief

### Food Program

- 1,900% increase in households served
- 1,000+ households served every week and 650 households served on Mondays drive-thru
- Doubled operating food distribution to 4 days each week

### School Support Programs

- Pivoted to virtual learning, 1:1 tutoring and created new mentorship programs
- Mental health services for students and families increased by three-fold



# Daly City Community Service Center (DCCSC)

**Daly City Community Service Center (DCCSC)** provides basic safety-net services *including the dramatic increase in family and individual need caused by the Covid 19 pandemic*. From the start, our community support never took a day off and continued to offer the following free services:

- Case management virtual & outdoors
- Rent/Utility financial support
- On-site emergency food pantry
- Food distribution program - 4x each week
- On-site Covid-19 testing
- Covid-19 information
- Shelter referrals
- Toiletries, clothing, and household items support
- Diaper Club Program



## Our Second Home (OSH)

**Our Second Home (OSH)** is a family-oriented center dedicated to improving family lives through the following free or low-cost services. Offered during the pandemic:

- On-site subsidized morning preschool
- Virtual English classes for adults
- Care coordination support/Mental Health services
- Virtual referral assistance
- Covid 19 testing outreach
- Covid 19 rental assistance information



## Healthy Aging Response Team (HART)

**Healthy Aging Response Team (HART)** is a program of dedicated volunteers that connect the elderly and disabled persons with needed services like transportation, in-home support, food, and shelter. During the Covid-19 pandemic, HART accomplished the following:

- Homebound senior meals delivered
- Virtual support and referral
- Outreach and check-ins
- Food distribution program increase
- Health & wellness
- Community center support



## After-School Academic Program (ASAP)

**After-School Academic Program (ASAP)** quickly transitioned to support the needs of children and families by accomplishing the following during the Covid-19 pandemic:

- Transitioned over 24 academic after-school on-site programs to online distance learning
- Coordinated 28 online tutoring programs for homeless, foster youth, and students in danger of retention. Provided tutors for EL students in English, Spanish, and Mandarin.
- Established "Knock and Talk" home visit support with hand-delivered backpacks filled with school supplies, headphones, leveled reading curriculum, and math manipulatives to each student's house
- Offered a series of virtual enrichment classes in drawing, cooking, girl scouts, and movement to nearly 1,000 students
- Supported the DCP Community Center with our academic instructors to help address the growing need for food

# Spotlight on Volunteers

## A special thanks:

To our dedicated volunteers Jessica, Suzanne, Elida, and many others who stepped up to deliver food to homebound seniors starting during the early days of the pandemic.

To Marie for organizing electronic forms and systems for our food distribution.

To a volunteer who created a new phone system and recruited translators to make services more accessible to the public during the pandemic.

To everyone else who has worked tirelessly for months -- some having worked an entire year -- with our partnership.

*We appreciate all you have done!!*



## Donate or Volunteer Today!

*Advocacy and action are our goals but our budget and resources are limited. Here's how you can support us:*

**VOLUNTEER.** Many volunteer opportunities are always available.  
[www.dcpartnership.org/volunteer/](http://www.dcpartnership.org/volunteer/)

**BECOME A MEMBER.** Contact us for a membership application.  
[www.dcpartnership.org/contact-us/](http://www.dcpartnership.org/contact-us/)

**SPREAD THE WORD.** Tell your friends and neighbors about our resources.

**DONATE.** Support a specific program, department or our non-profit organization.

## Partners









# Non-Profit Funding Request Form FY 2021-22

***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.***

Name of Organization: Daly City Public Library Associates

Contact Person: Victoria Magbilang, Executive Director

Address: PO Box 3283 Daly City, CA 94015

Street Address City State Zip Code

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

1. Mission Statement:

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

2. Amount of Request: \$ 5,220

a. Total Agency Annual Budget: \$ 89,000

b. Number of Agency Employees: 2

c. Payroll is 24 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- 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.

3a. Describe how the funding will support the selected category:

The funding of \$5,220 would be used to purchase the Books for Youth on the US states, called "State Book" collections, for three library branch locations.

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

Each of the Daly City Public Libraries has collections of nonfiction books for children. Materials are selected to support young people in their academic development as well as to stimulate independent learning. We purchase an assortment of titles/series in each subject area to meet the needs of both younger and older children. Our collections of books on the fifty states need updating. From these books, students learn about the history, people, wildlife, natural features, and industries of each of our states, as well as fun facts about famous athletes and celebrities, historical figures, and foods. These titles are designed to support the curriculum and include primary source materials, content presented in colorful graphics and information about STEM topics.

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:

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. The 2020 luncheon was canceled due to Covid 19 restrictions, but we are hoping to resume this event on March 17, 2022.

8. Provide a detailed account of how the FY 2020-21 contribution was used:

We needed additional Chromebooks and hotspots 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. The mobile hotspots tap into nearby Wi-Fi networks, enabling users to connect to the internet for free, while Chromebooks allow patrons to access online resources. \$5,220 Funding was used to purchase 18 (\$290 ea.) Samsung Chromebooks

9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

No, the Chromebooks were even more beneficial during the pandemic than usual, as families had fewer in-person opportunities and increasingly relied upon digital technology.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

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

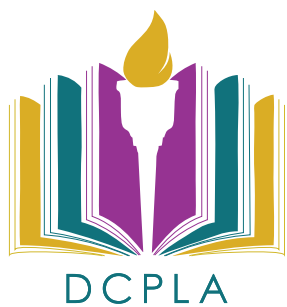
**Please attach a copy of the following:**

- Roster of current governing board
- Current Year Annual Operating Budget
- Proof of organization's tax exempt status
- Completed IRS 990 form (filed for 2020 or 2019)



**Optional Attachments**





**DALY CITY PUBLIC LIBRARY ASSOCIATES**

PO Box 3283  
Daly City, CA 94015-3283

info@dcpla.org  
www.dcpla.org

Tax ID# 27-3262898

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

**BOARD OF DIRECTORS**

Brian Dossey, **President**  
Rosie Tejada, **Vice President**  
Mark Johnson, **Secretary**  
Amie Haiz, **CFO**

Rosie Tejada, **Past President**  
Al Teglia (1931-2014),  
**Founding President**

Aileen Cassinetto  
Caitlin Corley  
Patricia deVera  
Monica Devincenzi

Spencer Holeman  
Bill Lex  
Teresa Proaño  
Sara Watson

**EX OFFICIO**

Victoria Magbilang, **Executive Director**  
Shawwna Maltbie, **City Manager of Daly City**

**DALY CITY LIBRARY ASSOCIATES**  
**2021 APPROVED BUDGET**

	<b>Budget</b>
<b>INCOME</b>	
<b>Direct Public Support</b>	
Individual & Business Contributions	\$ 5,000
Membership	\$ 10,000
<b>Total Public Support Income</b>	<b>\$ 15,000</b>
<b>Special Event Income</b>	
Youth Poet Laureate Event	\$ 53,000
10th Anniversary Celebration	\$ -
<b>Total Special Event Income</b>	<b>\$ 53,000</b>
<b>Grant Income</b>	<b>\$ 40,000</b>
<b>Total Income</b>	<b>\$ 108,000</b>

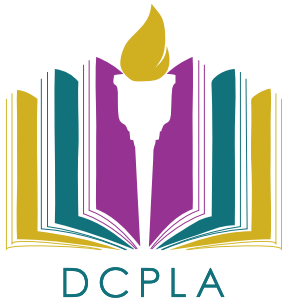
<b>EXPENSE</b>	
<b>Program</b>	
Library Grants	\$ 25,000
Sponsorships	\$ 900
<b>Total Program Expense</b>	<b>\$ 25,900</b>

<b>Operating</b>	
Bank Service & Merchant Fees	\$ 150
Dues & Membership	\$ 200
Filing Fees	\$ 50
Insurance	\$ 3,000
Webhosting Expense	\$ 500
Advertising & Marketing	\$ 1,500
Meeting/ Retreat Expense	\$ 1,200
Office Supplies	\$ 1,500
Director Compensation	\$ 22,000
Bookkeeper	\$ 5,400
Membership & Admin Coordinator	\$ 5,000
Legal & Accounting	\$ 600
Postage	\$ 600
Printing	\$ 2,500
<b>Total Operating Expense</b>	<b>\$ 44,200</b>

<b>Fundraising</b>	
Youth Poet Laureate Event	\$ 13,500
10th Anniversary Celebration	\$ 1,000
Grant writer	\$ 5,000



<b>Total Fundraising Expense</b>	<b>\$ 19,500</b>
<b>Total Expense</b>	<b>\$ 89,600</b>
<b>NET INCOME</b>	<b>\$ 18,400</b>



June 21, 2021

## Grant Final Report: Chromebooks and Wi-Fi Hotspots

### 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: Chromebooks and Wi-Fi Hotspots  
Date: October 6, 2020  
Grant amount: \$5,220

### Description of Outputs and Outcomes

The Wi-Fi hotspots and Chromebooks have helped bridge digital divide for people in our community by connecting them to the Internet with a fast, mobile connection and providing a reliable and quick computer for those in need. With the library buildings closed due to the pandemic, regular users of the public computer labs would have been left without any way to access government services, apply for jobs, search for housing, or complete school work. With the additional hotspots and Chromebooks purchased with this most recent grant, we've been able to extend the checkout period from one to three weeks so that residents can be secure knowing they will have it available for a longer time and they do not have to make so many trips to the library.

The DCPLA, City Council of Daly City, and the patrons of our Daly City Public Libraries are extremely grateful for the support that we have always received from the Town of Colma and look forward to our continuing partnership 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

Brian Dossey, **President**  
Rosie Tejada, **Vice President**  
Mark Johnson, **Secretary**  
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Spencer Holeman  
Bill Lex  
Teresa Proaño  
Sara Watson

#### EX OFFICIO

Victoria Magbilang, **Executive Director**  
Shawwna Maltbie, **City Manager of Daly City**



# Non-Profit Funding Request Form FY 2021-22

***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.***

Name of Organization: Daly City Youth Health Center

Contact Person: Jonathan C. Portney

Address: 350 90th St, Daly City, CA 94015

Street Address City State Zip Code

Phone Number: (650) 877-5700 Email Address: jportney@jeffersonunion.net

1. Mission Statement:

Daly City Youth Health Center (DCYHC) provides safe, respectful, comprehensive health services to underserved teens and young adults, preparing them for healthy adulthood. we believe in the potential of our young people and aim to nurture and support our youth and families to be better connected, healthy, happy, and productive lives.

2. Amount of Request: \$ 20,000

a. Total Agency Annual Budget: \$ 1,000,000.00

b. Number of Agency Employees: 9

c. Payroll is 80% % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- 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.

3a. Describe how the funding will support the selected category:

First, we will sustain our baseline operations. Second, we will expand our organizational capacity to go into the community.

DCYHC has been accepted as a pilot program through BHRS and HPSM to go into the community and provide services. This is important because we are now able to reduce the wait time that a community member would normally be up against in their attempt to seek services. This funding will support our community-based approach to reach community residents who may not be able to leave their homes to receive wholistic individual/familial care.

Our community engagement coordinator is ambitious to provide health education and resource packet information. Additionally, our newly hired intake coordinator will have the ability to connect residents to services in real-time.

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

The Youth Health Center's need for support responds to the overwhelming numbers of youth seeking health services as a result of Covid-19. With the participation of various stakeholders, including youth representatives and staff, two prominent key findings for our strategic plan moving forward are the need for financial support, and the expansion of our organizational capacity to meet the demanding need for services in the community in which people live.

We saw an increased need in schools for counseling support from the Health Center, especially for youth suffering from substance use and abuse and those with a history of physical and/or sexual abuse. Importantly, we found it important based on youth feedback to meet them, and their families where they were at for convenience. Therefore, we significantly increased the number of counseling visits, in the community, virtually, and on school campuses. As a result of the COVID-19 pandemic, we have seen a 60% increase in referrals, walk-ins, and warm hand-offs.

The funding will be used to support our clinic's ability to go into the community, to further connect and provide health services to our clients/patients.

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

The reason for the increase is to pay for stipend community-health workers & clinicians to go into the community, schools, and homes to provide group, individual, and family therapy. Additionally, If there is a need to host a vaccination clinic, we want to ensure that we have additional funds to provide a vaccination clinic as necessary. Considering the Delta variant is increasing in our communities, this is important for our communities that are at risk.

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

we will ensure that we provide health education, access to services, door-to-door flyering, and an easy intake & referral process for community residents to access services. We do not do this work alone, we work in partnership with Daly City Partnerships to address many other life barriers like housing, food, and other life needs. I think it's important we get boots on the ground to provide health education and resources. We are living in a moment in time where isolation and fear are hindering residents from seeking necessary supports, and by the time they do, it can be too late. Understanding this barrier, we want to ensure that we bring supports to the community, and establish the necessary health-centered relationship for the family, individual, and community,

7. Describe the following:

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

A. We provide health services to 5 identified Colma residents per year. I want to use these funds to establish an enhanced connection.

B. We will be coming to the community upon need from clients/patients now that we are mobile. Additionally, we will continue to provide services at our primary office located at 350 90th street Fl #3.

C. We want to enhance our community-based outreach approach with local business and residents.

8. Provide a detailed account of how the FY 2020-21 contribution was used:

\$6,000 (USD)

AllMinds Data Platform to enhance intake coordination - \$3,000 (USD).

website Development to enhance program and patient navigation - \$3,000 (USD).

9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

As COVID-19 cripples our economy. Initial investments, financial commitments, and committed stakeholders understandably had to limit or cancel funding for individual sustainability and immediate covid-19 relief initiatives. Daly City Youth Health Center is a place that youth know they can come and receive care; we desperately want to keep this trust established, ensuring healthy communities for our San Mateo County community.

Based on a recent needs assessment done by DCYHC collaboration with the University of San Francisco, the youth have identified that the fear of Covid-19 has impacted them greatly. They are feeling depressed, isolated and feel they are living in a constant feeling of fear. This has impacted our organization because we are getting triple the traffic we were getting before covid. With the Delta Variant now emerging and targeting our young population, there is a need now, more than ever, to invest in our young people and community overall health.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

Woodlawn Foundation - \$50,000  
Town of Colma - \$6,000  
SandHill Foundation - \$40,000  
Packard Foundation - \$50,000  
Sutter Health - \$25,000

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 \_\_\_\_\_

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**



Name	Position/Title	Email
Karla Talkoff, LMFT/PPS	School and Wellness Counselor, Thornton High School	<a href="mailto:Ktalkoff@juhsd.net">Ktalkoff@juhsd.net</a>
Mary Bier	Program Director Pacifica Prevention Partnership Drug Free Communities Support Program, JUHSD & Pacifica City Councilmember	<a href="mailto:mbier@juhsd.net">mbier@juhsd.net</a>
Melissa Ambrose, LCSW/PPS	JUHSD Wellness Coordinator, current DCYHC Advisory Board President	<a href="mailto:mambrose@juhsd.net">mambrose@juhsd.net</a>
Denise Brown	Recreation Services Manager, City of Daly City – Department of Library and Recreation Services	<a href="mailto:dbrown@dalycity.org">dbrown@dalycity.org</a>
Dawn Hope	Parent of a JUHSD Student & Owner: Living Room Plant Co, Pacifica	<a href="mailto:dawnhopesmiles@gmail.com">dawnhopesmiles@gmail.com</a>
Christine Thorsteinson	Early Education Manager, Center for Early Learning, Silicon Valley Community Foundation	<a href="mailto:christine.thorsteinson@gmail.com">christine.thorsteinson@gmail.com</a>
Carla Ng-Garrett	JUHSD Board Member	<a href="mailto:cnggarrett@juhsd.net">cnggarrett@juhsd.net</a>
Denise Shreve	CTE Coordinator, Jefferson Union High School District	<a href="mailto:dshreve@juhsd.net">dshreve@juhsd.net</a>
Tina Van Raaphorst	Associate Superintendent, Business Services	<a href="mailto:tvnr@juhsd.net">tvnr@juhsd.net</a>
Julie Sims	Sr. Director of Marketing and Communications, Room to Read	<a href="mailto:julieannsims@gmail.com">julieannsims@gmail.com</a>

	9500	9501	9507 Woodlawn	9514 Kaiser	9524 Colma	9530 SandHill	9531 Caminar	9534 Packard	9539 Sutter	Totals
Carry Over		-	42,123.47	17,513.65	3,022.32	30,647.18	3,889.25	45,952.99	25,000.00	\$ 168,148.86
Revenue	260,000.00	195,577.77	50,000.00	-	6,000.00	-	-	-	25,000.00	\$ 536,577.77
Expected Revenue		187,516.00	-	-	-	-	-	-	-	\$ 187,516.00
<b>Total Revenue</b>	<b>260,000.00</b>	<b>383,093.77</b>	<b>92,123.47</b>	<b>17,513.65</b>	<b>9,022.32</b>	<b>30,647.18</b>	<b>3,889.25</b>	<b>45,952.99</b>	<b>50,000.00</b>	<b>\$ 892,242.63</b>
Salary	247,748.52	124,300.00	24,500.00	10,000.00	-	17,250.00	2,000.00	27,750.00	17,250.00	\$ 470,798.52
Benefits	115,795.67	55,088.98	13,339.10	4,655.87	-	9,067.87	900.57	12,764.35	7,700.04	\$ 219,312.46
<b>Total Personnel</b>	<b>363,544.19</b>	<b>179,388.98</b>	<b>37,839.10</b>	<b>14,655.87</b>	<b>-</b>	<b>26,317.87</b>	<b>2,900.57</b>	<b>40,514.35</b>	<b>24,950.04</b>	<b>\$ 690,110.98</b>
Expenses	14,845.50	234,452.40	10,477.41	2,818.73	4,641.34	4,238.83	978.36	5,287.18	5,097.09	\$ 282,836.83
<b>Operating Expense Totals</b>	<b>378,389.69</b>	<b>413,841.38</b>	<b>48,316.51</b>	<b>17,474.60</b>	<b>4,641.34</b>	<b>30,556.70</b>	<b>3,878.93</b>	<b>45,801.53</b>	<b>30,047.13</b>	<b>\$ 972,947.82</b>
<b>Total Balance</b>	<b>(118,389.69)</b>	<b>(30,747.61)</b>	<b>43,806.96</b>	<b>39.05</b>	<b>4,380.98</b>	<b>90.48</b>	<b>10.32</b>	<b>151.46</b>	<b>19,952.87</b>	<b>\$ (80,705.19)</b>

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 Donations jul-dec 2021 in Jun 2021 jul-dec 2021 in Jun 2021 in Jun 2021 in Jun 2021 jul-dec 2021

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

During the Fiscal Year 2020/21, the Daly City Youth Health Center (DCYHC) Behavioral Health program provided 810 mental health therapy sessions (750 hours overall), with 160 being unduplicated youth seeking mental health service/appointments.

**(ii) Overall client feedback:**

**(Please see attached AllMinds report)**

Average Feedback/helpfulness: 92% indicate that their session was helpful.

Average Feedback/Wellbeing: 85% indicate their overall wellbeing has improved because of sessions.

Average Feedback/Topics: 91% indicate that the topics discussed are helpful for a change.

**Average Overall: 98% of clients feel the services we provide are helpful.**

COVID-19 has impacted all of us in some way but is significantly impacted to people living in low-income communities, where crowding and unemployment tend to exacerbate the risks. This pandemic also intensifies mental health challenges. During this 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 to continuously provide 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 can 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 using

AllMinds. In addition, DCYHC utilizes the CRAFT screening test and ACEs to screen for substance abuse risks. The screening and evaluation tools are helpful to measure the impact of our services on the youth.

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. So the physician and nurses seamlessly refer patients for necessary counseling services by scheduling their behavioral health screening appointment before leaving.

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

The results of DCYHC's behavioral health program are 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 to monitor substance abuse. During treatment in DCYHC's behavioral health program, each patient answers the survey questions related to their care. Then, measurements of their progress are tracked through both the survey data and continued clinical assessments. Additionally, we have incorporated an AllMinds assessment tool that helps us understand in real-time what the actual needs are to get straight to the point of issues that need to be addressed.

COVID-19 has created limitations for DCYHC in consistently tracking surveys, but our new method for assessment has yielded results, as you can see based on the quantitative data above. Our surveys are now online and in-person thus, data is always current. Furthermore, to ensure that we provide the best care possible, we have Pre/Post assessment conducted on the clinician from the client's perspective to ensure that the patient/client relationship is a good fit. The client is getting what they need from their client-therapist. 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 a stage when it was not possible to find a replacement. However, in 20/21, we have expanded our team from 3 to 16, with 4 of the 16 being full-time Behavioral Health staff. Additionally, we have brought in the PsyD program from the JUHSD campus to provide more intensive forms of care further. Because of our development, we have supported more clients and expanded our relationship with various local Universities like the University of San Francisco to treat more clients than we could have ever anticipated.

Furthermore, we have expanded our scope of work to provide service to Mild/Moderate & Mod/Severe clients. We have integrated ourselves deeply into the HPSM and BRHS systems, and we are engaged fully with JUHSD school systems, community, and Community-based Partners.

Despite the challenges during FY19/20 and FY20/21, 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 FY20/21 and excellent progress by many of our clients. For example, a client told a therapist during their termination process, "That if it were not for their support, their family would have been broken up, and living on the street without a roof over their head.". 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, “That they would like to volunteer at DCYHC to provide support to other youth as DCYHC had provided them.”

**(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 Program Director	\$5,500
Mental Health Intern	\$500
<b>Total</b>	<b>\$6,000</b>

# DCYC - Allminds Live Sessions Report

This report provides daily updates on the therapy sessions being conducted at DCYC.

Select date range ▾

## Overall Clinic Metrics

Average feedback scores after session across all sessions.

TotalHoursOfSessions  
**746.02**

TotalNumOfSessions  
**810**

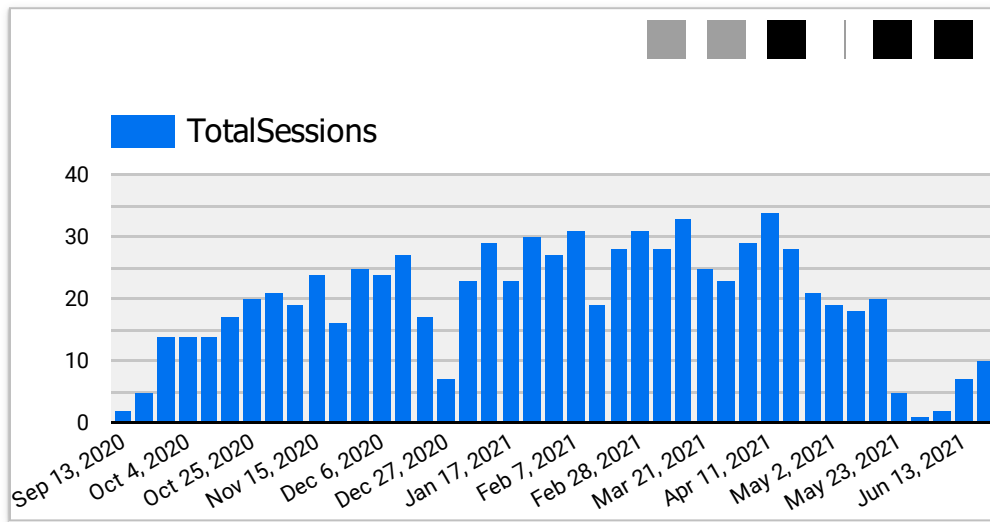
AvgFeedbackHelpfulness  
**91.9**

AvgFeedbackWellbeing  
**84.92**

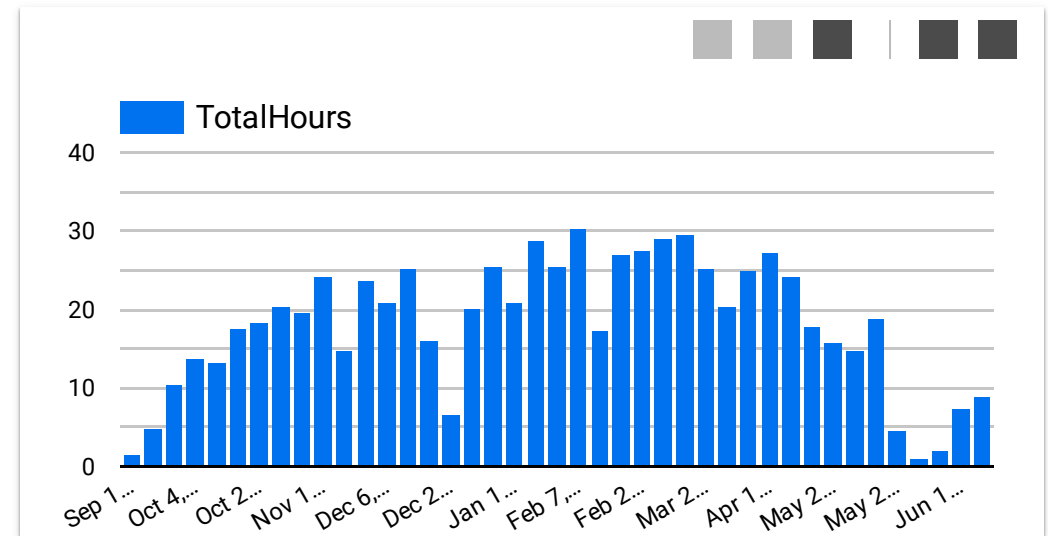
AvgFeedbackTopics  
**91.2**

AvgFeedbackOverall  
**97.5**

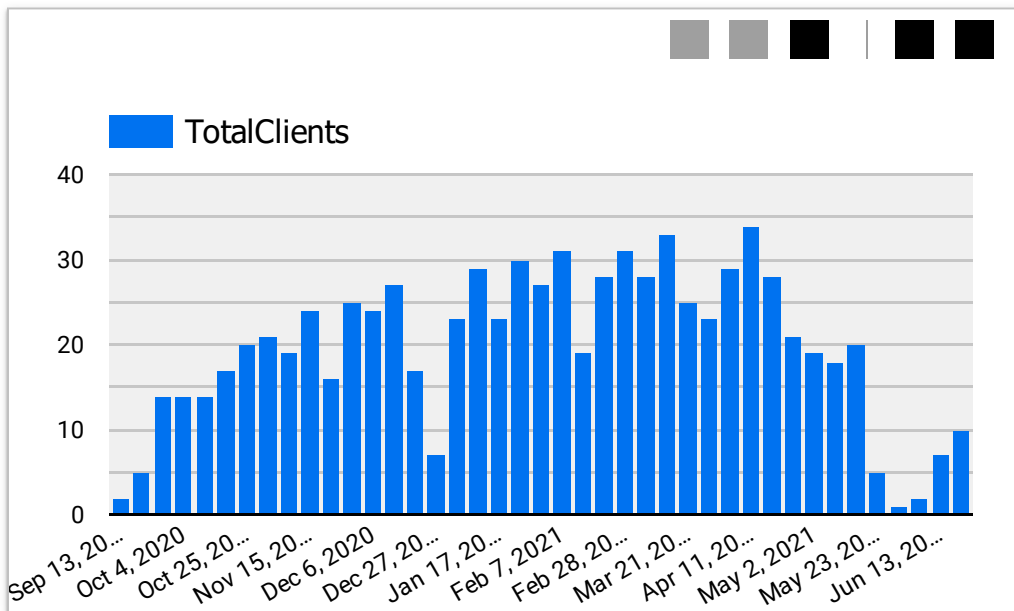
Total Number of Sessions Logged Per Week



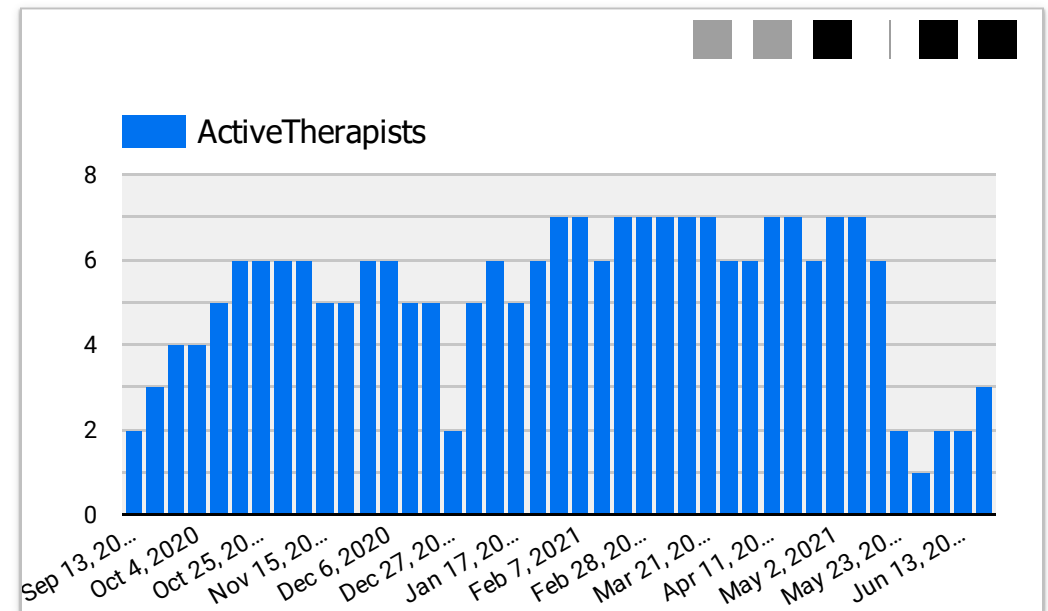
Total Hours of Therapy Provided Per Week



Total Number of Clients Served Each Week

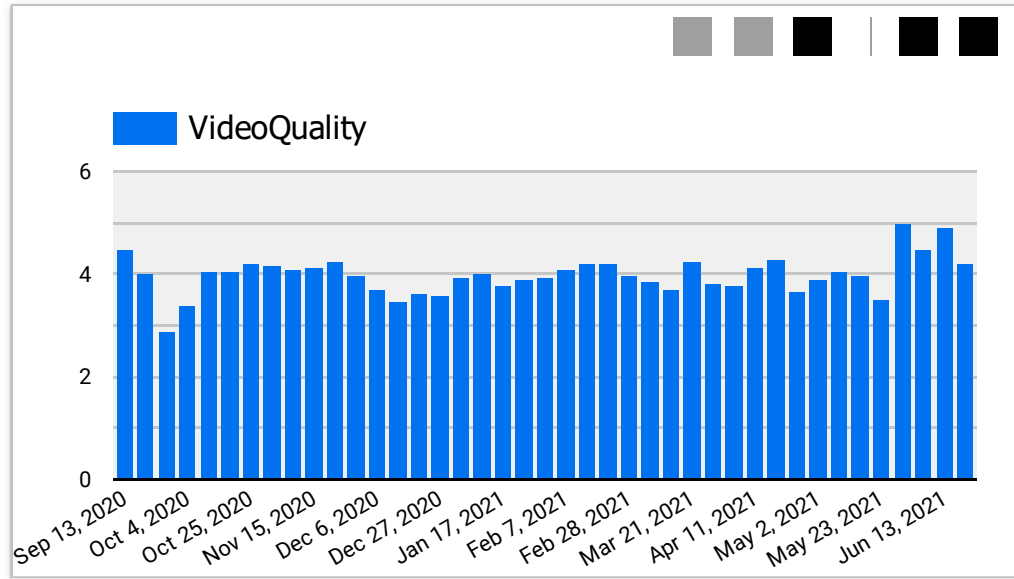


Total Number of Active Therapists Each Week

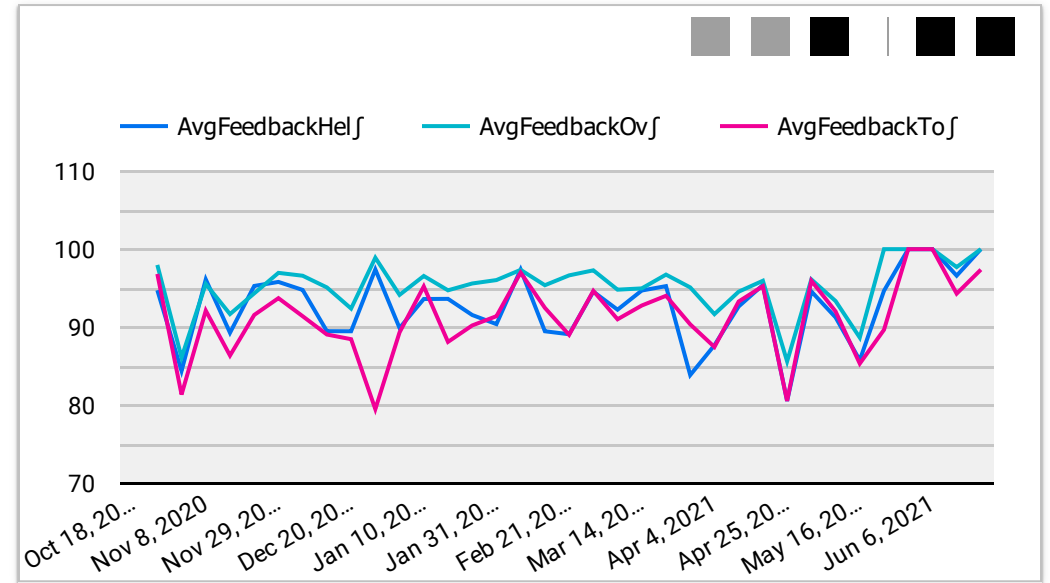


# Overall Wellbeing of Clients across All Therapists

## Average Quality of Video Sessions Each Week



## Average of Feedback Provided By Clients Each Week

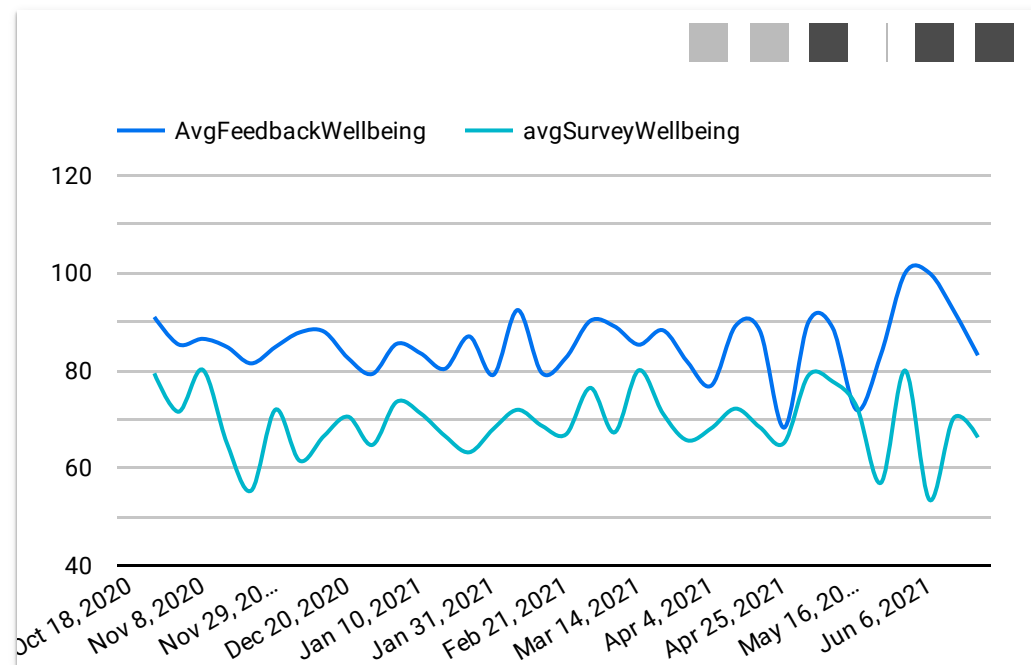


## Average Client Reported Well-being before and after the session

**HELP-TEXT: AvgFeedbackWellbeing:** is the average of overall well-being score out of 100 reported by the client right after their therapy session

**avgSurveyWellbeing:** Average of well-being score out of 100 reported by clients right before each therapy session

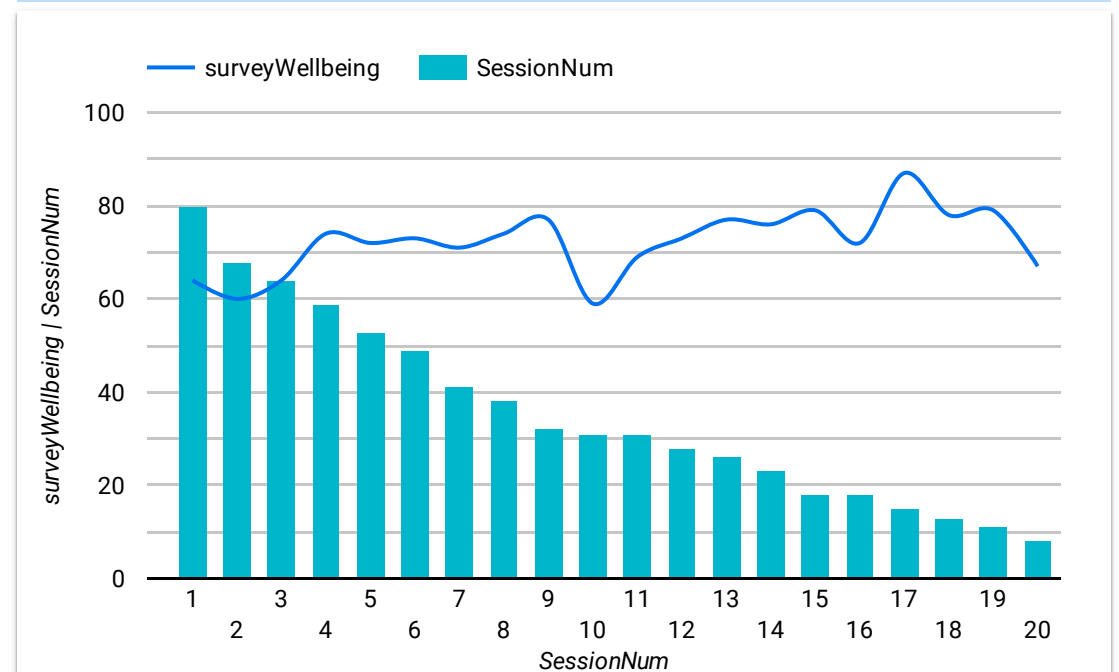
The difference in the two lines shows the lift in mood caused because of the therapy session.



## Median Client Wellbeing over number of Sessions

**HELP-TEXT: SurveyWellbeing** is the median of overall well-being score out of 100 reported by the client right before their therapy session. **sessionNum:** Number of clients who attended a session

The bar graph shows the number of clients who attended their 1st, 2nd, 3rd, ... sessions. The line graph represents the median of the well-being scores they reported.

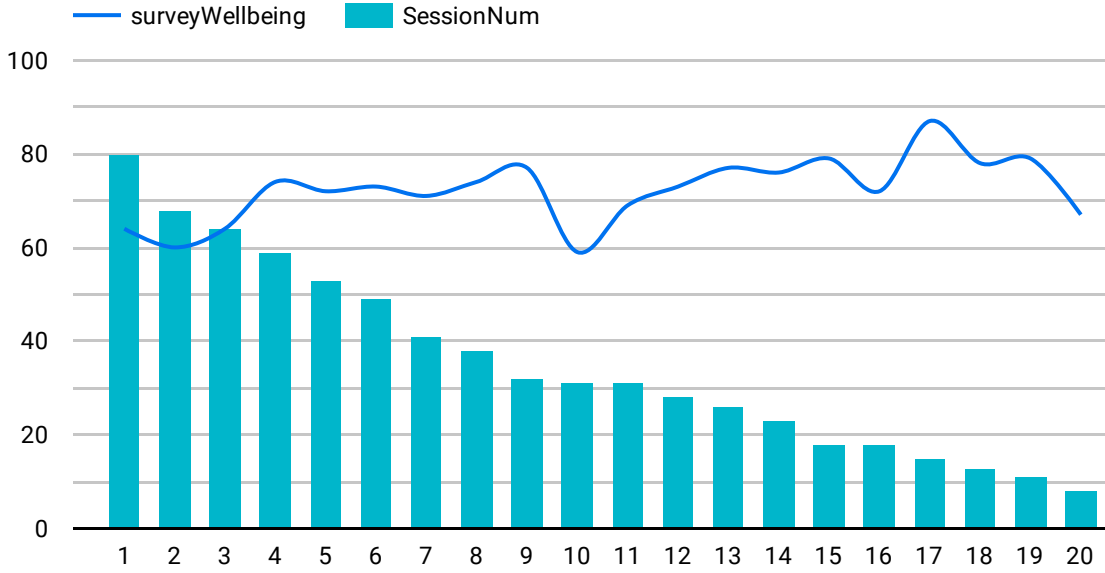


# Client Well-being, retention, and effectiveness of therapists

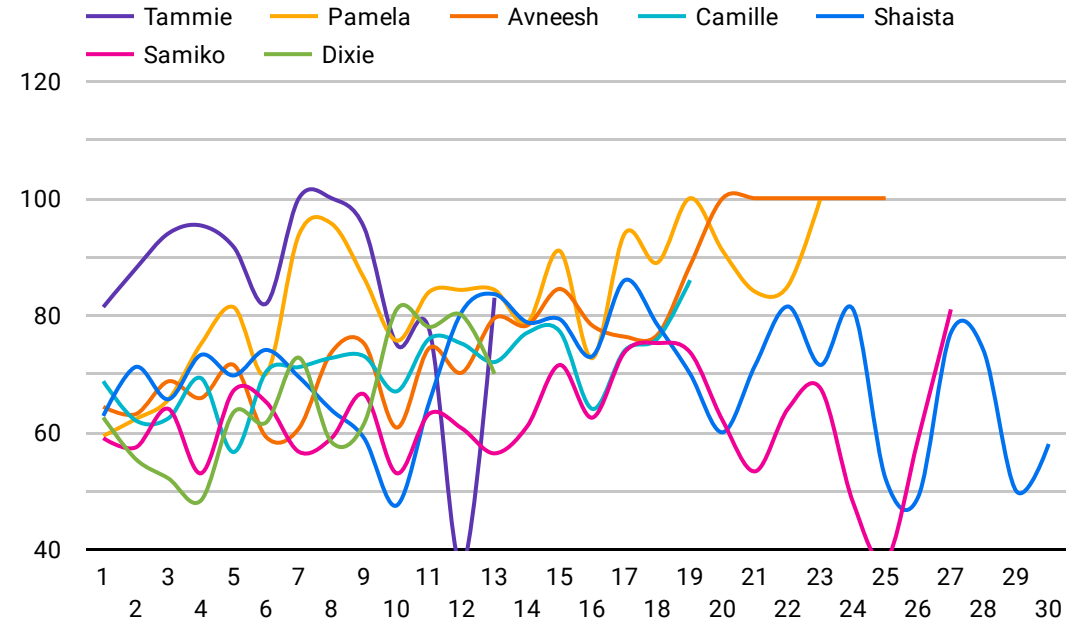
firstName ▼

**HELP TEXT:** Select the names of therapists from the blue box on the left to view the graphs on this page for one or more therapists. These graphs help you gauge the overall progress of clients as they undergo therapy sessions with the selected therapists.

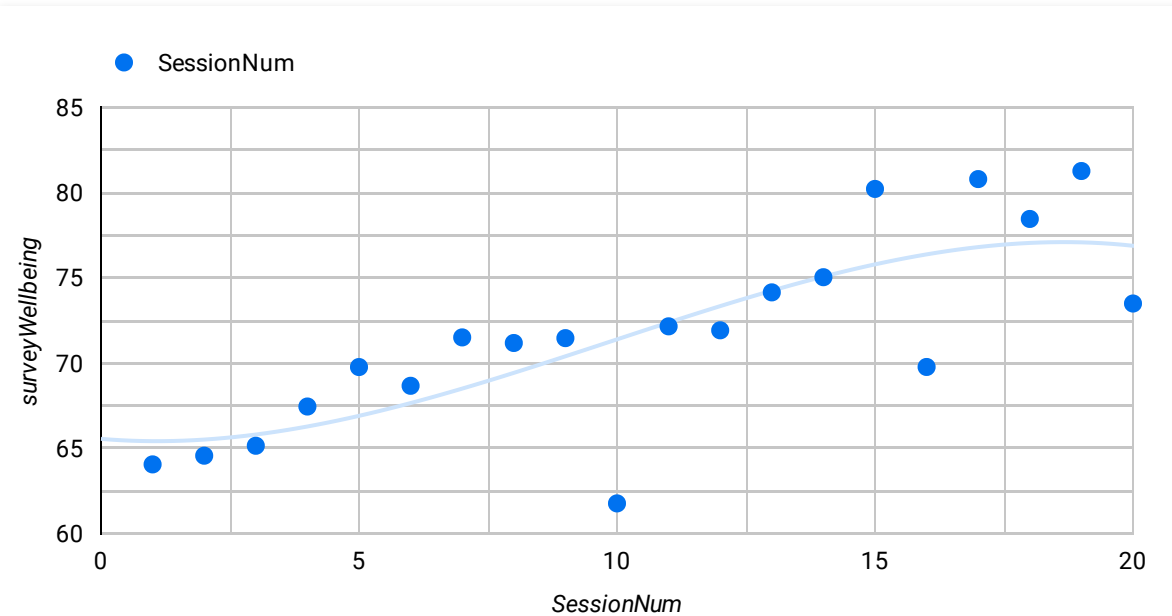
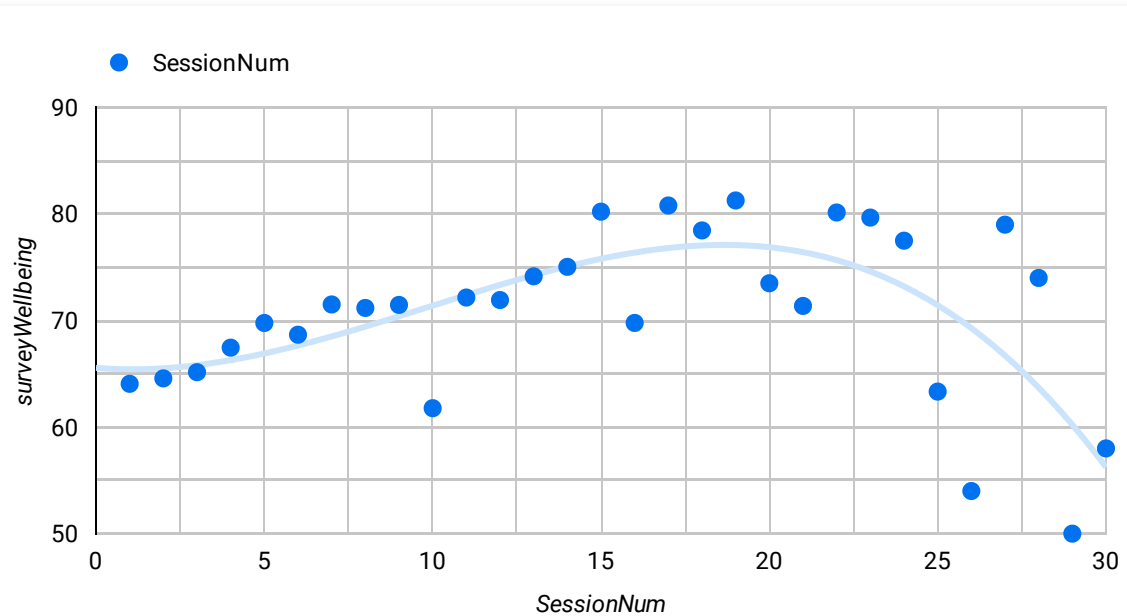
**HELP TEXT:** **SurveyWellbeing** is the median of overall well-being score out of 100 reported by the client right before their therapy session. **SessionNum bars** denote the number of clients who attended their 1st, 2nd, 5th, sessions. The line graph represents the median of the well-being scores they reported.



**HELP TEXT:** The line graph represents the overall well-being scores reported by clients of each therapist. Use the filter on the top left to view results filtered for each therapist.



**HELP-TEXT:** The dots in the below graph (Y-axis) show the average of the well-being scores reported by clients as they go through their sessions. SessionNum denotes the number of sessions clients are going through on the X-axis. The line graph shows the overall trend in improvement in the client well-being as they go through therapy sessions. If the line is going up and to the right, the clients are reporting improvements with each session!



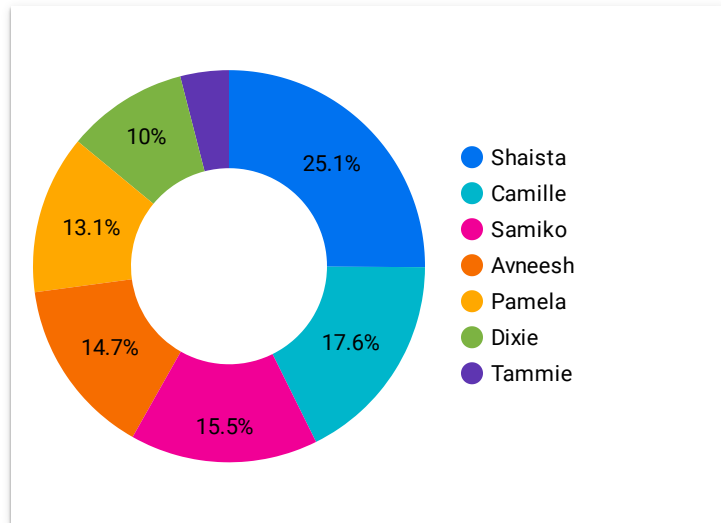


# Productivity & Feedback For Each therapist - Weekly & Aggregate

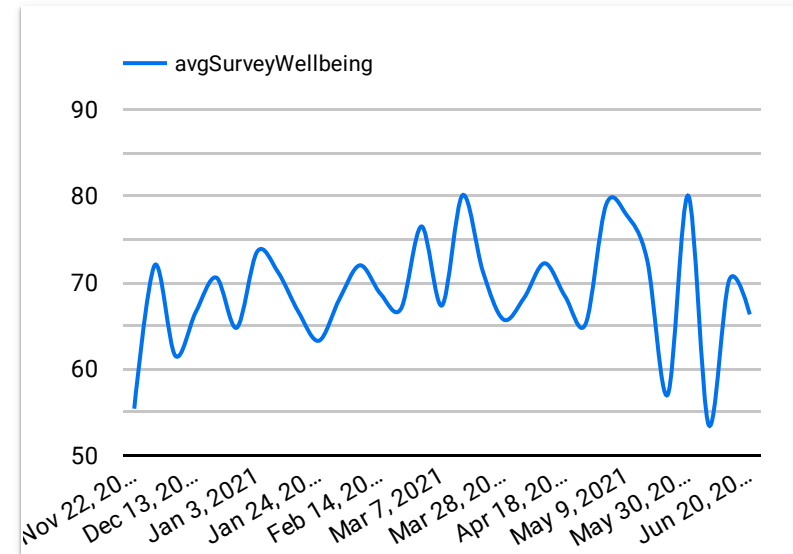
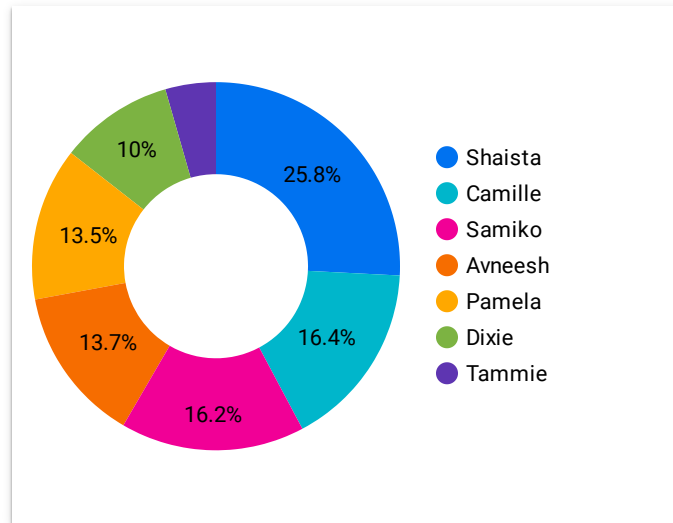
Filter by Therapist Name from this dropdown

firstName

Percent of DCYC Therapy Hours Covered by each therapist



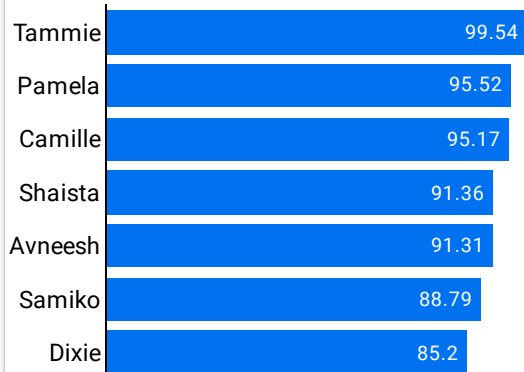
Percent of DCYC Sessions covered by each therapist



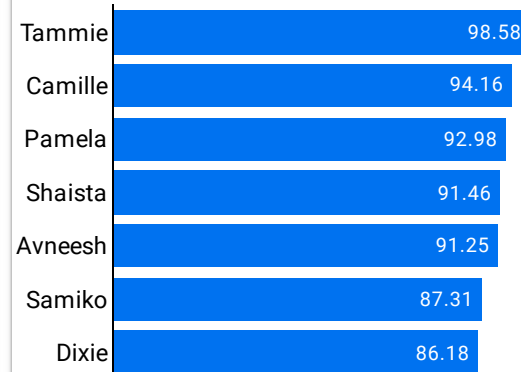
AvgFeedbackOverall



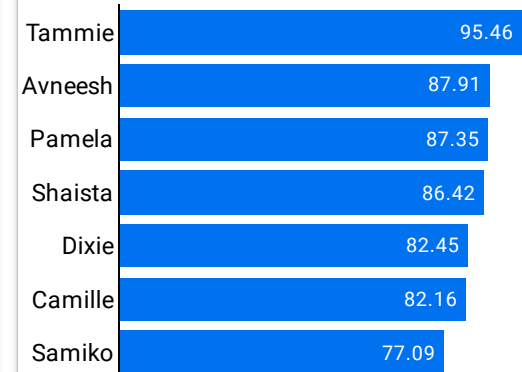
AvgFeedbackHelpfulness



AvgFeedbackTopics

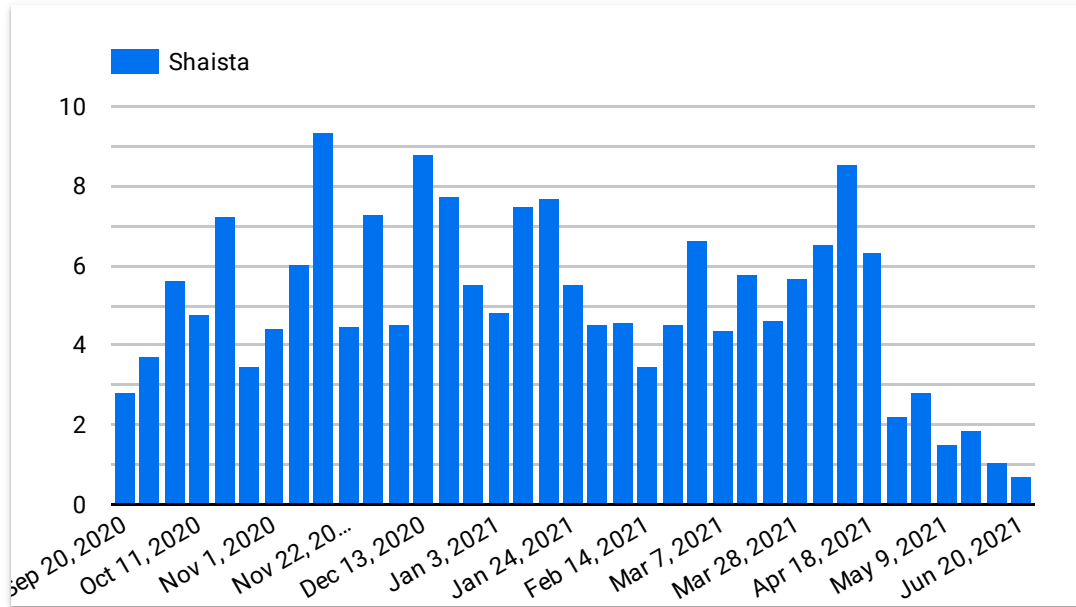


AvgFeedbackWellbeing

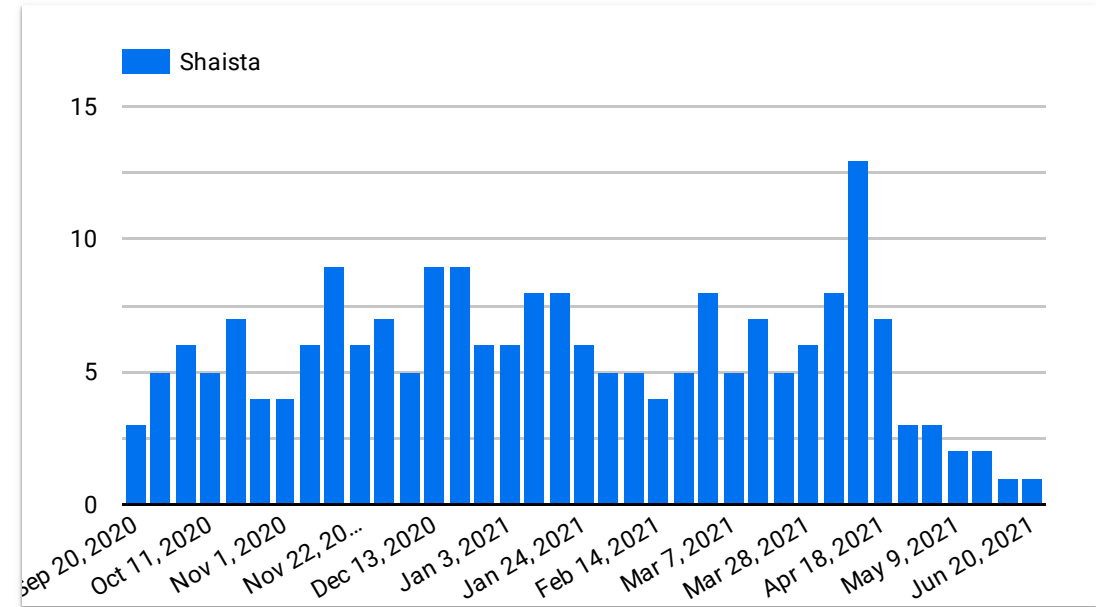


# Shaista

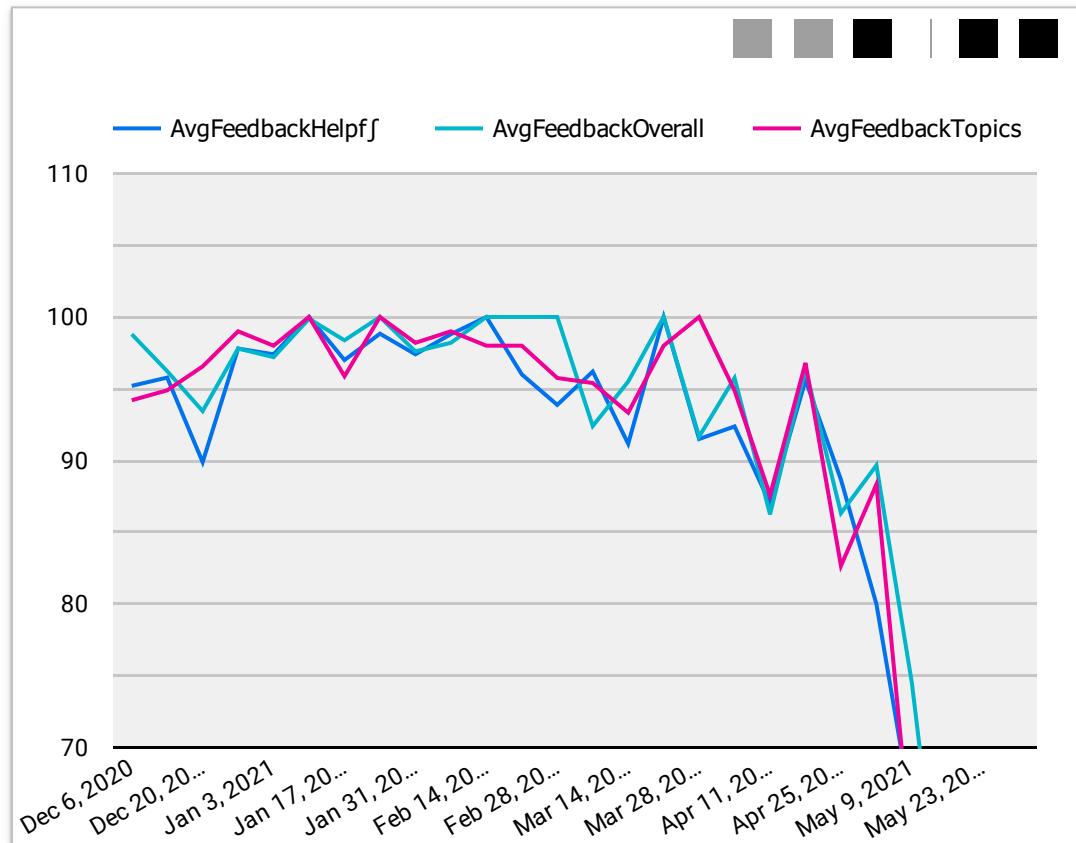
### Total Number of Hours of therapy provided per week



### Total Number of Sessions per week

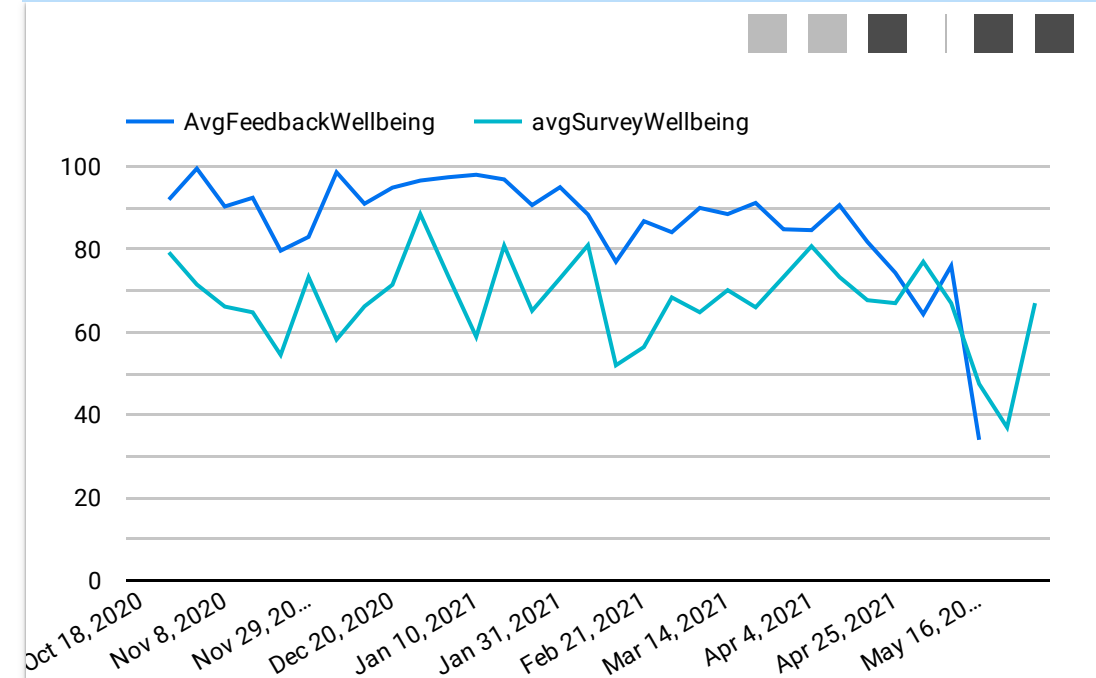


### Average Feedback Scores recorded after the session



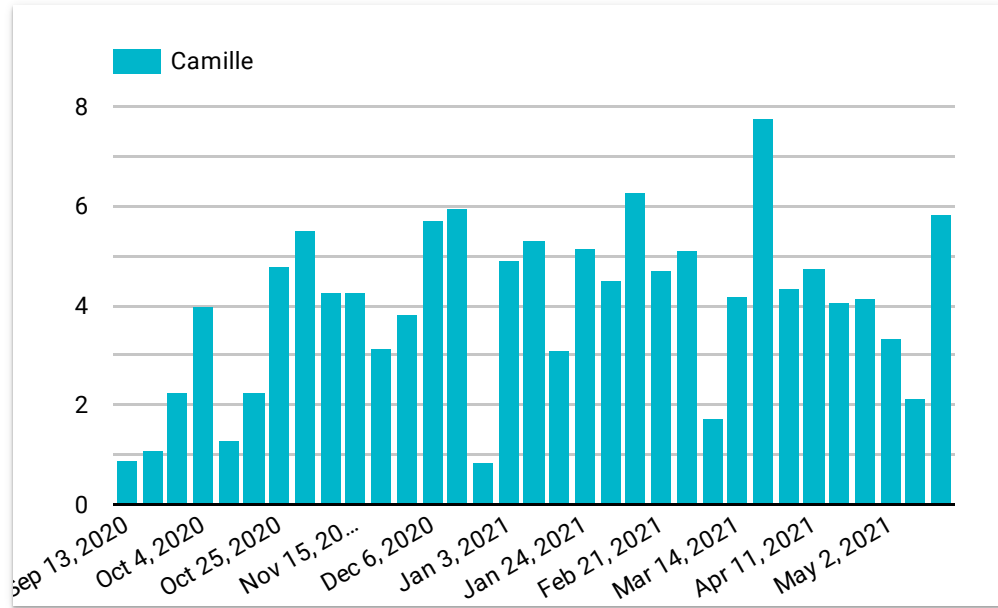
### Mood lift after session

**HELP-TEXT: AvgFeedbackWellbeing:** is the average of overall well-being score out of 100 reported by the client right after their therapy session  
**avgSurveyWellbeing:** Average of well-being score out of 100 reported by clients right before each therapy session  
*The difference in the two lines shows the lift in mood caused because of the therapy session.*

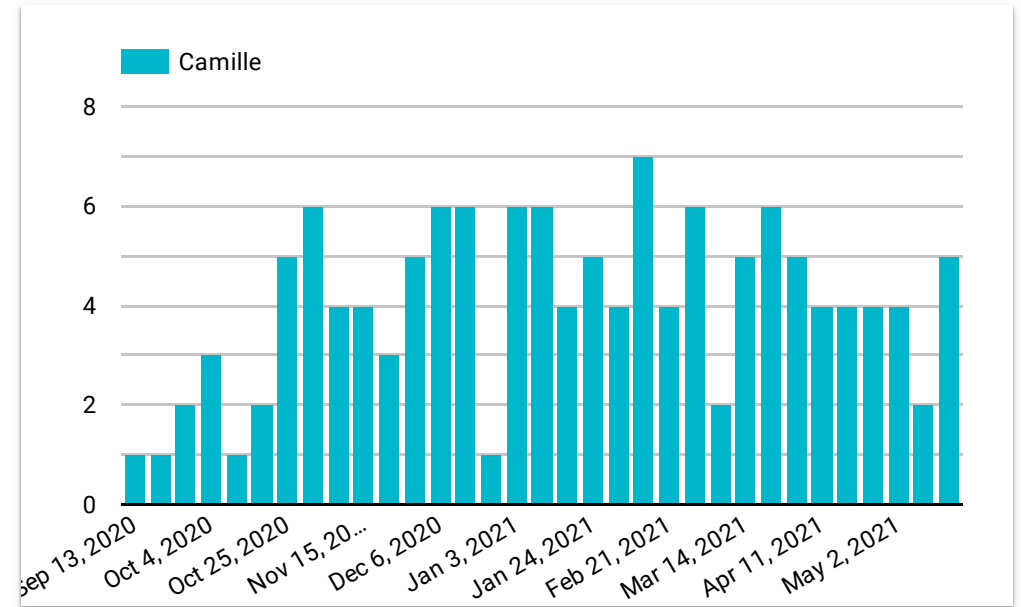


# Camille

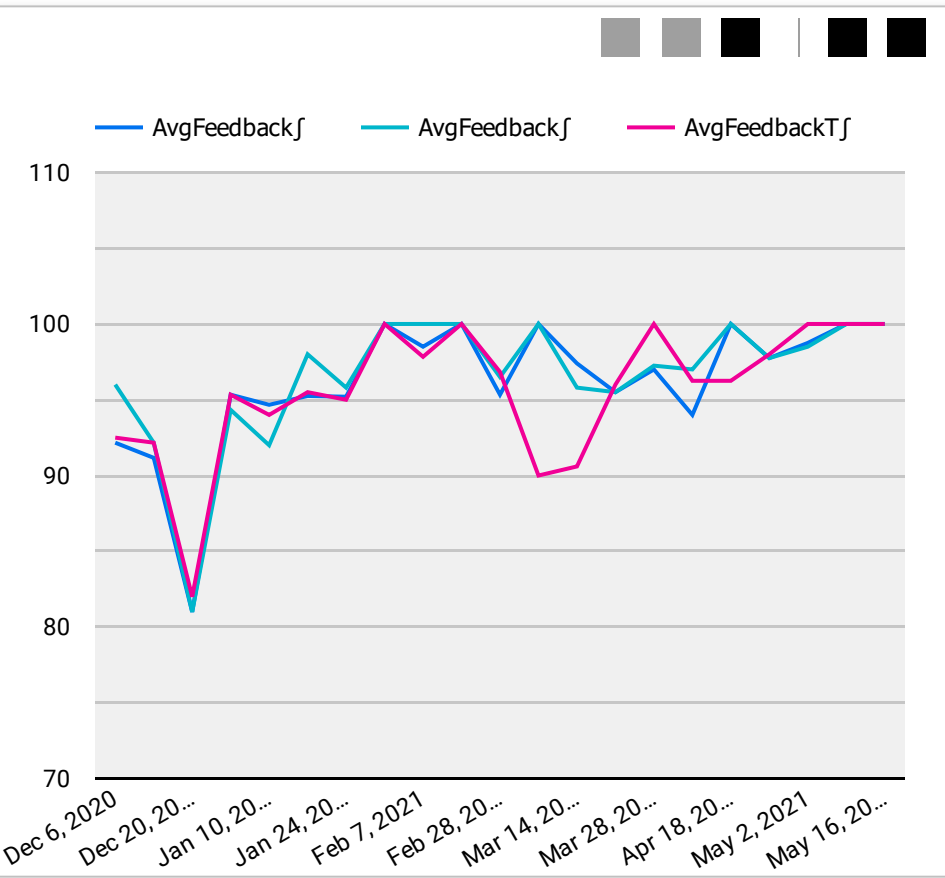
**Total Number of Hours of therapy provided per week**



**Total Number of Sessions per week**

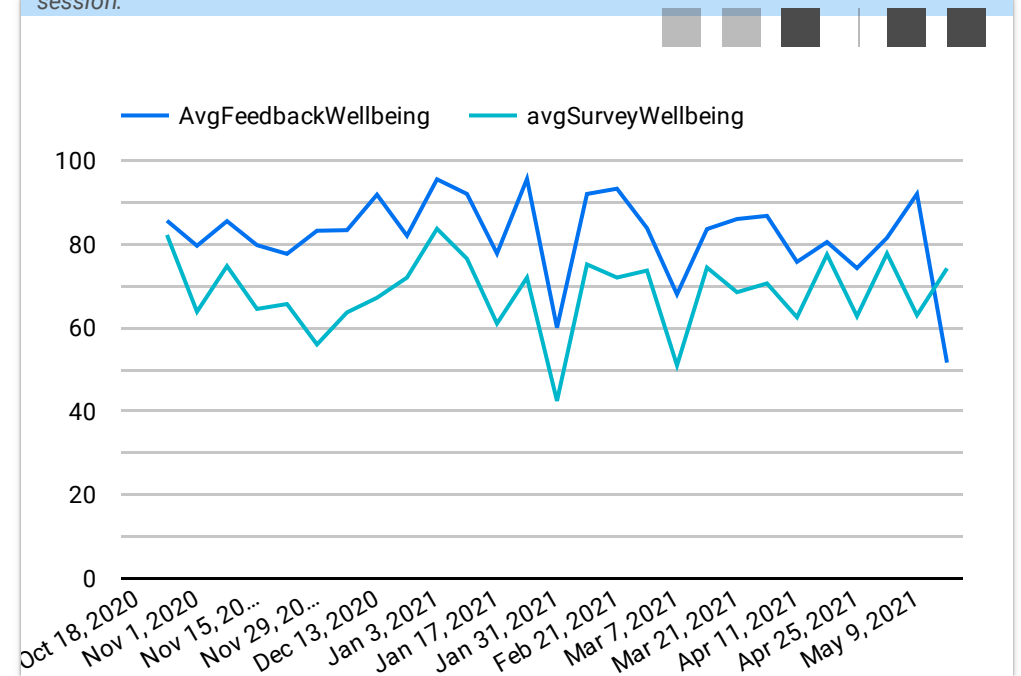


**Average Feedback Scores recorded after the session**



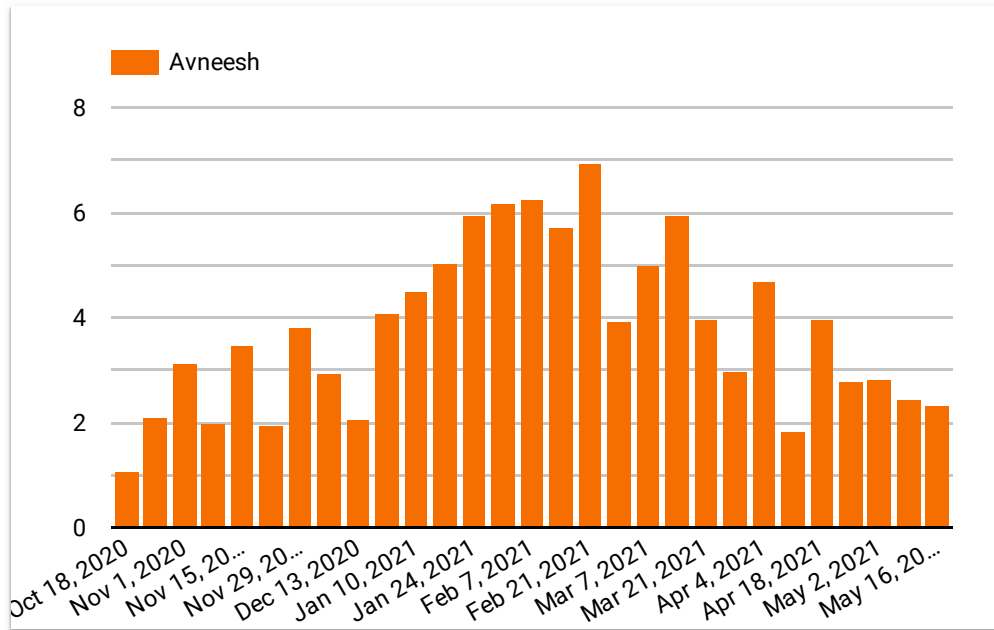
**Mood lift after session**

**HELP-TEXT: AvgFeedbackWellbeing:** is the average of overall well-being score out of 100 reported by the client right after their therapy session  
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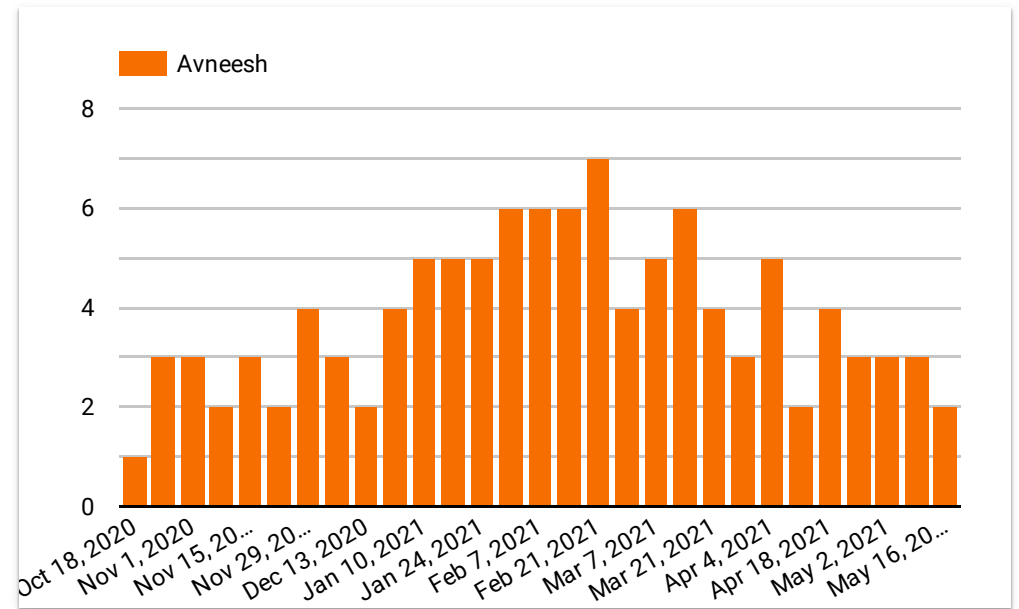


# Avneesh

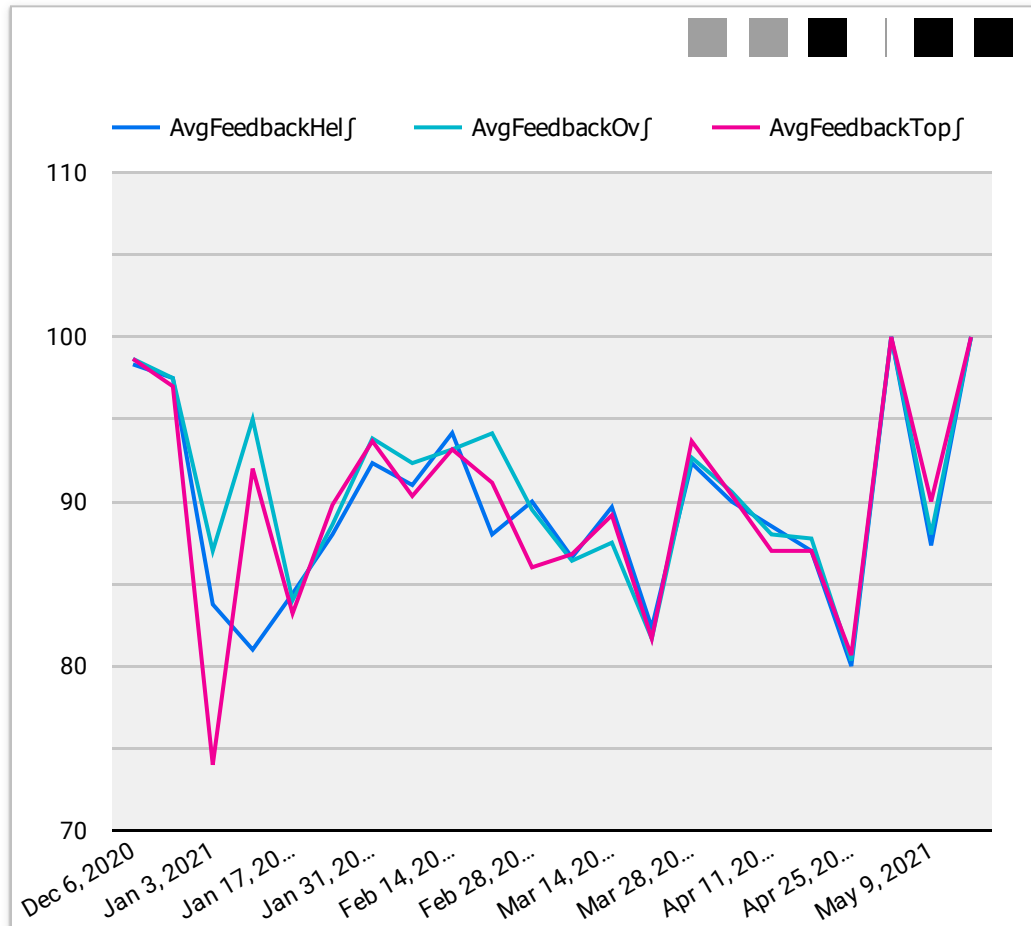
**Total Number of Hours of therapy provided per week**



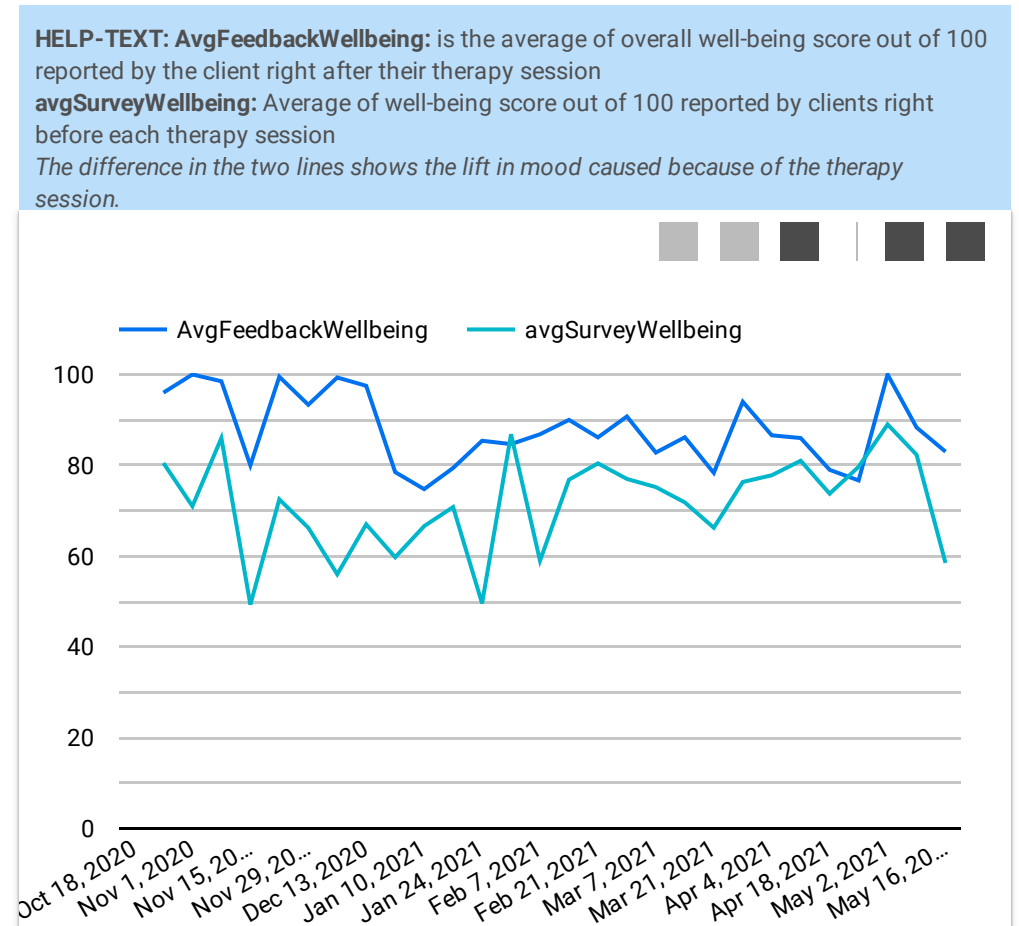
**Total Number of Sessions per week**



**Average Feedback Scores recorded after the session**

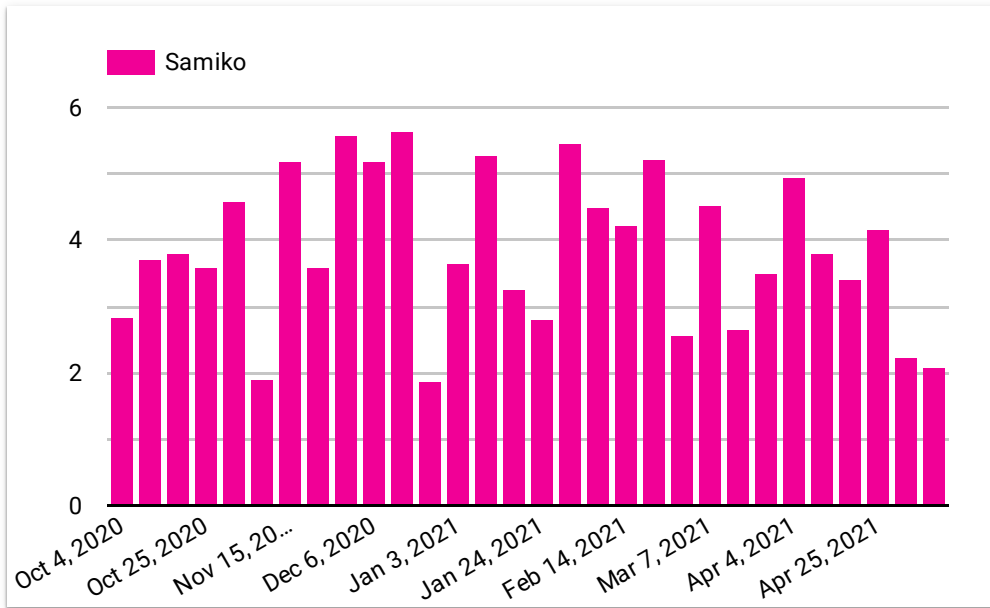


**Mood lift after session**

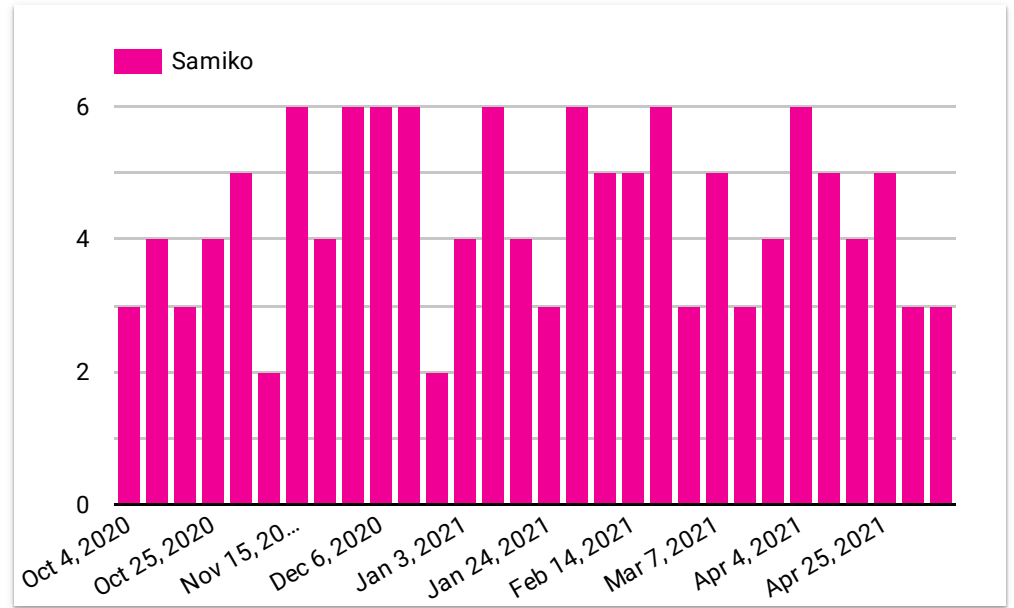


# Samiko

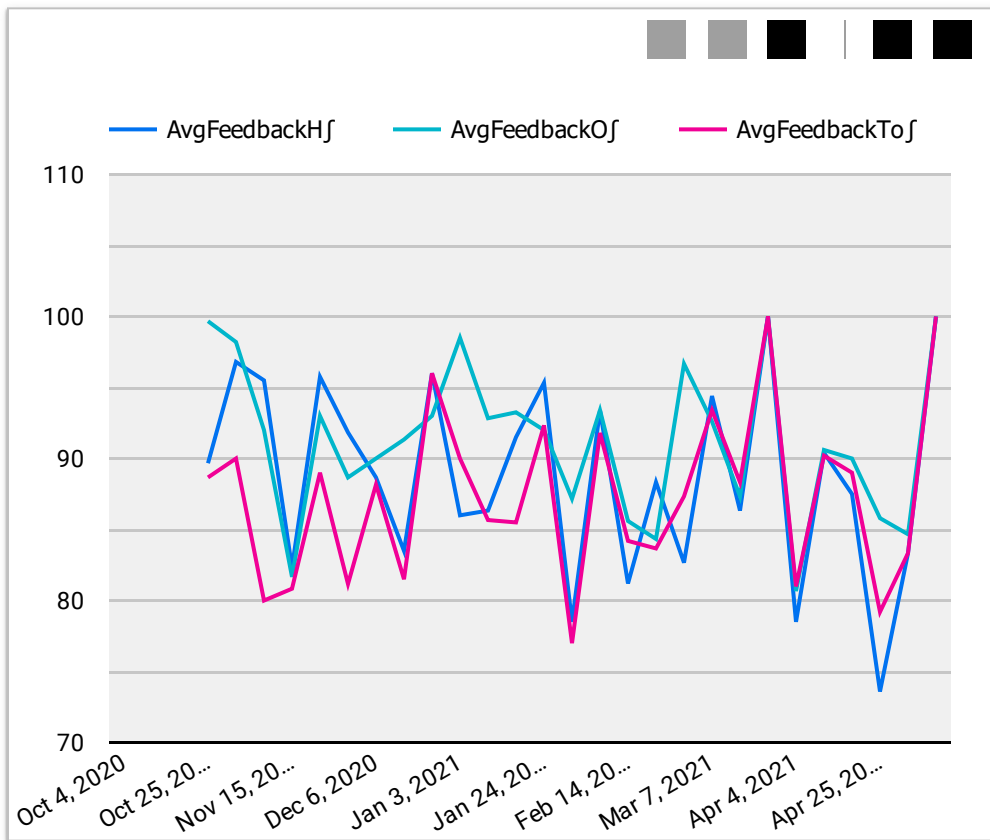
### Total Number of Hours of therapy provided per week



### Total Number of Sessions per week

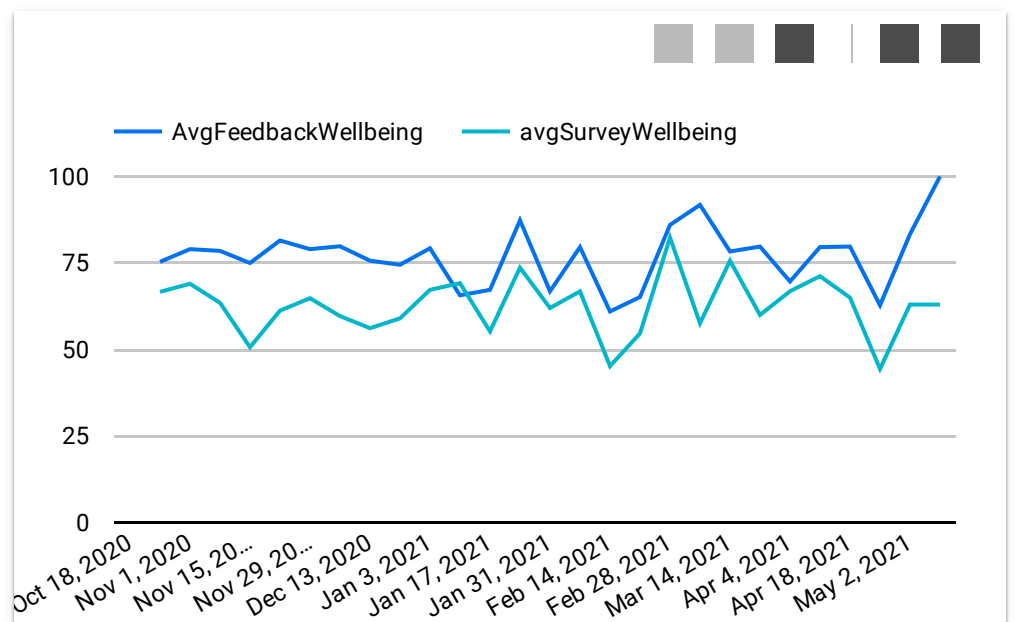


### Average Feedback Scores recorded after the session



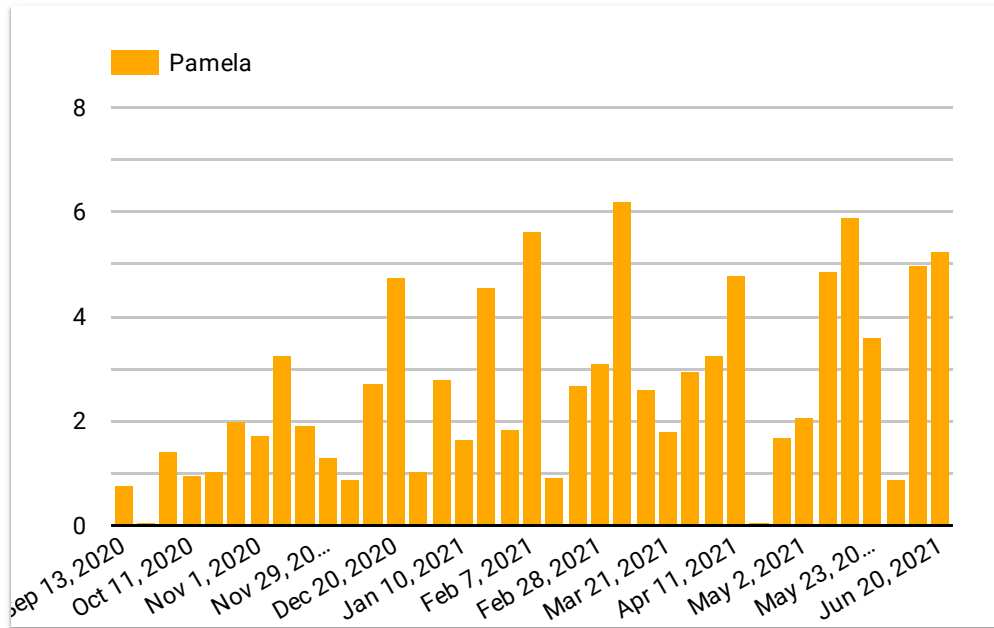
### Mood lift after session

**HELP-TEXT: AvgFeedbackWellbeing:** is the average of overall well-being score out of 100 reported by the client right after their therapy session  
**avgSurveyWellbeing:** Average of well-being score out of 100 reported by clients right before each therapy session  
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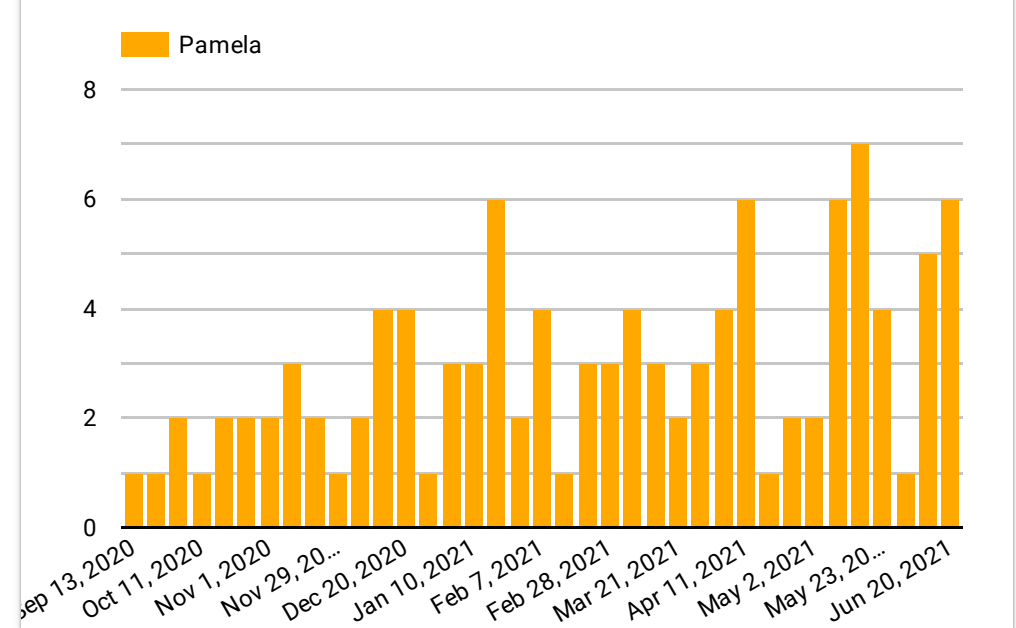


# Pamela

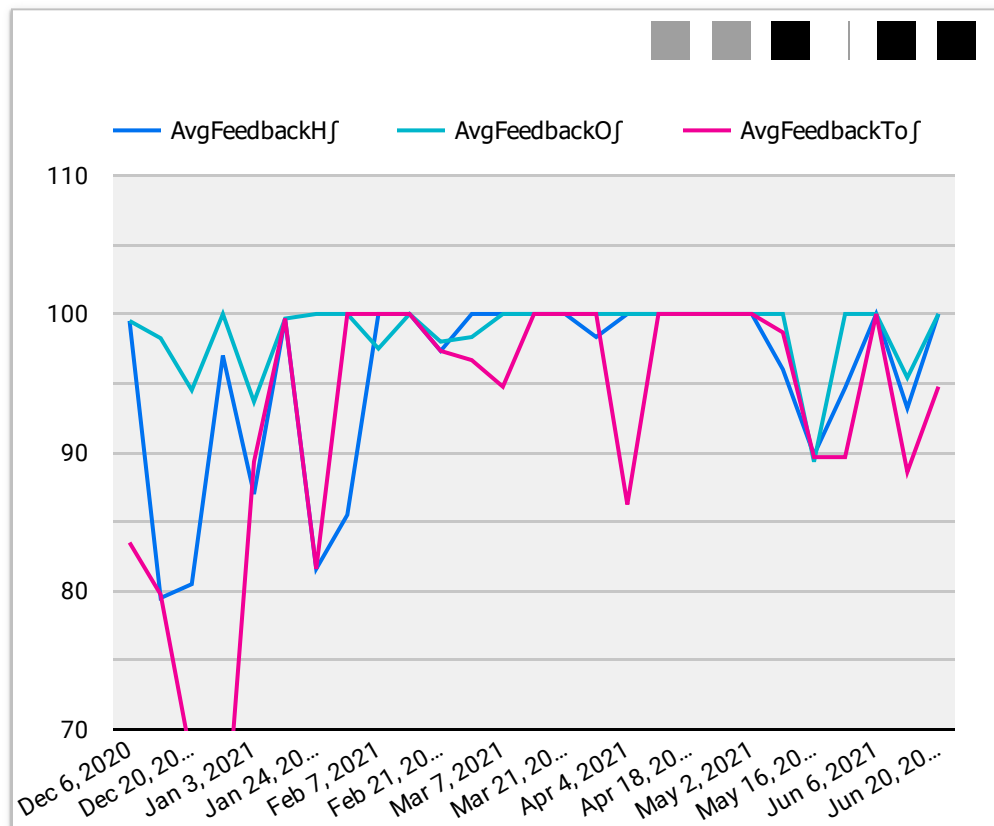
**Total Number of Hours of therapy provided per week**



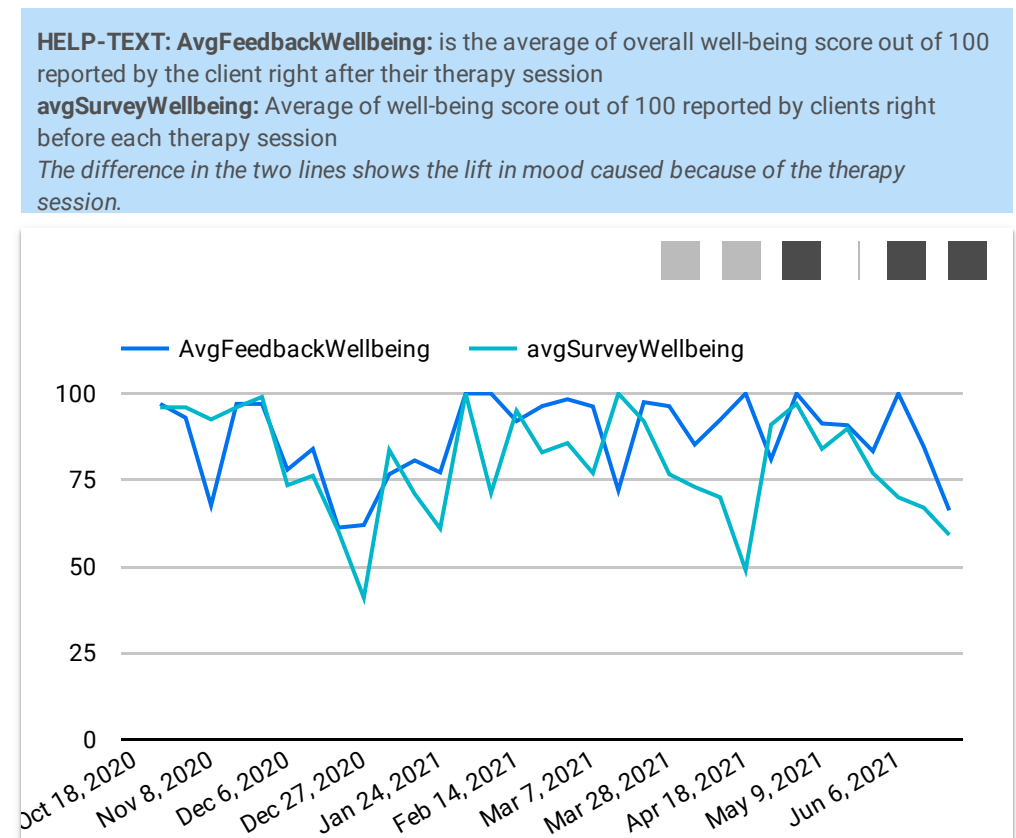
**Total Number of Sessions per week**



**Average Feedback Scores recorded after the session**

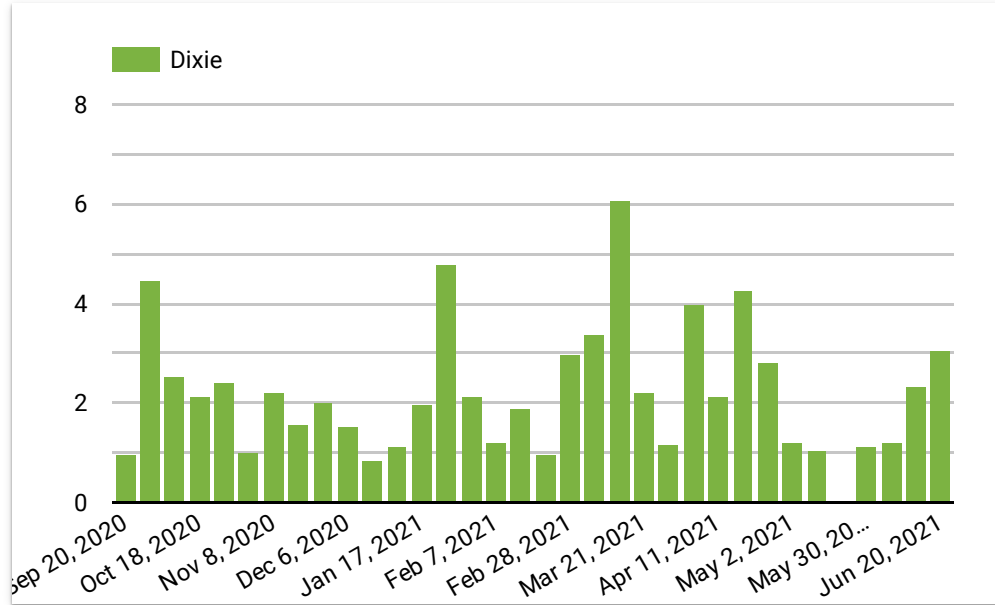


**Mood lift after session**

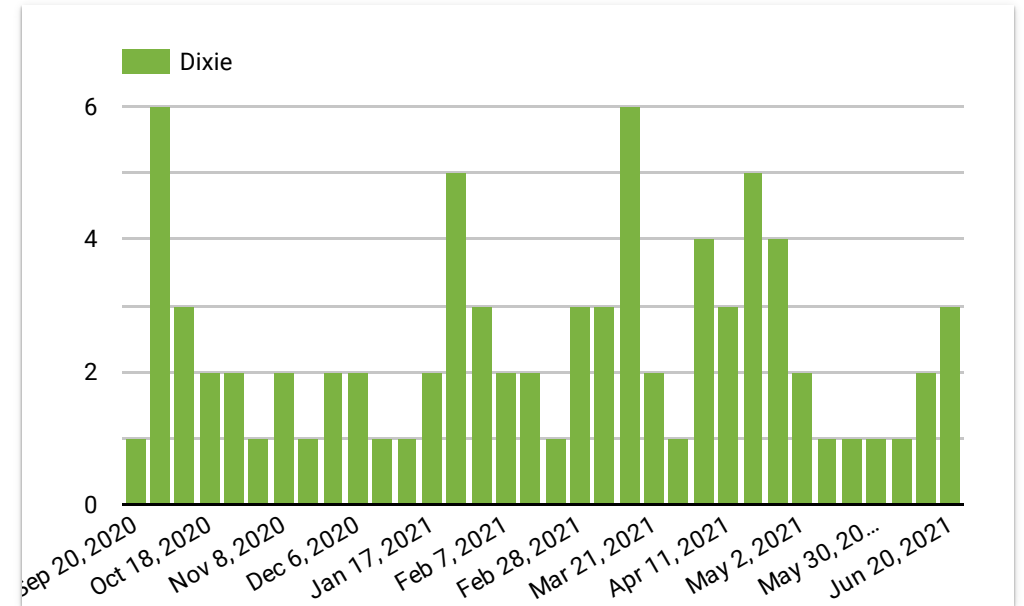


# Dixie

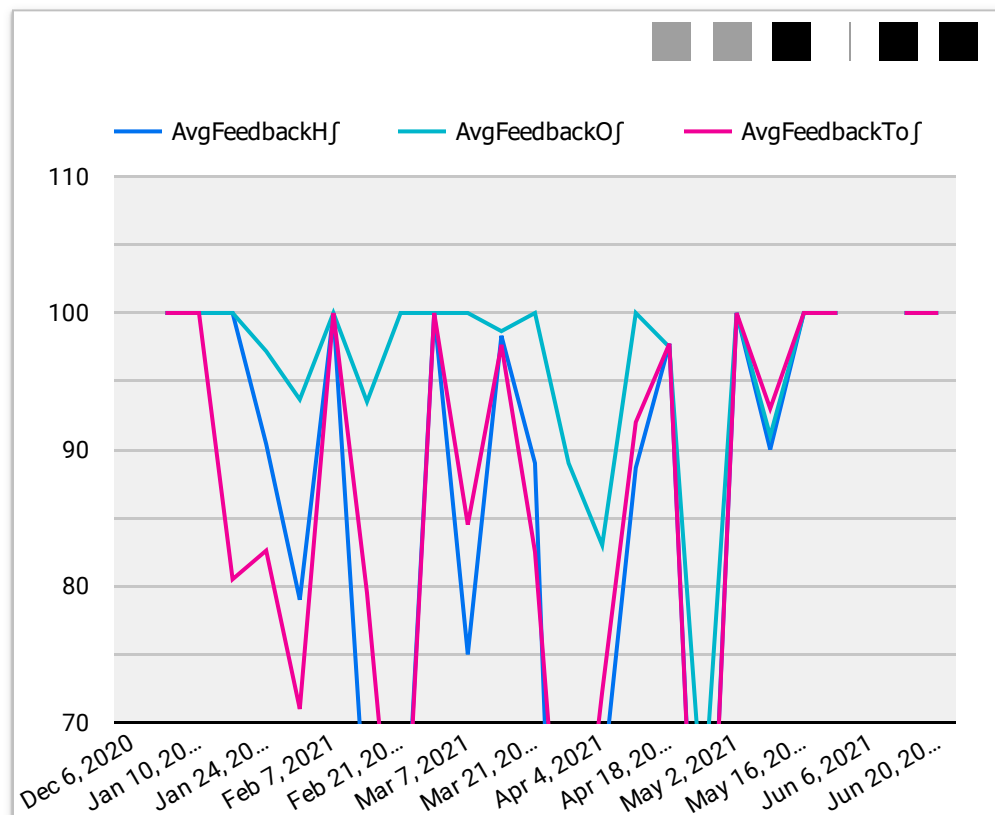
## Total Number of Hours of therapy provided per week



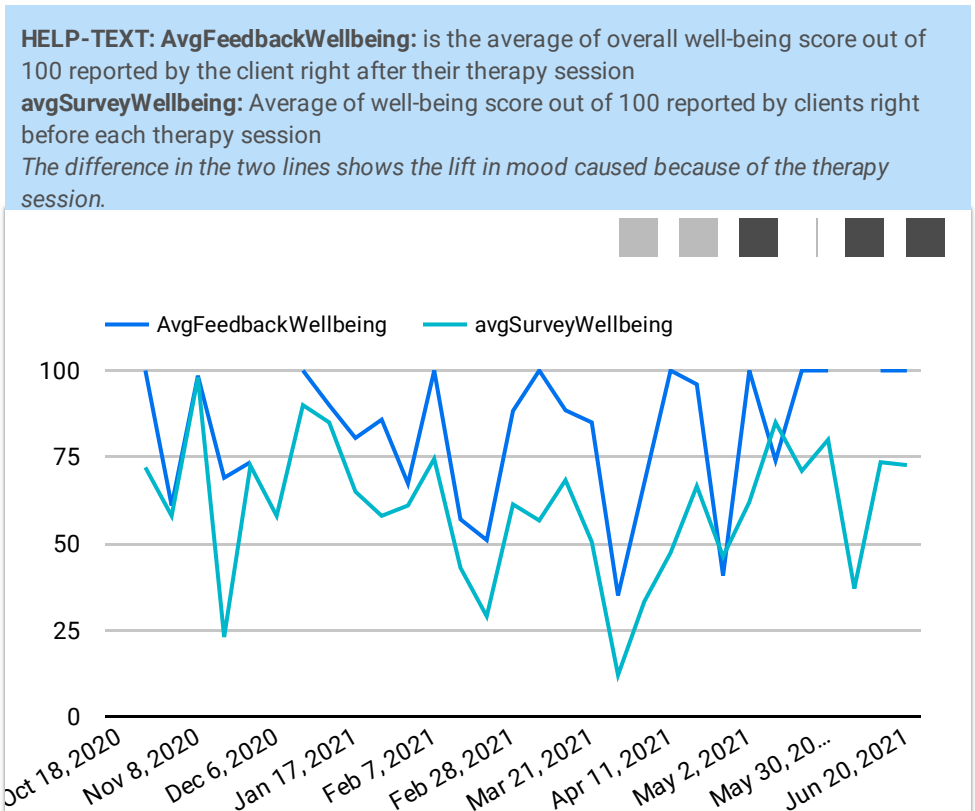
## Total Number of Sessions per week



## Average Feedback Scores recorded after the session

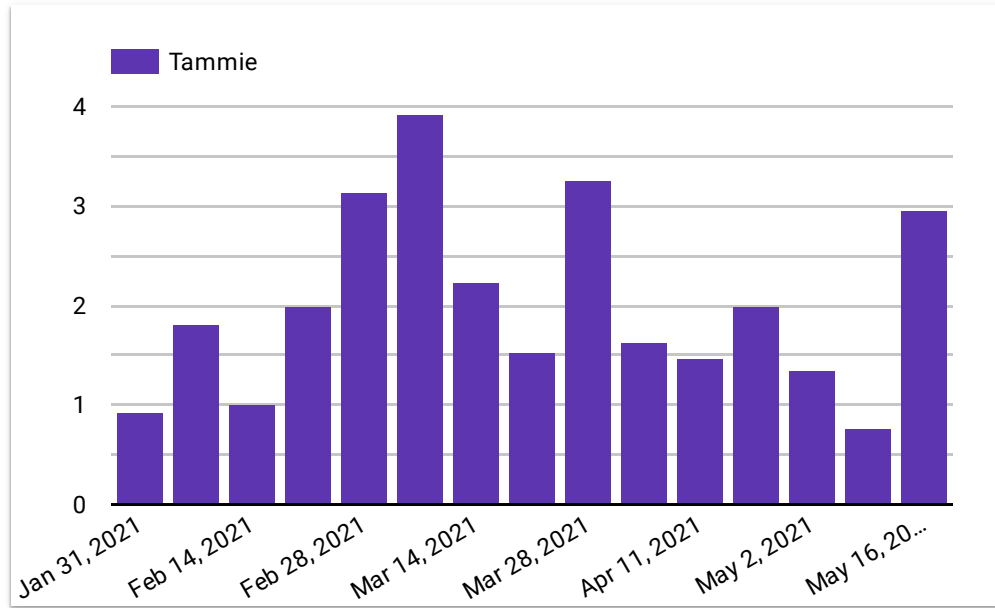


## Mood lift after session

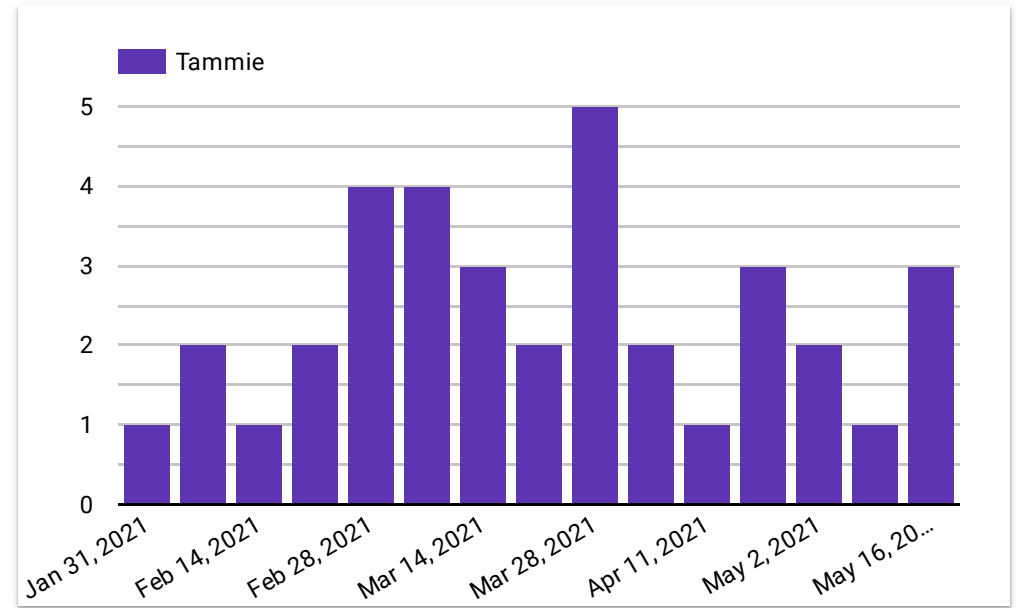


# Tammie

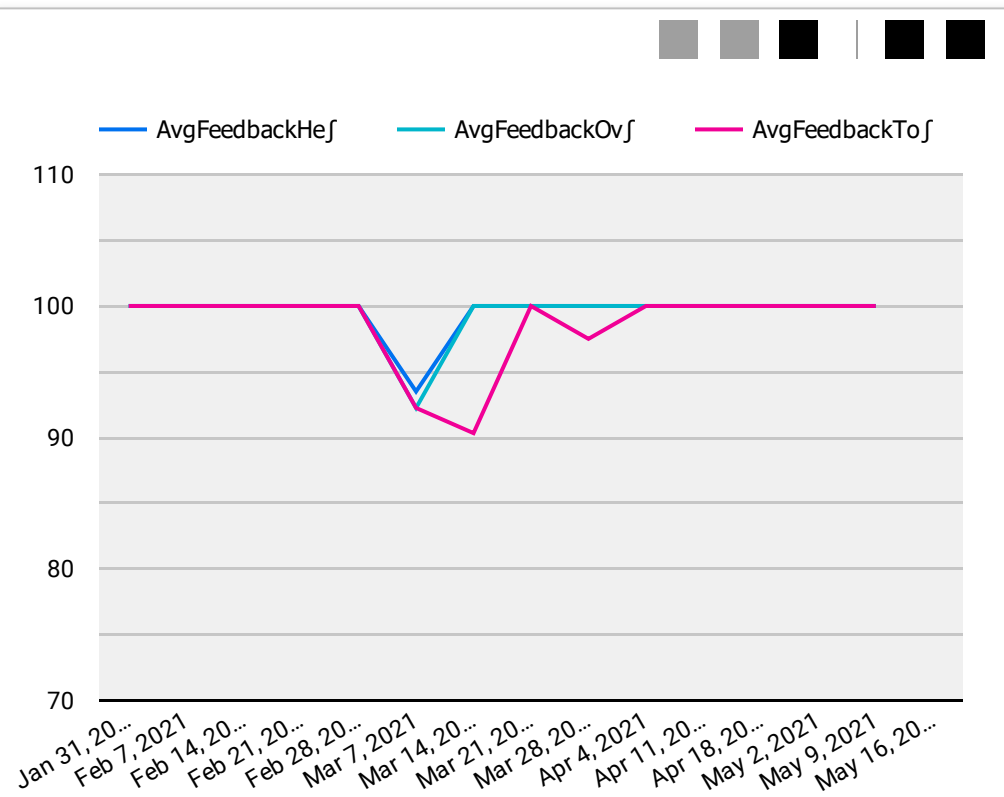
### Total Number of Hours of therapy provided per week



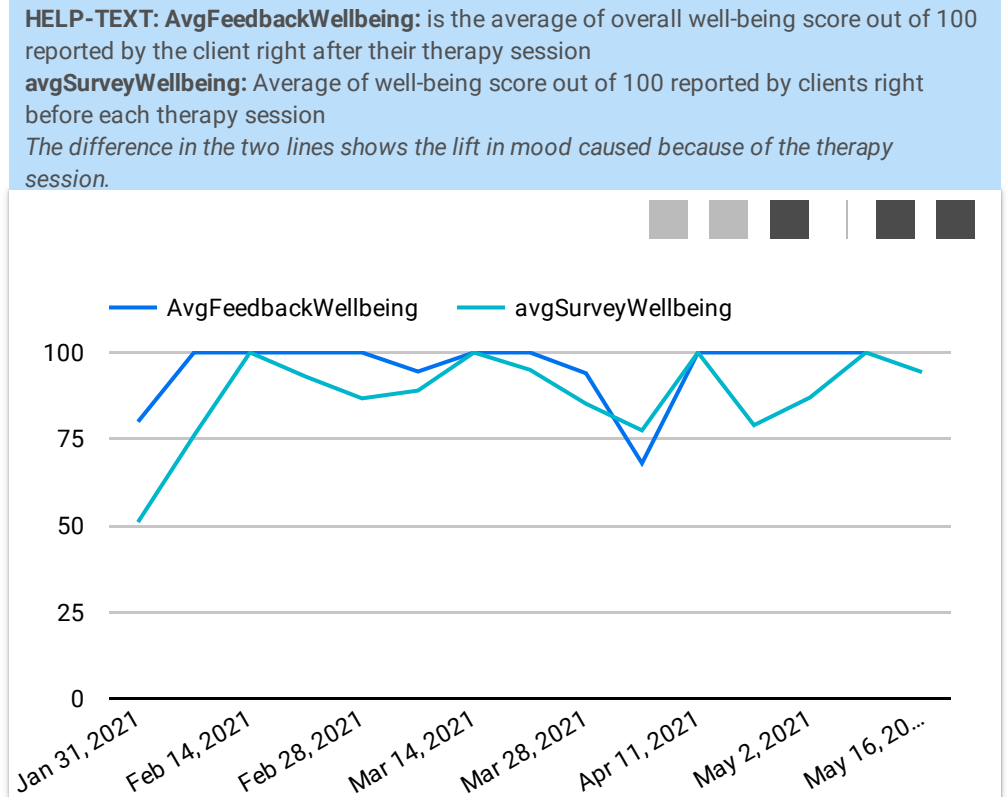
### Total Number of Sessions per week



### Average Feedback Scores recorded after the session



### Mood lift after session







## Non-Profit Funding Request Form FY 2021-22

***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.***

Name of Organization: Human Investment Project, Inc.

Contact Person: Laura Fanucchi

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

Street Address	City	State	Zip Code
<u>650-348-6660</u>			<u>lfanucchi@hiphousing.org</u>

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Mission Statement:

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 Home Sharing Program, Self Sufficiency Program, and Property Development and Management Division work in tandem to prevent homelessness, counter displacement, and enable more than 1,200 low-income individuals in the Town of Colma and throughout San Mateo County to find, or remain in, decent, stable, and affordable housing.

2. Amount of Request: \$ 5,000.00

a. Total Agency Annual Budget: \$ 3,070,453.00

b. Number of Agency Employees: 27

c. Payroll is 56 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- 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.

3a. Describe how the funding will support the selected category:

The public purpose for the requested funding is "Option A: Provide shelter, food, or clothing to persons in need of the Necessities of Life".

HIP Housing respectfully requests a grant of \$5,000 from the Town of Colma. If our request is approved, this grant will be used to support the activities of our innovative Home Sharing Program in FY 2021-2022.

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. By making more efficient use of existing housing resources in Colma, the Home Sharing Program provides a unique, creative, and affordable solution to the lack of affordable housing in the Town of Colma, and throughout San Mateo County.

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

For low-income individuals in Colma, the lack of affordable housing creates many challenges. Because rents are so high, residents have to seek affordable housing where they can, even if this means living in substandard housing or overcrowded conditions, or moving outside of the County and commuting in to work.

Enter HIP Housing's Home Sharing Program. As the only home sharing program and one of the few sources of readily available affordable housing in San Mateo County, the program is successful because of:

1. The creation of new affordable housing through the use of 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, families, and seniors in Colma.
2. Our thorough and in-depth matching process. Clients begin the home sharing process by completing a detailed application. Program staff follow up by interviewing the client and establishing their specific needs, and carrying 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.
3. Our creative and unique solutions for clients. Home Sharing staff will periodically arrange a Reduced Rent Exchange, in which one person completes light household chores in exchange for reduced rent.
4. Our ongoing client services and support. Throughout the course of the pandemic, staff have checked in frequently with matched clients, and have provided technical support and mediation services. As a result of this in-depth process, the average Home Sharing match lasts more than three years.

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:

In the Town of Colma during FY 2021-2022, 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.
- Place 1-2 individuals in new affordable home sharing matches in Colma.
- Provide ongoing support to 1-2 Colma residents matched in previous years.

Additionally, our Self Sufficiency Program staff will empower 1 low-income Colma family (3 adults and 2 children) to start their journey to financial independence and security.

In San Mateo County in FY 2021-2022, Home Sharing staff will:

- Provide 2,000 individuals who contact our agency with housing information, assistance, and referrals.
- Help 450 people find, or remain in, an affordable home sharing match.

Additionally, 50 low-income families (120 adults and children) from across San Mateo County will start their journey to financial independence and security as clients in our Self Sufficiency Program.

With your support in FY 2021-2022, HIP Housing's Home Sharing Program will make more efficient use of the Town of Colma's existing housing stock and expand access to stable and affordable housing in Colma. Our staff will enable struggling renters to avoid displacement; help low-income individuals find a stable, affordable place to live close to work, school, and family; and allow seniors and people with special needs to remain living independently in their own home.

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 grant support from the Town of Colma in FY 2020-2021, HIP Housing's Home Sharing staff: provided housing information and referrals to 2 individuals who live and/or work in Colma; interviewed, screened, and provided housing assistance to 7 individuals who live and/or work in Colma; and enabled 3 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 by our Self Sufficiency Program.

HIP Housing's main office in San Mateo and our field office locations have not yet reopened for in-person client meetings, and we have not yet restarted scheduled Home Visits. Home Sharing Program staff are working remotely and providing resources to new and existing clients via remote channels.

Agency outreach activities targeting the Town of Colma in FY 2020-2021 included:

- A Home Sharing information flyer sent to 93 local businesses and Holy Angels Church
- Home Sharing flyers sent monthly to the Town Clerk, Town Manager, Parks & Recreation Department, schools, Sterling Park Community Center, and the Town Council
- An ADU-focused informational flyer shared with the Colma Planning Department
- A home sharing informational ad displayed on SamTrans buses running through the Town of Colma and throughout San Mateo County
- Advertising through local radio stations, including iHeart Radio and Fil-Am Radio

8. Provide a detailed account of how the FY 2020-21 contribution was used:

The \$5,000 contribution from the Town of Colma for FY 2020-2021 was allocated to the salaries of our Home Sharing Program Coordinators. Thanks to your generosity and support, they were able to achieve the following outcomes during the last fiscal year:

- 2,067 individuals from across the County contacted our agency for housing information and assistance.
- 697 were interviewed and screened by Home Sharing staff.
- 47 individuals were matched in new affordable Home Sharing arrangements.
- 321 clients matched in previous years received ongoing support services from program staff.

Before finding a housemate, Home Providers in San Mateo County served by the Home Sharing Program in FY 2020-2021 spent an average of 39% of their income on housing, while Home Seekers spent an average of 33% of their income on housing. After matching with a housemate, Home Providers reduced their housing costs to an average of 21% of their income, while the cost of housing for Home Seekers remained steady.

Of the people served by the Home Sharing Program in FY 2020-2021: 94% were low-income, poverty level, or below; 56% were homeless or at risk of homelessness; and 28% lived with a disability.

On behalf of all of us at HIP Housing, thank you for your enduring support of our Home Sharing Program. Your support is changing lives!

9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

COVID-19 did not affect how HIP Housing spent its FY 2020-2021 allocation from the Town of Colma.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

- Atherton: FY 2020-2021 \$2,500 received; FY 2021-2022 \$2,500 projected
- Belmont: FY 2020-2021 \$5,000 received; FY 2021-2022 \$5,000 approved
- Brisbane: FY 2020-2021 \$5,000 received; FY 2021-2022 \$5,000 projected
- Burlingame: FY 2020-2021 \$4,625 received; FY 2021-2022 \$3,830 received
- Daly City: FY 2020-2021 \$12,000 approved; did not apply for CDBG funding in FY 2021-2022
- East Palo Alto: FY 2020-2021 \$5,000 received; FY 2021-2022 \$2,500 projected
- Foster City: FY 2020-2021 \$5,000 received; FY 2021-2022 \$5,000 received
- Half Moon Bay: FY 2020-2021 \$1,000 approved; FY 2021-2022 \$1,000 received
- Hillsborough: FY 2020-2021 \$2,500 received; FY 2021-2022 \$2,500 projected
- Menlo Park: FY 2020-2021 \$15,000 received; FY 2021-2022 \$15,000 projected
- Millbrae: FY 2020-2021 \$5,000 received; FY 2021-2022 \$5,000 approved
- Pacifica: FY 2020-2021 \$1,500 approved; FY 2021-2022 \$1,000 approved
- Portola Valley: FY 2020-2021 \$3,000 received; FY 2021-2022 \$3,000 approved
- Redwood City: FY 2020-2021 \$15,000 approved; did not apply for CDBG funding in FY 2021-2022
- San Bruno: FY 2020-2021 \$30,000 received; FY 2021-2022 \$30,000 approved
- San Carlos: FY 2020-2021 \$20,000 received; FY 2021-2022 \$20,000 projected
- San Mateo: FY 2020-2021 \$15,700 approved; did not apply for CDBG funding in FY 2021-2022
- South San Francisco: FY 2020-2021 \$12,000 approved; FY 2021-2022 \$12,000 approved
- Woodside: FY 2020-2021 \$2,500 received; FY 2021-2022 \$2,500 approved
- County of San Mateo: FY 2020-2021 \$48,000 approved; did not apply for CDBG funding in FY 2021-2022

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 (filed for 2020 or 2019)



**Optional Attachments**



800 S. Claremont Street, Suite 210  
San Mateo, CA 94402

## HIP Housing Board of Directors FY 2021-2022

### **Aaron Aknin**

City of Residence: San Carlos, CA  
Profession: Principal at Good City Company  
Start Date: 3/2021

### **SECRETARY**

#### **Joshua Amoroso**

City of Residence: Hillsborough, CA  
Profession: EVP at Lockehouse Retail Group, Inc.  
Start Date: 9/2019

#### **Lauren Boro**

City of Residence: Belmont, CA  
Profession: Real Estate Attorney  
Start Date: 9/2018

#### **LaTisa Brooks**

City of Residence: Foster City, CA  
Profession: Principal/General Manager at  
Piccadilly Catering & Event Solutions  
Start Date: 3/2021

### **TREASURER**

#### **Nancy Bush**

City of Residence: San Mateo, CA  
Profession: SVP at Beacon Business Bank  
Start Date: 9/2017

#### **Lisa Diaz Nash**

City of Residence: San Mateo, CA  
Profession: Consultant for Consumer Financial  
Services/Internet Services  
Start Date: 3/2021

#### **Rocsana Enriquez**

SSP Client  
Start Date: 9/2019

### **Kalah Espinoza**

City of Residence: San Francisco, CA  
Profession: VP, Multifamily, Capital Markets  
at Colliers International  
Start Date: 9/2019

#### **Tiauna George**

City of Residence: Redwood City, CA  
Profession: Sr. Director, Grants Management at  
the Energy Foundation  
Start Date: 9/2019

### **VICE PRESIDENT**

#### **Meris Ota**

City of Residence: Menlo Park, CA  
Profession: VP at Project Management Advisors  
Start Date: 9/2016

#### **Carolyn Moore**

City of Residence: Redwood City, CA  
Profession: Human Resources at Mercedes Benz  
Start Date: 9/2015

### **PRESIDENT**

#### **Shelley Pavela**

City of Residence: Foster City, CA  
Profession: Project Manager at Kaiser  
Permanente  
Start Date: 9/2012

#### **Dr. Jennifer Taylor-Mendoza**

City of Residence: Montara, CA  
Profession: President, College of San Mateo  
Start Date: 6/2015

<b>FY 21-22 Programs Budget</b>				
	FY 2020/2021 Budget	FY 2020/2021 Estimated	FY 2021/2022 Budget	Y-O-Y Variance
<b>Revenue</b>				
Measure "K"	185,657	185,657	185,657	100%
5300-60 Grants - Foundation & Corp.	712,500	757,500	594,500	78%
Emergency Relief Fund		60,000	20,000	33%
5600-08 Calendar Project	10,000	7,035	12,000	171%
5500-00 Government Grants	212,700	212,700	150,000	71%
5600-01 Individual Contributions	200,000	243,820	225,000	92%
5600-05 Special Events	140,000	165,000	220,000	133%
5992-00 Asset Mgmt Fee & Other Income	134,500	134,500	106,820	79%
<b>Total Prog. &amp; Adm. Revenue</b>	<b>\$1,595,357</b>	<b>\$1,766,212</b>	<b>\$1,513,977</b>	<b>86%</b>
<b>Expenses</b>				
6311-00 Office Supplies	9,000	10,287	6,000	58%
6312-00 Rent - Office	195,917	256,132	262,802	103%
6313-00 Planned Giving	1,200	-	1,500	
6314-00 Annual Appeal	8,020	9,601.00	10,000	104%
6393-03 Calendar expense	11,950	6,982	11,950	171%
6350-00 Audit Expense	9,270	8,400	10,500	125%
6351-00 Accounting & Bookkeeping	7,000	8,739	9,068	104%
6353-00 Automobile Expense Programs	5,000	162	1,350	833%
6360-00 Telephone	15,387	26,979	34,388	127%
6373-00 Expenses for ERF	79,369	141,878	20,000	14%



6374-00	Office Equipment	7,090	6,425	7,490	117%
6376-00	Bank Service Charges	11,000	11,690	11,973	102%
6379-00	Training	42,152	20,813	44,352	213%
6381-00	Professional Services	56,220	56,696	17,000	30%
6382-00	Printing/Copying/Reproduction	10,280	5,261	17,480	332%
6383-00	Dues and Subscriptions	3,500	4,833	5,840	121%
6385-00	Postage and Delivery	8,050	5,217	10,260	197%
6386-00	Computer Expense	29,700	35,575	32,090	90%
6301-00	Measure "K" expenses	103,282	103,282	82,000	79%
6388-00	Office Expenses	9,700	2,810	8,280	295%
6389-00	Board Expense	3,600	-	8,500	
6391-00	Volunteer Expense	400	55	400	727%
6398-00	Communications & Marketing	15,600	13,500	31,456	233%
6393-00	Special Events	32,802	48,000	112,200	234%
6395-00	Advertising & Promotion.	5,000	3,820	1,200	31%
6399-00	Other Admin Expense	12,320	14,826	36,700	248%
6900-00	SSP Supporting Services	10,750	10,750	34,160	318%
6325-00	SSP HOP Scholarships	153,800	26,473	223,685	845%
6300-00	Additional Expenses that it will be paid through OR	-	-	-	
6720-01	Property Fire & Liability Ins	5,665	8,576	8,726	102%
	<b>TOTAL ADMIN EXPENSES</b>	<b>\$863,024</b>	<b>\$847,762</b>	<b>\$1,061,350</b>	<b>125%</b>
	<b>Compensation Expenses</b>				
6710-00	Programs Gross Wages	\$1,594,201	1,460,394	\$1,591,888	109%
6379-02	Bonus staff development.	37,798	53,360	36,600	69%

6379-02	Overhead expenses	122,178					
6711-02	Payroll Taxes		107,805	119,676			111%
6711-03	Unemployment Compensation						
6711-04	Payroll Processing	3,800	1,986	2,667			134%
6722-00	Workers Comp Ins	9,808	8,104	4,738			58%
6723-00	Benefits - Health Insurance	195,673	176,865	175,314			99%
6724-00	Benefits - Pension 401K	78,151	70,227	78,219			111%
	<b>TOTAL COMPENSATION EXPENSES</b>	<b>\$2,041,609</b>	<b>\$1,878,741</b>	<b>\$2,009,103</b>			<b>107%</b>
	<b>TOTAL ADMIN &amp; COMP. EXPENSES</b>	<b>\$2,904,633</b>	<b>\$2,726,503</b>	<b>\$3,070,453</b>			<b>113%</b>
	<b>Net Program and Admin</b>	<b>-\$1,309,276</b>	<b>-\$960,291</b>	<b>-\$1,556,476</b>			<b>162%</b>
	<b>SUPPORT REVENUE</b>						
	Support from Investment Funds (EWI & ROA)	\$207,789	\$7,789	\$600,000			7703%
	HIP Support	166,507	166,507	165,000			99%
	Surplus Cash Distribution	350,000	195,534	210,000			107%
	Other Government Grants	357,900	357,900	393,242			110%
	Carry Forward Fund Balance 2019/20120 (HIP)	258,529	258,529	501,523			194%
	Total Support Revenue	\$1,340,725	\$986,259	\$1,869,765			190%
	<b>Change to Fund Balance</b>	<b>\$31,449</b>	<b>\$25,968</b>	<b>\$313,289</b>			<b>1205%</b>

<b>COMMENTS</b>				
				<i>Approved for the first half of the year but we will need to submit a proposal for the second half.</i>
				<i>\$594,500 includes \$519,500 in almost certain grants and \$75K additional for SSP's Scholarship.</i>
				<i>Increasing our target because of HIP Housing's 50th Anniversary and in-person luncheon. \$220k is aspirational.</i>
				<i>\$52,320 Asset Management Fee; \$54,500 in PBA project income.</i>
				<i>We need more room because of COVID-19 so we are paying rent for both 207 and 210. SSP will be moving to 207 in the next few weeks.</i>
				<i>Update from Clarice's budget estimate.</i>
				<i>Cellphones are reimbursed only thru 9/30.</i>
				<i>Carryover ERF from previous FY \$9K and \$10K from Sunlight Giving</i>



Moved to HHDC Budget

260,495

-\$71,065

-\$97,715

\$650K from EW1 and \$150 from ROA (\$200K transferred to support HHDC)

\$150K Coleman Developer fee & \$140K ROA II Developer Fees; \$125K will be transferred to HHDC.

Anticipating \$300K in surplus cash distribution from HHDC properties; \$90K will be transferred to HHDC.

All the PPP loans are expected to be forgiven by FY 2021/2022.



July 15, 2021

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

Dear Brian,

An important milestone will take place during the current fiscal year; HIP Housing will celebrate 50 years of providing affordable housing options for low-income residents and persons who work in San Mateo County! It's partners like the Town of Colma that enable HIP Housing help over 3,000 people a year with either housing or referrals to community resources in San Mateo County. Thank you!

Last fiscal year was like no other. The pandemic not only affected our clients' financial and mental health well-being, but also our staff, several of whom contracted the Covid-19 virus. As an essential service provider, we continued to offer our housing programs virtually, pivoting to offer more support through mediations, Emergency Relief Funds, and even a fun contest for a free Electronic Bike. We're looking forward to meeting our clients and tenants in-person later this year as well as returning to the outpost offices in the North County. Here's a glimpse of what we accomplished in FY 20.21.

#### **INFORMATION AND REFERRAL**

In FY 20.21, HIP Housing was selected by Stanford University's Design for Extreme Affordability class as a partner agency. Stanford Graduate students develop a business plan for an emerging program concept. While our Informational and Referral work is not a new program concept, we didn't have a framework for how to track the outcomes of our resource sharing. That's where the Stanford Students came in. They studied our Informational & Referral process and developed a tool for our staff to track resource sharing outcomes more effectively. We will incorporate the framework in a new Programs database that is currently being designed.

Home sharing matched and active clients received a weekly eblast from our Home sharing team with information about affordable housing wait list openings; eviction moratorium information; job fairs; Housing Element workshops; Rent Relief opportunities; connection to Legal Aid and Project Sentinel; Covid-19 testing and vaccination locations; and, resources offered from various cities.

We upgraded our phone system to be more compatible with a hybrid working schedule. Staff are now able to answer a call live rather than having it go to a voicemail greeting. The ability to text has increased our ability to respond to clients more rapidly. Over 2,000 inquiry calls were received during the year with staff helping clients to create a plan and understand resources in order to address their housing needs. While this number represents a decrease from pre-pandemic statistics, the first month of the new fiscal year saw the same number of inquiries about the program as compared to this time last year.

#### **INSERVICES, PARTNERSHIPS, AND TRAININGS**

~HIP Housing's staff, tenants, and program participants were able to receive a Covid-19 vaccination during a scheduled time slot at the San Mateo County Fairgrounds through the Sutter Health Vaccine Equity project.

~Staff from the Center for the Independence for persons with disabilities met with the Home Sharing team to explain the programs and services offered by the organization.

~The Program and Property teams attended a Fair Housing compliance training that is required of staff every two years.

~ HIP Housing collaborates with Cal State East Bay and Eastside Prep School's summer internship program. During the year, three interns were recruited to assist the Home Sharing Program marketing and outreach efforts. The students are majoring in marketing, Spanish, Mathematics; and business.

~To enhance HIP Housing's Diversity, Equity, and Inclusion initiatives, staff participated in: a Bystander Training facilitated by Hollaback!; SOGIE training facilitated by the San Mateo County Pride Center; The Color of Law – Menlo Park edition; forming an Inclusion Council with representatives from HIP Housing's staff.

~Two Home Sharing Coordinators graduated from the Conflict Resolution certification training facilitated by the Peninsula Conflict Resolution Center.

~HIP Housing's staff were invited to participate on the Tech Committee of the Commission on Aging; Community Engagement Team: Equitable Access to Services Subcommittee; SparkPoint Center's Basic Needs Steering Committee; Vaccine Communications and Equity Working Group.

~The County of San Mateo and HIP Housing are collaborating to raise awareness of the Home sharing program for employees and retirees. During the year, HIP Housing's staff conducted a virtual presentation with County employees and Human Resource Department staff. An eblast about the Home sharing program was sent to all County employees; we participated in a Health and Benefits fair sponsored by the County; and, feature Home sharing information on the County's Human Resources webpage.

~The Director of Programs is a committee member of the Community Health Advisory Committee of Sequoia Hospital.

~HIP Housing is a PG&E provider and distributes energy efficiency as well as CARE program applications to low income clients.

### **HOME SHARING PROGRAM HIGHLIGHTS**

The past fiscal year was definitely a challenge for the Home Sharing Program due to the pandemic and client concerns about moving in with others who were not in their bubble. Most, if not all, of the Home Sharing Programs throughout the Country either went on a complete pause or reduced services. Home sharing programs throughout California banded together with programs in the States of Washington, Oregon, and Colorado to facilitate a networking meeting bi-monthly to discuss topics relevant to the work we do. As a result, the Director of Program was invited to speak before the Washington State Senate's Housing Committee about the work of HIP Housing's Home Sharing program. The Committee is considering setting aside funding for establishing more home sharing resources throughout the State. During the year, HIP Housing's Director of Programs provided technical assistance to programs in Oregon, Washington, California, and, Tennessee. Three new Home Sharing programs were launched in California and are located in Placer County, Monterey County, and, Orange County. The total number of Home Sharing Programs in the State of California has grown to twenty-five.

HIP Housing's Home sharing Program team includes: Program Manager; Office Manager who manages the Information and Referral calls; Program Assistant; four Home Sharing Coordinators; an Outreach Specialist; as well as support from the Director of Programs, volunteers, and interns.

In FY 20-21 a total of 697 individuals applied to the Home Sharing Program and received housing and community resource support. While this statistic is significantly lower than in a pre-pandemic time, the reduction enabled the Home Sharing coordinators to spend more time with each applicant as well as provide intensive support to clients who were matched in a home sharing arrangement. Common themes as to why applicants had to search for a housemate included: Landlord remodeling and raising rent; market rents not coming down; job relocation; not being able to accept a job until housing is located; work hours reduced due to the pandemic; Landlord selling property and moving out of State; current housemates not following the Covid-19 precautions; and, living in overcrowded living conditions which increased the risk of exposure to the virus.

A total of 23 home sharing matches were arranged for 42 adults and 5 children. Prior to having a housemate, Home Providers were spending 39% of their income on housing expenses and Home Seekers were spending 33% of their income on housing costs. After a housemate moved in, Home Providers were able to reduce their housing costs to 21% of their income while Home Seekers were able to find a new housing arrangement and keep their housing costs at 33% of their income. An additional 321 applicants remained in their home sharing match made prior to the fiscal year. Home Providers who matched with a housemate received a \$250 incentive as a thank you for renting a room in their home. Home Providers who rented a room at \$1,000 or less, were eligible to receive an additional \$250 incentive. The incentive funds come from the San Mateo County's Measure K initiative and we are hopeful to receive another grant from the County for another two years.

HIP Housing's Emergency Relief fund distributed \$82,293 to 41 matched home sharing clients. The relief funds went to clients who demonstrated a loss of income due to the pandemic. The funds were used to help clients pay rent as well as for basic human needs.

### Home sharing Program Outreach Highlights:

HIP Housing's Outreach Specialist role is funded by the County of San Mateo's Measure K initiative. The focus of the Outreach Specialist is to not only conduct community outreach through attending networking meetings, health and resource events, establishing connections with service providers, as well as managing the volunteers and interns. Seventy-three percent of the applicants who applied to the program during the fiscal year were referred to the program through some type of outreach effort, the highest being visits to HIP Housing's website and completion of a website inquiry form. A list of outreach activities accomplished during the year are listed below.

#### Ads/Articles

211 website Almanac Brisbane Community newsletter Burlingame Parks & Rec guide Coastside Buzz website Coastside Magazine ad Daily Journal digital and print ads Daly City Foghorn Daly City Wire enewsletter Fil Am radio	Foster City electronic billboard Half Moon Bay Review Highway 101 billboard Hillsborough Living Magazine Hillsborough Memorial day video HIP Housing masks to clients Banner over Burlingame Avenue KCSM KHMB radio PSAs and website ad Magnolia Senior Center newsletter Menlo Park Digest Menlo Park Electronic message board Pacific Coast TV	Pacifica Housing for All post Pacifica Tribune insert Pacifica Voice newsletter article RWC Safeway shopping carts Sam Trans Bus ads SC Adult Community Center billboard San Carlos Living Magazine San Mateo's volunteer opps. Bulletin SSF E newsletter VALPAK coupon book Villages of SMC newsletter
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#### Mailing/Eblasts

ADU flyer: EPA Can Do & Planning Depts. Pacifica, San Carlos, Colma, and Portola Valley  Calendars: City staff, Councils, Chambers, Libraries, SMC Office of Ed, local community groups  Faith based organizations in San Bruno  Flyers to businesses in Belmont, Colma, Half Moon Bay, HMB library	Monthly flyers sent to Faith community, School Districts, HR Directors, City reps, non-profits, Homeowner Associations, Housing Advocates, City Councils  Pacific Islander Initiative Pacifica Elementary School District Pacifica School Volunteers Peninsula Temple Beth El	SC Adult Community Ctr members San Mateo County Pride Center Short Term rental permit holders (Millbrae and San Mateo) Senior Coastsiders Therapists in San Mateo County  <b>Social Media:</b> Nextdoor, Craigslist, Patch, Facebook, Instagram, Zoom HIP Housing backgrounds
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#### Meetings/networking:

Abundant Grace worker programs Age Forward Coalition Anamatangi Polynesian Voices Ayudando Latinos a Soñar Brilliant Corners Burlingame School District California Relay Service Center for Age Friendly Excellence CID inservice Chajinel Home Care Services Coast Pride CSM's Homestay program Commission on Aging Resource Community Health Advisory Committee of Dignity Health County Vaccine workgroup Crystal Springs United Methodist	Daly City Community Center Fair Housing training Healthright 360 Home for All Learning Lab HOPE IAC Inclusive Leaders in a Virtual World Institute on Aging's Friendship Line Jefferson Union High School district Latinos Unidos en Cristo Life Moves Master Plan on Aging Meals on Wheels Mount Zion Baptist Church New Beginnings Coalition One Life Counseling Center Our Lady of the Pillar Pacifica Collaborative	Peninsula Chinese Alliance Church Peninsula for Everyone PFS Filipino Peer Counseling Pescadero Elementary School Rainbow women Ravenswood Middle School Redwood City Interagency Forum Redwood City Housing Department Redwood City Public Library Samaritan House San Carlos 2040 planning meeting San Mateo Adult Education San Mateo Buddhist Temple San Mateo/Foster City SD Soroptomist Intl. of San Mateo Cty SPARK Point Basic Needs Housing Committee
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CZI Housing Narrative Learning Lab Daly City Access	Pacifica farmers market Pacifica Resource Center	St. Gregory's church Veterans Memorial Senior Center Villages of San Mateo County
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**Presentations:**

Able Works LiveAble program Adaptive PE program Active Aging Anamatangi Polynesian Voices City Councils – Calendar presentation Commission on Aging Commission on Disabilities	Daily Journal Senior Showcase Downtown Streets Social work staff Finding Hope Podcast with Chris Fosters Landing residents In Home Supportive Srvs. Town Hall Mills-Peninsula's Social workers Peninsula Hills Women's Club Phase 2 Careers	Podcast by the Bay – Kate interview Redwood City Downtown Neighborhood Association Redwood City Roosevelt Neighborhood Association Redwood City Senior Affairs Comm. San Mateo County Employees
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Sam Trans bus ad



Val Pak Coupon Ad



Coastside Living Ad

**Town of Colma Home Sharing Program highlights:**

- Two persons from the Town of Colma contacted HIP Housing to learn more about our programs as well as to discuss affordable housing opportunities in San Mateo County.
- Seven residents who live or 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. Two Homeowners in Colma, both low-income seniors, applied to the program after learning about the program through outreach efforts such as the Colma Community Resource event. The three home seekers included a senior who was homeless in Colma, an employee of Ross Stores, and an employee of Sizzler restaurant.
- A total of 3 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, Ross Stores, and Kelly Services Global.
- For the past two years, Reggie has been residing with a senior home provider in unincorporated Daly City and paying a low monthly rent of \$800 per month. Reggie works as a retail clerk at Ross Stores and a clerk at Bev Mo, both located in Colma. When he applied to the Home Sharing program he has been in a home sharing arrangement he found on his own in a home without heat or smoke detectors. He hoped to find a home sharing arrangement close to his two jobs as well as to SFSU where he was studying to enter the education industry. Reggie was a recipient of Emergency Relief Funds during the pandemic and received rental assistance on two occasions.
- Outreach activities conducted in the Town of Colma in FY 20.21 included:  
A Home Sharing Informational flyer was sent to 93 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.

An ADU-focused informational flyer was shared with the Colma Planning department.

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.

An ad is run in the Daily Journal three times a week as well as a daily classified ad and on-line digital ads.

A home sharing informational ad was displayed on Sam Trans buses throughout San Mateo County as well as over Highway 101.

Advertising through local Radio stations such as I Heart radio and Fil-Am radio station.

North County networking meetings were attended through Daly City Access, Pacifica Collaborative, and, Daly City HART.

### **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 and emancipated foster youth with or without children. Adults who are in school and have a goal to increase earnings and become financially independent within 1-5 years are considered for the program. Participants receive a rental scholarship while they complete an education or job training program and find employment in their field. During the fiscal year, fifty-one families representing 61 adults and 68 children were provided support through the program.

#### **Adopt a Family:**

SSP Program Assistant/Case Manager, Regina Greissing, launched the 2020 Adopt a Family Holiday program. Eighty five families were adopted including SSP clients, graduates, and HIP tenants! Although more than half of the donors participated in the usual way this year – meaning going out and buying gifts – some of our donors elected to donate online and/or send in checks due to the pandemic. Approximate funds with all online, check donations = \$16,640. With these funds, online gift cards were purchased for 17 families and the remaining funds went for the seniors. The donors went above and beyond because they knew 2020 was one of the most difficult for many of our families. A note from one of the recipients is listed below:

"Thank you so much for all your help and for always helping me reach my goals and understanding my situation. Our Angel that got us all our Christmas wishes was amazing she dropped by my home and my son and I were astonished by the big heart and we were very bless by her contribution. My son was so happy because he loves his Van's brand of shoes. I cannot be more thankful for having Hip Housing on my side. God bless you all."

#### **Cake 4 Kids:**

Cake4Kids is a non-profit group of volunteers who are home-bakers. They bake a custom-made birthday cakes for underserved children. In February & March, volunteers baked special "pick me up" treats for the kids to help combat pandemic fatigue.

#### **City of San Mateo:**

The City of San Mateo donated 75 movie passes for our SSP families, just in time for the re-opening of theaters.

#### **Client Highlights:**

Four participants were winners of the North County Soroptomist Club's Live your Dream award (\$1,000-\$3,000)

One of the families currently in the program is a single mom who has been living in Colma for 14 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 graduated from SFSU with a degree in marketing.

**Emergency Relief Funds:**

Thanks to the generous donations of our donors, SSP was able to award more emergency relief funds in the past month to a total of 8 families. Most are using the funding to pay for housing costs or basic necessities. A total of \$5,000 was distributed this round with another \$5,000 left to allocate for future needs.

**Fatherhood Engagement Program:**

SSP's Fatherhood Engagement Program has been collaborating with Star Vista and the Institute on Human and Social Development to expand resources for the dads in SSP. Financial, health, and wellness programs have been developed as well. The SSP fathers and children designed Vests, t-shirts, and hats to promote the Fatherhood collaborative.

**Landlord collaboration:**

Urban Properties & Management manages several properties in Burlingame owned by Alan Seacrest. Alan has been instrumental in providing housing for several SSP families, including Sophia M. and her daughter who recently moved out of our San Carlos group share. Urban Properties & Management have been very pro-active, efficient, and friendly to our staff and clients. Both Alan and Urban Properties value our mission and keep rents affordable for our families.

**My New Red Shoes (MNRS)**

MNRS is a non-profit that works to improve the well-being of children and youth experiencing economic hardships by ensuring access to basic needs and cultivating a sense of belonging. My New Red Shoes provided new shoes for the children in SSP. In addition, MNRS connected a high school senior who coordinated a shoe donation drive as part of her senior year "passion project". HIP Housing and MNRS have been partnering for well over 10 years.

**San Jose State University Social Work department:**

SJSU Intern, Alex K., is working toward his Masters in Social Work and has been interning with SSP since August. He opted to continue his internship for his 2<sup>nd</sup> year Masters program which will be the first time an MSW intern has been with HIP Housing for the two years. It's great for the continuity of client services and for the program as a whole.

**Workshops:**

San Mateo Credit Union on financial literacy

"Bullying. What it is, what it's not, and how to help" facilitated by an LMFT.

Two SSP clients facilitated a Family Art Night via zoom for a fun night of painting.

SSP Trauma Informed workshops are held on the 3<sup>rd</sup> Saturday of the month on Zoom and facilitated by a Licensed MFT. Workshops in the 3<sup>rd</sup> quarter were held on: The effects of trauma, mental health, and self-care; Emotional Intelligence and Self-regulation; and, Anger Management.

HIP Housing hosted an informational session for participants on the WANDA program. WANDA is a 2:1 savings program which are matched with free funds. WANDA is dedicated to advancing socioeconomic mobility for low income single mother 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:

- Closed escrow on a 10 unit building at Rolison Road in Redwood City. The building has 10 affordable studio apartments.
- 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.

- During the year, HIP Housing's Resident Service Coordinator at 3 HIP Housing owned and managed senior housing complexes coordinated daily food distribution through Second Harvest of Silicon Valley and Samaritan House's mobile meal program. Several donors also stepped up during the pandemic to cook meals for our senior residents. The resident services coordinator continues to collaborate with Peninsula Family Service's "Appy Hour" tech training for residents at Edgewater Isle. A virtual pet therapy visit was arranged for seniors and HIP Housing's staff.
- HIP Housing closed escrow on a 14 unit building across from the VA campus in Menlo Park.
- HIP Housing Affordable Ventures staff moved office locations to a commercial space at one of our affordable housing properties located in Redwood City.
- HIP Housing's website received a much-needed update to our Properties Page. Persons viewing the website can now determine whether there are any waiting list openings and have more details about the application process.

Thank you to the staff and Council of the Town of Colma for the support of HIP Housing's programs.

Sincere regards,

*Laura Fanucchi*

Laura Fanucchi  
Director of Programs



## Non-Profit Funding Request Form FY 2021-22

***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.***

LifeMoves

Name of Organization: \_\_\_\_\_

Contact Person: Jeannie Leahy

Address: 181 Constitution Drive Menlo Park CA 94025

Street Address	City	State	Zip Code
<u>650-823-8977</u>			

Phone Number: \_\_\_\_\_ Email Address: jleahy@lifemoves.org

1. Mission Statement:

LifeMoves has been committed to ending the cycle of homelessness for families and individuals in San Mateo and Santa Clara Counties since 1987. Our mission is 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: \$ 52,445,311
- b. Number of Agency Employees: 341
- c. Payroll is 59 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:
- 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.

3a. Describe how the funding will support the selected category:

LifeMoves has 26 shelter and service sites throughout the Peninsula and Silicon Valley, including 12 emergency shelters. Six of these shelters are in San Mateo County, and we receive a significant portion of our operating support for these shelters from the County of San Mateo. 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 and 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 basic necessities, including food, clothing, toiletries, and laundry supplies, along with on-site supportive services that include life-skills workshops, employment and housing search assistance, personal finance and budgeting assistance, health care referrals, behavioral health care counseling, and substance abuse support.

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

As evidenced by driving around Silicon Valley, homelessness continues to be a significant problem that has only heightened with the COVID-19 pandemic. While LifeMoves is cautiously optimistic about the increasing numbers of vaccinated community members, we are also very concerned about what will happen once the current eviction moratorium is lifted. A recent CNBC report indicated that San Mateo County renters who are behind in their rental payments owe on average \$8,700. We anticipate an unprecedented demand for our services once the moratorium is lifted - access to our shelters and programs will be more important than ever.

LifeMoves provides a breadth of supportive services to the families and individual seeking our assistance. This includes 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. By providing a customized plan to meet the unique needs of each household we serve, coupled with intense case management, we have the greatest opportunity to break the cycle of homelessness.

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 seeking the same level of funding the Town of Colma generously provided in FY21, although we would be pleased to receive additional support in recognition of the services we provide to Town residents, if additional funds are available.

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

Over the last six years, LifeMoves has served more than 40 residents from the Town of Colma, including both adults and children, at LifeMoves shelters in San Mateo County. During this past year fiscal year, Town of Colma funding was pivotal in our ability to return two families to stable housing. We provided more than 300 nights of shelter to these individual family members, with an estimated value of more than \$16,000.

In addition, members of the LifeMoves Homeless Outreach Team (HOT) were successful in moving more than half of all the unsheltered Colma residents who were living on the streets into shelter. We believe the presence of our shelters, programs, and outreach services in San Mateo County has a significant benefit to all community and business members in the Town of Colma. LifeMoves and other similar organizations are a community resource to help make the Town of Colma a terrific place to begin a business, start a family, or get an education.

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.

7A. In FY16, LifeMoves served 21 Town of Colma residents; in FY17, we served two residents; in FY18 and FY19 we served one resident per year; and in FY20 we served eight Town of Colma residents. In FY21, LifeMoves served eight Town of Colma residents, including four minor children, in three LifeMoves shelters, with an additional 12 individuals helped directly in the community by our HOT members. 7B. Colma clients are referred to LifeMoves shelters through San Mateo County's "Coordinated Entry System" (CES). The LifeMoves shelter available to Colma residents who are single adults is our Maple Street Shelter in Redwood City; Colma families (households with minor children) may be referred to any of our four SMC family shelters: 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. The members of HOT work throughout the County and provide services and support to unsheltered individuals living on the streets, in encampments, and vehicles. 7C. As described above, the HOT members work closely with local law enforcement and other community-based agencies to identify high users of emergency medical care and other municipal services, and to connect these individuals to available services that are so critically needed. In the last fiscal year, the HOT aided more than 1,500 of the most vulnerable members of San Mateo County, building trust and rapport to help break the cycle of homelessness. Of that 1,500, nine Town of Colma households directly benefitted from the efforts of the HOT. And, at every engagement opportunity, LifeMoves HOT members encouraged this population to accept COVID-19 vaccines. With pop-up vaccines clinics established throughout San Mateo County, access to the vaccines was welcomed and often referred to as "liquid gold."

8. Provide a detailed account of how the FY 2020-21 contribution was used:

The \$4,000 FY21 Grant provided by the 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 311 nights of shelter, with a value in excess of \$18,000. Those residents were welcomed into a safe environment, where their all their household needs were covered, including meals, clothing, household, and school supplies, as well as personal protective equipment to encourage wellness and safety. And despite COVID-19, LifeMoves clients continued to receive the intensive case management and customized supportive services to address the root causes of their homelessness.



9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

COVID-19 did not impact how LifeMoves spent Town of Colma grant funds in FY21. Last year, we assumed significant COVID-19 related costs to ensure the safety and well-being of our clients and staff. One example of unexpected costs was related to food. Prior to the pandemic, LifeMoves had a dedicated volunteer force that provided both nutritious meals to our clients, but also camaraderie. Because we had to stop all on-site volunteer activity at the onset of the pandemic, we purchased more prepared foods at significant cost. In the first 12 months of the mandated Shelter-in-Place, LifeMoves incurred nearly \$1.7M in COVID-related expenses. Funding from the Town of Colma was even more appreciated given these unforeseen costs, which allowed us to continue to serve the unsheltered individuals and families in our communities.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

City of Burlingame: FY21 \$7810 - awarded; FY22 \$10,000 - application pending  
City of Daly City: FY21 \$16,000 - awarded; FY22 \$17,600 approved  
City of Foster City: FY21 \$5000 - awarded; FY22 \$10,000 awarded  
City of Menlo Park: FY21 \$20,000 - awarded; FY22 \$20,000 application pending  
City of Redwood City: FY21 \$49,800 - awarded; FY22 \$51,688 awarded  
City of San Carlos: FY21 \$25,000 awarded; FY22 \$25,000 application pending  
City of San Mateo: FY21 awarded \$15,700; FY22 \$20,000 application pending  
City of South San Francisco: FY21 awarded \$20,000; FY22 \$25,000 awarded

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 (filed for 2020 or 2019)



**Optional Attachments**





## Board of Directors 2021

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### Officers:

**Joe Stockwell (Chair)**

*Principal*  
*Odyssey Management Capital*  
181 Constitution Drive (*volunteer office*)  
Menlo Park, CA 94025  
[jstockwell@odysseymtel.com](mailto:jstockwell@odysseymtel.com)  
Committees: Finance, Executive  
7 years on board

**Greg Eckert (Treasurer)**

*Partner*  
*PricewaterhouseCoopers*  
[greg.eckert@me.com](mailto:greg.eckert@me.com)  
Committees: Executive, Finance  
2 years on board

**Patrick Heron (Vice Chair)**

*Managing General Partner*  
*Frazier Healthcare Partners*  
70 Willow Road, Suite 200 (*work*)  
Menlo Park, CA 94025  
(W) 650-325-5156  
[patrick@frazierhealthcare.com](mailto:patrick@frazierhealthcare.com)  
Committees: Executive  
5 years on board

**Julie Gruber (Secretary)**

*Deputy General Counsel*  
*Gap Inc./Old Navy*  
2 Folsom Street (*work*)  
San Francisco, CA 94105  
(H) 650-773-3244  
[julie\\_gruber@gap.com](mailto:julie_gruber@gap.com)  
Committees: Executive  
5 years on board

### Directors:

**Pastor Paul Bains**

*President & Co-Founder*  
*WeHope*  
1854 Bay Road (*work*)  
East Palo Alto, CA 94303  
(C) 650-207-1998  
[pbains7@wehope.org](mailto:pbains7@wehope.org)  
1 year on board

**Sarah Boisseree**

*Senior Financial Analyst, Corporate Planning*  
*Salesforce*  
The Landmark @ One Market, Suite 300 (*work*)  
San Francisco, CA 94105  
(C) 650-867-6460  
[Sarah5elise@gmail.com](mailto:Sarah5elise@gmail.com)  
Committees: Audit  
4 years on board

**Holly Campbell**

*Former Vice President, Corporate Responsibility*  
*Adobe*  
45 Park Avenue (*work*)  
San Jose, CA 95110  
(C) 408-623-2045  
[hollywcampbell@gmail.com](mailto:hollywcampbell@gmail.com)  
6 years on board

**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](mailto:ccorpus@smcgov.org)  
1 year on board

**Elizabeth Funk**

*Managing Partner*  
*Dignity Capital*  
2406 Bush Street (*home*)  
San Francisco, CA 94115  
(C) 415-867-7397  
[elizabeth@dignityfund.com](mailto:elizabeth@dignityfund.com)  
1 year on board

**Scott Goree**

*Sr. Director, Worldwide Distribution*  
*Nutanix*  
181 Constitution Drive (*volunteer office*)  
Menlo Park, CA 94025  
(C) 650-685-5880  
[scott.goree@nutanix.com](mailto:scott.goree@nutanix.com)  
2 years on board



## Board of Directors 2021

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**Tiffany Hong**

*Senior Vice President  
Franklin Templeton Investments*  
1 Franklin Parkway (*work*)  
San Mateo, CA 94403  
(W) 650-312-2989  
[tiffany.hong@franklintempleton.com](mailto:tiffany.hong@franklintempleton.com)  
Committees: Principal Gifts  
3 years on board

**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](mailto:ahmed.khatib@ml.com)  
Committees: Finance  
2 years on board

**Amanda Riddle**

*Partner, Attorney  
Corey, Luzaich, Pliska, de Ghetaldi, & Nastari LLP*  
700 El Camino Real (*work*)  
Millbrae, CA 94030  
(W) 650-871-5666  
(Fax) 650-871-4144  
[alr@coreylaw.com](mailto:alr@coreylaw.com)  
Committees: Governance  
4 years on board

**May Topper**

*Currently Marketing Consultant  
Former Vice President, Marketing Oral-B*  
181 Constitution Drive (*volunteer office*)  
Menlo Park, CA 94025  
650-685-5880  
[mtopper@pacbell.net](mailto:mtopper@pacbell.net)  
Committees: N/A  
2 years on board

**Martha Joseph**

*Sr. Associate of Development  
Tipping Point Community*  
2544 W Ave 130<sup>th</sup> (*home*)  
San Leandro, CA 94577  
(C) 415-879-2142  
Marthajoseph86@gmail.com  
1 year on board

**Lauren Koenig**

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

**Melissa Selcher**

*Vice President, Brand Marketing and Corporate  
Communications*  
*LinkedIn*  
2029 Stierlin Court Suite 200 (*work*)  
Mountain View, CA 94043  
[mselcher@linkedin.com](mailto:mselcher@linkedin.com)  
Committees: Development, Executive  
4 years on board

**Pamela Weiss**

*Philanthropist, Writer, Community Activist*  
181 Constitution Drive (*volunteer office*)  
Menlo Park, CA 94025  
[pamelaweiss@hotmail.com](mailto:pamelaweiss@hotmail.com)  
Committees: N/A  
3 years on board



Budget for Fiscal Year 2022

Approved as of June 2021

<b>Revenue</b>	
Government	\$ 31,787,315
Private Donations	\$ 20,264,000
Other Revenue	\$ 393,996
<b>Total Revenue</b>	<b>\$ 52,445,311</b>
<b>Expense</b>	
Program Expense	
Program Salary & Benefits	\$ 15,641,820
Direct Client Expenses	\$ 10,319,058
Site Operating Costs	\$ 5,392,395
Operations Labor and Fringe	\$ 9,026,987
<b>Total Program Expense</b>	<b>\$ 40,380,260</b>
<b>Administration Expense</b>	
Administration Expenses	\$ 4,374,510
Development Expense	\$ 3,302,120
<b>Total Administration Expense</b>	<b>\$ 7,676,631</b>
<b>Total Expense</b>	<b>\$ 48,056,891</b>
<b>Operating Income/(Loss)</b>	<b>\$ 4,388,420</b>
<b>Capital Costs</b>	<b>\$ 4,473,000</b>
<b>Operating Income/(Loss) after Capital</b>	<b>\$ (84,580)</b>



**GRANT REPORT TO THE TOWN OF COLMA  
JUNE 2021**

On behalf of the homeless individuals and families LifeMoves serves, please accept our sincere thanks for the Town of Colma's continued partnership. We are very grateful for the grant of \$4,000 we received in October 2020 to support programs serving residents of Colma this fiscal year. LifeMoves is pleased to report on the milestones we reached due to the Town of Colma's support and provide you with a brief organizational update.

**SERVICES TO TOWN OF COLMA RESIDENTS**

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LifeMoves is pleased to report that we provided food, shelter, clothing, and a broad range of supportive services to 17 individuals from the Town of Colma in our shelters so far this fiscal year (July 1, 2020, through May 31, 2021). We served one family of four people (including three minor children) at our First Step for Families shelter in the City of San Mateo. Seven households, which totaled seven adults and four children, were served by our "Healthcare for the Homeless" (HCH) team, with an additional individual receiving assistance from our "Homeless Outreach Team" (HOT). A Veteran from Colma who was experiencing homelessness tapped multiple LifeMoves resources including from our HCH and HOT teams when he was still on the streets, and then we were also able to serve him more comprehensive services at our Maple Street Shelter in Redwood City.

All told, these individuals stayed a total of 1,092 nights in LifeMoves shelters, with an approximate value of \$60,000. As a result, all funds from the Town of Colma were expended during the 2020/21 fiscal year. LifeMoves provides an important safety net for local families and individuals in need or at risk of becoming homeless, while at the same time, our services help preserve public health and safety for all residents and merchants within the Town of Colma. We feel the importance of our work was elevated during the pandemic.

**LIFEMOVES OVERVIEW**

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During our most recent fiscal year, with 350 employees and more than 6,000 supporters, LifeMoves operated 24 shelter and service facilities from Daly City to San Jose for individuals and families experiencing homelessness or at risk of homelessness. We served 6,497 people across all LifeMoves programs and provided clients with 237,300 shelter nights. LifeMoves continues to feed, clothe, and house approximately 1,200 people per night, about one-third of whom are children. We provide intensive, customized case management through both shelter programs and community outreach.

This past fiscal year, 86% of families who engaged with LifeMoves transitional housing programs successfully returned to stable housing and achieved self-sufficiency. We expect to see similar results this fiscal year, which ends on June 30. LifeMoves attributes this continued success to our intensive and customized case management services. Each of the individuals and families we serve have different circumstances that have contributed to their current unsheltered status. Staff at all our sites work to

address the root causes for homelessness and help our clients chart a path to independence and stable housing. The environment at each of our locations is warm, welcoming, and safe. We have implemented COVID-19 safety protocols at all our sites, following recommendations from county officials, to keep our staff and clients healthy. In addition to overseeing COVID-19 precautions, our on-site case managers work closely with parents and guardians to help them secure employment, public benefits, repair credit, counseling, childcare, and anything else they need to obtain housing and prevent future homelessness. At the same time, on-site children's services coordinators are engaged at our family sites, ensuring children are enrolled in school and have what the tools they need to be academically successful. This year that included remote-learning tools such as laptops, hot-spots, and headphones.

Overall, during our last fiscal year 68% of the people who engaged with LifeMoves programs secured stable housing and attained self-sufficiency. We continue to credit the LifeMoves therapeutic service model—which addresses the causes of homelessness, rather than treating the symptoms—for making the difference in the outcomes we have been able to achieve. And we are deeply grateful to funders like the Town of Colma for making these accomplishments possible.

#### **ORGANIZATIONAL UPDATES**

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We are pleased to share three major LifeMoves updates. In April, after leading LifeMoves for six very successful years, Bruce Ives stepped down as our CEO. LifeMoves' new CEO is Aubrey Merriman. Aubrey has spent his career in the nonprofit sector, most recently as CEO of the Boys & Girls Clubs of North San Mateo County. With proven leadership experience, strong community relationships, and a shared vision for what LifeMoves can accomplish, Aubrey brings a powerful perspective and commitment to the clients we serve. His compassion, vision, intellect, and humor impressed our search committee, and the leadership transition has been smooth. We are fortunate to have a leader with his qualities to guide LifeMoves into our next chapter.

We also are excited to report on two significant ways LifeMoves is expanding its reach this spring. In late 2020 we formed a partnership with the State of California and the City of Mountain View to open a new shelter in Mountain View with capacity serve up to 124 people each night (88 singles and 12 family units), with priority to be given to seniors and families from the surrounding area. As part of California's "Project Homekey" program to fund housing for homeless and unstably housed people during the COVID-19 emergency, LifeMoves and the City of Mountain View were awarded a state grant of approximately \$10 million to purchase a one-acre site near public transportation in Mountain View. We were able to complete construction on the project relatively quickly since we used modular and prefabricated building components. LifeMoves staff will manage all operations at the site, which welcomed its first residents in May.

LifeMoves also opened a new shelter in Half Moon Bay in April. Our outreach team has worked with the homeless community in this area for years and has seen their strong desire to remain on the coast, rather than going inland to receive shelter and supportive services. It has therefore long been a vision of LifeMoves to open a shelter west of the coastal range, and the LifeMoves Coastside Inn—at the site of a former motel a short walk from downtown Half Moon Bay—will be the first facility of its kind in the

region. The 50 “single doors” will be able to accommodate single individuals, couples, and families. Launching these two new shelters will bring to 26 the number of LifeMoves facilities and service sites in San Mateo and Santa Clara counties.

#### **CONCLUSION**

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Thank you again for the Town of Colma’s continued support for some of the most vulnerable members of our shared community. With your partnership, LifeMoves continues to create meaningful opportunities for homeless individuals and families to return to stable housing and long-term self-sufficiency. We look forward to continuing to work together to help our neighbors make the moves they need 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) 823-8977 or [jleahy@lifemoves.org](mailto:jleahy@lifemoves.org).





# Non-Profit Funding Request Form FY 2021-22

***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.***

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

Contact Person: Denise Kelly \_\_\_\_\_

Address: NO Mail Please: 31 Belpier St, Daly City CA 94014 \_\_\_\_\_

Street Address City State Zip Code

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

1. Mission Statement:

"Providing nutrition and sustenance to anyone in need"

2. Amount of Request: \$ 15,000.00 \_\_\_\_\_

a. Total Agency Annual Budget: \$ 155,401.00 \_\_\_\_\_

b. Number of Agency Employees: 2 \_\_\_\_\_

c. Payroll is 24% of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- 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.

3a. Describe how the funding will support the selected category:

Funding received will allow us to continue to provide food to those in need.

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

San Francisco Bay Area continues to be an expensive place to live. With the additional hardships brought by Covid, the need for our services continues to increase.

With our Fiscal Year 2020-2021 just closing, our Food Pantry statistics indicate that we served 8,990 individuals – that is an increase of 95% over 2019-2020 and we are getting new clients weekly. Client demographics are consistent with previous years:

Gender: Female 54%, Male 46%

Age: Under 18 13%, 18-59 42%, 60+ 45%

Ethnicity: Asian (Not Filipino) 17%, Black 4%, Filipino 62%, Hispanic 6%, Native American 1%, White 8%, Others 2%

Providing a three day supply of grocery items to each client household continues to be challenging. The amount of food that we received from the community and Second Harvest of Silicon Valley was reduced in FY 2020-2021 from FY 2019-2020 levels – Second Harvest provided 28% of our distributed food vs. 28% in FY 2019-2020; community donations went from 15% in FY 2019-2020 to 7% in FY 2020-2021. We purchased \$92,322.21 in grocery items in FY 2020-2021 vs. \$22,836.88 in FY 2019-2020.

We anticipate that the number of people needing food assistance will continue until the economy settles and the risk of Covid decreases.

Our FY 2022-22 Budget is \$155,401.00. The \$15,000.00 requested from Town of Colma will be used to support our operations.

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

We are requesting the same amount as in 2020-2021.

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

Residents of Colma are eligible and welcome to participate in our programs reducing the need for Town of Colma to provide the service.

7. Describe the following:

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

A.

We do not track the cities that are clients live in, only the zip codes, so we are unable to provide the number of Colma residents. We do provide groceries for the residents of Colma Veterans Village.

B.

Our service is located at 31 Bepler Street, Daly City 94014. When volunteers are available we have been able to deliver when the client is unable to pick up.

C.

We continue to make every effort to be included on all listings of food resources available including participating in Second Harvest Food Bank's Food Connection.

8. Provide a detailed account of how the FY 2020-21 contribution was used:

the \$15,000.00 (along with the 2019-2020 balance of \$6,090.30) was combined with community donations to purchase groceries totaling \$93,322.21.

9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

Yes.

As indicated in #4, Covid has increased the need for our services. A 95% increase in the number of people served in FY 2020-2021 has had an enormous impact. Last fall, we found ourselves close to closing our doors due to insufficient funds to meet the needs. Holding our in person fundraisers was out of the question so we reached out to the community and their generosity has allowed us to continue to operate.

We have the added expense of purchasing bags for food distribution. Prior to Covid-19 we participated in a "re-use" bag program with bags donated by Republic Services. For everyone's safety, we had to stop accepting the bags back from clients and purchase paper bags. We spent \$4,309.97 purchasing bags in FY 2020-2021 vs. \$1,894.166 in FY 2019-2020. We do not see this expense reducing for some time.

Covid has impacted our hot meal program. The concerns of safely providing a hot meal in our Dining Center and the financial impact of providing food in our Food Pantry has forced a decision to keep our Dining Center closed for the time being.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

City of Daly City provides the building at 31 Bepler Street for \$1.00 per year.

County of San Mateo provided a grant of \$20,000.00 in July 2020. This amount was the balance of a \$40,000.00 grant authorized in 2019-2020/

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 (filed for 2020 or 2019)



**Optional Attachments**

**NORTH PENINSULA FOOD PANTRY & DINING CENTER OF DALY CITY  
2021-2022 Budget**

**INCOME**

Food Pantry Income	\$25,000.00
General Funds Income	\$135,000.00
<b>TOTAL</b>	<b>\$160,000.00</b>

**EXPENSES**

Bookkeeping Tax Preparation	\$350.00
Building Maintenance	\$2,500.00
Dining Center Expenses	\$4,000.00
Equipment Expense	\$200.00
Fees & Dues	\$100.00
Food Pantry Expenses	\$100,000.00
FPDB Software Update	\$700.00
Fundraising Expense	\$2,500.00
Insurance - General Liability	\$1,500.00
Insurance - Property	\$500.00
Insurance - Worker's Comp	\$1,500.00
Office Supplies	\$500.00
Payroll	\$35,000.00
Payroll Tax	\$3,000.00
Photocopies & Printing	\$150.00
Post Office Box	\$350.00
Postage	\$500.00
Public Relations	\$150.00
Rent	\$1.00
Telephone Internet Television	\$1,800.00
Website	\$100.00
<b>TOTAL</b>	<b>\$155,401.00</b>

Approved 07/21/21



**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](mailto:fooddc@comcast.net)**  
**[www.fooddc.org](http://www.fooddc.org)**

June 28, 2021

**Board of Directors**  
**2020-2021**

**President**

Hon. Dennis Fiscaro  
*Retired*

**Vice President**

Teresa Proaño  
*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*  
Marie Villarosa  
*Serrmonte Center*

**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 your generosity of the \$15,000.00 grant we received in October 2020.

We combined this generosity with the balance of our 2019-2020 Grant, \$6,090.30, with community donations to purchase groceries totaling \$93,322.21 during this Fiscal Year.

Covid has changed our operations. Our Dining Center remains closed while we determine the safest way to operate. Our Food Pantry continues to provide groceries and as of 06/24/21, we have provided 8,860 individuals with groceries.

We are grateful for the support of our community and look forward to what the "new normal" brings to our ability to provide food to the hungry.

Please let us know if you need any additional information.

Gratefully,

*Denise Kelly*

Denise Kelly  
Executive Director

*"Providing nutrition  
and sustenance  
to anyone in need"*





3a. Describe how the funding will support the selected category:

In San Mateo county, the Ombudsman Services of San Mateo County, Inc. is the only program dedicated to advocating for the quality of life and the dignity of people living in licensed long term care facilities. WE serve as a trusted resource for the residents and family members to turn to for help and information resolving issues.

Our trained staff Ombudsman and volunteers ombudsman, 29 of them regularly visit local facilities and speak directly with the residents. WE make sure that every person living in a long term facility has someone on their side to advocate for them regarding any needs they may have. WE do this because we believe every resident deserves to be seen, heard, valued and supported so they can enjoy the best quality of life and live in dignity. Our program is federally mandated and we are wholly funded through the County, grants and the generosity of private donors.

In Colma, we monitor 2 long term care facilities with 63 residents.

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

The funds we received from the City of Colma will help OSSMC to meet its federally-mandated mission to monitor and provide advocacy services to the residents of Colma living in long term care facilities. this will be accomplished 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, we also serve all other residents that live in licensed long term care facilities in San Mateo County. WE serve 441 facilities with a total of 9278 residents 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 \$2,000 for which we are very grateful. This year we are requesting \$3,000 which is \$1,000 more than the past year. We increased the request due to the covid virus making the cost of living higher in San Mateo County and giving our staff a small raise to try and keep them with us. We are still not sure how much the county will give us so we need to move forward to make up for our lack of funds. Our budget is adopted in June for our new year starting July 1, 2021.

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

The residents that live in Colma's long term care facilities receive the monitoring to make sure that each person is visited, taken care for properly and is living the best life they can under the circumstances. WE are the eyes and ears for the resident in many cases. many of your residents have no family or anyone else to watch out for them or care about the quality of care they are receiving. that is what the Ombudsman does! the residents that live at Angela's Rest Home and Reflections receive our advocacy and support so they can live the best life possible as they aged in place. You, the city of Colma, take care of the residents (citizens) no matter who 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.

The total Colma residents served by OSSMC for 20-21 was 63 residents. There are 6 residents in Angela's Rest Home and 57 residents in Reflections. Last year we were able to talk and visit with the 63 residents to make sure their needs were being met and that they were good.

WE opened and closed 10 cases and gave 4 information and assistance to families or residents.

WE provided 30 information and assistance to the facility staff at both places.

We were not able to provided community education in Colma due to the virus and not able to to have community gatherings. Since outside gatherings are permitted, we will be able to have events this coming year.

OSSMC gave gave advice to the facility when ever they needed it and asked for it. When asked, we held the facilities reach to our other partners to help them with specific needs.

8. Provide a detailed account of how the FY 2020-21 contribution was used:

The \$2,000 grant went towards the visiting and monitoring of the 2 facilities with 63 residents in the City of Colma. The funds help cover our Supervisor and her salary and benefits. It is very difficult to maintain quality staff in San Mateo County due to the cost of living here. WE have been able to maintain contact with all of the residents in the Colma facilities with in person visits, and phone calls.

9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

No the COVID 19 virus did not change the way we spent our grant. W continue our work as usual.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

	2020-2021	2021-2022
SSF	\$20,000	\$20,000
Burlingame	\$1,125	\$ 700
Foster City	\$2,500	\$ 5,000
Menlo Park	\$ -0-	\$ 2,000
San Mateo	\$15,700	\$17,300

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 (filed for 2020 or 2019)



**Optional Attachments**



## OMBUDSMAN SERVICES OF SAN MATEO COUNTY, INC

BUDGET FY2021-2022

Board Approved 6/18/21

Operating Income		PY 21-22
<b>Donations</b>		
Annual Report/Newsletter		500
Appeal Letters Holiday		7,000
Appeal Letters Spring		1,500
Board Gifts		10,000
Donations		5,000
Volunteer Recognition Luncheon		20,000
	Sutter Health	
	Sub-total	44,000
<b>Foundation Funding</b>		
Atkinson		10,000
Deacon Charitable Foundation		5,500
Gellert Foundation		0
Palo Alto Community Fund		10,000
Safeway Foundation		2,500
San Bruno Community Foundation		0
TouchPoint		3,000
Woodlawn		45,000
	Sub-total	76,000
<b>Government Funding</b>		
SMC Title IIB (OAA)		31,584
SMC Title VIII		47,232
SMC General Funds (<60)		52,000
CARES Act (County-SMCGF & >60)		0
Special Deposit Funds (SHFCPA)		15,749
SHFCPA - OTO		0
SNF Quality Assurance		46,255
State General Fund		214,740
State GF - Baseline Adjustment		0
Public Health L&C Prog Fund		9,738
Measure K		121,983
CARE Act		0
CDBG Redwood City		0
CDBG San Mateo		17,300
CDBG SSF		20,000
Other City Grants - Burlingame		1,125
Other City Grants - Foster City		2,500
Other City Grants - Menlo Park		2,000
Other City Grants-Town of Colma		2,000
	Sub-Total	584,206
<b>Healthcare Districts</b>		
Peninsula Health Care District		50,000
Sequoia Healthcare District		75,000
	Sub-Total	125,000
In Kind volunteer hours		115,000
<b>Interest Income</b>		80,000
Other Income to balance budget		
Other Income		
<b>Total Revenue</b>		<b>1,024,206</b>

<b>Expenses</b>	FY 21-22
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<b>Development/Marketing</b>	
<b>Fundraising</b>	
Grant Writing	36,000
Event Planner	12,000
Volunteer Recognition Luncheon	15,000
Fall Event	0
Holiday Appeal	1,900
Spring Appeal	1,250
Sub-total	66,150
<b>Marketing</b>	
Marketing PR	3,500
Sub-total	3,500
<b>Printing &amp; Reproduction</b>	
Newsletter/Annual Report	1,000
Brochures/tentcards/bus cards	4,000
Website	2,000
Other	
Sub-total	7,000
<b>Employee Expense Direct</b>	
Payroll	639,857
Benefits (medical, dental)	20,943
ER Taxes	54,003
Workers Compensation	2,374
Sub-total	717,177
<b>Employee Indirect Expenses</b>	
Education	2,000
Recruiting	750
Mileage Reimbursement	10,000
Payroll Service Fee	3,500
Sub-total	16,250
<b>Operating Expenses</b>	
Board Expenses	3,500
Sub-total	3,500
<b>Facilities &amp; Equipment</b>	
Computer Maintenance	2,400
Computer Software	3,850
Maintenance Agreements	2,410
Moving Expenses	0
Office Equipment	2,000
Office Furnishings	1,000
Rent	12,000
Sub-total	23,660
<b>Financial Expenses</b>	
Accounting/Audit	14,000
Investment Advisory Fees	11,069
PayPal Fees	1,500
Bank Charges	25
Sub-total	26,594
<b>Insurance</b>	
Directors and Officers	1,935
General Liability	3,280
Membership Dues & Subscriptions	3,000
Other Meeting Expenses	500
Office Supplies	3,500
Postage and Delivery	1,500
Telephone and Internet	5,000
Sub-total	18,715



Expenses		FY 21-22
<b>CARE Act Expenses</b>		
P/T Music & memory Coordinator		0
P/T Community Outreach		0
Supplies (CARES)		0
Tablets for Resident Communication/training		0
3 Grants for Music & Memory Certification		0
	Sub-total	0
<b>Program Expense</b>		
Misc		1,000
Intern Stipend		8,000
Professional Services/contracted srvc		0
Hiring Costs for new ED		0
Corporate Registration		180
Taxes		125
	Sub-total	9,305
<b>Special Projects</b>		
Alzheimer's Association		5,000
Music and Memory		2,500
	Sub-total	7,500
Volunteer Expenses		8,175
Volunteer In-kind hours		115,000
<b>Total Expenses</b>		<b>1,022,526</b>
		1,680



June 28, 2021

Town of Colma  
City Manager's Office  
1198 El Camino Real  
Colma, CA 994014

**Attention:** Darcy De Leon  
**Grant Report** for '20- '21

**1. Describe the results of the program funded by the grant:**

With the grant we received from the Town of Colm we were able to:

- OSSMC were able to make 12 visits to facilities in Colma.
- We were able to talk to 63 residents to make sure their needs were being met.
- We opened and closed 11 cases.
- We gave 10 information and assistance to families/residents.
- We were able to provide 27 information and assistance to facility staff.
- We conducted 2 community education/advice to the facilities.

**2. Evaluate the results of the program funded by the grant:**

This year was an unusual year because of the Covid 19 virus. This virus presented many challenges to our Ombudsmen and to our volunteer Ombudsmen. In March of 2020 we are not allowed to enter the facilities and that continued for several months. Our staff was working from the very beginning of the virus from the office and from home. We were able to continue to connect with the residents and with the administrators of the facilities. We communicated with the residents through text messages, regular phones, cell phones, computers, snail mail and as time went on, through windows and then meeting in the garden with a six-foot table between us. We also purchased pocket talkers so we could communicate better when outside with the resident.

The biggest problem for the residents was the isolation they were experiencing while they had to stay in their rooms, eat alone and not see their families and friends.

I feel that the Ombudsman Program provided a life-support for the residents and the families. We would talk to the residents and then be able to talk with the families and reassure them that their loved ones were doing the best possible under these circumstances.

The grant that the Town of Colma awarded the Ombudsman Program help with the salary for our Ombudsman Supervisor for North County. I am very happy to report that we are now able to go inside the facilities and talk with the residents and reassure them that we are there for them.

Best regards,

Bernadette Mellott MPA  
Executive Director



# Non-Profit Funding Request Form FY 2021-22

***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.***

Operation Santa Claus  
Name of Organization: \_\_\_\_\_

Jennifer Linale  
Contact Person: \_\_\_\_\_

10 Wembley Dr, Daly City, CA 94015  
Address: \_\_\_\_\_

Street Address City State Zip Code

415.828.0062 linale@sbcglobal.net  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Mission Statement:

To provide a traditional Christmas experience to family in the communities of Daly City, Colma and Broadmoor that are homeless or whose income is less than their monthly expenses. Operation Santa Claus delivers or distributes to the families' new toys and a holiday meal to those families that register to participate.

2. Amount of Request: \$ 1,500.00 \_\_\_\_\_

a. Total Agency Annual Budget: \$ 16,000 \_\_\_\_\_

b. Number of Agency Employees: 0 \_\_\_\_\_

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

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- 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.

3a. Describe how the funding will support the selected category:

Secure toys, books and gift cards for the residence that register for support.

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

COVID increased the amount of families that registered for support by 25% percent last year. Individual donations which were historically the organization base of funding have gradually declined over the last few years. we look toward anchor community organizations to help continue our organizations existence.

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

Same amount requested

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

Members of the Colma community that register for support receive the toys and cards secured through this donation.

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.

Approximately 40 (140 children) of our families reside in Colma.

8. Provide a detailed account of how the FY 2020-21 contribution was used:

During the past holiday season, we assisted 268 families, which included 570 children with newly purchased toys, 85 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:	\$11,000
Gift Cards:	\$3,500
Expenses:	\$1,300
Total	\$15,800

9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

In 2020, we had to increase our infrastructure cost to purchase elements to support social distancing and sanitization. This caused us to spend less on toys for the families.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

No other city donates. we leverage Daly City facilities and resources to keep cost down.

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 # TIN 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 (filed for 2020 or 2019)



**Optional Attachments**



**OSC BOARD  
MEMBERS -  
CONTACT  
INFORMATION**

NAME	EMAIL	PHONE #	CELL #	EMAIL
Aimee O'Donnell Saunders	<a href="mailto:aimeeodsanders@gmail.com">aimeeodsanders@gmail.com</a>			
Barney Maffei	<a href="mailto:ujmaffei@gmail.com">ujmaffei@gmail.com</a>	650-755-2997 (h)	415-990-6267	
Bobby Stuhler	<a href="mailto:bstuhler@dalcycity.org">bstuhler@dalcycity.org</a>	650-991-8132 (w)	650-922-0624	<a href="mailto:kbstuhler@aol.com">kbstuhler@aol.com</a>
Cameron Christensen	<a href="mailto:cchristensen@dalcycity.org">cchristensen@dalcycity.org</a>			
Denise Brown	<a href="mailto:dbrown@dalcycity.org">dbrown@dalcycity.org</a>	650-991-8004 (w)	650-740-4531	
Jennifer Linale	<a href="mailto:linale@sbcglobal.net">linale@sbcglobal.net</a>		415.828.0062	
Maria Delucchi	<a href="mailto:mariadelucchi@unionbank.com">mariadelucchi@unionbank.com</a>	650-568-5881 (w)	650-922-6519	<a href="mailto:mariadcch7@gmail.com">mariadcch7@gmail.com</a>
Marya Ouro-Gbeleou	<a href="mailto:marya@dcpartnership.org">marya@dcpartnership.org</a>			
Mike Stancil	<a href="mailto:mike@dcpartnership.org">mike@dcpartnership.org</a>	650- 301-3305 (w)		
Pat Bohm	<a href="mailto:pat@dcpartnership.org">pat@dcpartnership.org</a>	650-301-3305 (w)	650-438-9335	
Romeo Benson	<a href="mailto:rbensonjr@gmail.com">rbensonjr@gmail.com</a>	650-991-8239 (w)	650-270-9712	

Revised 09/22/20

**OPERATION SANTA CLAUS  
STATEMENT CASH RECEIPTS AND DISBURSEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2020**

**REVENUES:**

FOUNDATIONS (A)	\$12,500.00
CORPORATE DONATIONS(B)	8,800.00
GENERAL PUBLIC RECEIPTS	<u>7,909.33</u>
<b>TOTAL REVENUES</b>	<b><u>\$ 29,209.33</u></b>

**DISBURSEMENTS:**

TOYS	\$10,743.12
TEEN GIFT CARDS	3,480.00
POSTAGE	110.00
SUPPLIES	276.28
TELEPHONE	262.40
MONTHLY BANK CHARGES	60.00
MICROSOFT SUBSCRIPTIONS	69.99
BANNERS	437.00
REFRESHMENTS	<u>289.62</u>
<b>TOTAL DISBURSEMENTS</b>	<b><u>\$(15,728.41)</u></b>

<b>NET CASH RECEIVED (DISBURSED)</b>	<b><u>\$ 13,480.92</u></b>
--------------------------------------	----------------------------

(A) Includes \$3,000 from 2019 received in January in 2020

(B) Includes \$1,000 " " " " " " " "



# 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

June 28, 2021

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 \$1,500.

During the past holiday season, we assisted 268 families, which included 570 children with newly purchased toys, 85 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:	\$11,000
Gift Cards:	\$3,500
Expenses:	\$1,300
Total	\$15,800

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 2021-22

***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.***

Name of Organization: Peninsula Volunteers, Inc. Meals on wheels \_\_\_\_\_

Contact Person: Becky Flanagan or Iris Rong \_\_\_\_\_

Address: 800 Middle Ave., Menlo Park, CA 94025 \_\_\_\_\_

Street Address	City	State	Zip Code
650-323-2022			bflanagan@penvol.org

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Mission Statement:

The mission of Peninsula Volunteers, Inc. (PVI) is: we enable seniors to age in place. 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.

2. Amount of Request: \$ 10,000

a. Total Agency Annual Budget: \$ 5,637,089\_PVI, \$2,396,127 MOW Program

b. Number of Agency Employees: 55

c. Payroll is 67 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- 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.

3a. Describe how the funding will support the selected category:

Meals on wheels is a safety net service, directly meeting the basic human need for food, not just to survive, but for good health and injury and disease prevention. The Meals on wheels program helps keep participants well-nourished, healthy and living independently in their own homes. In addition to satisfying the need for nutritious meals, we also provide nutritional education and counseling, regular human contact and safety checks, and quarterly assessments of health needs and referral to appropriate health and community services. The project service will satisfy the critical, basic need of homebound individuals for a nutritious daily meal, in addition to providing nutritional education and counseling, regular human contact and safety checks, quarterly in-home and telephone evaluation of health needs and referrals to other appropriate health and community services.

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.

Goals and expected results:

- Primary Goal: 12 clients, regardless of income, will receive 5 meals weekly during the grant period. 85% of clients will indicate they are more food secure through required assessment surveys. Those most at risk for malnutrition will receive

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 15 homebound older adults in Colma during the fiscal year 2022-22. 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 \$9.50 toward each meal. Donations from meal recipients average \$1.00 per meal, leaving a funding gap of \$4.50 per meal. Funding is needed to bridge the gap in support for this successful program. A grant of \$10,000 will provide \$2.77 per meal for 15 meal recipients in Fiscal Year 2021-22 (July 1, 2021 to June 30, 2022.)

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

In 2020-21, we requested \$10,000 but received \$5,000. The need in Colma remains high. In fiscal year 2020-21, we delivered 4,185 meals to 23 homebound Colma residents. A grant of \$10,000 will assist in funding the gap in what we receive from San Mateo County and what the actual meal cost is for us. We are experiencing increased costs in raw food items and fuel costs for Meals on wheels vehicles.

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 and referrals to outside agencies as needed for health and well-being.

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 FY 2020-21, 23 Colma residents received 4,185 home delivered meals. In FY 2019-20, 13 Colma residents received 1,995 home delivered meals. Prior to that, we were delivering to 4 Colma residents per year. The number of clients we serve in Colma increased when Veteran's Village opened.

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 Veteran's 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 are in regular contact with the social workers at Veterans Village in Colma, and we work together to make sure residents in need of meals are served.

8. Provide a detailed account of how the FY 2020-21 contribution was used:

The \$5,000 grant received in FY 2020-21 contributed \$1.19 toward the cost of each of the 4,185 meals delivered to Colma residents. Meals cost us \$15 to plan, prepare and deliver. We only receive partial funding from San Mateo County. In FY 2020-21, San Mateo County contributed \$8.50 toward each meal, and Meals on wheels clients donated an average of \$1 per meal, leaving us with a funding gap of \$5.50 per meal.

100% of clients received 5 meals weekly that provided 1/3 of their daily nutrition and followed the DASH diet (Dietary Approach to Stop Hypertension). 99% of those clients reported feeling increased food security as a result of the meal service, 99% report improved health, and 100% say the nutritional value of the food they are eating has improved.



9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

No. Although we had an increased need for PPE, but most PPE items were donated.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

Received in FY 2020-21

- a. San Bruno (2nd year of funding - San Bruno only funds organizations for 2 years)
- b. San Carlos
- c. DCP (not a city)
- d. RWC HSFA

Expected in FY 2021-22

- a. San Carlos
- b. DCP (not a city)
- c. RWC HSFA

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 (filed for 2020 or 2019)



**Optional Attachments**



## **PVI Board of Directors, 7/1/21 – 6/30/22**

Venkat Avasarala  
Board Member 2020-2023  
(267) 979-7000  
venkat@acuvity.com

Founder and CEO, Acuvity Consulting, (Sunnyvale, CA)  
Philanthropic Volunteer

Mical Atz Brenzel  
Past President  
(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  
(650) 400-0217  
deallisa@gmail.com

Former Chief Executive Officer, Mission Hospice & Home Care  
(San Mateo, CA)  
Philanthropic Volunteer

Sandra Ferer  
Board Member 2020-2022  
(801) 707- 4089  
sferer72311@comcast.net

Peninsula Volunteer  
Philanthropic Volunteer

Sandra Ferrando  
Board Member 2020-2022  
(650) 207-5612  
sandyf305@msn.com

Peninsula Volunteer  
Philanthropic Volunteer

Jeanne Fischer  
Board Member 2021-2024  
(650) 324-7319  
fischer.f@sbcglobal.net

Peninsula Volunteer  
Philanthropic Volunteer

Georgie Gleim  
Vice President  
Board Member 2020-2022  
(650) 324-2240  
georgie@gleimjewelers.com

Peninsula Volunteer  
Philanthropic Volunteer

Lata Goel  
Board Member 2021-2024  
(650) 248-5559  
latagoel@yahoo.com

Philanthropic Volunteer

Deborah C. Gordon  
Board Member 2020-2023  
(650) 391-8623  
dcgordon@me.com

Peninsula Volunteer  
Philanthropic Volunteer

Honor Huntington  
Board Member 2020-2023  
(650) 465-5470  
hhonor1@yahoo.com

Peninsula Volunteer  
Philanthropic Volunteer

Anna Marie Janky  
Board Member 2020-2022  
(650) 823-7875  
amjanky@yahoo.com

Peninsula Volunteer  
Philanthropic Volunteer

Peter Olson  
CEO/Executive Director, PVI  
2016-2021  
(650) 272-5010  
polson@penvol.org

Chief Executive Officer  
Philanthropic Volunteer

Louise Patch  
Board Member 2021-2024  
(650) 281-5417  
wella@sbcglobal.net

Philanthropic Volunteer

Candice Schwab  
President 2021-2022  
(650) 868-8319  
cprovines@gmail.com

Peninsula Volunteer  
Philanthropic Volunteer

Susan Sweeney, Secretary  
Board Member 2020-2023  
(650) 787-4331  
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

	<b>MOW Budget FY22</b>	<b>PVI Budget FY22</b>
<b>Operating Revenue</b>		
<b>Program-based Revenues</b>		
Contracts/Fees	\$ 1,139,956	\$ 1,327,818
Program Fees	\$ 83,739	\$ 1,218,841
Membership Fees	\$ -	\$ 189,505
Sales	\$ -	\$ 3,090
Other	\$ -	\$ 32,718
<b>Total Program-based Revenues</b>	<b>\$1,223,695</b>	<b>\$2,771,972</b>
<b>Grants</b>		
Business and Organizations	\$ 100,940	\$ 182,852
Governmental	\$ 195,700	\$ 334,750
<b>Total Grants</b>	<b>\$296,640</b>	<b>\$517,602</b>
<b>Special Events</b>		
	\$0	\$0
<b>Donations &amp; Fundraising Activities</b>		
Donations	\$ 338,410	\$ 1,420,935
Event Income	\$ -	\$ 213,931
<b>Total Donations &amp; Fundraising Activities</b>	<b>\$338,410</b>	<b>\$1,634,866</b>
<b>Total Revenue fr Standard Operations</b>	<b>\$1,858,745</b>	<b>\$4,924,440</b>
<b>Operating Expenses</b>		
<b>Employee-Related Expenses</b>		
Salaries	\$ 870,047	\$ 3,080,955
Benefits, Taxes, Insurance	\$ 169,031	\$ 700,187
Temporary Services	\$ -	\$ 2,215
Staff Development and Training	\$ 1,030	\$ 29,149
Employment Advertising	\$ 5,150	\$ 16,475
Indep Contractors - Therapists	\$ -	\$ 21,321
<b>Total Employee-Related Expenses</b>	<b>\$1,045,258</b>	<b>\$3,850,302</b>
<b>Other Operating Expenses</b>		
Contract Services	\$ 19,099	\$ 368,223
Supplies	\$ 118,880	\$ 713,625
Postage and Shipping	\$ 5,923	\$ 13,828
Utilities	\$ 21,523	\$ 183,379
Marketing and Advertising	\$ 6,180	\$ 52,715
Professional and Industry	\$ 1,236	\$ 8,029
Repairs and Maintenance	\$ 26,781	\$ 126,365
Licenses, Permits, and Taxes	\$ 1,277	\$ 3,445
Equipment Rental	\$ 5,356	\$ 30,839
Interest Expense	\$ -	\$ -
Insurance	\$ 26,229	\$ 61,573
Food Service Charges	\$ 1,075,125	\$ 121,401
Mileage	\$ 43,260	\$ 44,342
<b>Total Other Operating Expenses</b>	<b>\$1,350,869</b>	<b>\$1,727,764</b>
<b>Non-employee Fundraising Expenses</b>		

	MOW Budget FY22	PVI Budget FY22
Staff Development and Training	\$ -	\$ -
Contract Services	\$ -	\$ 6,020
Facility Costs - Special Events Only	\$ -	\$ 33,347
Supplies	\$ -	\$ 10,774
Postage and Shipping	\$ -	\$ 4,113
Printing	\$ -	\$ 3,203
Repairs and Maintenance	\$ -	\$ 1,545
Marketing and Advertising	\$ -	\$ 21
Total Non-employee Fundraising Expenses	<u>\$0</u>	<u>\$59,023</u>
Total Operating Expenses	<u>\$2,396,127</u>	<u>\$5,637,089</u>
Net Operating Income/(Loss)	<u>(\$537,382)</u>	<u>(\$712,649)</u>
Investment activity		
Investment Dividends and Interest		
Interest - Savings and Short Term Investments	\$ -	\$ 10
Dividends and Interest - Securities	\$ -	\$ 52,015
Total	<u>\$0</u>	<u>\$52,025</u>
Total	<u>\$0</u>	<u>\$52,025</u>
Investment Gains and Losses		
Realized Gains/(Losses)	\$ -	\$ 96,305
Unrealized Gains/(Losses)	\$ -	\$ (148,330)
Total	<u>\$0</u>	<u>(\$52,025)</u>
Total Investment Gains and Losses	<u>\$0</u>	<u>(\$52,025)</u>
Total Investment Activity	<u>\$0</u>	<u>\$0</u>
Non-Recurring Revenues		
Bequests	\$ -	\$ -
Total	<u>\$0</u>	<u>\$0</u>
Gifts In Kind		
Gifts In Kind - Revenues	\$ -	\$ -
Donated Supplies	\$ -	\$ -
Total	<u>\$0</u>	<u>\$0</u>
Total Gifts In Kind	<u>\$0</u>	<u>\$0</u>
Depreciation and other non-cash expenses		
Depreciation	\$ (14,523)	\$ (27,039)
Total	<u>(\$14,523)</u>	<u>(\$27,039)</u>
Total Depreciation	<u>(\$14,523)</u>	<u>(\$27,039)</u>
Facilities Rent		
In-Kind Donated Rent	\$ -	\$ 203,368
Rent Expense	\$ -	\$ (545,900)
Net Total Facilities Rent	<u>\$0</u>	<u>(\$342,532)</u>
Net Income/(Loss)	<u>(\$551,905)</u>	<u>(\$1,082,220)</u>

Peninsula Volunteers, Inc. operates at a deficit. We work hard every year to manage the budget by fundraising, managing expenses and withdrawing from our limited investment fund when needed. With successful fundraising and management of expenses in FY 2020-21, PVI's Meals on Wheels program did not operate at a deficit.



June 17, 2021

Town of Colma, City Manager's Office

**Report: Peninsula Volunteers, Inc. (PVI) Meals on Wheels**

**Final Grant Report for Town of Colma Grant**

**Grant of \$5,000**

**Results and Evaluation**

The Town of Colma grant of \$5,000 supported the delivery of 3,576 meals to 20 Colma residents during the grant year (fiscal year 2020-21 - July 1, 2020 – June 17, 2021). PVI Meals on Wheels is the primary provider of home delivered meals in San Mateo County, serving all cities and towns between Daly City and Menlo Park, including Colma. Home delivered meals promote quality of life and independence for older adults in our community by providing access to food and nutritional services.

PVI Meals on Wheels has effectively served homebound seniors and adults with disabilities for over 44 years by providing the sustenance they need to remain healthy. Home delivered meals help to prevent more costly hospitalizations, further complications from chronic illnesses and falls. We provide lifesaving daily safety checks and make appropriate referrals to other needed services. Demand for service dramatically increased over the past year due to the pandemic's impact on seniors. The number of meals delivered are at record levels.

The primary goal of PVI Meals on Wheels is to keep homebound elderly, frail, and disabled adults healthy through proper nutritional support; thereby, allowing them to remain as independent as possible in their own homes and communities. PVI Meals on Wheels effectively addresses the problem stated above in several ways:

- Reduces risk for malnutrition by providing increased access to fruit, vegetables, protein, and dairy products –each home delivered meal consists of 3 servings of fruits and vegetables, one serving of dairy, at least 3 ounces of protein, and whole grain. 100% of clients received meals that met these nutritional standards.
- Increases food security by providing daily meal delivery for those with inadequate income to purchase food – 38% of San Mateo County meal recipients have annual household incomes of less than \$15,000 and 81% have incomes of less than 30% of AMI for San Mateo County. 98% report that the nutritional value of the foods they eat has



improved since receiving home delivered meals from Meals on Wheels. In a recent survey of our clients, 26% reported that the home delivered meal from PVI Meals on Wheels. 99% of our clients say they feel more food secure as a result of the meal service.

- Reduces isolation by providing daily wellness checks on 100% of meal recipients – Overall, 53% of meal recipients live alone or with an elderly spouse and 100% suffer from illness, incapacity and other conditions affecting their independence. **In Colma, 91% of our meal recipients live alone.** The nutritional delivery staff/volunteer is frequently the only human contact each day for the meal recipient. Additionally, we call each meal recipient twice a week so we can check in and give them a chance to talk to someone, thus reducing isolation.

Colma resident Ron, 84 years old, says, “I’m from the South. The cornbread and greens I get in these meals remind me of my mother’s cooking.” The meals he receives from PVI Meals on Wheels not only provide healthy food but inspire fond memories of the past. At 18, Mr. Wilson joined the Air Force and spent years flying the world as a radio operator on large military aircraft. “The international cuisine on the Meals on Wheels menu makes me feel like I am traveling again, sampling foods from many different countries,” he says. The food is delicious to Mr. Wilson and keeps his body “operating at peak performance.” While chronic arthritis has paralyzed his hands and severely limited his mobility, Mr. Raymond’s spirit cannot be diminished. He credits the healthy food and courteous staff of PVI Meals on Wheels in keeping him going strong every single day.

#### **Accounting of use of grant funds**

\$5,000 in grant funds supported raw food and supply costs for 3,576 home delivered meals.

Each meal costs us approximately \$14 to plan, prepare, package and deliver. The Town of Colma grant contributed \$1.40 per meal to Colma meal recipients during fiscal year 2020-21. This helped pay for food and packing supplies for the meals. This fiscal year, our packaging supplies will be approximately \$108,000 and our raw food costs will be over \$900,000.

The Town of Colma’s support was even more vital this year, as the number of clients now requesting home delivered meals far exceeds resources. Most clients are on small fixed incomes, and the average client donation is \$1.00 per meal, while the actual cost of raw materials, preparing and delivering the meal is approximately \$13.50 per meal. **We are grateful to the Town of Colma for its financial support and helping our most vulnerable residents remain independent, allowing them to “age in place.”**

Submitted by Becky Flanagan  
Director of Nutrition Services, PVI Meals on Wheels  
800 Middle Avenue  
Menlo Park, CA 94025  
650-323-2022





# Non-Profit Funding Request Form FY 2021-22

***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.***

San Bruno Mountain Watch  
Name of Organization: \_\_\_\_\_

Ariel Cherbowsky Corkidi  
Contact Person: \_\_\_\_\_

44 Visitacion Ave, Suite 206, Brisbane, CA 94005  
Address: \_\_\_\_\_

Street Address City State Zip Code

415-467-6631 ariel@mountainwatch.org  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Mission Statement:

The mission of San Bruno Mountain watch is to preserve and protect the native ecosystems of San Bruno Mountain through restoration, education, and conservation.

2. Amount of Request: \$ 3500 \_\_\_\_\_

a. Total Agency Annual Budget: \$ 150,867 \_\_\_\_\_

b. Number of Agency Employees: 2 \_\_\_\_\_

c. Payroll is 67 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- 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.

3a. Describe how the funding will support the selected category:

San Bruno Mountain Watch is requesting funding for the "Exploring Colma Creek's Past, Present, and Future" project. The goal of this initiative is to provide people with opportunities to learn about the past, present, and potential future of the Colma Creek watershed through digital educational materials and in-person programming.

This effort will help Colma residents of all ages engage with a variety of topics related to the watershed they call home and the creek that bears the name of their Town. Themes to be explored will include the historical ecology of the watershed, the headwaters and tributaries on San Bruno Mountain, the mouth of the creek at the SF Bay, flora and fauna of the creek, urban creek issues, flood control efforts, adaptations to forecasted sea-level rise, and more.

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

San Bruno Mountain watch is requesting \$3,500 for our efforts to develop and provide educational content and experiences focused on the Colma Creek watershed.

Funds will be used to pay for the staff time needed to host in-person field trips and presentations for students and schools who are situated within the Colma Creek watershed, as well as guided walking tours of the watershed for the general public. Funds will also be used to develop digital learning content about Colma Creek, such as educational videos and digitized archives of creek-related articles, photographs, and documents.

At a labor rate of \$40 per hour, the \$3,500 funding request would cover 87.5 hours of staff time dedicated to this project in the following ways:

- 18 hours for the creation of a "Colma Creek" collection in the San Bruno Mountain Archives

- 24 hours for the creation of educational videos about Colma Creek

- 26 hours for designing and providing school field trips and pre-trip presentations that explore the watershed

- 19.5 hours for designing and leading guided walks for the general public that explore the watershed with an accompanying interpretive tour booklet

The information above is also presented in the form of an action plan and chart of proposed funds in the Optional Attachments section of this application.

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

The \$3500 requested this year is half of the \$7000 amount requested in the previous 2020 application, of which \$2000 was generously granted. The requested amount is lower than previously requested as we have separate grant funds for a related Colma Creek project that will also support this effort, provided through a collaboration with a landscape architecture firm called Hassell and the City of South San Francisco as part of a Measure AA grant.

The increase in the proposed funding, from \$2,000 to \$3,500, is requested as more time will be needed and devoted this year for in-person programming, whereas the prior year's educational activities were exclusively digital.

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. The focus of the "Exploring Colma Creek's Past, Present, and Future" project will help residents better understand the Town's watershed.

Supporting San Bruno Mountain watch's partnership with 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. We do not have an estimate of the number of residents who engage with our online educational material.

B. Colma residents may receive our services or programs on San Bruno Mountain State & County Park, at their schools, and at our native plant nursery. They may also engage with our digital educational services from their homes.

C. Prior to COVID-19, we engaged Colma residents through the Jefferson Elementary School District by engaging students and parent chaperones with educational field trips to San Bruno Mountain. We also engaged 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. Access to digital educational materials about San Bruno Mountain is freely available to all through our website.

8. Provide a detailed account of how the FY 2020-21 contribution was used:

In September of 2020, the Town of Colma kindly awarded San Bruno Mountain Watch with a \$2,000 grant in support of the San Bruno Mountain Digital Learning Initiative.

The financial support requested by San Bruno Mountain Watch was intended to pay for staff time dedicated to the development of "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 San Bruno Mountain Digital Learning Initiative is composed of four project areas and the grant funds were used to fund the work of project personnel in advancing these four projects.

The labor classification rate proposed in the application for work performed for these projects was \$40 per hour. The Town of Colma's \$2,000 grant thereby supported 50 hours of work among the projects, distributed in the following way:

1. San Bruno Mountain Archives Digitization (\$250) (6.25 hours)
2. San Bruno Mountain Lecture Series (\$250) (6.25 hours)
3. Distance-Learning Curriculum (\$1000) (25 hours)
4. Self-Guided Tour "App" (\$500) (12.5 hours)

The full grant report with further information is included as an optional Attachment.

9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

Due to limitations on in-person events, San Bruno Mountain Watch dedicated the FY 2020-21 funds toward the development of digital educational materials that the general public could engage with remotely.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

In 2020, we received \$1642.50 (plus 151.93 of sales tax) from the South San Francisco Parks and Recreation Department to grow and provide native San Bruno Mountain plants from our Mission Blue Nursery for ecological restoration efforts Sign Hill. In 2021, we received \$1602.50 (plus 148.23 of sales tax) for this same purpose. We expect to receive a similar amount in 2022.

In 2020, we received \$5,442.18 from the City of Brisbane in the form of a COVID-19 nonprofit support grant.

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 (filed for 2020 or 2019)



**Optional Attachments**







## 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.

**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 studying environmental law at UC Berkeley's School of Law, and holds a B.S. in Environmental Sciences and Studio Art from the University of Virginia. She worked for the City of South San Francisco, overseeing the Sign Hill Habitat Restoration Project. Emma was previously an AmeriCorps member with the Bay Area-based nonprofit Grassroots Ecology and worked to restore watersheds through volunteer programming. She 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.



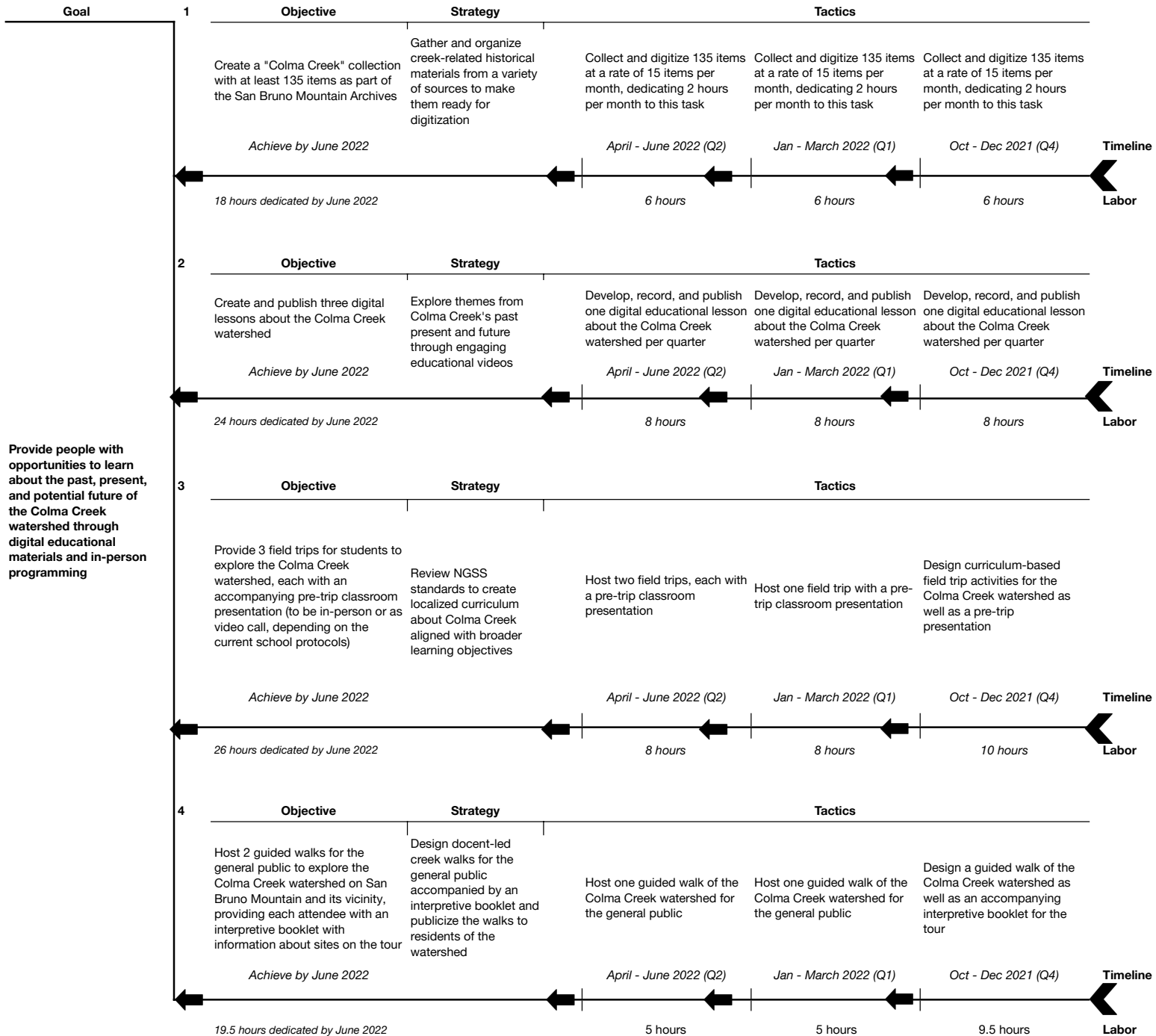
**San Bruno Mountain Watch**  
**FY 2021 Budget with YTLM Comparison**

	<b>Total Budgeted</b>		<b>Year-to-Last-Month</b>	
	1/1/21-12/31/21		1/1/21-7/31/21	
	<i>Projected</i>		<i>Actual</i>	
<b>Expenditures</b>				
7000 Payroll				
7010 Gross Wages	\$	92,961	\$	50,632.60
7020 Payroll Taxes	\$	7,980	\$	4,741.40
Total 7000 Payroll	\$	100,941	\$	55,374.00
7050 Employee Benefits	\$	7,200	\$	4,200.00
7100 Contract Services	\$	2,597	\$	112.00
8000 Occupancy Expenses	\$	10,775	\$	6,055.00
8100 Printing and Mailing	\$	7,962	\$	4,250.26
8200 Advertisements & Promotional Expenses	\$	150	\$	124.78
8300 Business Expenses	\$	1,912	\$	946.31
8400 Information Technology	\$	3,355	\$	2,244.96
8500 Nonprofit Insurance	\$	2,500	\$	1,158.61
8510 Worker's Compensation Insurance	\$	8,000	\$	3,870.44
8600 Program Expenses	\$	5,000	\$	4,989.57
8700 Office Supplies	\$	175	\$	46.38
8850 Fundraising Event Expenses	\$	300	\$	75.75
	\$	<b>150,867</b>	\$	<b>83,448.06</b>



**EXPLORING COLMA CREEK'S PAST, PRESENT, AND FUTURE  
ACTION PLAN 2021-2022**

Project Manager: Ariel Cherbowsky Corkidi, Director of San Bruno Mountain Watch



**EXPLORING COLMA CREEK'S PAST, PRESENT, AND FUTURE****2021 - 2022 DISTRIBUTION OF PROPOSED FUNDS****Request****NOTES**

**Town of  
Colma -  
Proposed**

**TOTAL PROPOSED FUNDS****\$3,500****DIRECT PROJECT COSTS**

\$3,500

**1 Project Personnel**

\$3,500

1.1	Director: San Bruno Mountain Archives Digitization of a "Colma Creek" Collection	\$720	<i>18 hours at \$40/hour. See action plan (Objective 1)</i>
1.2	Director: Colma Creek Curriculum Videos	\$960	<i>24 hours at \$40/hour. See action plan (Objective 2)</i>
1.3	Director: School Field Trips to Colma Creek	\$1,040	<i>26 hours at \$40/hour. See action plan (Objective 3)</i>
1.4	Director: Public Walking Tours of Colma Creek	\$780	<i>19.5 hours at \$40/hour. See action plan (Objective 4)</i>

**REPORT TO THE  
TOWN OF COLMA**

**FY 2020-2021  
NON-PROFIT ORGANIZATION GRANT**

**THE SAN BRUNO MOUNTAIN DIGITAL LEARNING INITIATIVE**



Prepared by  
Ariel Cherbowsky Corkidi  
Director of San Bruno Mountain Watch

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**Summary.....3**

**Grant Accounting, Time Distribution, and Project Outcomes to Date.....4**

**Next Steps.....9**

California buckeye tree  
*Aesculus californica*

The symbol of the buckeye fruit containing the seed is used to represent the tree.

Thomas Wang  
*San Bruno Mountain*  
1998

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Google Slides

## Summary

In September of 2020, the Town of Colma kindly awarded San Bruno Mountain Watch with a \$2,000 grant in support of the San Bruno Mountain Digital Learning Initiative.

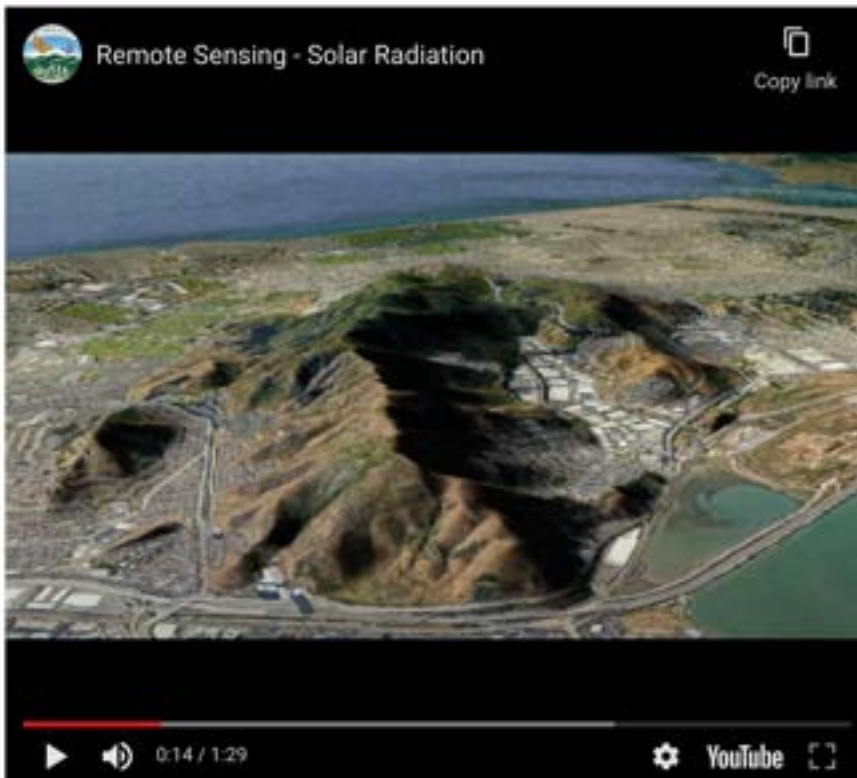
San Bruno Mountain Watch was deeply excited to receive this funding as a first-time applicant and grateful for the opportunity to be among the many beneficiaries of the Town's generous grant program for local non-profit organizations.

The financial support requested by San Bruno Mountain Watch was intended to pay for staff time dedicated to the development of "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."

Through this brief report, San Bruno Mountain Watch aims to provide the Town of Colma with an accounting of the ways its \$2,000 grant was expended as part of the San Bruno Mountain Digital Learning Initiative, while also describing and evaluating the outcomes to date of this effort as well as the continuing work.

## Solar Radiation

What is Solar Radiation?





## Grant Accounting, Time Distribution, and Project Outcomes to Date

The San Bruno Mountain Digital Learning Initiative is composed of four project areas and the grant funds were used to fund the work of project personnel in advancing these four projects.

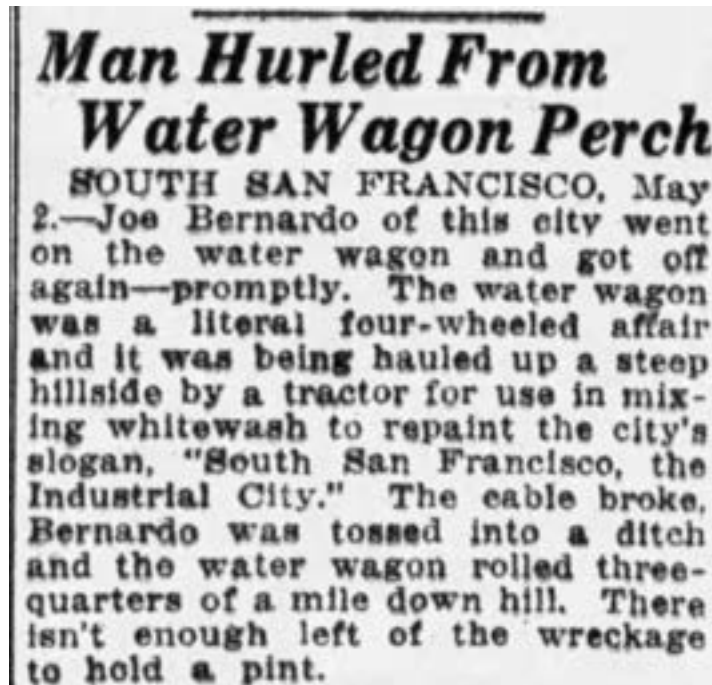
As noted in the application budget, these four projects are:

1. San Bruno Mountain Archives Digitization
2. San Bruno Mountain Lecture Series
3. Distance-Learning Curriculum
4. Self-Guided Tour "App"

The labor classification rate proposed in the application for work performed for these projects was \$40 per hour. The Town of Colma's \$2,000 grant thereby supported 50 hours of work among the projects, distributed in the following way:

1. San Bruno Mountain Archives Digitization (\$250) (6.25 hours)
2. San Bruno Mountain Lecture Series (\$250) (6.25 hours)
3. Distance-Learning Curriculum (\$1000) (25 hours)
4. Self-Guided Tour "App" (\$500) (12.5 hours)

In the following sections, I will describe the type of work activities that are part of each project effort, and highlight the outcomes, to date, of these projects.



*The San Francisco Examiner. May 3rd, 1924*

## 1. San Bruno Mountain Archives Digitization (\$250) (6.25 hours)

The San Bruno Mountain Archives (<https://www.mountainwatch.org/archives>) is a digital public history effort that aims to:

- . Share stories that illuminate the unique significance of San Bruno Mountain
- . Give voice to grassroots and unconventional understandings and experiences of San Bruno Mountain
- . Explore the lively and complicated political history of San Bruno Mountain
- . Record the changing environmental and social conditions of the mountain and its surrounding communities
- . Establish a platform where people can both personally and collectively gain a wide-ranging and intimate appreciation of San Bruno Mountain and its ecological and cultural dramas
- . Gather, digitize, categorize, and circulate a vast collection of photographs, articles, leaflets, and more regarding San Bruno Mountain from a variety of sources.
- . Serve as a wholesome resource for those involved in the creation and delivery of engaging educational and interpretive materials and services on San Bruno Mountain.

The work of digitization takes place at the San Bruno Mountain Watch office and remotely. At our offices, I organize and scan historic photographs, documents, and more into existing collections or new collections.

Remotely, I search through digitized newspapers, from the late 19th century through the 21st century, for articles and references to San Bruno Mountain, and take digital “clippings” of these articles. Items are then uploaded to their respective collections and labeled with the appropriate dates, titles, and sources.

With the \$250 or 6.25 hour portion of the grant, I added three new collections to the San Bruno Mountain Archives, totaling 116 new items. These collections are:

- Sign Hill: Microcosm of A Mountain (68 news articles from between 1924 and 2015)
- The Original San Bruno Mountain Botanical Garden (35 photographs)
- The Original Mission Blue Nursery (13 photographs)

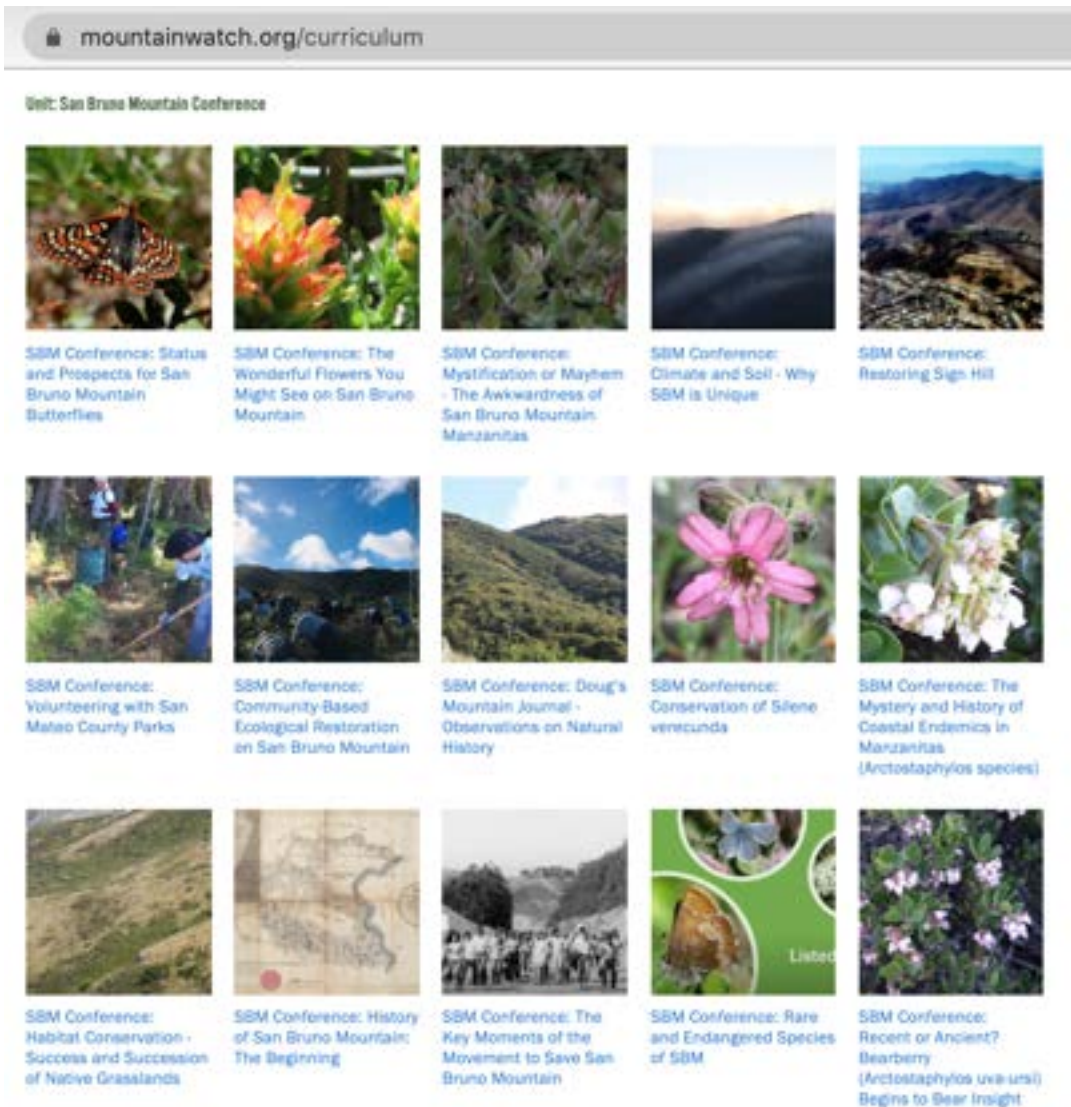
With the addition of these three collections, the San Bruno Mountain Archives now contains twenty-two collections.

## 2. San Bruno Mountain Lecture Series (\$250) (6.25 hours)
















The San Bruno Mountain Conference ([www.mountainwatch.org/curriculum](http://www.mountainwatch.org/curriculum)) was a virtual lecture series that took place in April of 2020. The conference highlighted the fascinating ecology and history of San Bruno Mountain from a variety of speakers including ecologists, botanists, natural resource managers, and passionate students of local environmental history.

Technical difficulties had kept video recordings, captured through the Zoom software, from being available publicly. In March of 2021, a San Bruno Mountain Watch board member was able to solve the issue and upload the lecture series to Youtube. Following that, I set up web pages on the San Bruno Mountain Watch website to host these video lectures, formatting each page with the video and a profile of the presenter.

The fifteen lectures together amount to 335 minutes or just over 5.5 hours.



The screenshot shows the website [mountainwatch.org/curriculum](http://mountainwatch.org/curriculum) with the heading "Unit: San Bruno Mountain Conference". Below the heading is a grid of 15 lecture thumbnails, each with a title and a small image. The thumbnails are arranged in three rows of five.


Thumbnail 1	Thumbnail 2	Thumbnail 3	Thumbnail 4	Thumbnail 5
 <p>SBM Conference: Status and Prospects for San Bruno Mountain Butterflies</p>	 <p>SBM Conference: The Wonderful Flowers You Might See on San Bruno Mountain</p>	 <p>SBM Conference: Mystification or Mayhem - The Awkwardness of San Bruno Mountain Manzanitas</p>	 <p>SBM Conference: Climate and Soil - Why SBM is Unique</p>	 <p>SBM Conference: Restoring Sign Hill</p>
 <p>SBM Conference: Volunteering with San Mateo County Parks</p>	 <p>SBM Conference: Community-Based Ecological Restoration on San Bruno Mountain</p>	 <p>SBM Conference: Doug's Mountain Journal - Observations on Natural History</p>	 <p>SBM Conference: Conservation of <i>Silene venecunda</i></p>	 <p>SBM Conference: The Mystery and History of Coastal Endemics in Manzanitas (<i>Arctostaphylos</i> species)</p>
 <p>SBM Conference: Habitat Conservation - Success and Succession of Native Grasslands</p>	 <p>SBM Conference: History of San Bruno Mountain: The Beginning</p>	 <p>SBM Conference: The Key Moments of the Movement to Save San Bruno Mountain</p>	 <p>SBM Conference: Rare and Endangered Species of SBM</p>	 <p>SBM Conference: Recent or Ancient? Bearberry (<i>Arctostaphylos uva-ursi</i>) Begins to Bear Insight</p>

### 3. Distance-Learning Curriculum (\$1000) (25 hours)

San Bruno Mountain-themed distance-learning curriculum ([www.mountainwatch.org/curriculum](http://www.mountainwatch.org/curriculum)) aims to provide engaging ways for youth to learn about San Bruno Mountain from afar.

I created educational content and formatted it as navigable online slideshows, videos, interactive online worksheets, and stories. The content forms part of different themes or “units,” such as remote sensing, the San Bruno Mountain Muses arts-learning, the San Bruno Mountain dunes, and a Mountain Tales Book Series. After creating content, I upload and format it on the curriculum webpages of the San Bruno Mountain Watch website.


Currently, there are eight individual lessons as part of four units. These eight lessons were created through slightly over 48 hours of work, an average of about 6 hours per lesson, encompassing the content production and the digital formatting necessary to make these lessons accessible online. Of these 48 hours of work, 25 of these were funded by a portion of the Town of Colma’s grant, while the remaining came from other sources of funding for the San Bruno Mountain Digital Learning Initiative.

 [mountainwatch.org/curriculum](http://mountainwatch.org/curriculum)


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**SAN BRUNO MOUNTAIN CURRICULUM**

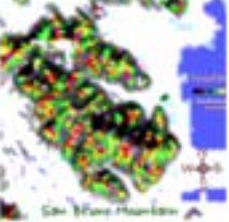
**Unit: Remote Sensing**




**#5 Pixels and Plants**  
Remote Sensing




**#4 Insolation and Vegetation**  
Remote Sensing



**#3 Insolation, Slope, Aspect**  
Remote Sensing




**#2 Solar Radiation**  
Remote Sensing




**#1 Remote Sensing - Introduction**  
Remote Sensing

**Unit: San Bruno Mountain Muses - Arts Learning**




**Mountain Muses: Symbolism and Iconography**  
Mountain Muses

**Unit: San Bruno Mountain Dunes**



**#1 Native Plants of the San Bruno Mountain Dunes**  
San Bruno Mountain Dunes

**Unit: Mountain Tales Book Series**



**Bette and the Mountain Mama (Part 1)**

5. Self-Guided Tour "App" (\$500) (12.5 hours)

San Bruno Mountain Watch is working to develop a free mobile smartphone application, hosted through the platform OnCell/STQRY, that will provide the public with interpretive walking tours of trails on San Bruno Mountain and its surroundings.

The process involves developing educational content, inputting the content into the "app" through audio, text, photos, and videos, and through the GPS software, anchoring the content at various locations along a trail. The timeline to publicly release this app has been extended and it is not yet available for public use—the development of this project is taking more time than initially anticipated. We aim to publish the application in the fall season of 2021.

The 12.5 hours of staff time funded by the Town of Colma have contributed to the beginning set-up of the smartphone application as well as the content-development phases for the first three self-guided tours that will be offered on the application—walking tours of the Guadalupe Valley trail, an arts-learning walking tour of the Bog Trail, and a walking tour of Sign Hill.



## **Next Steps**

The San Bruno Mountain Digital Learning Initiative grew gradually over the past nine months and made a variety of digital educational materials available to the public.

We are sincerely grateful for the support of the Town of Colma—the grant funding generously provided to San Bruno Mountain Watch was used to advance the Initiative’s projects and establish a promising foundation for adding more.

The project is a long-term effort that is set to continue in pursuit of the goals and objectives described in the 2020 project application. San Bruno Mountain Watch has received funding for the Initiative from additional sources that have yet to be fully expended.

As the project continues, new collections will be added to the San Bruno Mountain Archives, additional lectures and digital curriculum will be developed, and the self-guided tour application will be released. These materials will be better distributed and publicized to reach a wider audience.

We look forward to keeping the Town of Colma updated on the ongoing progress of the San Bruno Mountain Digital Learning Initiative. Thank you so much for your kind encouragement and support.



# Non-Profit Funding Request Form FY 2021-22

***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.***

Name of Organization: Sitike Counseling Center

Contact Person: Keri Kirby

Address: 306 Spruce Ave, First Floor, South San Francisco, CA 94080

	Street Address	City	State	Zip Code
Phone Number:	<u>6505899305</u>			
Email Address:		<u>kkirby@sitike.org</u>		

1. Mission Statement:

Sitike's 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: \$ 958,244

b. Number of Agency Employees: 17

c. Payroll is 78 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- 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.

3a. Describe how the funding will support the selected category:

Sitike Counseling Center ("Sitike") has provided addiction, mental health, and violence prevention programs to vulnerable populations in San Mateo County since 1988. The purpose for the requested funding is to assist Sitike in continuing to offering low cost/no cost counseling and education to individuals with co-occurring mental health and substance abuse disorders.

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

This funding allows Sitike to maintain a sliding-scale payment model that ensures treatment access for Medi-Cal recipients, the unemployed/underemployed, and the unhoused members of our community.

The isolation and stress derived from the COVID-19 pandemic has acted as a perfect architect of relapse and addiction. As COVID-19 continues to rage the number of individuals experiencing anxiety and depression is up; nearly 1 in 5 adults have some type of mental health condition and access to care can prohibitively expensive. Thousands of Bay Area community members have lost jobs and health insurance, are facing major economic devastation and are disconnected from resources and support systems. Sitike's programs make it possible for clients to get affordable, quality care. Through intervention in a timely manner, our services help lower long term health costs, free up other limited community resources, and save lives.

The effects of co-occurring disorders are cumulative, significantly contributing to costly social and public health problems including: teenage pregnancy, human immunodeficiency virus, other sexually transmitted diseases, domestic violence, child abuse, motor vehicle crashing, physical fights, crime, homicide, and suicide. Though community-based interventions, Sitike strives to reduce the negative impacts of the most common mental health and substance use disorders on our local community.



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

The funding request amount is the same as FY20-21.

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, improving the quality of services provided, and saving 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/private pay sliding-scale 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.

During last year's grant period, Sitike served 16 residents from the Town of Colma.

Sitike is currently offering a hybrid of in-person and telehealth services to best meet the community need. We also co-sponsored (in partnership with the SSF Chamber of Commerce) a Real Talk: Speaker Series focused on increasing awareness regarding mental health and substances use disorders. Former topics included: Crush the Stigma, COVID-19 and Mental Health, Mental Health Equity, and Cultivating Resilience. In September, Sitike will be co-sponsoring several events in honor of "Recovery Happens" month with Voices of Recovery, San Mateo Chapter. We are also willing and able to provide Lunch & Learn meetings with Town of Colma employees to help educate community members about our services and how to make a referral to our programs.

Our services are provided county-wide and are listed in all directories. We have a following on social media (LinkedIn, Facebook, Instagram) and offer a quarterly newsletter in an effort to increase our visibility and accessibility in the community.

8. Provide a detailed account of how the FY 2020-21 contribution was used:

As a result of the COVID-19 pandemic, the world embraced digital transformation at an expedited pace, reimagining technology's critical role in how we work, learn, live and receive support. At the same time, the pandemic illuminated a long-standing issue: billions of people remain without the universal human right of internet access.

During the FY20-21 grant cycle and this incredible time of need, Sitike leveraged grant funds from the Town of Colma to invest in cultivating a sustainable telehealth infrastructure that supports clients in accessing treatment in a virtual environment that promotes safe, social distancing. Expanding our use of technology has spawned innovation and improvements in efficacy while also ensuring our ability to respond to the communities increasing need for services and programs. By connecting our clients and counselors through telehealth we strengthened our ability to pursue our mission and support our clients in finding hope, resiliency and life-affirming change.

With the support from the Town of Colma, we have been able to continue helping low-income, vulnerable communities affected by addiction, mental health, and intimate partner violence. 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 technology devices, data plans, sliding-scale fees, and support those who are unable to pay out-of-pocket or those who are affected by the digital divide.

9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

COVID-19 has impacted every decision the organization made in FY20-21. In addition to maintaining our sliding-scale fees during the review period, we were able to leverage grant funds to offer technology devices and data plans to clients to ensure their ability to participate in telehealth services.

While we work diligently with other community partners to stop the spread of the new Delta variant, our services remain critical to supporting our local communities recovery.

By providing our clients with the appropriate level of care and focusing our efforts on closing the digital divide, we were able to reduce the strain on the City's operations by tackling problems like virus transmission, crime rates, job vacancy, motor vehicle crashes, child abuse, domestic abuse, and the need for emergency services and helping individuals find hope, resiliency and life-affirming change.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

California Small Business COVID-19 Relief Grant Program - \$15,000 received, July 2021.

Mental Health Services Act Grant - \$6,500 anticipated award, September 2021.

Sares & Regis Foundation - \$2,500 anticipated award, Fall 2021.

CARES / MHSA / T-Mobile Technology Grant - \$2,958 received, Spring 2021.

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 (filed for 2020 or 2019)



**Optional Attachments**



<b>Sitike Board of Directors</b>		<b>Elected</b>	<b>Re-elected</b>	<b>Term Expires</b>	<b>Years On Board</b>	<b>Occupation</b>	<b>Committee</b>
Revised 8.19.21							
Vice President	Anil Awasti 1719 39th Ave. San Francisco, CA 94122 415-846-7129 awastianil@gmail.com	9/29/2015	10/30/2018	9/29/2022	3	Senior Director of HR	Executive Committee HR/Personnel Committee
President	Rod Walton 3420 Carter Dr. #103 South San Francisco, Ca 94080 (646) 472-9552 sir.roderic@gmail.com	5/31/2016	4/30/2019	5/31/2022	3	Senior Litigation Support Analyst	Advancement Committee Executive Committee
Treasurer	Barbara Elizabeth Irli 556 Park Way South San Francisco, CA 94080 (650) 588-0661 Irl4840@comcast.net	4/26/2011	4/28/2017	4/26/2022	8	Retired	Advancement Committee
Member	Peggy Wong 632 True Wind Way, Unit 601 Redwood City, CA 94063 (909) 238-8668 <a href="mailto:peggywong@gmail.com">peggywong@gmail.com</a>	5/19/2020		5/20/2023	1	Clinical Program Manager, Lucile Packard Children's H	
Secretary	Kristin Ditlevsen 500 Linden Ave South San Francisco, CA 94080 (650) 888-0067 <a href="mailto:Kditlevsen@libertybk.com">Kditlevsen@libertybk.com</a>	1/28/2020		1/29/2023	1	SVP Director of Business Development	Finance Committee
Member	Elizabeth Fricke 3960 Chatham court SSF South San Francisco, CA 94080 650-784-9003 <a href="mailto:Elizabeth.Fricke@msn.com">Elizabeth Fricke &lt;e_fricke@msn.com&gt;</a>	10/1/2020			1	Financial CPA	Finance Committee

<b><u>Committee</u></b>
Anniversary Event Committee
Audit Committee
Board Development
Cultural Competency Committee
Executive Committee
Finance Committee
Fund Development
HR/Personnel Committee
Policy Committee
Program Committee
Social Media Committee

**FY21-22 Budget**

	Agency		SMC-ODS							Fund	Admin
	Total	Overall	Anger Mgmt	DV	DEJ	FOP	CPS	Private			
Salaries	610,666	386,569	9,496	31,200	4,505	135,147	18,273	12,106	6,147	7,223	
Health Benefits	70,791	41,397	1,565	5,153	656	12,712	1,503	1,074	440	6,291	
Payroll Tax	49,916	31,598	776	2,550	369	11,047	1,494	989	502	591	
Workers Comp	4,580	2,899	71	234	34	1,014	137	91	46	54	
<b>Total Personnel</b>	<b>735,953</b>	<b>462,463</b>	<b>11,908</b>	<b>39,137</b>	<b>5,564</b>	<b>159,920</b>	<b>21,407</b>	<b>14,260</b>	<b>7,135</b>	<b>14,159</b>	
<b>BUILDING</b>											
Rent--306 Spruce	74,585	41,021	1,491	3,729	1,491	23,121	2,237	372	372	751	
Rent-Parking & Meetings	4,800	2,640	96	240	96	1,488	144	24	24	48	
Utilities	1,600	912	32	80	32	496	32	8	8	0	
Website	500	287	10	25	10	155	5	2	5	1	
Maintenance	8,000	4,640	160	400	160	2,480	80	80	0	0	
<b>OFFICE</b>											
Postage	1,000	410	10	50	20	400	20	10	75	5	
Equipment Purchase	5,000	2,500	50	250	100	1,850	100	50	50	50	
Printing & Photocopying	6,000	2,880	60	300	120	2,220	180	60	120	60	
Telephone	7,000	3,500	70	350	140	2,590	140	70	70	70	
<b>PROGRAM</b>											
Supplies	8,000	4,400	40	160	160	2,800	240	40	80	80	
Food	4,200	4,200	0	0	0	0	0	0	0	0	
Medical Doctor	21,000	21,000	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	
<b>TRANSPORTATION</b>											
Mileage reimbursement	3,500	3,115	105	105	0	175	0	0	0	0	
Client transportation	0	0	0	0	0	0	0	0	0	0	
<b>ADMINISTRATIVE</b>											
Accounting/audit	14,000	8,190	70	560	140	4,200	280	140	280	140	
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	500	240	0	20	5	235	0	0	0	0	
Board Expense	1,000	350	5	30	10	180	5	5	150	265	
Staff Recognition	1,500	1,050	75	75	75	75	75	75	0	0	
State License	2,000	1,680	20	20	40	200	40	0	0	0	
License & fees	3,000	1,710	30	120	90	990	30	30	0	0	
Staff Training	3,000	2,550	30	60	60	240	30	30	0	0	
PR Expense	0	0	0	0	0	0	0	0	0	0	
Monitoring Fee--County	16,238	0	0	0	460	15,778	0	0	0	0	
Insurance	10,000	5,100	200	600	200	3,400	200	100	0	200	
Monitoring Fee--State	3,530	0	0	0	0	3,530	0	0	0	0	
<b>Total Operating</b>	<b>211,553</b>	<b>114,375</b>	<b>2,554</b>	<b>7,174</b>	<b>4,209</b>	<b>66,603</b>	<b>11,438</b>	<b>2,296</b>	<b>1,234</b>	<b>1,670</b>	
<b>Total Expense</b>	<b>947,506</b>	<b>576,838</b>	<b>14,462</b>	<b>46,311</b>	<b>9,773</b>	<b>226,523</b>	<b>32,845</b>	<b>16,556</b>	<b>8,369</b>	<b>15,829</b>	
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	325,000	0	17,000	55,000	10,000	230,000	0	13,000	0	0	
Fundraising	18,000	0	0	0	0	0	0	0	18,000	0	
Misc Income	7,000	0	0	0	0	0	0	0	0	7,000	
Reserve											
<b>Total Income</b>	<b>958,244</b>	<b>570,744</b>	<b>17,000</b>	<b>55,000</b>	<b>10,000</b>	<b>230,000</b>	<b>37,500</b>	<b>13,000</b>	<b>18,000</b>	<b>7,000</b>	
<b>SURPLUS/DEFICIT</b>	<b>10,738</b>	<b>-6,094</b>	<b>2,538</b>	<b>8,689</b>	<b>227</b>	<b>3,477</b>	<b>4,655</b>	<b>-3,556</b>	<b>9,631</b>	<b>-8,829</b>	



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.





Our programs support adults challenged by trauma, mental health, substance abuse and other debilitating situations. Through counseling and education, our programs aim to:

- Offer evidence-based, safe and affordable treatments with demonstrated results;
- Address the needs of the whole person, including relational, educational, social, legal, and vocational needs;
- Support clients in establishing and maintaining their sobriety;
- Reduce the frequency and severity of mental health symptoms;
- Interrupt the cycle of violence and end intimate partner abuse;
- Educate clients about addiction, triggers, relapse cycles, sponsors, and the development of support networks;
- Provide education to family members and loved ones, so they can health themselves and support their family member in recovery;
- Provide direct teaching of coping skills and assisting clients in increasing self-awareness;
- Support clients in improving overall wellness and quality of life.

We believe that people can change their lives. We believe in hope and resiliency. We believe no one arrives here by accident. We are committed to assisting all who walk through our doors in understanding why they are here and assist them in developing the tools they need to turn their life around.



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 co-occurring substance abuse and mental health challenges. 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.



*Addiction, Mental Health & Violence Prevention Services*

**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.**

**Vision: \* 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.**

**Values: \*respectful, empathic, compassionate, dignified, and collaborative in its interactions with clients and staff; \* appreciative of people's uniqueness, strength, flexibility, and willingness to learn, grow, and change; \*honest and inclusive, honors respectful feedback, and allows for people to question themselves in order to better serve clients and assist one another in their professional growth; \* a learning environment in nature, understanding of the fact that people make mistakes. We value the taking of responsibility and the process of growth that comes from this.**

# Sitike Counseling Center

Addiction, Mental Health and Violence  
Prevention Programs



## Town of Colma – Grant Report FY20-21

**Results of the Program:** COVID-19 exposed the digital divide. Many low-income and other vulnerable communities lack access to reliable, affordable internet access. These communities are further denied access to the benefits of technology as more devices and systems reliant on internet connectivity emerge.

In 2020, as a result of the COVID-19 pandemic, the world embraced digital transformation at an expedited pace, reimagining technology's critical role in how we work, learn, live and receive support. At the same time, the pandemic illuminated a long-standing issue: billions of people remain without the universal human right of internet access.

People without robust internet access are being left behind academically, economically, and socially. Simultaneously, the demand for mental health services has increased astronomically. The misuse of substances is also on the rise. During this incredible time of need, Sitike has leverage grant funds to invest in cultivating a sustainable telehealth infrastructure that supports clients in accessing treatment in a virtual environment that promotes safe, social distancing. Expanding our use of technology has spawned innovation and improvements in efficacy while also ensuring our ability to respond to the 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.

With the support from the Town of Colma, we have been able to continue helping low-income, vulnerable communities affected by addiction, mental health, and intimate partner violence. 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 technology devices, data plans, sliding-scale fees, and support those who are unable to pay out-of-pocket or those who are affected by the digital divide.

**Program Evaluation:** In addition to individual client gains, our programs and services also have a positive, secondary effect on the community at large. Sitike's programs are designed to impact individuals, families, and communities. The effects of mental health, substance abuse, and domestic violence are cumulative. By providing clients the appropriate level of care and focus our efforts on closing the digital divide, we are able to reduce strain on the City's operations by tackling problems like: virus transmission, crime rates, job vacancy, motor vehicle crashes, child abuse,

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(650) 589-9305 • Fax: (650) 589-9330 • Email: [info@sitike.org](mailto:info@sitike.org) • Website: [www.sitike.org](http://www.sitike.org)

*Si-ti-ke n.* [apache] a group of non-blood kin who are present in a time of crisis

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, reducing barriers to treatment engagement.
- 100% of clients that needed technology support (devices, internet, data plans, etc.) received the necessary supports to support their participation in treatment and reduce barriers to treatment engagement.
- 100% of clients were provided digital literacy training to support them in adequately using devices/internet/data plan and reduce barriers to treatment engagement.
- 100% of clients who requested sliding-scale payments and were able to provide proof of income were provided financial assistance to reduce barriers to treatment engagement.

**Use of the Grant Funds:** The \$6,500 grant was used to cultivate a sustainable technology infrastructure and allow Sitike to continue to provide sliding-scale fees to low-income, uninsured clients.

- Fiber Optic Internet Installation (to ensure Sitike's counselors could provide high quality telehealth services): \$970
- Telehealth Devices (phones/tablets) and Internet/Data Plans (provided directly to clients to ensure barriers to treatment are removed): \$5,530





## Non-Profit Funding Request Form FY 2021-22

***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.***

Name of Organization: San Mateo County Community College Foundation

Contact Person: Cherie Colin

Address: 3300 College Drive, San Bruno, CA 94066

Street Address	City	State	Zip Code
(650) 738-4346			colinc@smccd.edu

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**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: \$ 2,494,500

b. Number of Agency Employees: 6

c. Payroll is <sup>8</sup> \_\_\_\_\_% of the Agency's total Annual Budget.

**3. Please identify a public purpose for the requested funding by identifying one of the following categories:**

- 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.

3a. Describe how the funding will support the selected category:

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 15.7% of the 16,534 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.

8. Provide a detailed account of how the FY 2020-21 contribution was used:

The \$5,000 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 2020-21 funds? If so, please explain why.

No.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

20-21	Town of Colma \$5,000 (received)
21-22	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 \_\_\_\_\_

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**



SAN MATEO COUNTY  
COMMUNITY COLLEGES  
FOUNDATION

# Board of Directors

## Board of Directors Contact List

**Sheryl Axline (Vice Chair)**, Associate Director, Program Development at Stanford Graduate School of Business  
[slaxline@gmail.com](mailto:slaxline@gmail.com) | 650.678.2386

**Katie Bliss**, California Higher Education Coordinator, Youth Law Center  
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**André Cuerington (Secretary)**, Managing Director, Client Strategy Group, Makena Capital Management LLC  
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**Maurice Goodman**, Trustee, San Mateo County Community College District (SMCCCD)  
[goodmanm@smccd.edu](mailto:goodmanm@smccd.edu) | 650.834.5747

**Patricia Griffin**, Retired, College of San Mateo  
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**Claire Mack**, Proprietor, Claire's Crunch Cake  
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**Aaron McVean**, Vice Chancellor, Educational Services and Planning, SMCCCD  
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**Ken Oliver**, Director of Business Development, CROP Organization  
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**Larry Owens**, Retired, Head Football Coach, College of San Mateo  
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**John Pimentel**, Trustee, SMCCCD  
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**Patricia Siguenza (Chair)**, Vice President of BioAnalytical Sciences, Genentech  
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**Bernata Slater (Treasurer)**, Chief Financial Officer, SMCCCD  
[slaterb@smccd.edu](mailto:slaterb@smccd.edu) | 650.358.6795

**Anthony Yuen**, Project Policy Analyst, University of California Berkley  
[ayuen@ucla.edu](mailto:ayuen@ucla.edu) | 415.517.6142

### *Ex-Officio*

**Michael Claire**, Chancellor, SMCCCD  
[clairem@smccd.edu](mailto:clairem@smccd.edu) | 650.995.4592

**Jennifer Taylor-Mendoza**, President, College of San Mateo  
[mendozaj@smccd.edu](mailto:mendozaj@smccd.edu) | 909.292.3736

**Melissa Moreno**, President, Skyline College  
[morenomelissa@smccd.edu](mailto:morenomelissa@smccd.edu) | 805.455.3099

### *Emeritus*

**John Hamilton**, Principal, Embarcadero Capital Partners LLC  
[jhamilton@ecp-llc.com](mailto:jhamilton@ecp-llc.com) | 650.867.6700

**San Mateo County Community Colleges Foundation**  
**Fiscal 2021-22**  
**Operations Budget**

	Unrestricted Foundation Operations	Temporarily Restricted Scholarship and Program Total	Permanently Restricted Scholarship and Program Total	2021-22 Foundation Budgeted Totals
<b>Support and Revenue</b>				
Total Contributions	\$ 150,000	\$ 1,250,000	\$ 300,000	\$ 1,700,000
Annual Campaign	250,000	150,000		400,000
Golf Tournament	100,000			100,000
Management Fee 1.5% on Endowed Funds	292,500	(292,500)		-
Total Support and Revenue	<u>792,500</u>	<u>1,107,500</u>	<u>300,000</u>	<u>2,200,000</u>
<b>In Kind Support</b>				
In-Kind Salaries & Benefits Support from the District	880,000	-	-	880,000
In-Kind Donated Facilities	12,000	-	-	12,000
Total In Kind Support	<u>892,000</u>	<u>-</u>	<u>-</u>	<u>892,000</u>
<b>Investment Income</b>				
Interest	-	-	-	-
Dividends	-	-	-	-
Unrealized Gains	810,000	-	-	810,000
Total Investment Income	<u>810,000</u>	<u>-</u>	<u>-</u>	<u>810,000</u>
<b>Total Support, Revenue and Investment Income</b>	<u>2,494,500</u>	<u>1,107,500</u>	<u>300,000</u>	<u>3,902,000</u>
<b>Expenses</b>				
Scholarships		1,150,000		1,150,000
Programs (Including Promise)		580,000		580,000
Annual Audit & Tax Returns	18,000			18,000
Consultants/Legal	5,000			5,000
Salaries & Benefits	400,000			400,000
IT Maintenance & Database	25,000			25,000
Portfolio Manager Fee	70,000			70,000
Membership Dues	4,000			4,000
Office Supplies	3,500			3,500
Postage	2,000			2,000
Printing	10,000			10,000
Travel, Meetings & Training	40,000			40,000
Development	120,000			140,000
<i>Alumni &amp; Donor Relations Events</i>	20,000			
Communications & Marketing	2,000			2,000
Bank Fees	13,500			13,500
Cost Of In-Kind Salaries & Benefits Support from the District	880,000			880,000
Cost Of In-Kind Donated Facilities	12,000			12,000
<b>Total Expenses</b>	<u>1,625,000</u>	<u>1,730,000</u>		<u>3,355,000</u>
<b>Change in Net Assets</b>	<u>869,500</u>	<u>(622,500)</u>	<u>300,000</u>	<u>547,000</u>
<b>Net Asset Balances as of July 1, 2021 (Projected)</b>	<u>(23,267,412.00)</u>	<u>9,896,923</u>	<u>6,281,168</u>	<u>(7,089,321)</u>
<b>Net Asset Balances as of June 30, 2022 (Projected)</b>	<u>(28,792,021)</u>	<u>9,274,423</u>	<u>6,581,168</u>	<u>(6,542,321)</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, 950 new and continuing students will begin the Fall 2021 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. The program welcomed 750 students in Fall of 2019.
- 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

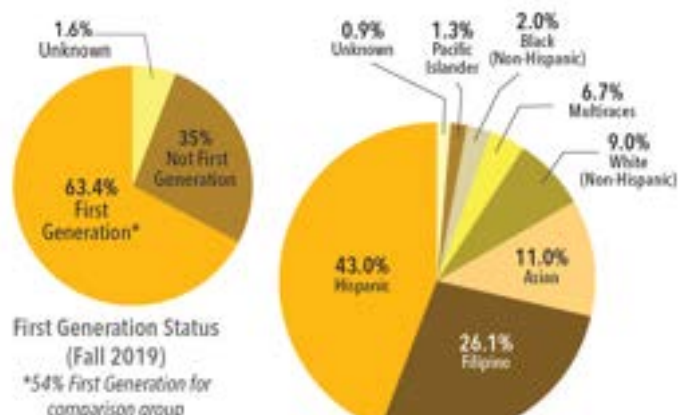


#### FALL 2018 - FALL 2019 PERSISTENCE RATE



■ 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 the following (please note that projects that were unable to spend their grants due to complications from Covid-19 were allowed to roll over their grant dollars to the 2021-22 academic year).

- 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 2021-22

***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.***

Name of Organization: \_\_\_\_\_ County of San Mateo Jobs for Youth

Contact Person: \_\_\_\_\_ Rosa Gonzalez

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

Street Address	City	State	Zip Code
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Phone Number: _____ 650-599-7215	Email Address: _____ rgonzalez1@smcgov.org
----------------------------------	--

1. Mission Statement:

Jobs for Youth supports San Mateo County youth age 14-21 in achieving their career and higher education goals via our three pillars of success: jobs skills workshops, job opportunities, and higher education scholarships.

2. Amount of Request: \$ 4,000

a. Total Agency Annual Budget: \$ 271,319.70

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:

- 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.

3a. Describe how the funding will support the selected category:

100% of funding will go directly to the Jobs for Youth Al Tegliia Scholarship Trust Fund.

Founded in 2005 by former Mayor of Daly City Al Tegliia, the Scholarship trust fund 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 Trust Fund is available to all San Mateo County youth age 16-21 who are at least a high school junior with a 2.0 cumulative GPA 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 only receive one JFY scholarship in their life time.

In addition, Jobs for Youth provides Jobs for Youth members access to an online job board. New jobs are added to the job board daily to help youth find jobs, internships and volunteer opportunities near their home. Jobs for Youth posts retail and fast food jobs located in the Town of Colma to help youth connect to business and help with economic development. Some of the businesses are Target, Target Optical, Starbucks, Home Depot, Best Buy, The Vitamin Shoppe, Chipotle Mexican Grill, Ross, Ashley's Furniture, Bath & Body Works, Burger King, Men's warehouse, Old Navy, Orange Theory, Ulta, Michael's, Dollar Tree, Black Bear Diner, Sizzler, Kohl's, Allied Universal, Subway, FedEx Store and Panda Express.

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

By supporting the Jobs for Youth Al Tegliia Scholarships, the Town of Colma helps high-need youth build a better future for themselves, their families and our communities. The Town of Colma generously provided \$500 in 2016, \$1,500 in 2017, \$2,000 in 2018, \$2500 in 2019 and \$3,000 in 2020.

This fiscal year, Jobs for Youth requests \$4,000 to support two youth 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 goal that will benefit them, their families and our San Mateo County community.

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

The pandemic has created profound challenges and deepened disparities in educational opportunities for students of color and students from low-income backgrounds. The basic needs like food, housing, language barriers, and access to the internet during this pandemic has impacted our youth. The increased mental health impact, food insecurities and financial insecurities increased significantly. Students continue to be challenged by the caregiving responsibilities, loss of family income, loss of work opportunities and overall well-being. These students rely more heavily on financial assistance to reach their full potential in higher education.

This year, our Jobs for Youth workgroup has increased the JFY Scholarship from \$1,500 to \$2,000 to help support these students. The challenge is great and together we can make a difference in the lives of our San Mateo County youth in helping them build a brighter future for our society.

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 1:1 mentoring, access to our curated job board, a monthly newsletter, eligibility for our Summer Internship program in various departments throughout the County of San Mateo and membership with the Jobs for Youth Alumni Association.

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 2020-21 fiscal year, 313 students from Jefferson High School District and 58 students live in Colma's zip code of 94014 attended JFY workshops and became Members.

B. Most youth attend virtual workshops in the school setting during the regular school day. A minority of Members attend our virtual public workshops hosted by local libraries and local community organizations throughout the County.

C. 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 2020-21 contribution was used:

The generous \$3,000 contribution by the Town of Colma funded two full scholarships for higher education.

Fariha Khan was awarded a \$1,500 scholarship and transferred from Skyline College to San Francisco State University with the goal of obtaining a B.S. in Biology.

Nicole Tsang was awarded \$1,500 scholarship and is a Senior at Westmoor High School. She took a two-week program called Makerspace Engineering Summer Experience in Skyline College and enrolled in the intermediate level of 3D animation course in Berkeley City College.

Both scholars have two years to fully claim their scholarships; however, both Fariha and Nicole will claim their scholarships shortly. Fariha will claim her full scholarship in the next few weeks and Nicole plans to claim the first half of her scholarship in the next few weeks through her studies at Berkeley City College.

9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

The pandemic did not alter how Jobs for Youth invested FY 2020-21 funds provided by the Town of Colma. Collectively, we awarded two full scholarships during these challenging times and we are incredibly grateful for your generous collaboration in supporting the educational dreams of our future world changers Fariha Khan and Nicole Tsang.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

In the 2020-21 fiscal year, Jobs for Youth received the contributions from the following San Mateo County cities:

\$3,000 The Town of Colma  
\$1,730 The City of Burlingame  
\$3,000 The City of Foster City  
\$1,500 The City of Menlo Park

FY 2021-22, we are requesting the following amounts:

\$4,000 The Town of Colma  
\$2,000 The City of Burlingame/Awarded \$1,720  
\$5,000 The City of Foster City/Awarded \$5,000  
\$4,000 The City of Menlo Park

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 \_\_\_\_\_

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

2021 22 GRANT APPLICATION ATTACHMENTS

## Town of Colma Grant

August 12, 2021

### CURRENT YEAR ANNUAL OPERATING BUDGET

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.



#### JFY OPERATING BUDGET

County of San Mateo - Human Resources Dept.	
Jobs for Youth Program	
FY 2021-22 Budget	
Expenditure Categories	
Salaries	199,537.55
Benefits	45,532.15
<b>Salaries &amp; Benefits</b>	<b>245,069.70</b>
Outside Printing & Copy Svc	4,500.00
General Office Supplies	1,000.00
Advertising & Publicity Expense (Marketing Initiatives)	1,000.00
Software License/Maint. Expense (JFY App & Database)	6,850.00
JFY Database Implementation/Support	-
Employee Mileage Reimbursement	1,800.00
Meetings & Conference Expense	1,000.00
Fingerprinting & Criminology	100
Special Dept Exps (County-Hosted Events)	10,000.00
<b>Services &amp; Supplies</b>	<b>26,250.00</b>
<b>Total Expenditures</b>	<b>271,319.70</b>

#### JFY AL TEGLIA TRUST FUND BUDGET

As of July 31, 2021, the Scholarship Trust Fund account balance:

# \$207,944.75

# PROGRAM PROJECT BUDGET

Expenditures and Revenue Source Details:

## Town of Colma

### PROGRAM BUDGET

<b>Applicant Organization:</b>	County of San Mateo Jobs for Youth
<b>Project/Program Name:</b>	Jobs for Youth Al Teglia Scholarship
<b>Funding Period:</b>	2021 - 2022
<b>Requested Amount:</b>	\$4,000

In the form below, please provide Expenditure and Revenue Source information for the proposed program.

#### Expenditures

Provide budget information for all Expenditure Categories. You may add additional lines as needed. Please provide by category both the amount budgeted for the entire program as well as the amount budgeted for the **Town of Colma**. (If it is not possible to provide a breakdown by category, at minimum show the Total Budget for the **Town of Colma**.) In the Description/Explanation section, provide specific details about the expenditures.

Category	Amount Budgeted for Entire Project	Budgeted Specifically for Town of Colma	Description/Explanation
Project Staff	\$0	\$0	The Jobs for Youth Operating Budget is fully sustained by the County of San Mateo; this budget fully covers all administrative costs for the Scholarship program. The Scholarship funds are kept in a separate trust fund account and 100% of all donations received go directly to Scholarships.
Rent/Utilities	\$0	\$0	
Supplies/Materials	\$0	\$0	
Technology/Equipment	\$0	\$0	
Publicity/Outreach	\$0	\$0	
Travel	\$0	\$0	
Events	\$0	\$0	
Other:	\$40,000	\$4,000	Two Scholarships
Other:			
Other:			
<b>TOTAL</b>	<b>\$ 40,000.00</b>	<b>\$4,000</b>	

#### Revenues

Please list the anticipated Revenue Sources for the program, including the requested the **Town of Colma** grant. Other possible Revenue Sources include other grants, donations from individuals, business support, events, fees for service, etc.

Source of Income	Amount Budgeted	Amount Already Secured	Description/Explanation
The Town of Colma	\$ 4,000.00	\$ -	Amount requested
Woodlawn Foundation	\$ 10,000.00	\$ 10,000.00	Amount received
The City of Burlingame	\$ 2,000.00	\$ 1,270.00	Amount received
The City of Foster City	\$ 4,000.00	\$ 5,000.00	Amount received
The City of Menlo Park	\$ 4,000.00	\$ -	Amount to be requested
SBCF Community Grant	\$ 2,000.00	\$ -	Amount to be requested
Wells Fargo	\$ 4,000.00	\$ -	Amount to be requested
Pacific Gas & Electric Co.	\$ 4,000.00	\$ -	Amount to be requested
Annual Breakfast Fundraiser	\$ 6,000.00	\$ -	Projected amount to be raised
Individual and business donations	\$ 4,000.00	\$ -	Projected amount to be raised
JFY Alumni Association	\$ 2,000.00	\$ -	Projected amount to be raised
<b>TOTAL</b>	<b>\$ 42,000.00</b>	<b>\$ 16,270.00</b>	

#### List In-kind (Non-cash) Contributions Requested/Secured

Not applicable

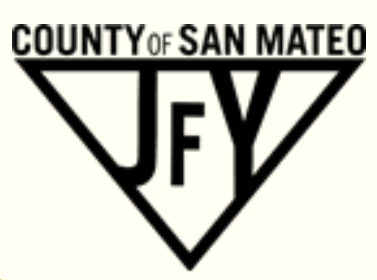
**Explanatory Notes** (use the Description/Explanation column above to provide any explanations for a particular Expenditure Category or Revenue Source. Use this space, if needed, to provide any explanation related to the overall financial health of the program seeking funding)

Our annual budget for the Scholarship totals \$40,000. All grant money received directly fund Scholarships for the year in which they were received. The excess amounts raised via the Annual Breakfast/Celebration Fundraiser, individual and business donations, and the JFY Alumni Association contribution in 2021-22, as well as any excess amounts raised in 2021-22, contribute to the overall financial health of our Jobs for Youth Al Teglia Scholarship Trust Fund.

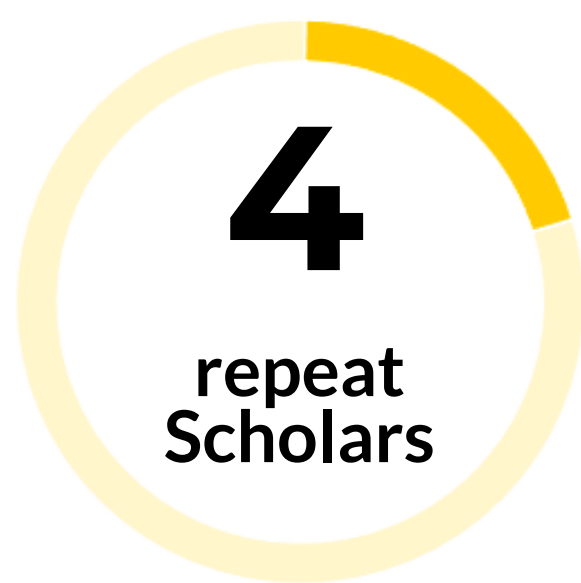
#### Prepared By:

<b>Name:</b>	Rosa Gonzales
<b>Title:</b>	Program Manager
<b>Date:</b>	8/12/2021



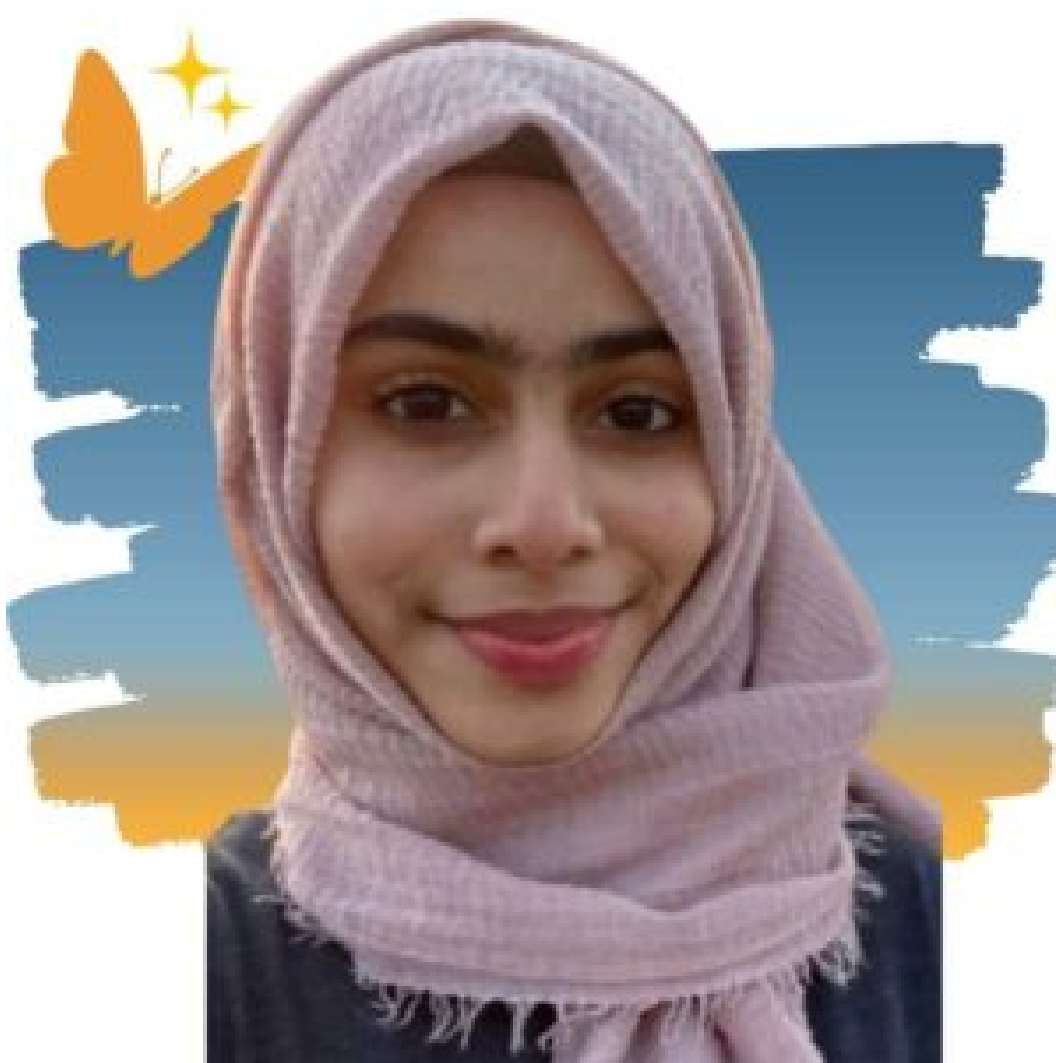


### 2021 Al Teglia Scholars Overview



### The 2021 Town of Colma Sponsored Scholars

The Jobs for Youth Scholarship Committee, composed of staff and volunteers, selected 20 talented youth to receive the 2021 Al Teglia Scholarships. The 2021 Scholars have big dreams, and they know that with hard work, they can make those dreams come true. **The Town of Colma's \$3,000 grant sponsors two of these Scholars: Fariha Khan and Wing (Nicole) Tsang. We are pleased to share the bios and thank you notes from each Scholar.**



Future Physician Assistant **Fariha Khan** knows the impact that a smile or word of encouragement can have on a patient. As a volunteer at the Blood Centers of the Pacific and the Mills-Peninsula Medical Center, Fariha spent time connecting with each patient, witnessing the truly transformative effect that kindness could have on those in pain. Currently Fariha is working toward an Associate degree in biology at Skyline College, with the goal of transferring to the University of California for her Bachelor's degree. Fariha is invested in deeply understanding the medical field—she plans on participating in lab research and gaining experience as a Certified Nursing Assistant before heading to graduate school. Her dedication to becoming a skilled, well-rounded practitioner and scholar will benefit the field as a whole as well as Fariha's future patients.

Dear Town of Colma,

My lifelong dream of working toward a college degree is moving forward, thanks to generous educational scholarships like yours. Since being named one of the recipients of the Jobs For Youth (JFY) Scholarship, my dream is becoming a reality through taking my major based classes at Skyline College. The award gives me an opportunity to earn skills that will serve the medical community following graduation. Thank you personally for your generosity. Without scholarship patrons willing to support education, students such as myself would be unable to pursue advanced degrees.

Currently, I am pursuing an Associate's Degree for Transfer at Skyline. In Fall 2021, I hope to transfer to a University of California, and obtain my bachelor's degree in Biology. Your scholarship will help me pay for my tuition, which includes coursework and books. My passion for attending is matched only by my love for learning, so my decision to pursue a college degree comes directly from my heart.

Once again, thank you for the acceptance and scholarship. I am committed to my education and to Biology, and one step closer to pursuing a Biology degree, thanks to your continued generosity and the JFY Scholarship.

- Fariha Khan



Future food chemist **Wing (Nicole) Tsang** believes in the power of science to unlock previously-unimagined possibilities. She is interested in the chemical properties of food, and in her future career, she hopes to transform eating experiences by developing new flavors. A junior at Westmoor High School, Nicole has received numerous accolades for achievement in athletics and community service. She gives back to her community as a bilingual teaching assistant and tutor, and she has supported TED Conferences as a translator. Nicole's curiosity, dedication to personal achievement, and investment in using her skills to support others will make her a powerful force in the world of food chemistry.



Dear Town of Colma,

My name is Nicole Tsang and I am one of the recipients of the 2021 Jobs Youth Al Tegli Scholarship. Thanks to your generous sponsorship of the Jobs For Youth Al Tegli Scholarship, I am able to pursue my passion for studying STEM in college.

I am a high school junior who will be enrolling in college in 2022. Throughout my life living as an immigrant, I have been facing different kinds of hardships. I sometimes felt despair for not having the equal opportunity to learn as my peers. For example, in middle school, I could stay silent the entire day in school because I lacked the courage to speak English. As I started to improve my English during high school, I faced another challenge: financial difficulties which limited my educational resources such as school supplies and a computer. I had to be careful with spending my money so that I could save some valuable money which is used as my sister's college tuition while relieving my parents' pressure.

My concern about whether I could afford the high expenses of college began to be alleviated as I was notified as being a Jobs For Youth Al Tegli Scholar. Having your kind support my back, I am now given the opportunity to have my college education next year.

Although I have not decided which field of STEM study I will pursue a degree in, I will maintain my passion for studying science and engineering in high school, as well as taking free online courses outside of school to explore my interests.

I am writing this letter to express my gratitude that your generosity does not only help a person rise in a low incoming working family, but also encourages her to persist in her career and educational goals under any circumstances. I extend my heartfelt gratitude to you for such a beautiful sponsor and contribution.

Your kindness is what lasts permanently.

Sincerely,  
Wing (Nicole) Tsang



Thank you  
so much for  
believing in  
us!



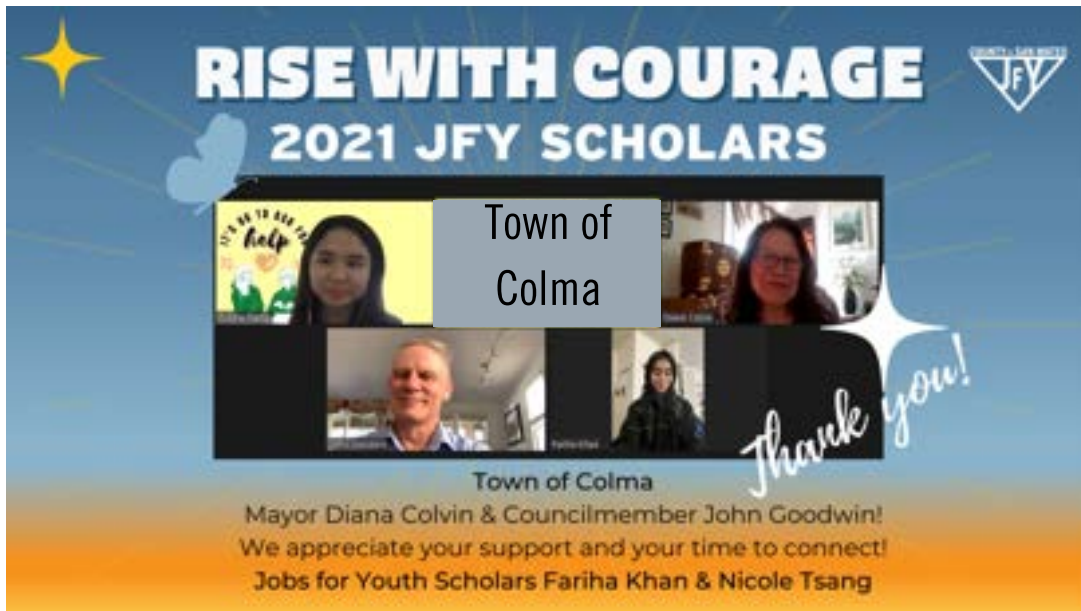
**JOBS FOR YOUTH**  
2021 22 GRANT APPLICATION UPDATES

## Town of Colma Grant

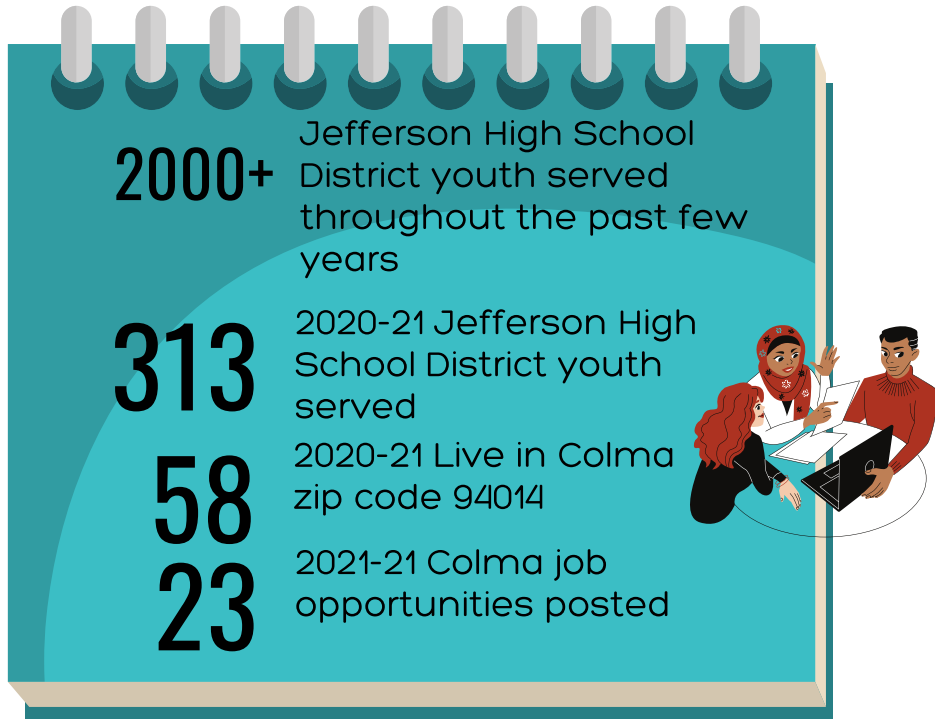
August 12, 2021

### Celebrating 2020 Scholars Fariha Kahn & Nicole Tsang

This year's San Mateo County Jobs for Youth (JFY) Al Tegliia Scholars have demonstrated incredible resilience! On May 20, 2021 we gathered in community with our Scholars, their families, our donors, and our partners to celebrate the 2021 JFY Al Tegliia Scholars. The "Rise with Courage" virtual celebration was full of joyful and inspirational moments. We are grateful to the Town of Colma for sponsoring two \$1500 scholarship for higher education and bringing so much joy to Scholars Fariha Kahn and Nicole Tsang.



## Town of Colma Youth Served



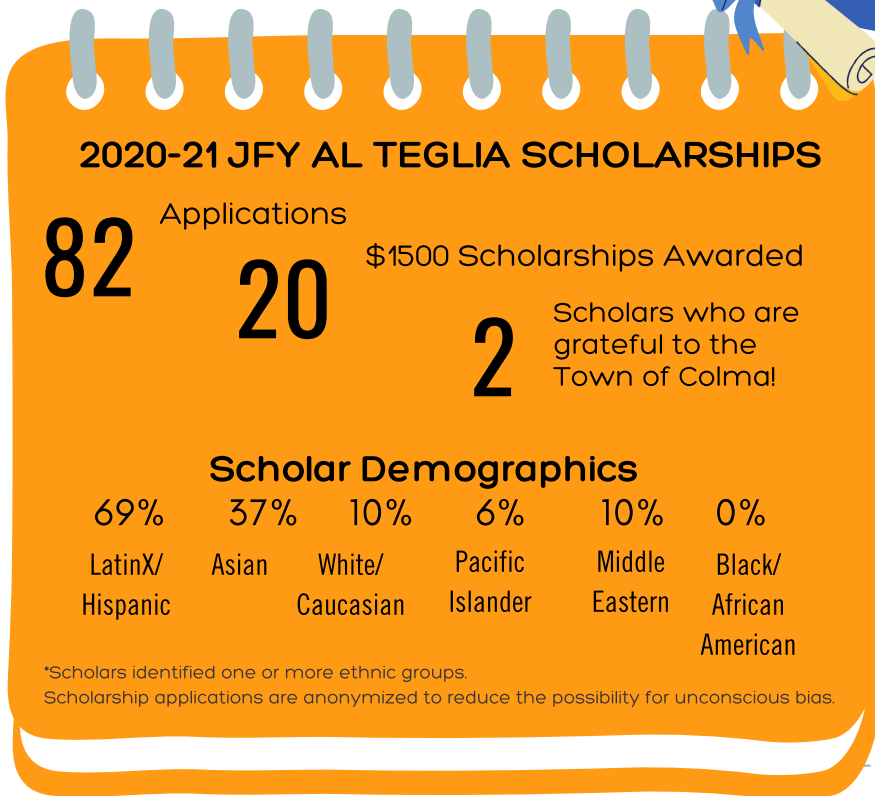
In March 2020, our lives were forever changed in so many ways. JFY immediately focused on helping youth connect to resources and quickly pivoted to virtual job skills workshops.

JFY collaborated with schools and community based organizations to provide resources and engage youth in virtual job skills workshops.

JFY increased workshops to Courts & Community Schools and Alternative High Schools with youth at a higher risk.

All youth who attended JFY Workshops learned to take deep breaths at the beginning of workshops, were reminded that they were enough and focused on identifying something they were grateful for to build resiliency. These conversations were weaved into job preparation themes such as building authentic connections. How to interview remotely. How to craft a resume that includes experiences they had during the pandemic such as babysitting, tutoring and translating documents for their families.

## Equity in Higher Education





## JFY Alumni Association

During the pandemic, JFY launched the JFY Alumni Association for JFY Members who are now over the age of 21. The JFY Alumni Association goals are to connect, collaborate and contribute back to San Mateo County community. JFY Alum are being showcased in LinkedIn and are creating special events help them mingle and develop. This year, the JFY Alumni Association came together to raise one full \$1500 JFY AI Teglia Scholarship. The JFY Alumni Association is growing and these young adults are eager to build their network and exploring careers throughout San Mateo County. We are thrilled to continue to support Colma and Jefferson HS District JFY members who are now young adults through the JFY Alumni Association.



## 2021-22 School Year

Students are back in school and teachers are already reaching out to schedule Jobs for Youth Job Skills Workshops! While this is an exciting time for youth to return to school, and JFY will continue to provide virtual workshops. We will continue to monitor CDC and County guidelines with the hope to return to in real life classroom presentations in early 2022. JFY has amplified our community partners in a collective effort to promote mental and physical health. We are collaborating with San Mateo County Office of Education, all high schools (traditional, continuation and court schools) throughout San Mateo to reach out to youth in our community. In addition, we are also continuing to collaborate with community organizations and social workers to connect with foster youth, homeless youth, home school youth and other youth who are at a higher risk. We are on social media promoting youth who are 12+ to get vaccinated and continue to mask up. Our social media campaign is focused on promoting healthy mental and physical habits for youth. We continue to post new job opportunities to youth in our JFY Job Board exclusive to JFY Members and on Facebook as well as to our JFY Alumni Association young adults to help connect them find jobs near their homes. We are thrilled to open JFY AI Teglia Scholarship applications in November 2021 with a closing date of February 2022. We will announce the 2022 JFY AI Teglia Scholars in March and coordinate virtual meet and greets with their generous sponsors.

## 2021-22 Scholarships & Scholar Celebration



The pandemic has created profound challenges and deepened disparities in educational opportunities for students of color and students from low-income backgrounds. The basic needs like food, housing, language barriers, and access to the internet during this pandemic has impacted our youth. The increased mental health impact and financial insecurities increased significantly. Students continue to be challenged by the care giving responsibilities, loss of family income, loss of work opportunities and overall well-being. These students rely more heavily on financial assistance to reach their full potential in higher education. This year, our JFY Workgroup has increased the JFY Scholarship from \$1500 to \$2000 to help support these students. The challenge is great and together we can make a difference in the lives of our San Mateo County youth in helping them build a brighter future for our society.

We are thrilled to open JFY AI Teglia Scholarship applications in November 2021 with a closing date of February 2022. In March 2022, we will announce the 20 2022 JFY AI Teglia Scholars who will receive \$2000 scholarship and coordinate virtual meet and greets with their generous sponsors. We heard from the scholars and the sponsors how much they enjoyed the virtual meet and greets and will continue to host these special meetings.

### **Save the Date! May 19, 2022**

During these challenging times, it's difficult to plan too far in advance. We hope to host a scholar celebration in real life and ready for another fabulous virtual celebration if needed to protect our community. JFY will be celebrating 40 years of helping San Mateo County youth reach their full potential. We hope you'll continue to see the value our collective efforts do for our youth, their families and our San Mateo County community.

## Scholar Updates

### 2020 Scholar Fariha Khan



Dear Town of Colma,

This summer I have been very productive. I took courses that count toward my major, traveled to my homeland country, and worked as a certified nursing assistant. I kept my work life and personal life balanced. Traveling helped me explore new places and meet new people. I also excelled in my professional life by working as a CNA and obtaining hours toward the requirement for the Physician Assistant program. I also took courses that count toward my bachelors degree. This fall I will be transferring from Skyline College to San Francisco State University. I hope to continue taking courses to fulfill the requirement for my B.S. degree in Biology. I am planning on taking 15 units. Some of my classes will be on campus while some will be online. I am excited to partially return back to campus and look forward to Fall semester at SFSU. - Fariha

### 2020 Scholar Nicole Tsang

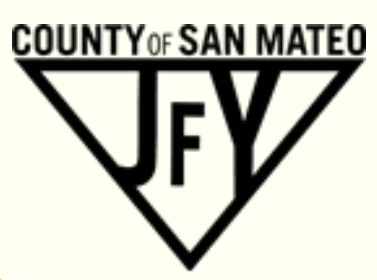
Hi, Town of Colma! This is one of the Jobs For Youth Scholar, Nicole! Summer vacation has been over and I finally get to social with my classmates and teachers face-to-face! Although I'm still a bit concerned about COVID, I've decided to return to school in person because I enjoy learning with having real interaction with my classmates and listening to teachers' lecture in person! I'm able to concentrate better in person and I feel more productive now! I'm taking AP Calculus, Physics, Automotive Aerospace Technology, Computer Integrated Manufacturing, American Government, Economics, and Expository Reading and Writing this year. I've discovered my passion-creating things! I joined my school Robotics Club, I worked as a summer intern in a 3D animation at Raconteur Animation. In addition, I also worked as an Engineering Coordinator for an elementary school. I took a two-week program called Makerspace Engineering Summer Experience in Skyline College and enrolled in the intermediate level of 3D animation course in Berkeley City College, and leading a club of mine called Interact Club, but I promise that I will work really hard to chase my dream and passion during this last school year in high school! Most importantly, the key to success is taking care one's mental health... - Nicole



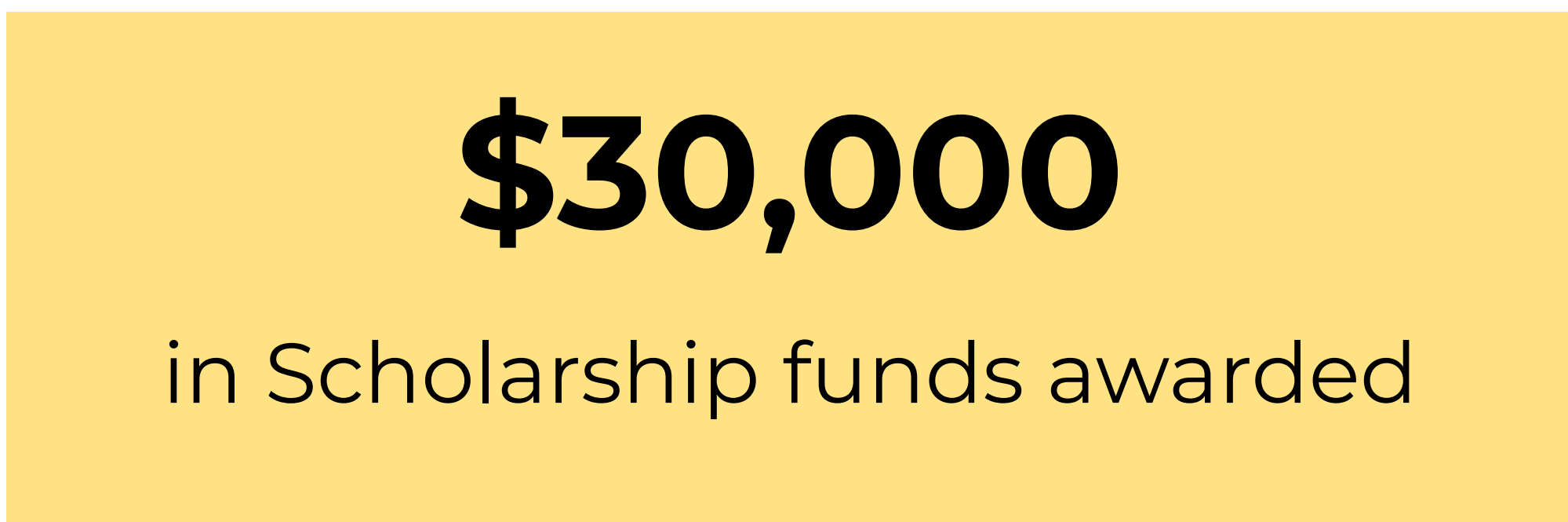
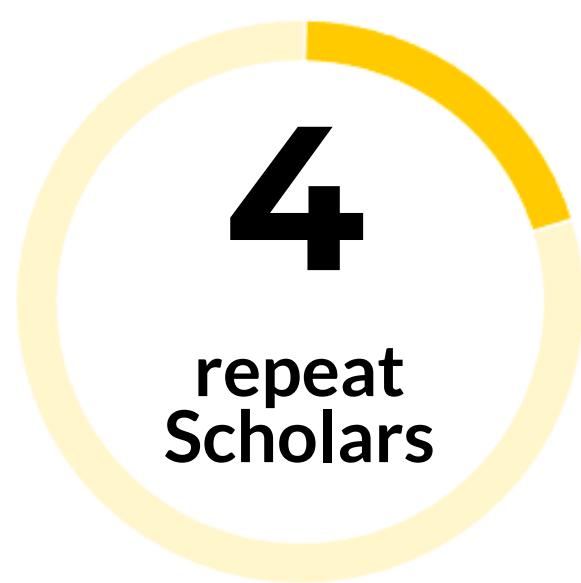
**COUNTY OF SAN MATEO JOBS FOR YOUTH**

[www.jobsforyouth.org](http://www.jobsforyouth.org)

Report prepared by Rosa Gonzalez, JFY Manager  
August 12, 2021

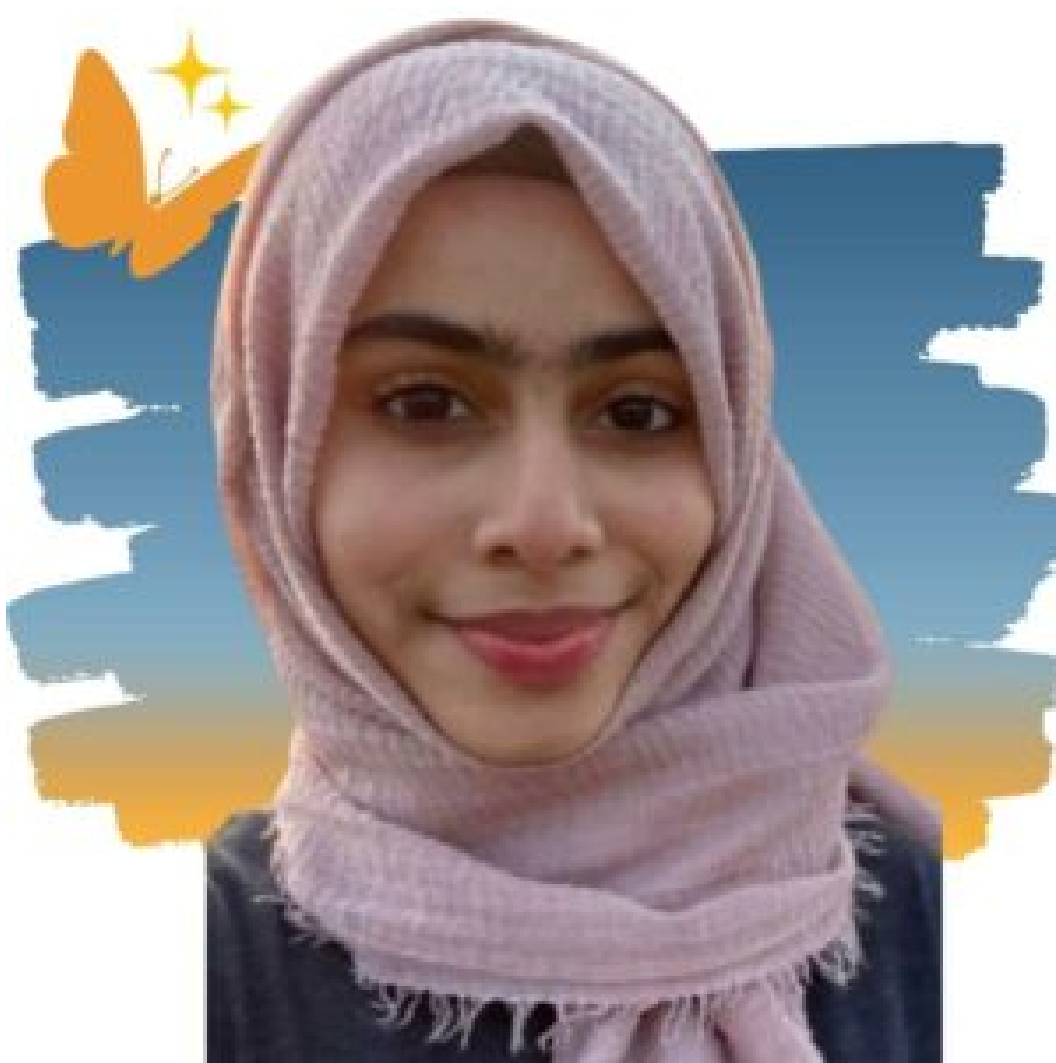


## 2021 Al Teglia Scholars Overview



## The 2021 Town of Colma Sponsored Scholars

The Jobs for Youth Scholarship Committee, composed of staff and volunteers, selected 20 talented youth to receive the 2021 Al Teglia Scholarships. The 2021 Scholars have big dreams, and they know that with hard work, they can make those dreams come true. **The Town of Colma's \$3,000 grant sponsors two of these Scholars: Fariha Khan and Wing (Nicole) Tsang. We are pleased to share the bios and thank you notes from each Scholar.**



Future Physician Assistant **Fariha Khan** knows the impact that a smile or word of encouragement can have on a patient. As a volunteer at the Blood Centers of the Pacific and the Mills-Peninsula Medical Center, Fariha spent time connecting with each patient, witnessing the truly transformative effect that kindness could have on those in pain. Currently Fariha is working toward an Associate degree in biology at Skyline College, with the goal of transferring to the University of California for her Bachelor's degree. Fariha is invested in deeply understanding the medical field—she plans on participating in lab research and gaining experience as a Certified Nursing Assistant before heading to graduate school. Her dedication to becoming a skilled, well-rounded practitioner and scholar will benefit the field as a whole as well as Fariha's future patients.

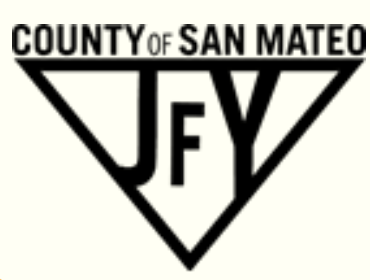
Dear Town of Colma,

My lifelong dream of working toward a college degree is moving forward, thanks to generous educational scholarships like yours. Since being named one of the recipients of the Jobs For Youth (JFY) Scholarship, my dream is becoming a reality through taking my major based classes at Skyline College. The award gives me an opportunity to earn skills that will serve the medical community following graduation. Thank you personally for your generosity. Without scholarship patrons willing to support education, students such as myself would be unable to pursue advanced degrees.

Currently, I am pursuing an Associate's Degree for Transfer at Skyline. In Fall 2021, I hope to transfer to a University of California, and obtain my bachelor's degree in Biology. Your scholarship will help me pay for my tuition, which includes coursework and books. My passion for attending is matched only by my love for learning, so my decision to pursue a college degree comes directly from my heart.

Once again, thank you for the acceptance and scholarship. I am committed to my education and to Biology, and one step closer to pursuing a Biology degree, thanks to your continued generosity and the JFY Scholarship.

- Fariha Khan



Future food chemist **Wing (Nicole) Tsang** believes in the power of science to unlock previously-unimagined possibilities. She is interested in the chemical properties of food, and in her future career, she hopes to transform eating experiences by developing new flavors. A junior at Westmoor High School, Nicole has received numerous accolades for achievement in athletics and community service. She gives back to her community as a bilingual teaching assistant and tutor, and she has supported TED Conferences as a translator. Nicole's curiosity, dedication to personal achievement, and investment in using her skills to support others will make her a powerful force in the world of food chemistry.



Dear Town of Colma,

My name is Nicole Tsang and I am one of the recipients of the 2021 Jobs Youth Al Teglia Scholarship. Thanks to your generous sponsorship of the Jobs For Youth Al Teglia Scholarship, I am able to pursue my passion for studying STEM in college.

I am a high school junior who will be enrolling in college in 2022. Throughout my life living as an immigrant, I have been facing different kinds of hardships. I sometimes felt despair for not having the equal opportunity to learn as my peers. For example, in middle school, I could stay silent the entire day in school because I lacked the courage to speak English. As I started to improve my English during high school, I faced another challenge: financial difficulties which limited my educational resources such as school supplies and a computer. I had to be careful with spending my money so that I could save some valuable money which is used as my sister's college tuition while relieving my parents' pressure.

My concern about whether I could afford the high expenses of college began to be alleviated as I was notified as being a Jobs For Youth Al Teglia Scholar. Having your kind support my back, I am now given the opportunity to have my college education next year.

Although I have not decided which field of STEM study I will pursue a degree in, I will maintain my passion for studying science and engineering in high school, as well as taking free online courses outside of school to explore my interests.

I am writing this letter to express my gratitude that your generosity does not only help a person rise in a low income working family, but also encourages her to persist in her career and educational goals under any circumstances. I extend my heartfelt gratitude to you for such a beautiful sponsor and contribution.

Your kindness is what lasts permanently.

Sincerely,  
Wing (Nicole) Tsang





## Non-Profit Funding Request Form FY 2021-22

***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.***

Name of Organization: San Mateo County Pride Center (a program of StarVista)

Contact Person: Francisco Sapp

Address: 1021 S El Camino Real San Mateo CA 94402

Street Address	City	State	Zip Code
650-579-5441			

Phone Number: 650-579-5441 Email Address: francisco.sapp@sanmateopride.org

1. Mission Statement:

For more than 55 years, StarVista has helped children, youth, adults and families throughout San Mateo County navigate life's challenges. The San Mateo County Pride Center, a program of StarVista, creates a welcoming, safe, inclusive, and affirming community climate that fosters personal growth, health, and opportunities to thrive for individuals of all ages, sexual orientations, and gender identities.

2. Amount of Request: \$ 3,000.00

a. Total Agency Annual Budget: \$ 6,038,000.00.

b. Number of Agency Employees: 212

c. Payroll is 79 % of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- 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.

3a. Describe how the funding will support the selected category:

The San Mateo County Pride Center's proposed project for this grant is to increase access to mental health services and community support through connections and resources, advocacy, and social activities for the LGBTQ+ Community, especially for the youth in the town of Colma. This will occur through outreach, education, and trainings.

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

The San Mateo County Pride Center offers resources and support for the LGBTQ+ community in the town of Colma. Funds will be used for training, education, services, and consultation for high schools, youth centers, and individuals who seek the support of the SMC Pride Center. In particular, the Pride Center intends to conduct outreach at Mills and Jefferson High Schools when in-person schooling resumes.

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

N/A

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

The Town of Colma benefits from funding the San Mateo County Pride Center due to the unique mission and system of support that the Center provides to reach LGBTQIA+ youth and their allies.

In addition to individual services, the SMC Pride Center invests considerable time and energy in capacity-building, acting as a resource for organizations, agencies, and institutions to help them develop the skills, understandings, and protocols necessary for best serving LGBTQ+. The town of Colma has made it clear that reaching the town's LGBTQ+ population, providing services, and ensuring safety, accessibility, and affirmation throughout the town are a priority; the San Mateo County Pride Center's programming helps the town of Colma to achieve that goal.

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 FY20-21, the San Mateo County Pride Center's Youth Program Coordinator served Colma residents and institutions in the following ways:

- 1. Conducted outreach to Daly City Youth Health Center, which services Jefferson Union High School District, to Mills High School and to Jefferson High School.
- 2. Conducted outreach at and attended San Mateo Office of Education's monthly Gender and Sexualities Alliance (GSA) Coordinators Meetings.
- 3. Provided direct consultation to teachers at both Mills High School and Jefferson High School.
- 4. A youth from Colma joined a youth social support group at the center.
- 5. Provided LGBTQIA+ inclusion education for a Period Project being launched in Jefferson High School which aims to provide free period products to students. We helped them make the project inclusive and accessible to all folks with periods.
- 6. Provided individual consultation to school counselors in North County who needed psychoeducation to support their trans students/clients.
- 7. Provided two SOGIE training/educational panels for Ocean Shore School (a total of 39 youth participants) and Oceana High School, in JUHSD (84 youth participants).
- 8. Provided individual consultation to a Senior at Oceania High School for her Senior project on LGBTQ+ curriculum in schools.

8. Provide a detailed account of how the FY 2020-21 contribution was used:

The activities listed in the question above outline the specific actions that the SMC Pride Center took as a result of the town of Colma's generous FY20-21 contribution. Money went to supporting the employment of the Pride Center's Youth Program coordinators, which in turn enabled the above accomplishments.

9. Did COVID-19 affect how the organization spent FY 2020-21 funds? If so, please explain why.

COVID-19 dramatically affected the activities of the San Mateo County Pride Center, including a major shift to virtual programming. The Pride Center made considerable efforts- with successful results- at in-person outreach and awareness. In this way, we were able to successfully maintain our programs and reach our community, providing service, safety, and support. Additionally, in 2020, the Pride Center conducted a survey of LGBTQ+ San Mateo residents about the impacts the pandemic had upon their lives. This was the first survey of its kind in the region, and the subsequent COVID-19 Impact Report that the Pride Center published highlighted the outside ramifications that the pandemic had on this already-vulnerable population. While COVID-19 has been disruptive to us all, the LGBTQ+ community reported disproportionate levels of negative mental health effects, unsafe housing situations, and financial instability.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

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 # 94-3094966

**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 (filed for 2020 or 2019)



**Optional Attachments**





# STAR VISTA

## Board of Directors Roster

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### OFFICERS

**Ken Pessa - Chair  
Retired Assistant Chief,  
Probation Officer**

Home: (650) 879-1020

[calstampsfan@gmail.com](mailto:calstampsfan@gmail.com)

**Alina Lloyd - Vice Chair  
Private Wealth Manager,  
Merrill Lynch Private Banking  
& Investment Group**

Cell: (310) 463-6327

[alina.lloyd@ml.com](mailto:alina.lloyd@ml.com)

**Alison Proctor, CPA - Treasurer  
Partner, Seiler LLP**

Home: (650) 341-5517

Work: (650) 365-4646

Cell: (650) 773-4809

[aproctor@seiler.com](mailto:aproctor@seiler.com)

**Jeneé Littrell - Secretary  
Associate Superintendent,  
Student Services**

**San Mateo County Office of Education**

Cell: (616) 944-7938

[jittrell0505@gmail.com](mailto:jittrell0505@gmail.com)

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### MEMBERS

**Chief Ed Barberini  
San Mateo Police Department**

Cell: (650) 533-1759

Work: (650) 616-7110

[ebarberini@cityofsanmateo.org](mailto:ebarberini@cityofsanmateo.org)

**Sheriff Carlos G. Bolanos  
San Mateo County Sheriff's  
Office**

Cell: (650) 740-6730

Work: (650) 599-1664

[cbolanos@smcgov.org](mailto:cbolanos@smcgov.org)

**Stephan Marshall  
Realtor**

Cell: (650) 455-1528

[stephan@stephanmarshall.com](mailto:stephan@stephanmarshall.com)

**Nancy Minnig  
Personal/Executive Assistant  
with a Private Investor**

Cell: (650) 867-4765

[ngm0401@yahoo.com](mailto:ngm0401@yahoo.com)

**Fred Shen  
Global Marketing Director  
Abbott Vascular**

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[fredshen@gmail.com](mailto:fredshen@gmail.com)

**Steven Shray  
Self-Employed**

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[sishray@gmail.com](mailto:sishray@gmail.com)

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Heritage Bank of Commerce**

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[douglas.stewart@herbank.com](mailto:douglas.stewart@herbank.com)

**Kristin Sun  
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[ksun@shadv.com](mailto:ksun@shadv.com)

**Roger S. Toguchi  
Consultant**

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**Eric Wollman  
Retired Chief, Burlingame  
Police Department**

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Google**

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**Erick Young  
Application Architect  
IBM Corporation**

Cell: (510) 290-0250

[erick\\_young@yahoo.com](mailto:erick_young@yahoo.com)



# STAR VISTA

## PRIDE Center Budget for the Year Ending June 30, 2022

<b>Revenue:</b>	
Government and School Contracts	786,700
Program Fees	118,600
Foundations/Grants	32,000
Donations/Contributions	17,000
Fund-Raising	0
Other - Trainings	14,300
<b>Total Revenue</b>	<b>968,600</b>
<b>Personnel Expenses</b>	
Salaries, benefits, payroll taxes, workers comp	<b>554,344</b>
<b>Operating Expenses</b>	
Supplies/Telephone/Internet/Printing/Postage	12,325
Employee Costs & Mileage Reimbursement	3,100
Facilities & Equipment: Office Rent/Maintenance/Utilities/Security	131,400
Professional Services & Fees	2,000
Marketing	2,500
Client Costs: Transportation/Other	1,500
Sub-Contractor	120,000
Other/Misc	141,431
<b>Total Operating Expenses</b>	<b>414,256</b>
<b>Total Expenses</b>	<b>968,600</b>
<b>Net Income (Loss)</b>	<b>-</b>





# San Mateo County Pride Center LGBTQ COVID Impact Report

2020 - 2021

**Total survey respondents: 532**

## How has COVID-19 impacted our community members?

- 36% of respondents reported negative impacts on financial stability
- 18% of respondents reported negative impacts on housing stability
- 85% of respondents reported negative impacts on emotional or mental health
- 65% respondents reported negative impacts on physical health
- 17% respondents reported negative impacts on safety or access to supportive resources

## How has COVID-19 impacted community members who hold different identities?

- Compared to cis respondents, **trans and non-binary** respondents were:
  - 4.2x more likely to have moved into unsafe or unstable housing
  - 2.6x more likely to have experienced violence or harassment
  - 2.8x more likely to have trouble affording medical care
- Compared to heterosexual respondents, **LGBTQIA** respondents were:
  - 6.7x more likely to have become unemployed
  - 3.5x more likely to have had trouble accessing COVID-19 testing or PPE
- Compared to white respondents, **non-white** respondents of all races were:
  - 2.5x more likely to have had trouble receiving stipend checks or unemployment benefits
  - 1.9x more likely to have had trouble maintaining or paying for stable current or future housing
- Compared to respondents without disabilities, respondents with **disabilities** were:
  - 7.3x more likely to have moved into unsafe or unstable housing
  - 3.9x more likely to have had trouble affording medical care
  - 3.7x more likely to have experienced violence or harassment

Read the full report here: <https://tinyurl.com/SMC-LGBTQ-CovidSurvey>

## San Mateo County Pride Center Town of Colma Grant Report FY20-21

(a) By June 30, 2021 or within 90 days after completion of the program or project, whichever is earlier, Grantee will present a final report to the Town that:

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

The purpose of this grant as outlined is to further outreach and connection to North County by 1.) providing GSA support, education, and programming 2.) providing training and education (SOGIE) to school (JHS/MHS) and DCYHC staff 3.) to eventually start a north county youth group.

San Mateo Pride Center's Youth Program Coordinator met the grant objectives in the following ways

1. Conducted outreach to Daly City Youth Health Center, which services Jefferson Union High School District, to Mills High School and to Jefferson High School.
2. Conducted outreach at and attended San Mateo Office of Education's monthly Gender and Sexualities Alliance (GSA) Coordinators Meetings.
3. Provided direct consultation to teachers at both Mills High School and Jefferson High School.
4. A youth from Colma joined a youth social support group at the center.
5. Provided LGBTQIA+ inclusion education for a Period Project being launched in Jefferson High School which aims to provide free period products to students. We helped them make the project inclusive and accessible to all folks with periods.
6. Provided individual consultation to school counselors in North County who needed psychoeducation to support their trans students/clients.
7. Provided two SOGIE training/educational panels for Ocean Shore School (**a total of 39 youth participants**) and Oceana High School, in JUHSD (**84 youth participants**).
8. Provided individual consultation to a Senior at Oceania High School for her Senior project on LGBTQ+ curriculum in schools.

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

Overall a completely remote service delivery method led to some challenges with outreach. GSA coordinators reported a lower attendance rate for GSA meetings which would usually be our most effective method to reach LGBTQIA+ youth and their allies. We have a SOGIE/LGBTQIA+ youth services training planned for Daly City Youth Health Center for the Fall. Once schools resume in person, our plan is to schedule in person outreach sessions with Mills and Jefferson High School.

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

Please see attached documents.

Additional information for fiscal sponsor StarVista:

1. Total Agency Annual Budget - Currently for FY20-21, it is \$16,038,000.00.
2. Number of Agency Employees - StarVista is currently at 212 employees.
3. Payroll is 79% of the Agency's Total Annual Budget.

(b) If the program or project is not completed by June 30, 2021, Grantee shall present an interim report by then describing the status of the program or project and its expected completion date.





# Non-Profit Funding Request Form FY 2021-22

***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.***

Sustainable San Mateo County (SSMC)  
Name of Organization: \_\_\_\_\_

Contact Person: Christine Kohl-Zaugg, Executive Director  
\_\_\_\_\_

Address: 2955 Campus Drive #110; San Mateo; CA 94403  
\_\_\_\_\_

Street Address City State Zip Code

650.918.1992 Phone Number: \_\_\_\_\_ Email Address: advocate@sustainableSanMateo.org  
\_\_\_\_\_

1. Mission Statement:

To stimulate local, impactful action on economic, environmental and social issues by providing accurate, timely and empowering information and metrics, as well as best-in-class examples of sustainable solutions that will guide us all into the future.

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

a. Total Agency Annual Budget: \$ 192,698  
\_\_\_\_\_

b. Number of Agency Employees: 1 FT employee and 2 FTE part-time contractors.  
\_\_\_\_\_

c. Payroll is 56% of the Agency's total Annual Budget.

3. Please identify a public purpose for the requested funding by identifying one of the following categories:

- 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.

3a. Describe how the funding will support the selected category:

SSMC is dedicated to the long-term health of our county's green economy, healthy environment and social equity. We believe in a "systems-approach" and believe all three need to be "in balance" in order to achieve true sustainability.

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) and inspires others to follow suit. Our Sustainability Ideas Sustainability Ideas Bank (SIB), started in summer 2019, which compiles successful policies and programs implemented by local governments and businesses to accelerate sustainability. Our Monthly briefings/Happy Hours, started as a response to our community's desire to stay connected in the wake of Covid-19, 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, incl. Reach codes/electrification of new buildings, social equity and waste-related ordinances to cite a few.

New, since the Fall of 2020 is our Dashboard project, which is tracking each one of the 20 cities' progress towards sustainability by collecting and sharing metrics in key sustainability dimensions aligned with the Indicators Report. We've been working very closely with all the cities on this project and plan to roll out the results in a staged approach (first with the cities and then with the broader public) soon.

Your support helps fund the IR and our other core 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 - so that we can share with local governments solutions they can easily take over and implement (faster and easier) to address areas identified as opportunities to further strengthen their sustainability performance. We have started to share good examples of sustainability practices by other cities and counties in the U.S. - and beyond and our vision is to continue to do so in partnership with our cities.

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 to continue to strive for 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 2020-21 (\$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 and spread their messaging (as it relates to sustainability) to their residents.

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. For 2021, our key indicator is the Jobs-Housing Imbalance.
- The resources in the SIB will help you advance sustainability measures - at a faster and more efficient pace, e.g. cutting down the time staff might have to research a specific ordinance. One key feature of the SIB is that it lists the contact information of people who have successfully implemented a given solution and are ready and willing to act as "mentors" to guide and provide sound advice and resources to others interested in implementing the same solution.
- We help you with sustainability outreach too (e.g. in April 2021, we extended an invitation to city sustainability managers to speak at our monthly Happy Hour, titled "Local Government at the Sprinter's Block - Working together to nurture sustainability efforts in San Mateo County" presenting their key sustainability programs and priorities. Staff from Burlingame, Half-Moon Bay, Burlingame and the County spoke at this Happy Hour.
- We also hope that the soon-to-be released Dashboard results, in conjunction with proposed solutions listed in the SIB, will be an opportunity to assist the City of Daly City in further strengthening its sustainability efforts and positive impact on the ground.

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, as we are not able to exactly track this down. 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, thus further expanding reach and access.

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 has also been and will continue to be conducted via online campaigns and via our newsletter and social media.

8. Provide a detailed account of how the FY 2020-21 contribution was used:

Colma's FY20-21 \$1,000 contribution to the Indicators program in FY2020-21 represented less than 2% of our program funds for the Indicators, and less than 1% of the total revenue for the organization.

Compared to our other city contributors, Colma's FY2020-21 \$1,000 contribution was situated in the lower range; nine cities contributed at higher levels, and six contributed at the \$1,000 level. Currently, all the cities are supporting our programs at the same level as last year with some actually supporting us at a higher level - for which we are grateful for. We are very appreciative of Colma's ongoing and long-time support.

Colma's FY20-21 \$1,000 contribution was allocated to contribute to paying the salary of our part-time IR Program Manager (ca. 50%) while the rest went to helping to defray the costs associated with our website redesign, incl. the portion for the IR Program (ca.25%) and outreach (ca. 25%).



9. Did COVID-19 affect how the organization spent FY 2020-21 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 as well as increased outreach via social media (incl. paid ads on Facebook). We were able to fully fund the 2020-21 Indicators Program at the same level as in past years because our cities all stepped up and found a way to continue to support our efforts to further accelerate and promote sustainability within the County - despite the challenges brought forward by Covid-19. We are optimistic that all cities will fund the program at the same level again this year.

10. List contributions requested and received from other cities in FY 2020-21 and requested or expected in FY 2021-22:

See attachment for a detailed account.

The pandemic, as well as the recently released IPCC report, continues to highlight the need for more sustainability and resilience in our communities through the systems approach SSMC uses. Once again, we are striving for 100% participation from the 20 cities and towns in San Mateo County for FY21-22.

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 (filed for 2020 or 2019)



**Optional Attachments**





# Sustainable San Mateo County

Economy. Equity. Environment.

2955 Campus Drive, #110, San Mateo, CA 94403

[advocate@sustainableanmateo.org](mailto:advocate@sustainableanmateo.org)

[www.sustainableanmateo.org](http://www.sustainableanmateo.org)

## BOARD OF DIRECTORS

### Chair

Terry Nagel

### Vice Chair

Robert Whitehair

### Secretary

Seamus Murphy

### Treasurer

Barbara McHugh

### Members

John Crowell

Verónica Escámez

Valerie Fox Carlos

Kirsten Keith

Georgi LaBerge

William Schulte

## ADVISORY BOARD

Bryan Beck

Kaia Eakin

Chris Garrett

George Kreitem

Ricki McGlashan

Russ Miller

Mark Moulton

Kan Parthiban

## EXECUTIVE DIRECTOR

Christine Kohl-Zaugg

## IR PROGRAM MANAGERS

Karen Manor

Andrew Skelton

## STAFF

Executive Assistant

Marjory Matic

## FOUNDERS

Marcia Pagels

**Sustainable San Mateo County**  
**Profit and Loss**  
 July 2020 - June 2021

	<u>Total</u>	
	<u>Jul 2020 - Jun 2021</u>	<u>Jul 2019 - Jun 2020</u>
		<u>(PP)</u>
<b>Income</b>		
<b>Programs</b>		
<b>Program - Indicators</b>		
<b>Gov't Grants-Local</b>	50,370.00	58,960.00
<b>Individuals</b>	51.43	
<b>Other</b>		1,921.40
<b>Total Program - Indicators</b>	<b>\$ 50,421.43</b>	<b>\$ 60,881.40</b>
<b>Total Programs</b>	<b>\$ 50,421.43</b>	<b>\$ 60,881.40</b>
<b>Unrestricted</b>	1,000.00	
<b>Awards</b>		
<b>Donation Fund the Future</b>	3,829.54	10,941.20
<b>Live Auction</b>		6,650.00
<b>Raffle and Silent Auction</b>	25,176.23	12,628.00
<b>Sponsorships</b>	64,355.62	52,500.00
<b>Ticket Sales</b>		8,450.00
<b>Total Awards</b>	<b>\$ 93,361.39</b>	<b>\$ 91,169.20</b>
<b>General</b>		
<b>Bank Interest Income</b>		43.41
<b>Business</b>		1,000.00
<b>Foundations</b>	15,000.00	11,400.00
<b>Gov't Grants</b>		
<b>Other</b>	10,399.15	2021: PPP Loan Forgiv
<b>Total Gov't Grants</b>	<b>\$ 10,399.15</b>	<b>\$ 0.00</b>
<b>Individuals</b>	8,404.75	6,007.98
<b>Other</b>	511.84	60.00
<b>Total General</b>	<b>\$ 34,315.74</b>	<b>\$ 18,511.39</b>
<b>Special Projects</b>	13,600.00	23,172.00
<b>Total Unrestricted</b>	<b>\$ 142,277.13</b>	<b>\$ 132,852.59</b>
<b>Total Income</b>	<b>\$ 192,698.56</b>	<b>\$ 193,733.99</b>
<b>Gross Profit</b>	<b>\$ 192,698.56</b>	<b>\$ 193,733.99</b>
<b>Expenses</b>		
<b>Bank Charges</b>		
<b>Credit Card Processing Fees</b>	1,173.44	1,480.88
<b>Total Bank Charges</b>	<b>\$ 1,173.44</b>	<b>\$ 1,480.88</b>
<b>Computer &amp; Internet</b>	15,262.99	7,916.84
<b>Conferences - SSMC attends</b>		6.00
<b>Dues and Subscriptions</b>	1,131.00	132.00
<b>Food and Beverage</b>		
<b>Other</b>		464.42
<b>Program</b>		34.96

Received add'l \$5,200

2021 SVF Grant; 2020

2021: PPP Loan Forgiv

Peninsula Clean Energ

<b>Total Food and Beverage</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>499.38</b>
Fundraising Expenses		520.91		405.58
Gifts Given		43.79		
<b>Insurance</b>				
Liability Insurance		3,891.00		2,913.00
Worker's Comp Insurance		2,062.00		
<b>Total Insurance</b>	<b>\$</b>	<b>5,953.00</b>	<b>\$</b>	<b>2,913.00</b>
Interest Expense		96.57		
Licenses and Permits		75.00		
<b>Meals &amp; Entertainment</b>				
Fundraising Meals & Entertain.		246.04		15.99
<b>Total Meals &amp; Entertainment</b>	<b>\$</b>	<b>246.04</b>	<b>\$</b>	<b>15.99</b>
Payroll Service		1,150.35		1,070.95
<b>Postage and Delivery</b>				
Misc. Postage				33.00
Program Postage				
Awards				55.00
<b>Total Program Postage</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>55.00</b>
<b>Total Postage and Delivery</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>88.00</b>
<b>Printing</b>				
Misc. Printing		490.56		
Program Printing				
Awards		990.22		
Indicators				687.25
<b>Total Program Printing</b>	<b>\$</b>	<b>990.22</b>	<b>\$</b>	<b>687.25</b>
<b>Total Printing</b>	<b>\$</b>	<b>1,480.78</b>	<b>\$</b>	<b>687.25</b>
<b>Professional Fees</b>				
Accounting Fees		650.00		
Consultants-Misc				600.00
<b>Independent Contractors</b>				
Administrative Assistant		19,316.55		15,237.40
Awards		600.00		7,713.42
Executive Director				24,417.00
Indicators-ProjectCoordinator		17,226.00		23,859.00
Outreach		1,350.00		
<b>Total Independent Contractors</b>	<b>\$</b>	<b>38,492.55</b>	<b>\$</b>	<b>71,226.82</b>
Pathway to Sustainable Comm		66.00		2,013.00
<b>Total Professional Fees</b>	<b>\$</b>	<b>39,208.55</b>	<b>\$</b>	<b>73,839.82</b>
<b>Program Other</b>		150.00		150.00
Food, Beverage				45.00
Other expense		586.37		200.50
Publicity				219.00
<b>Total Program Other</b>	<b>\$</b>	<b>736.37</b>	<b>\$</b>	<b>614.50</b>
<b>Publicity Advertising</b>				
General		252.00		95.00
Program				
Awards		634.66		3,182.03

Indicators	364.86		
Virtual Happy Hours	817.89		
<b>Total Program</b>	<b>\$ 1,817.41</b>	<b>\$ 3,182.03</b>	
<b>Total Publicity Advertising</b>	<b>\$ 2,069.41</b>	<b>\$ 3,277.03</b>	
<b>Rent</b>			
Office	1,500.00	2,325.00	
<b>Total Rent</b>	<b>\$ 1,500.00</b>	<b>\$ 2,325.00</b>	
Research Expenses	894.63		
<b>Supplies</b>			
General		136.05	
Office	274.70	132.15	
<b>Total Supplies</b>	<b>\$ 274.70</b>	<b>\$ 268.20</b>	
Telephone	478.13	443.06	
<b>Travel</b>			
Misc Travel		11.00	
Program		100.00	
<b>Total Travel</b>	<b>\$ 0.00</b>	<b>\$ 111.00</b>	
<b>Wages</b>			
<b>Benefits</b>			
Health Insurance	928.00	435.00	
Payroll Taxes	4,402.00	2,294.00	
<b>Total Benefits</b>	<b>\$ 5,330.00</b>	<b>\$ 2,729.00</b>	
Employee Paid Insurance	5,604.00	735.00	
Employee Paid Taxes	6,709.58	5,768.96	
Executive Wages	51,686.42	23,496.04	
<b>Total Wages</b>	<b>\$ 69,330.00</b>	<b>\$ 32,729.00</b>	ED Salary
<b>Total Expenses</b>	<b>\$ 141,625.66</b>	<b>\$ 128,823.48</b>	
<b>Net Operating Income</b>	<b>\$ 51,072.90</b>	<b>\$ 64,910.51</b>	
<b>Other Income</b>			
Controller Adjustment*		100.45	
Interest Income	174.64	135.63	
<b>Total Other Income</b>	<b>\$ 174.64</b>	<b>\$ 236.08</b>	
<b>Net Other Income</b>	<b>\$ 174.64</b>	<b>\$ 236.08</b>	
<b>Net Income</b>	<b>\$ 51,247.54</b>	<b>\$ 65,146.59</b>	

<b>FY 21-22</b>	<b>FY 21-22</b>	<b>FY 21-22</b>	<b>FY 20-21</b>
<b>CITIES &amp; COUNTY</b>	<b>Amount Requested</b>	<b>Received</b>	<b>Received</b>
<b>Atherton</b>	<b>\$5,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>Belmont</b>	<b>\$3,000.00</b>	<b>\$5,000.00</b>	<b>\$2,500.00</b>
<b>Brisbane</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
<b>Burlingame</b>	\$5,000.00	<b>\$690.00</b>	\$670.00
Colma	\$5,000.00		\$1,000.00
<b>County of San Mateo</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
<b>Daly City</b>	\$5,000.00	<b>\$1,000.00</b>	\$1,000.00
East Palo Alto	\$5,000.00		<b>\$0.00</b>
<b>Foster City</b>	<b>\$5,000.00</b>	<b>\$3,100.00</b>	<b>\$2,700.00</b>
Half Moon Bay	\$5,000.00		\$1,000.00
<b>Hillsborough</b>	<b>\$5,000.00</b>	<b>\$500.00</b>	<b>\$500.00</b>
Menlo Park	\$5,000.00		\$2,500.00
<b>Millbrae</b>	\$5,000.00		\$1,000.00
<b>Pacifica</b>	<b>\$5,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>Portola Valley</b>	\$5,000.00		\$2,500.00
<b>Redwood City</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<i>San Bruno</i>	\$5,000.00	<b>\$0.00</b>	<b>\$0.00</b>
<b>San Carlos</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
<b>San Mateo</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
<b>South San Francisco</b>	\$5,000.00	<b>\$5,000.00</b>	\$5,000.00
Woodside	\$5,000.00		<b>\$0.00</b>
<b>TOTALS</b>	<b>\$106,000.00</b>	<b>\$45,290.00</b>	<b>\$50,370.00</b>

In blue: amounts confirmed and promised - waiting for checks. Rest of the cities (empty cells): amount of support TBC. San Bruno declined.



## **TOWN OF COLMA GRANT REPORT: Sustainable San Mateo County Indicators Report, FY 2020-21**

### **RESULTS:**

[Sustainable San Mateo County \(SSMC\)](#) is an independent 501(c)(3) nonprofit organization that has been engaging local residents and leaders in advancing sustainability since 1992 – almost 30 years! We are not affiliated with or funded by the county's Office of Sustainability, and we depend on Colma and our local cities for support, notably for funding our “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. Through these Indicators Reports, as well as our other programs, events and our solid community outreach, SSMC raises awareness of local concerns grounded in facts and proposes solutions to effectively address these.

During FY 2020-21, despite a challenging pandemic environment, we were able to successfully pivot and adjust our programming to switch to online events, including the launch of a new program, our monthly Happy Hours that keep the community engaged and connected as we explore together a given sustainability topic at a deeper level. We worked with local residents, government, businesses and community organizations to stimulate engagement on the “three E's of sustainability”: reducing our environmental footprint, stimulating long-term economic growth and promoting social equity. Together, we are making a noticeable positive impact in San Mateo County – and beyond! Our notable achievements during 2020 can be seen in our Annual Impact report, posted on our website: <https://sustainablesanmateo.org/sustainability-resources/publications/>

In light of recent year's events, including heat waves, longer and worse fire seasons and more, it has become clear that sustainability is no longer a luxury. In fact, it is the only path forward if we want to retain the quality of life we've been accustomed to. This holds true for the entire County of San Mateo – including the Town of Colma. We are proud to have developed a suite of integrated programs to help Colma and the other San Mateo County cities accelerate their sustainability efforts and become more resilient. These include our Indicators Reports program and new Dashboard project (focus on metrics), the Sustainability Ideas Bank (focus on solutions to strengthen sustainability performance), our annual Awards Celebration (focus on celebrating inspiring leaders and thus encourage change) and our advocacy efforts to promote ordinances, policies and programs which align with our vision “A sustainable future for everyone in San Mateo County” (focus on implementation).

Our online Indicators Reports demonstrate our work throughout the grant year:

- For 2021, our Key Theme is the “*Jobs-Housing Balance*”. This is an important issue for our County and cities, with many ramifications, including transportation and GHG emissions, which impacts climate change. We'll also look at this timely topic through the lens of social equity. 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 (final format: hybrid or online only, to be determined, depending on how the situation with regard to COVID-19 evolves) and via the publication of a summary brochure.



- SSMC’s full 2020 Report on Renewable Energy and Energy Efficiency is available on our website at [https://sustainablesanmateo.org/wp-content/uploads/2020/10/Indicators-Report\\_October-4\\_2020.pdf](https://sustainablesanmateo.org/wp-content/uploads/2020/10/Indicators-Report_October-4_2020.pdf)
- Other online indicators can be accessed on our website, which was fully redesigned during 2020. For the most recent reports, please go to: <https://sustainablesanmateo.org/home/indicators-report-search/>
- 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 typically produces a brief printed summary of selected highlights. For 2021, given the pandemic situation, only a few copies might be printed. Mostly, we plan to share electronic versions of these summaries. These summaries are sent to city clerks throughout San Mateo County for distribution to each city’s staff, Council Members, and commissioners.
- For 2021, we also have collected and compiled city-specific data and metrics to provide more value to our primary audience for the Indicators Report (local cities and San Mateo County). This is our newly launched Dashboard project, which, in conjunction with our Sustainability Ideas Bank, which provides solutions to increase sustainability, will allow our cities to identify areas with opportunities for strengthening their sustainability performance even more. This has been a highly collaborative and evolving project, with a high degree of input from all the cities’ sustainability managers. Some preliminary results and next steps will be presented at the July RICAPS meeting, on July 27<sup>th</sup>.
- Indicators funding also supports our outreach events, which includes digital newsletters, social media, presentations to groups and elected officials, tabling events (that we hope to resume soon!) and, since April 2020, monthly Virtual Happy Hours focusing each month on a different sustainability topic. Event pictures, blogs and slides are posted on our website. Videos from past events can be found on our YouTube channel and are shared through our email newsletters and other social media channels.

Please note: Our newly fully redesigned website has been up and running since the end of 2020. If you haven’t checked it out recently, you can do so at: [www.sustainablesanmateo.org](http://www.sustainablesanmateo.org)

## EVALUATION:

- **SSMC Events:** Our most recent events for the general public were held on May 15 (Annual Awards Celebration, featuring Peninsula Clean Energy’s first ever All-Electric Award winners in addition to our own awardees) and on June 24 (June Happy Hour with Tom Francis, BAWSCA, as our guest speaker on the topic of “Drought Resilience in San Mateo County”). Our next Happy Hour, on July 20, will explore air quality through the lens of social justice. We typically have about 40 people attending these Happy Hours, although we’ve seen much higher numbers too, depending on the topic. For example, for our February 2021 Happy Hour on “Racial Justice: White Privilege and Allyship”, more than 100 people registered (estimated attendance number: ca. 80 people).

Our 2020 Indicators Fall Launch event was fully online with all IR brochures and reports available electronically only (no hard copies), to adjust to the circumstances with the pandemic. It was held via zoom on October 6, 2020 and featured experts sharing solutions about “The Road to Decarbonization” for the State of California and local communities in San Mateo County. We were fortunate to have State Senate candidate Josh Becker deliver keynote remarks. He then joined a panel of energy experts including David Kaneda of IDeAs Consulting, Sylvia Lee of Facebook, and Phillip Kobernick of Peninsula Clean Energy. We had 146 registered attendees with 103 actual attendees (71% attendance).

As a comparison, these numbers are in line with previous numbers and the target we were looking to reach (100 attendees). In 2019, we had ca. 110 attendees (we ended up being above full room capacity)

and in 2018 we had about 100 attendees. Both past events were luncheon events, as opposed to this year's webinar event.

In addition to our own events, we continue to seek opportunities for mutually beneficial partnerships, as evidenced by us co-sponsoring an Earth Day event in April 2021 organized by Acterra. The event featured Dr. Mustafa Santiago Ali, one of our nation's most sought-after thinkers on the subject of moving vulnerable communities from surviving to thriving and attracted about 150 people (over 200 registered). We also co-sponsored and provided extensive input to "Burlingame Reads 2021", a series on environmental justice, equity and community care that the Burlingame library organized.

Please note that we do not currently 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 well as cross-advertising with other nonprofits with a similar mission. We regularly perform post-event evaluations to gauge how well the speakers and information presented were received, as well as whether actionable insights were gained and suggestions for future events. Our Indicators Committee, Program Manager and staff use the responses to continuously improve the report and events.

- **Website and Online Communications:** In addition to posting our Indicators Report on our website, we 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 2,250 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, the Instagram account we set up at the end of January 2020 now has over 430 subscribers (more than double the amount compared to one year ago) and we continuously keep up our efforts to reach younger audiences. The Indicators Report program, together with all our other key programs and events, is also mentioned in our second annual Impact Report, released in January 2021 and accessible online [here](#).
- **Printed Summaries:** For FY 2020-21, the decision was made not to print any summary brochures of the Indicators Reports, due to the unique situation with the pandemic. We did, however, distribute the electronic summaries extensively with all our local governments, including Colma. Our social media outreach was very robust and we also distributed our links to our key partners (incl. Thrive, Acterra, CEC Burlingame, Chambers of Commerce, etc.). 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 and our [full 2020 Impact Report](#) (and the [corresponding 1-pager summary](#)) 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 historically 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. During this

unprecedented year (Covid-19), most of these were also moved to a virtual format (including sustainability job fairs). 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)
- C/CAG’s Resource Management and Climate Protection Committee ([RMCP](#))

**FUNDING:**

Last year, Colma’s \$1,000 contribution to the Indicators Program in FY2020-21 represented less than 2 percent of our program funds for the Indicators, and less than 1 percent of the total revenue for the organization. Please note that the program funds include only the direct expenses of program staffing, printing (\$0 for 2020, dues to a shift to all electronic due to the pandemic), postage and event costs. Indirect costs, including office space, technology (website and computers) 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 online auction. In 2021, the Virtual Awards Event was held on May 14, while the Virtual Auction was live online from the end of April until May 14.

Compared to our other city contributors, Colma’s FY2019-20 \$1,000 contribution is situated in the lower range (10 cities contributed at higher levels, 6 at the \$1,000 level). Currently, all but three cities/towns in San Mateo County fund the Indicators Program.

**Program Budget FY2020-21**

<b>Revenue</b>	<b>FY 2020-21</b>
Local governments	\$50,370
Foundations & Corporations / Event Sponsors *	\$0
Individuals *	\$0
<b>Total</b>	<b>\$50,370</b>
<b>Direct Expenses</b>	<b>FY 2019-20 (effective)</b>
Contract Program Staff **	\$17,292
ED oversight: ***	\$20,689
Website Content and Upgrade	\$6,100
PR material for event	\$365
Event (Venue rental, food & drink)	\$0
<b>Total</b>	<b>\$44,446</b>
Indirect Expenses ****	\$5,924

\*Event held virtually.

\*\*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 Administrative Assistant’s time (20%: \$3,900), 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 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 respectfully ask that for FY21-22, the Town of Colma will consider supporting us at the full amount requested, \$5,000. This is the minimum amount that SSMC needs to cover the cost of providing our annual Indicators Report and ongoing policy updates to Colma. Belmont, Brisbane, Menlo Park, San Carlos, San Mateo and South San Francisco all supported us at this level in 2020.

We look forward to your renewed, important support for the next fiscal year and to partnering with Colma on future events.

Thank you again.

*Sincerely yours,*



*Christine Kohl-Zaugg  
Sustainable San Mateo County, Executive Director*

