



**AGENDA
REGULAR MEETING
CITY COUNCIL OF THE TOWN OF COLMA
Wednesday, September 14, 2022
CLOSED SESSION - 6:30PM
REGULAR SESSION - 7:00 PM**

The City Council meeting will be conducted virtually pursuant to the provisions of Assembly Bill 361 amending the Ralph M. Brown Act and Government Code Section 54953(e) (and without compliance with section 54953(b)(3)) related to conducting public meetings during the COVID-19 pandemic based on the current State of Emergency and the existing State recommendations on social distancing. The Council Chambers will not be open to the public for this City Council meeting.

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/j/kco5bgxkcc>

Members of the public may provide written comments by email to the City Clerk at ccorley@colma.ca.gov before 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. Verbal comments will also be accepted during the meeting.

CLOSED SESSION – 6:30PM

1. In Closed Session Pursuant to Government Code Section 54956.9(d)(2) - CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Worker's Compensation Claim Regarding Police Officer (documents are available for public inspection pursuant to Government Code Section 54956.9(e)(3) by contacting the City Clerk).

PLEDGE OF ALLEGIANCE AND ROLL CALL - 7:00 PM

ADOPTION OF AGENDA

PRESENTATIONS

- Introduction of New Administrative Technician Shelby Wright
- Proclamations in honor of Ovarian and Prostate Cancer
- Proclamation in honor of Suicide Awareness
- Honor Roll Student Recognition

PUBLIC COMMENTS

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

CONSENT CALENDAR

2. Motion to Accept the Minutes from the August 24, 2022 Regular Meeting.
3. Motion to Accept the Minutes from the September 7, 2022 Special Meeting.
4. Motion to Approve Report of Checks Paid for August 2022.
5. Motion to Reconfirm the Findings and Determinations Made in Resolution No. 2021-33 and Under Assembly Bill 361 for the Continuation of Virtual Meetings, with Acknowledgment that the California Department of Public Health has Updated the Definition of "Close Contact" in Regulation 3205 from Being within 6 Feet of Another Person to Sharing the Same Indoor Space with Another Person for 15 Minutes or More, Which Further Supports the Findings.
- 6a. Motion to Adopt a Resolution to Submit an Application to the San Mateo County Transportation Authority for Cycle 6 Pedestrian and Bicycle Program Funding for the El Camino Real Complete Street Project from Mission Road to Arlington Drive, City of South San Francisco (Segment B); and
- 6b. Motion to Adopt a Resolution to Submit an Application to the San Mateo County Transportation Authority for Cycle 6 Pedestrian and Bicycle Program Funding for the Serramonte West Boulevard Bicycle and Pedestrian Improvement Project (Phase I).

NEW BUSINESS

7. RAISING OF THE NATIONAL FLAG OF ARMENIA

Consider: Motion to Adopt a Resolution Directing Town Staff to Fly the National Flag of Armenia at the Community Center in Lieu of the Town Flag from September 21, 2022 to September 28, 2022, in Honor of Armenian Independence Day.

8. **CONDITIONAL USE PERMIT - 1531 MISSION**

Consider: Motion to Adopt a Resolution Granting a Conditional Use Permit to Allow a Minor Auto Repair Business at the Commercial Building Located at 1531 Mission Road (APN: 010-182-080), Pursuant to CEQA Guideline 15301, Class 1(A).

9. **FY 2022-23 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 or at Colma Town Hall, 1198 El Camino Real, Colma, CA. Persons interested in obtaining an agenda via e-mail should call 650-997-8300 or email a request to citymanager@colma.ca.gov.

Reasonable Accommodation

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



**1. In Closed Session Pursuant to Government Code Section 54956.9(d)(2) -
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Worker's Compensation Claim Regarding Police Officer (documents are available for public inspection pursuant to Government Code Section 54956.9(e)(3) by contacting the City Clerk).



MINUTES REGULAR MEETING

City Council of the Town of Colma
Meeting Held Remotely via Zoom.us
Wednesday, August 24, 2022
7:00 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor Fiscaro called the meeting to order at 7:00 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police John Munsey, Administrative Services Director Pak Lin, Director of Public Works and Planning Brad Donohue, City Planner Farhad Mortazavi, Police Commander Sherwin Lum and City Clerk Caitlin Corley were in attendance.

The Mayor announced, "As always, we are accepting public comments through email or the zoom 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 Fiscaro asked if there were any changes to the agenda. None were requested. The Mayor asked for a motion to adopt the agenda.

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

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	4	0			

PRESENTATIONS

- **Remembrance of Former Vice Mayor Raquel "Rae" Gonzalez**

The Mayor announced, "Tonight, we will be honoring and remembering Former Vice Mayor Raquel Gonzalez. I will begin by reading a proclamation recognizing her service to the Town." The Mayor read a proclamation while photo slide show played.

The Mayor announced, "Earlier today, several gifts were delivered to the Gonzalez family; I'd now like to invite each of my fellow Council Members to present each gift and say a few words about Rae if they'd like."

Council Member del Rosario shared that the Town put together a photo book filled with many memories of Rae's time on Council and at Town events throughout the years. She then made remarks. Council Member Goodwin shared that a donation was made in the Mayor's name to the Colma Historical Association. He then made remarks. Council Member Colvin shared that the Town sent flowers to the Gonzalez Family, as well as gave them Rae's nameplate from her time on Council as a memento. She then made remarks.

Mayor Fisicaro thanked the Council for their remarks, asks if anyone from the public if they would like to speak. Director of Public Works and Planning Brad Donohue spoke. The Mayor then invited the Gonzalez family to speak, if they wished. Ken Gonzalez made remarks.

PUBLIC COMMENTS

Mayor Fisicaro opened the public comment period at 7:21 p.m. Community member Sevana Panosian spoke about the possibility of raising the Armenian Flag in honor of Armenian Independence Day. The Mayor closed the public comment period at 7:23 p.m.

CONSENT CALENDAR

1. Motion to Accept the Minutes from the July 27, 2022 Regular Meeting.
2. Motion to Accept the Minutes from the August 10, 2022 Special Meeting.
3. Motion to Approve Report of Checks Paid for July 2022.

Action: Council Member Colvin moved to approve the consent calendar items #1 through 3; the motion was seconded by Council Member Goodwin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fisicaro, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	4	0			

NEW BUSINESS

4. SELECTION OF VICE MAYOR

City Clerk Caitlin Corley presented the staff report. The Mayor opened the public comment period at 7:25 p.m. and seeing no one request to speak, she closed the public comment period. Council discussion followed.

Mayor Fisicaro nominated Joanne F. del Rosario for Vice Mayor, and the nomination was seconded by Council Member Colvin. There were no other nominations, and Mayor Fisicaro closed the nominations for Vice Mayor and called for a vote.

Action: Mayor Fisicaro moved to select Joanne F. del Rosario as Vice Mayor, and the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	4	0			

5. **2022 MISSION ROAD CROSSWALK IMPROVEMENT PROJECT**

Council Member John Goodwin announced that he would not participate in this item out of an abundance of caution because he lives within 1000 feet of the project being discussed. The City Clerk removed Council Member Goodwin's audio and video capabilities.

Director of Public Works and Planning Brad Donohue presented the staff report. Mayor Fiscaro opened the public comment period at 7:39 p.m. Residents Maureen O'Connor, Charito Casanas, and Ken Gonzalez made comments. Council discussion followed.

Action: Vice Mayor del Rosario moved to Adopt Resolution Awarding and Authorizing the City Manager to Execute a Construction Contract for the 2022 Mission Road Crosswalk Improvement Project (CIP #909) to Golden Bay Construction, Inc, and Amending the Project Budget in the Amount \$130,000.00; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin				✓	
Diana Colvin	✓				
	3	0			

Council Member Goodwin rejoined the meeting with audio and video capabilities.

6. **F STREET RETAINING WALL IMPROVEMENT PROJECT**

Director of Public Works and Planning Brad Donohue presented the staff report. Mayor Fiscaro opened the public comment period at 7:54 p.m. Residents Charito Casanas and Ken Gonzalez, and business owner Yvette Cortes made comments. The Mayor closed the public comment at 8:05 p.m. Council discussion followed.

Action: Vice Mayor del Rosario moved to Adopt a Resolution Rejecting Cazadoro Construction, Inc's Bid Protest as Without Merit and Waiving the Immaterial Irregularity in the Bid of and Awarding and Authorizing the City Manager to Execute a Construction Contract with Farallon Company Engineering for the F Street Retaining Wall Repair Project (CIP #902) in the Amount of \$284,885.00; the motion was seconded by Council Member Colvin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fisicaro, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	4	0			

7. **FULL TIME DISPATCH SERVICES/CONTRACT DISPATCH SERVICES**

Chief of Police John Munsey presented the staff report. Mayor Fisicaro opened the public comment period at 8:22 p.m. Resident Ken Gonzalez made a comment. The Mayor closed the public comment at 8:23 p.m. Council discussion followed.

Action: Mayor Fisicaro made a motion Directing Staff to Proceed with Creating a More Concrete Staffing Plan for Full Time In-House Dispatch Services and to Meet and Confer with the Colma Dispatchers as Legally Required; the motion was seconded by Vice Mayor del Rosario and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fisicaro, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	4	0			

STUDY SESSION

8. **SMART CORRIDOR PROJECT NORTHERN CITIES**

Director of Public Works introduced C/CAG staff Kaki Cheung, Audry Shiramizu and Randy Durrenberger to present the report. Mayor Fisicaro opened the public comment period at 8:41 p.m. Residents Charito Casanas, Ken Gonzalez, and Maureen O'Connor made comments. The Mayor closed the public comment at 8:44 p.m. Council discussion followed.

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

COUNCIL CALENDARING

There will be a Special Meeting on Wednesday, September 7 at 6:00pm to conduct interviews for the appointment to the open seat on City Council. Applications are being accepted until Monday, August 29 at 5:00pm.

The next Regular Meeting will be on Wednesday, September 14, 2022 at 7:00pm.

REPORTS

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

- Thank you to City Attorney Christopher Diaz for his help with the Candidate Orientation on Monday, August, 22, 2022.
- The Town Picnic will be on Saturday, September 10, 2022.
- There will be a Closed Session at the Regular Meeting on September 14, 2022 at 6:30 p.m.
- City Manager Brian Dossey will be attending the League of California Cities Conference next week.

ADJOURNMENT AND CLOSE IN MEMORY

Mayor Fisicaro adjourned the meeting at 9:03 p.m. in memory of Marilyn Olcese, longtime Colma/Daly City resident; and Raquel "Rae" Gonzalez, longtime resident, Former Mayor, Council Member and beloved community member.

Respectfully submitted,

Caitlin Corley
City Clerk



MINUTES SPECIAL MEETING

City Council of the Town of Colma
Meeting Held Remotely via Zoom.us
Wednesday, September 7, 2022
6:00 PM

PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor Fiscaro called the meeting to order at 6:00 p.m.

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

Staff Present – City Manager Brian Dossey, City Attorney Christopher Diaz, Chief of Police John Munsey, Administrative Services Director Pak Lin, Director of Public Works and Planning Brad Donohue, City Planner Farhad Mortazavi, Police Commander Sherwin Lum Recreation Manager Angelika Abellana and City Clerk Caitlin Corley were in attendance.

ADOPTION OF THE AGENDA

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

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

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fiscaro, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	4	0			

NEW BUSINESS

1. INTERVIEWS AND SELECTION OF CANDIDATE FOR VACANT CITY COUNCIL SEAT WITH TERM EXPIRING IN 2024

City Manager Brian Dossey presented the staff report. Mayor Fiscaro explained the interview process, "Before we get started, I'd like to explain a bit about the process. Candidates, please make sure your camera is on and your mic is muted until you are called upon to respond to questions from the Council. Please make sure all other devices are turned off.

I and my fellow Council Members will take turns asking questions; we will rotate the order that candidates are asked to respond, so that the same person is not asked to answer first each time. Please be clear and concise in your responses to the questions. Candidates will have two minutes to respond to each question. There will be a timer counting down on the

screen that will start right after the question is asked. Your mic will be muted at the conclusion of your two minutes.

Upon conclusion of the questions, the public will have an opportunity to make public comments or ask questions of the City Council. Members of the public, please make sure you are muted at all times until the opening of the public comment period.

Once the public comment period is concluded, the city council will deliberate on the candidates and select a candidate to be sworn in."

City Council conducted interviews with the following people:

- Claudia Mendoza
- Laura Walsh
- Carrie Slaughter
- Charito Casanas
- Liz Taylor
- Ken Gonzalez

The Mayor opened the public comment period at 7:51 p.m. Resident Maureen O'Connor made a comment. The Mayor closed the public comment period at 7:55 p.m. The Mayor reopened the public comment period at 8:05 p.m. for resident Gabriel Gonzalez who had technical difficulties during the original comment period. Council discussion followed.

The Mayor called for nominations for Council Member. Council Member Goodwin nominated Ken Gonzalez; the nomination was seconded by Vice Mayor del Rosario. Mayor Fisicaro nominated Carrie Slaughter; the nomination was seconded by Council Member Diana Colvin. Mayor Fisicaro nominated Liz Taylor. Mayor Fisicaro asked if there were any other nominations; none were made.

The Mayor called for a motion on one of the nominations.

Action: Vice Mayor del Rosario moved to appoint Ken Gonzalez as Council Member; the motion was seconded by Council Member Goodwin and carried by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Helen Fisicaro, Mayor	✓				
Joanne F. del Rosario	✓				
John Irish Goodwin	✓				
Diana Colvin	✓				
	4	0			

Mayor Fisicaro administered the Oath of Office to newly appointed Council Member Ken Gonzalez.

ADJOURNMENT

Mayor Fisicaro adjourned the meeting at 8:21 p.m.

Respectfully submitted,

Caitlin Corley
City Clerk



apCkHist
09/07/2022 3:27PM

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Town of Colma

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Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55133	08/02/2022	02807 BLUE WATER TOWING & A			June 2022	07/27/2022	210.00	210.00
55134	08/02/2022	00093 CITY OF SOUTH SAN FRAN			518992	07/21/2022	1,951.50	1,951.50
55135	08/02/2022	03506 GRACE EICHENSEHR			07/25/2022 Reimb	07/25/2022	44.39	44.39
55136	08/02/2022	03507 DSOUZA ERLE			CO058449	08/01/2022	298.00	298.00
55137	08/02/2022	02993 VANESSA MOSQUEDA VEL			May 26-Jul 21, 2022	07/21/2022	800.00	800.00
55138	08/02/2022	00623 ARAMARK			Cust#79205306 (0722)	07/04/2022	323.76	
					Cust#6490947 (0722)	07/04/2022	65.70	
					July 2022	07/25/2022	37.80	427.26
55139	08/02/2022	02118 BAY AREA NEWS GROUP			SMCT Ad #6684426	07/14/2022	126.44	126.44
55140	08/02/2022	00452 CPRS/CA PARK & REC SOC			10/1/22-09/30/23 Abe	06/17/2022	165.00	165.00
55141	08/02/2022	03360 CARAHSOFT TECHNOLOG			IN1198098	07/18/2022	3,260.25	3,260.25
55142	08/02/2022	01513 ANITA CARON			2002318.003	07/25/2022	50.00	50.00
55143	08/02/2022	00057 CINTAS CORPORATION #2			4125326470	07/14/2022	566.62	
					4125326426	07/14/2022	323.74	890.36
55144	08/02/2022	01557 CITY OF FOSTER CITY			14808	07/06/2022	3,786.00	3,786.00
55145	08/02/2022	01037 COMCAST CABLE			07/27-08/26 XFINITY	07/17/2022	10.94	10.94
55146	08/02/2022	02702 JUAN COVARRUBIAS			2002315.003	07/20/2022	650.00	650.00
55147	08/02/2022	03224 DECORATIVE PLANT SERV			0028766	08/01/2022	157.45	157.45
55148	08/02/2022	01526 VICENTE N. GONZALEZ			07/26/22 Reimb	07/26/2022	130.00	130.00
55149	08/02/2022	02965 HAPPYCAKE FACE PAINTIN			687115	07/26/2022	900.00	
					687113	07/26/2022	275.00	1,175.00
55150	08/02/2022	00174 HOME DEPOT CREDIT SEF			June 21 - July 21	07/20/2022	851.60	851.60
55151	08/02/2022	03009 MUTT MITT			496685	07/22/2022	1,811.78	1,811.78

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Item #4

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Town of Colma

Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55152	08/02/2022	03061 NICK BARBIERI TRUCKING			2339073	07/15/2022	509.51	509.51
55153	08/02/2022	00307 PACIFIC GAS & ELECTRIC			0092128195-2 25Jul22	07/25/2022	2,351.90	
					2039987372-6 25Jul22	07/25/2022	13.58	
					9956638930-2 25Jul22	07/25/2022	10.92	2,376.40
55154	08/02/2022	02860 VIVIAN PACIS			2002316.003	07/25/2022	200.00	200.00
55155	08/02/2022	01023 PRIORITY 1			8849	07/12/2022	2,875.18	
					8856	07/19/2022	1,593.45	4,468.63
55156	08/02/2022	03271 PUBLIC AGENCY RISK MAN			001872	05/19/2022	150.00	150.00
55157	08/02/2022	00364 SMC FORENSIC LAB			PS-INV104019	07/31/2022	2,288.00	2,288.00
55158	08/02/2022	00345 SMC SHERIFF'S OFFICE			September 12-13	07/25/2022	1,800.00	1,800.00
55159	08/02/2022	02848 UNITED COACH TOURS			18404WF	07/14/2022	1,870.00	
					18444WF	07/26/2022	700.00	2,570.00
55160	08/09/2022	02947 ANGELIKA ABELLANA			08/04/22 Reimb	08/04/2022	76.69	76.69
55161	08/09/2022	03267 ACC BUSINESS			221918364	07/27/2022	665.67	665.67
55162	08/09/2022	03170 ACTION TOWING AND ROA			58772	07/10/2022	345.00	345.00
55163	08/09/2022	00013 ANDY'S WHEELS & TIRES			July 2022 Srvc	07/31/2022	417.68	417.68
55164	08/09/2022	00020 ASSOCIATED SERVICES IN			122080028	08/01/2022	40.00	
					122080027	08/01/2022	9.00	49.00
55165	08/09/2022	00004 AT&T			07/18/22	07/18/2022	44.32	44.32
55166	08/16/2022	01964 CALTRANS			SL221348	08/26/2022	1,015.91	1,015.91
55167	08/09/2022	01995 CELETTA INVESTIGATIVE S			22-0803	08/03/2022	660.00	660.00
55168	08/09/2022	00057 CINTAS CORPORATION #2			4127360797	08/04/2022	172.33	172.33
55169	08/09/2022	00093 CITY OF SOUTH SAN FRAN			519004	07/22/2022	25,338.25	25,338.25
55170	08/09/2022	03411 CLEAN WORLD GREASE TI			02188	08/02/2022	100.00	100.00

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Town of Colma

Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55171	08/09/2022	01037 COMCAST CABLE			August 2022	07/26/2022	15,257.73	
					07/25-08/24 427 F St	07/20/2022	251.72	
					07/25-08/24 Internet	07/20/2022	251.72	15,761.17
55172	08/09/2022	02702 JUAN COVARRUBIAS			2002320.003	08/01/2022	300.00	300.00
55173	08/09/2022	01707 DAILY JOURNAL CORPORA			1124132045	07/31/2022	742.26	742.26
55174	08/09/2022	01472 MARIELA DELATORRE			2002322.003	08/01/2022	50.00	50.00
55175	08/09/2022	02793 DITO'S MOTORS			26295	08/03/2022	487.44	
					26297	08/03/2022	420.00	907.44
55176	08/09/2022	03449 ABIGAIL DOMETITA			Mileage Reimbursemen	08/05/2022	1.94	1.94
55177	08/09/2022	02935 EMCOR SERVICES-MESA E			940009235	07/26/2022	2,848.00	2,848.00
55178	08/09/2022	03378 RICARDO ESCOBAR			08/07/22 EE Reimb	08/09/2022	89.07	89.07
55179	08/09/2022	02183 EWING IRRIGATION PRODI			17387462	07/22/2022	98.90	98.90
55180	08/09/2022	03428 ROMULO FERRO			2002326.003	08/05/2022	300.00	
					2002325.003	08/04/2022	275.00	575.00
55181	08/09/2022	03034 FLEX ADVANTAGE			145845	07/31/2022	200.00	200.00
55182	08/09/2022	03177 FUNFLICKS SF BAY AREA			10210765	08/02/2022	621.98	621.98
55183	08/09/2022	03177 FUNFLICKS SF BAY AREA			10210677	08/04/2022	621.98	621.98
55184	08/09/2022	02499 (RICOH) GE CAPITAL INFOI			106362863	07/21/2022	274.76	
					106367154	07/22/2022	274.76	549.52
55185	08/09/2022	02499 (RICOH) GE CAPITAL INFOI			5065218104	08/01/2022	458.85	
					5065248672	08/01/2022	218.42	677.27
55186	08/09/2022	02056 LOUIS GOTELLI			08/08/22 Reimb	08/08/2022	123.04	123.04
55187	08/09/2022	02967 GOVINVEST INC.			2022-3873	08/02/2022	104,000.00	104,000.00
55188	08/09/2022	02803 GYMDOC, INC.			00133830	08/03/2022	135.00	135.00
55189	08/09/2022	00181 IEDA			23827	08/01/2022	1,628.05	1,628.05

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Bank code: first

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55190	08/09/2022	01036 MANAGED HEALTH NETW			PRM-073664	07/17/2022	99.20	99.20
55191	08/09/2022	00254 METRO MOBILE COMMUNI			220813	08/01/2022	602.00	602.00
55192	08/09/2022	01340 NAVIA BENEFIT SOLUTION			10486402	07/28/2022	117.70	117.70
55193	08/09/2022	01023 PRIORITY 1			8872	07/26/2022	896.66	896.66
55194	08/09/2022	02122 S & J SALES			13960	07/31/2022	6,445.32	6,445.32
55195	08/09/2022	00352 SERRAMONTE FORD, INC.			8494-July22	07/31/2022	47.43	47.43
55196	08/09/2022	02791 ROBERT SHAPIRO			09/10/2022	07/28/2022	650.00	650.00
55197	08/09/2022	00500 SMC CONTROLLERS OFFI			July 2022	08/03/2022	2,661.30	2,661.30
55198	08/09/2022	00345 SMC SHERIFF'S OFFICE			Nov 8-9, 2022	11/08/2022	600.00	600.00
55199	08/09/2022	00388 SONITROL			314327	07/21/2022	1,143.11	1,143.11
55200	08/09/2022	00830 STAPLES BUSINESS CRED			1643314016	07/25/2022	490.23	490.23
55201	08/09/2022	03457 TOWNSEND PUBLIC AFFAI			18799	08/01/2022	6,000.00	6,000.00
55202	08/09/2022	02848 UNITED COACH TOURS			18071WF	08/01/2022	700.00	700.00
55203	08/09/2022	03075 SUAN MERAZ VARELA			2002321.003	08/01/2022	50.00	50.00
55204	08/09/2022	02132 JASON WOLLMAN			08/08/22 EE Reimb	08/09/2022	36.00	36.00
55205	08/09/2022	02480 MARYANN ZAPANTA			2002319.003	08/01/2022	300.00	300.00
55206	08/09/2022	01572 CARINA ZARATE			2002324.003	08/04/2022	42.00	42.00
55207	08/12/2022	01375 NATIONWIDE RETIREMEN			08122022 B&M	08/12/2022	7,365.71	7,365.71
55208	08/12/2022	01340 NAVIA BENEFIT SOLUTION			08122022 B	08/12/2022	1,240.08	1,240.08
55209	08/16/2022	02787 AECO SYSTEMS, INC.			22667	08/02/2022	360.00	360.00
55210	08/16/2022	00004 AT&T			000018571026	08/01/2022	32.93	32.93
55211	08/16/2022	02118 BAY AREA NEWS GROUP			0001347586	07/31/2022	845.84	845.84
55212	08/16/2022	01565 BAY CONTRACT MAINTEN			28007	08/10/2022	2,661.35	

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
					28010	08/10/2022	2,661.35	
					28011	08/10/2022	1,552.45	
					28009	08/10/2022	633.64	
					28012	08/10/2022	221.30	
					28008	08/10/2022	193.34	7,923.43
55213	08/16/2022	00051 CALIFORNIA WATER SERV			07/28/2022 Bill Date	07/28/2022	9,468.37	9,468.37
55214	08/16/2022	01037 COMCAST CABLE			08/02-09/01/2022	07/27/2022	256.72	256.72
55215	08/16/2022	02827 CORODATA SHREDDING, II			RS3409532	07/31/2022	85.82	85.82
55216	08/16/2022	03436 CSM AIRPORT COMMUNIT'			FY 2022-2023	08/08/2022	1,500.00	1,500.00
55217	08/16/2022	01707 DAILY JOURNAL CORPORA			B3605008	08/02/2022	591.17	591.17
55218	08/16/2022	03508 ROCKY DAVIS			2002328.003	08/09/2022	35.00	35.00
55219	08/16/2022	02857 DARCY DE LEON			06/10/2022	06/10/2022	3.00	3.00
55220	08/16/2022	02606 F. FERRANDO & CO.			43033	07/29/2022	5,933.00	5,933.00
55221	08/16/2022	02709 CELESTE GONZALEZ			2002331.003	08/09/2022	300.00	300.00
55222	08/16/2022	03509 GILBERTO ESPINO HERNAN			2002330.003	08/09/2022	200.00	200.00
55223	08/16/2022	03201 VALERIE HEWLETT			2002333.003	08/09/2022	50.00	50.00
55224	08/16/2022	03191 MAZE & ASSOCIATES			46397	07/31/2022	15,535.00	15,535.00
55225	08/16/2022	03510 MARGERETA MOLLOY			2002329.003	08/09/2022	48.00	48.00
55226	08/16/2022	02153 BEGONA NAVARRO			2002332.003	08/09/2022	50.00	50.00
55227	08/16/2022	03061 NICK BARBIERI TRUCKING			2341623	07/31/2022	560.56	560.56
55228	08/16/2022	00272 NSMC SANITATION DISTRI			FY 2022-2023 Sewer	08/10/2022	25,112.26	25,112.26
55229	08/16/2022	00280 OFFICE DEPOT, INC.			252683757001	08/01/2022	125.39	125.39
55230	08/16/2022	00631 P.E.R.S.	V	08/17/2022	100000016886679	08/03/2022	2,100.00	2,100.00
55231	08/16/2022	00307 PACIFIC GAS & ELECTRIC			9248309814-8 25Jul22	07/25/2022	341.46	
					0567147369-1 29Jul22	07/29/2022	179.29	

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
					0035222590-8 8Aug22	08/08/2022	18.27	539.02
55232	08/16/2022	02681 EVA PONCE			2000146.004	08/09/2022	80.00	80.00
55233	08/16/2022	02926 INC PRECISION BODY SHC			16238	08/02/2022	290.00	290.00
55234	08/16/2022	02216 RAMOS OIL CO. INC.			812755	07/20/2022	2,576.91	2,576.91
55235	08/16/2022	03479 ROBERT HALF INTERNATIK			60501252	08/09/2022	1,030.96	1,030.96
55236	08/16/2022	00349 SEGALE & CERINI INC.			17230	07/29/2022	1,059.00	1,059.00
55237	08/16/2022	00414 TERMINEX INTERNATIONAL			423151492	07/20/2022	265.00	
					423151493	07/02/2022	83.00	348.00
55238	08/16/2022	00411 TURBO DATA SYSTEMS			38094	07/31/2022	1,007.87	1,007.87
55239	08/16/2022	03015 U.S. BANK CORPORATE PM			07.22.22 Abellana	07/22/2022	3,630.26	
					07.22.22 Azzopardi	07/22/2022	2,641.95	
					07.22.22 Wollman	07/22/2022	2,223.80	
					07.22.22 Navarro	07/22/2022	2,139.16	
					07.22.22 Esquivias	07/22/2022	851.28	
					07.22.22 Dometita	07/22/2022	547.08	
					07.22.22 Velasquez	07/22/2022	489.01	
					07.22.22 Lin	07/22/2022	121.35	
					07.22.22 De Leon	07/22/2022	-122.62	12,521.27
55240	08/16/2022	02468 ULINE, INC.			152137966	08/02/2022	1,449.95	1,449.95
55241	08/16/2022	03075 SUAN MERAZ VARELA			2002334.003	08/09/2022	200.00	200.00
55242	08/16/2022	02799 WAVE			103745301-0009636	08/01/2022	400.00	400.00
55243	08/16/2022	03511 JUDITH WEHRER			2002327.003	08/09/2022	35.00	35.00
55244	08/16/2022	01399 WESTLAKE ECO SOFT TOI			July 2022	08/01/2022	23.90	23.90
55245	08/16/2022	02637 Z.A.P. MANUFACTURING IN			6952	08/11/2022	753.13	753.13
55246	08/16/2022	03034 FLEX ADVANTAGE			2022.09 Coverage	08/17/2022	59,630.53	59,630.53
55247	08/23/2022	03514 ALL BAY PHOTO BOOTH LL			9/10/2022 11:30-2:30	09/10/2022	420.00	420.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55248	08/23/2022	03153 LAURO ANONUEVO			2002338.003	08/15/2022	50.00	50.00
55249	08/23/2022	00004 AT&T			000018637897	08/13/2022	1,662.59	1,662.59
55250	08/23/2022	03334 LLC AT&T MOBILITY NATIO			287296200335X0810202	08/02/2022	1,933.91	1,933.91
55251	08/23/2022	01183 BEST BEST & KRIEGER LLF			942755	08/16/2022	20,543.46	
					942754	08/16/2022	1,863.90	22,407.36
55252	08/23/2022	00057 CINTAS CORPORATION #2			4126670684	07/28/2022	564.97	
					4126670707	07/28/2022	322.65	887.62
55253	08/23/2022	01037 COMCAST CABLE			08/11-09/10 601 F St	08/07/2022	113.72	113.72
55254	08/23/2022	00099 D.C. LOCK & SECURITY SE			80111	06/13/2022	10.99	10.99
55255	08/23/2022	02793 DITO'S MOTORS			26405	08/19/2022	360.00	360.00
55256	08/23/2022	03168 ENGINEERING DATA SOFT'			180288	08/08/2022	10,889.51	10,889.51
55257	08/23/2022	02606 F. FERRANDO & CO.			43037	08/12/2022	4,054.00	
					43042	08/09/2022	2,458.00	
					43044	08/09/2022	2,389.00	
					43045	08/09/2022	2,010.00	
					43041	08/09/2022	1,008.00	
					43043	08/09/2022	899.00	12,818.00
55258	08/23/2022	03515 DAPHNE FERRO			2002337.003	08/15/2022	275.00	275.00
55259	08/23/2022	02499 (RICOH) GE CAPITAL INFOI			106430888	08/11/2022	76.15	76.15
55260	08/23/2022	00433 GRAINGER INC			9414638289	08/17/2022	111.00	111.00
55261	08/23/2022	00174 HOME DEPOT CREDIT SEF			June 30-July 29	07/29/2022	2,190.83	2,190.83
55262	08/23/2022	03273 HOME DEPOT PRO, THE			Acct# 758226	06/20/2022	1,284.63	
					Acct# 758226	07/20/2022	851.60	
					701548364	08/15/2022	783.64	
					Acct#: 758226	08/08/2022	94.50	3,014.37
55263	08/23/2022	02293 OFELIA MALIMBAN			2002336.003	08/15/2022	300.00	300.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55264	08/23/2022	00254 METRO MOBILE COMMUNI			46525	08/18/2022	288.59	288.59
55265	08/23/2022	03512 METROPOLITAN REPORTII			3081207322	07/22/2022	5.00	5.00
55266	08/23/2022	00307 PACIFIC GAS & ELECTRIC			08/09/2022	08/09/2022	4,291.96	
					0512181543-4-09Aug22	08/09/2022	1,807.87	6,099.83
55267	08/23/2022	01184 PENINSULA UNIFORMS & E			July 30, 2022	07/30/2022	1,966.25	1,966.25
55268	08/23/2022	02681 EVA PONCE			2002339.003	08/18/2022	100.00	100.00
55269	08/23/2022	02926 INC PRECISION BODY SHC			16527	08/17/2022	35.00	35.00
55270	08/23/2022	01023 PRIORITY 1			8894	08/18/2022	577.99	577.99
55271	08/23/2022	02970 PRODUCTIVE PRINTING &			36205	08/12/2022	174.06	174.06
55272	08/23/2022	02216 RAMOS OIL CO. INC.			24959	07/31/2022	2,730.46	
					816794	08/10/2022	2,320.12	5,050.58
55273	08/23/2022	02886 READY REFRESH BY NEST			02H0036457661	08/09/2022	8.99	8.99
55274	08/23/2022	00412 TELECOMMUNICATIONS E			47795	08/10/2022	1,515.00	1,515.00
55275	08/23/2022	03513 TRAFFIC SAFETY WAREHC			99791	08/09/2022	845.31	845.31
55276	08/23/2022	02480 MARYANN ZAPANTA			2002335.003	08/12/2022	650.00	650.00
55277	08/26/2022	00047 C.L.E.A.			08262022 B	08/26/2022	216.00	216.00
55278	08/26/2022	01375 NATIONWIDE RETIREMEN			08262022 B	08/26/2022	6,215.71	6,215.71
55279	08/26/2022	01340 NAVIA BENEFIT SOLUTION			08262022 B	08/26/2022	997.78	
					08262022 B	08/26/2022	242.30	1,240.08
55280	08/26/2022	02224 STANDARD INSURANCE C			08262022 B	08/26/2022	434.00	434.00
55281	08/30/2022	02787 AECO SYSTEMS, INC.			55079	08/23/2022	628.91	628.91
55282	08/30/2022	00051 CALIFORNIA WATER SERV			6544607057 17Aug22	08/17/2022	733.62	
					1727052702 12Aug22	08/12/2022	332.83	1,066.45
55283	08/30/2022	00093 CITY OF SOUTH SAN FRAN			519039	08/17/2022	1,000.00	1,000.00

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
55284	08/30/2022	01037 COMCAST CABLE			08/17-09/16 PD	08/12/2022	44.58	44.58
55285	08/30/2022	02182 DALY CITY KUMON CENTE			July 2022	07/31/2022	1,930.00	1,930.00
55286	08/30/2022	00117 DELTA DENTAL OF CALIFOI			BE005115721	09/01/2022	13,926.80	13,926.80
55287	08/30/2022	03274 EIDE BAILLY LLP			E101368472	08/18/2022	46,098.86	46,098.86
55288	08/30/2022	02606 F. FERRANDO & CO.			43033	08/29/2022	5,933.00	5,933.00
55289	08/30/2022	02382 MARIA GONZALEZ			2002341.003	08/22/2022	300.00	300.00
55290	08/30/2022	02149 HDL COREN & CONE			SIN020672	08/23/2022	2,374.84	2,374.84
55291	08/30/2022	03273 HOME DEPOT PRO, THE			702036245	08/17/2022	495.86	495.86
55292	08/30/2022	00236 LAURETTA PRINTING COM			32873	08/20/2022	1,069.96	1,069.96
55293	08/30/2022	01036 MANAGED HEALTH NETWK			PRM-074508	08/17/2022	99.20	99.20
55294	08/30/2022	03441 MARVIN GARDENS CATERI			14369	08/17/2022	716.41	716.41
55295	08/30/2022	03517 JOHN MUNSEY			08.26.2022 Reimb	08/26/2022	40.00	40.00
55296	08/30/2022	02638 MARY MURPHY			2002340.003	08/22/2022	300.00	300.00
55297	08/30/2022	03061 NICK BARBIERI TRUCKING			2344164	08/15/2022	793.82	793.82
55298	08/30/2022	00307 PACIFIC GAS & ELECTRIC			1918250367-2 18Aug22	08/18/2022	5,098.86	5,713.43
					0576889222-5 08Aug22	08/08/2022	503.42	
					0678090639-9 19Aug22	08/19/2022	80.47	
					9593452526-2 19Aug22	08/19/2022	30.68	
55299	08/30/2022	00553 PACIFIC NURSERIES			SI-34950	08/18/2022	1,257.01	1,351.08
					SI-35626	08/18/2022	94.07	
55300	08/30/2022	02926 INC PRECISION BODY SHC			16661	08/24/2022	70.00	70.00
55301	08/30/2022	03516 LAURA PULIDO			2002342.003	08/22/2022	50.00	50.00
55302	08/30/2022	02216 RAMOS OIL CO. INC.			817159	08/10/2022	91.74	91.74
55303	08/30/2022	03479 ROBERT HALF INTERNATIK			60583498	08/23/2022	1,012.78	

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
					60562071	08/18/2022	994.60	2,007.38
55304	08/30/2022	00364 SMC FORENSIC LAB			PS-INV104047	08/31/2022	1,412.00	1,412.00
55305	08/30/2022	00534 SMC INFORMATION SERVI			1YCL12207	07/31/2022	82.25	82.25
55306	08/30/2022	00388 SONITROL			316524	08/09/2022	1,143.11	1,143.11
55307	08/30/2022	02224 STANDARD INSURANCE CO			Sep2022BLife	08/15/2022	206.32	206.32
55308	08/30/2022	03002 STELLA PAINTING INC.			22-141	08/22/2022	6,500.00	6,500.00
55309	08/30/2022	01030 STEPFORD, INC.			2201514	08/20/2022	7,740.40	
					2201527	08/19/2022	1,760.00	
					2201525	08/23/2022	1,684.48	11,184.88
55310	08/30/2022	03518 STEVE LUCKY & THE RHUF			8-24-22	08/24/2022	1,000.00	1,000.00
55311	08/30/2022	02960 THOR AUDIO SOLUTIONS			13622	05/05/2022	8,400.00	8,400.00
55312	08/30/2022	02946 AMANDA VELASQUEZ			08.26.2022 Reimb	08/26/2022	87.53	87.53
55313	08/30/2022	01414 VERANO OWNERS ASSOC			9(2022)	09/01/2022	350.00	350.00
55314	08/30/2022	01445 MARYANN VIZ VILLAREAL			2002344.003	08/23/2022	93.00	93.00
55315	08/30/2022	00432 VISION SERVICE PLAN			815883396	08/19/2022	1,106.39	
					815883409	08/19/2022	25.73	1,132.12
94671	08/12/2022	01360 MISSIONSQUARE RETIREM			08122022 B & M	08/12/2022	5,469.17	5,469.17
94674	08/12/2022	00521 UNITED STATES TREASUR			08122022 M	08/12/2022	881.27	881.27
94675	08/12/2022	01360 MISSIONSQUARE RETIREM			08122022 B & M	08/12/2022	1,317.18	1,317.18
94676	08/12/2022	00631 P.E.R.S.			08122022 M	08/12/2022	852.36	852.36
94677	08/12/2022	00282 CALIFORNIA PUBLIC EMPL			08122022 M	08/12/2022	8,121.73	8,121.73
94678	08/12/2022	00130 EMPLOYMENT DEVELOPM			08122022 B&M	08/12/2022	16,157.00	16,157.00
94679	08/12/2022	00521 UNITED STATES TREASUR			08122022 B	08/12/2022	71,134.91	71,134.91
94680	08/12/2022	00282 CALIFORNIA PUBLIC EMPL			08122022 B	08/12/2022	66,712.91	66,712.91

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Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
94681	08/12/2022	00631 P.E.R.S.			08122022 B	08/12/2022	46,939.08	46,939.08
94682	08/12/2022	00068 COLMA PEACE OFFICER'S			08122022 B	08/12/2022	613.45	613.45
94684	08/26/2022	00130 EMPLOYMENT DEVELOPM			08262022 B	08/26/2022	16,470.49	16,470.49
94685	08/26/2022	00521 UNITED STATES TREASUR			08262022 B	08/26/2022	70,490.85	70,490.85
94686	08/26/2022	00631 P.E.R.S.			08262022 B	08/26/2022	47,684.15	47,684.15
94687	08/26/2022	01360 MISSIONSQUARE RETIREM			08262022 B	08/26/2022	6,389.44	6,389.44
94688	08/26/2022	00068 COLMA PEACE OFFICER'S			08262022 B	08/26/2022	652.14	652.14
8092022	08/09/2022	00282 CALIFORNIA PUBLIC EMPL			100000016870850	07/14/2022	6,416.54	6,416.54
8192022	08/19/2022	00631 P.E.R.S.			100000016886679	08/03/2022	2,100.00	2,100.00

first Total: 941,562.39

200 checks in this report

Total Checks: 941,562.39





STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Christopher J. Diaz, City Attorney
VIA: Brian Dossey, City Manager
MEETING DATE: September 14, 2022
SUBJECT: Motion to Reconfirm Findings and Determinations Under Resolution No. 2021-33 and Assembly Bill 361 for the Continuation of Virtual Meetings

RECOMMENDATION

Staff recommends that the City Council make the following motion:

MOTION TO RECONFIRM THE FINDINGS AND DETERMINATIONS MADE IN RESOLUTION NO. 2021-33 AND UNDER ASSEMBLY BILL 361 FOR THE CONTINUATION OF VIRTUAL MEETINGS, WITH ACKNOWLEDGMENT THAT THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH HAS UPDATED THE DEFINITION OF "CLOSE CONTACT" IN REGULATION 3205 FROM BEING WITHIN 6 FEET OF ANOTHER PERSON TO SHARING THE SAME INDOOR SPACE WITH ANOTHER PERSON FOR 15 MINUTES OR MORE, WHICH FURTHER SUPPORTS THE FINDINGS.

EXECUTIVE SUMMARY

On March 17, 2020, in the face of the COVID-19 pandemic, Governor Gavin Newsom 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.

The provisions in the Brown Act that were suspended by the Governor's Executive Order are contained at Government Code Section 54953(b)(3) and require that when teleconferencing is used, outside of a statewide emergency, that the following occur:

- An agenda is required to be posted at all locations, including any teleconference locations
- Each teleconference location must be identified on the actual agenda
- Each teleconference location shall be accessible to the public

- A quorum of the legislative body must be in the jurisdiction

With the Governor's Executive Order, the four above requirements were suspended allowing councilmembers to not have to post an agenda at their teleconference location, not have to identify their location on the meeting agenda, not have to ensure public accessibility at the teleconference location, and the legislative body did not need a quorum in the jurisdiction. As the City Council is well aware, this allowed City Council meetings to be conducted by Zoom with councilmembers, staff, and the public, all joining from remote virtual locations.

The suspension of certain provisions of the Brown Act was further extended by the Governor on June 11, 2021 by the issuance of Executive Order N-08-21 which continued to allow for complete virtual meetings until September 30, 2021.

With the expiration of the Governor's Executive Order along with the uncertainty that surrounded the Governor's potential recall, the State Legislature also took the remote meeting issue into its own hands through the adoption of Assembly Bill 361, which is explained more in depth in the Analysis section below.

On October 13, 2021 the City Council adopted Resolution No.2021-33 making findings under AB 361 that state or local officials continue to recommend social distancing measures to prevent the spread of COVID-19 and including reference in particular to Cal-OSHA regulation 3205, which recommends physical distancing in the workplace. By motion and majority vote, the City Council may renew the findings of Resolution No. 2021-33 to continue to hold virtual meetings pursuant to AB 361.

ANALYSIS

On September 16, 2021, the Governor signed AB 361, which allows legislative bodies to meet virtually provided there is a state of emergency declared by the Governor, and either:

- (1) state or local officials have imposed or recommended measures to promote social distancing; or
- (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees.

The Governor by executive order signed on September 20, 2021, suspended the effective date of AB 361 to October 1, 2021. As a result, if the City desires to have virtual meetings on or after October 1, 2021, it must do so consistent with the requirements of AB 361.

AB 361 preserves many of the provisions of the earlier executive orders, including the suspension of the four teleconferencing requirements noted above, while also adding new requirements to the management of remote and teleconference public meetings in order to better achieve the levels of transparency that the Brown Act demands. Specifically, AB 361 imposes two new rules on remote public meetings:

1. Local governments and agencies hosting teleconference meetings in lieu of traditional in-person public meetings must permit direct public comment during the teleconference, and must leave open the opportunity for public comment until the comment period for a given

item is closed during the ordinary course of the meeting. The opportunity to make public comment must be of a sufficient duration so as to allow actual public participation.

2. Any action by the governing body during a public teleconference meeting must occur while the agency is actively and successfully broadcasting to members of the public through a call-in option or an internet-based service option. If a technical disruption within the agency's control prevents members of the public from either viewing the meeting of the public agency, or prevents members of the public from offering public comment, the agency must cease all action on the meeting agenda until the disruption ends and the broadcast is restored. Action taken during an agency-caused disruption may be challenged as a violation of the Brown Act.

In order to continue to qualify for AB 361's waiver of in-person meeting requirements, the City Council must, within thirty (30) days of its first meeting under AB 361, and every thirty (30) days thereafter, make findings that (a) state or local officials continue to recommend measures to promote social distancing, or that (b) an in-person meeting would constitute an imminent risk to the safety of attendees.

The above conditions continue to exist at this time, and staff recommends the City Council by motion reconfirm the findings and determinations made in Resolution No. 2021-33 so that the City Council may continue to meet virtually under AB 361.

Lastly, it is important to note that AB 361 is optional. If the City Council wishes, it may meet in person. In addition, hybrid meetings are permissible where Council attends in person and the public attends remotely via Zoom.

FISCAL IMPACT

The City Council's motion to continue with virtual meetings will maintain the status quo and no financial impact is anticipated.

ENVIRONMENTAL ISSUES

The City Council's approval of a motion to reconfirm findings does not constitute a project under the California Environmental Quality Act (CEQA) Guideline 15378(b)(5) as it constitutes an organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment. Further, virtual meetings are likely to reduce certain impacts associated with vehicular travel related to in-person public meetings.

RECOMMENDATION

Move to reconfirm the findings and determinations made in Resolution No. 2021-33 and under Assembly Bill 361 for the continuation of virtual meetings.





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Brad Donohue, Public Works Director
 Abdulkader Hashem, Senior Project Manager
 VIA: Brian Dossey, City Manager
 MEETING DATE: September 14, 2022
 SUBJECT: Applications for Cycle 6 Pedestrian and Bicycle Program Funding

RECOMMENDATION

Staff recommends that the City Council adopt the following resolutions:

- A. RESOLUTION TO SUBMIT AN APPLICATION TO THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR CYCLE 6 PEDESTRIAN AND BICYCLE PROGRAM FUNDING FOR THE EL CAMINO REAL COMPLETE STREET PROJECT FROM MISSION ROAD TO ARLINGTON DRIVE, CITY OF SOUTH SAN FRANCISCO (SEGMENT B), AND
- B. RESOLUTION TO SUBMIT AN APPLICATION TO THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY FOR CYCLE 6 PEDESTRIAN AND BICYCLE PROGRAM FUNDING FOR THE SERRAMONTE WEST BOULEVARD BICYCLE AND PEDESTRIAN IMPROVEMENT PROJECT (PHASE I).

EXECUTIVE SUMMARY

The City Council is being asked by Town staff to submit two applications to the San Mateo County Transportation Authority (TA) for Cycle 6 Pedestrian and Bicycle Program, commit any necessary matching funds, and provide assurances to the TA as necessary regarding the status and completion of the projects.

The Town has proposed two projects for Cycle 6 Pedestrian and Bicycle Program grant funding.

- Engineering and Design improvements for the “El Camino Real Complete Street Project from Mission Road to Arlington Drive, City of South San Francisco (Segment B)” and
- Engineering, Design and Construction improvements for “Serramonte Boulevard West Pedestrian and Bicycle Improvements from El Camino Real to Junipero Serra Boulevard Phase 1”

FISCAL IMPACT

The estimated cost of engineering design (plans, specifications and estimates) for the improvements to El Camino Real Segment B is estimated to be in the range of \$670,000. If the Cycle 6 Pedestrian and Bicycle Program is accepted and funded, the Town's estimated funding plan for the design of El Camino Real Segment B will be as follows:

• Cycle 6 Bicycle and Pedestrian Grant Program	\$603,000
• CIP Reserves (Local Match)	<u>\$ 67,000</u>
Estimated Project Total	\$670,000

If TA awards the Town of Colma \$603,000 for the El Camino Real-Segment B Improvement Project, the Town's required local match will be \$67,000 (10% of the project). Total engineering design (PS&E) cost is estimated to be \$670,000.

The estimated cost for design and construction for the Serramonte West Boulevard Bicycle and Pedestrian Improvement Project (Phase I) is estimated to be in the range of \$2,035,000. If the Cycle 6 Pedestrian and Bicycle Program is accepted and funded, the Town's estimated funding plan for the design and construction of Serramonte West Blvd Bicycle and Pedestrian Improvement Project (Phase I) will be as follows:

• Cycle 6 Bicycle and Pedestrian Program	\$1,831,500
• CIP Reserves (Local Match)	<u>\$ 203,500</u>
Estimated Project Total	\$2,035,000

If TA awards the Town of Colma \$1,831,500 for the Serramonte Boulevard West Improvement Project, the Town's required local match will be \$203,500 (10% of the project). Total engineering design (PS&E) and construction cost is estimated to be \$2,035,000.

BACKGROUND

El Camino Real- Segment B

El Camino Real ("ECR") is a State owned and operated highway. The highway is a North/South roadway that travels from one end of Town to the other end of Town. ECR is integral to our business and residential community along with providing access to the transit hubs which are located at both ends of the Town. In 2021 City Council approved the El Camino Real Bicycle and Pedestrian Improvement Plan, (Master Plan). The Master Plan has identified various deficiencies, such as lack of sidewalk and bike paths, noncompliance with the complete streets program, ADA noncompliance, traffic safety issues, lack of safe harbor bus stops, green infrastructure, etc... The ECR Master Plan is broken down into 2 segments, (Segment A & B).

ECR Segment B lacks sidewalks and bicycle lanes on both sides of the corridor. Currently those who navigate up and down and traverse across this portion of ECR are at high risk. The proposed Cycle 6 Pedestrian and Bicycle Grant will offset engineering costs to design accessible sidewalks, address ADA noncompliance issues, bike paths with protective barriers and safe harbor bus stops. The project will also center on pedestrian and vehicular safety, Vision Zero goals and access for all individuals who chose to walk, bike or other micro mobility forms of

transportation. Another part of the project will be to relocate bus stops so as to also provide safe harbor for those who depend on public transportation for their transportation needs. Other items of safety that will be implemented into the project such as street lighting, barriers to separate traffic from pedestrians and an effort to control excessive speeding in the area.

Serramonte Boulevard West-Phase 1

Serramonte Boulevard and Collins Avenue Master Plan (Master Plan) was completed in January 2020. The Master Plan proposes various improvements and enhancements for both corridors. The emphasis of the Master plan was to enhance mobility for those who choose to walk and bike through this portion of the Town's business district. The project also centers on safety for all modes of transportation, enabling pedestrians and bicyclists to traverse safely across the street, allow vehicles to make safe entry and exit to and from the various retail and car dealership facilities. The master plan also emphasized the importance of green infrastructure such as stormwater treatment facilities, new LED Street lighting, and pedestrian lighting. All of the various improvements were considered with a vision of how to enhance and grow economic growth and stability in the Serramonte Boulevard/Collins Avenue Business District. Because of the size of the project, the Master Plan was broken down into design and construction phases in hope to capitalize on various funding opportunities as they arise.

Serramonte West Boulevard is one of the phases of the Master Plan. The proposed Cycle 6 Pedestrian and Bicycle will center on various pedestrian and Bicycle improvements on Serramonte West Boulevard (Serramonte Boulevard from El Camino Real to Junipero Serra Boulevard). The grant application will center on plans, specifications and estimates (PS&E's) and construction costs for two high visible mid-block crosswalks with Rectangular Rapid Flashing Beacon (RRFB); signalization of Serramonte-Serra Center intersection, removal of existing striping, and restriping for a lane reduction (road diet) along this portion of Serramonte Boulevard and other improvements as they relate to pedestrian and bicycle access and safety.

ANALYSIS

On August 4, 2022, the San Mateo County Transportation Authority (TA) announced a Call for Projects (CFP) for SMCTA's Pedestrian and Bicycle Program. The goal of the Pedestrian and Bicycle Program is to fund projects that improve bicycling and walking accessibility and safety within San Mateo County.

This is the Cycle 6 Call for Projects (CFP) released by TA for the Pedestrian and Bicycle Program. Projects funded through this CFP must meet the following goals of the funding program:

- Help reduce traffic congestion by safely connecting communities and neighborhoods with schools, transit, and employment destinations.
- Fill gaps and cross barriers in the existing bicycle/pedestrian network, and safely cross barriers such as major roads, rail corridors, and highways.
- Improve existing facilities to make them safer and more accessible for cyclists and pedestrians.
- Make walking and bicycling safer and more convenient for a wide range of ages and abilities.

The TA Strategic Plan 2020-2024 created a combined Measures A and W Pedestrian and Bicycle Program in accordance with the Measure A Goals and Measure W core principals. The combined program established three sub-categories to divide the available funding between each of the following category:

- Capital Projects:

- Small Projects, Total project costs ≤\$1 million: \$5,545,675, grant funding available
- Large Projects, Total project costs >\$1 million: \$11,197,945, grant funding available
- Safe Routes to Schools (SRTS): \$592,325, grant funding available
- Planning/Promotions: \$439,825, Grant funding available

The Town will apply for this grant program and submit two applications:

- 1) First Application, request funding \$670,000 including 10% local match through the Small Capital Projects category to prepare engineering design services (plans, specification, and estimates) for El Camino Real Complete Street Project from Mission Road to Arlington Drive, City of South San Francisco.
- 2) Second Application, request Funding \$2,035,000 including 10% local match through the Large Capital Projects category for engineering design (PS&E) and construction of Serramonte West Boulevard from El Camino Real to Junipero Serra Boulevard (Phase I).

Council Adopted Values

The El Camino Real Complete Street Project from Mission Road to Arlington Drive, City of South San Francisco (Segment B), and Serramonte West Boulevard Bicycle and Pedestrian Improvement Project from El Camino Real to Junipero Serra Boulevard (Phase I) are *visionary*, because they involve creating improvements for projects that will provide safe, attractive, and sustainable paths of travel for those who walk, bike, or use public transportation to and from work along ECR Segment B and Serramonte West Boulevard .

Sustainability Impact

The resolution(s) in support of the El Camino Real Segment (B) Project and Serramonte West Boulevard Bicycle and Pedestrian Improvement Project, Cycle 6 Pedestrian and Bicycle Program Funding Applications, to the San Mateo County Transportation Authority is consistent with the Town's sustainability goals and Complete Streets Program goals.

ALTERNATIVES

The City Council could choose not to adopt the resolutions. Doing so is not recommended as the opportunity to make the much-needed improvements of El Camino Real Segment (B) and Serramonte West Boulevard, and to seek appropriate funding from TA to that effect, is critical for the safety of pedestrian and bicyclists.

CONCLUSION

Staff recommends that the City Council adopt the attached resolutions.

ATTACHMENTS

- A. Resolution No. 22-XX, El Camino Real Complete Street Project from Mission Road to Arlington Drive, City of South San Francisco (Segment B)
- B. Resolution No. 22-XX, Serramonte West Boulevard Bicycle and Pedestrian Improvement Project (Phase I)

RESOLUTION NO. 2022-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION SUPPORTING THE DESIGN OF EL CAMINO REAL COMPLETE STREET
PROJECT FROM MISSION ROAD TO ARLINGTON DRIVE, CITY OF SOUTH SAN
FRANCISCO (SEGMENT B) AND SUBMITTING AN APPLICATION TO THE SAN MATEO
COUNTY TRANSPORTATION AUTHORITY FOR CYCLE 6 PEDESTRIAN AND BICYCLE
PROGRAM FUNDING**

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

1. Background

- (a) The Town of Colma (Town) has identified that the Bicycle and Pedestrian safety El Camino Real (ECR) Complete Street Project from Mission Road to Arlington Drive, City of South San Francisco (Segment B) is impacted by the lack of sidewalks and bicycle lanes on both sides of the corridor. The Project scope will include installation sidewalks, ADA ramps and bike paths. Another part of the project will be to relocate bus stops so as to also provide safe harbor for those who depend on public transportation for their transportation needs. Other items of safety that will be implemented into the project such as street lighting, barriers to separate traffic from pedestrians and an effort to control excessive speeding in the area. The intersection, which is part of CalTrans Highway system, will require environmental studies, plans, specifications, and estimates (PS&E), long term agreement and construction permitting from CalTrans.
- (a) The Town has developed El Camino Real Complete Street Project from Mission Road to Arlington Drive, City of South San Francisco (Segment B) (Project) to provide an element of safety and mobility for Pedestrian and Bicyclists to travel along the corridor.
- (b) It will cost [\$670,000] to implement the Project scope for Design (Plans, Specifications and Estimates) of ECR Segment B.
- (c) The Town is seeking [\$603,000] in funding for the Project.
- (d) The San Mateo County Transportation Authority (TA) issued a Call for Projects for the Cycle 6 Measures A and W Pedestrian and Bicycle Program on August 4, 2022, and
- (e) The TA requires the Sponsor's governing body to adopt a resolution:
 - (i) Supporting the Project and application for [\$603,000] in TA Measures A and W Pedestrian and Bicycle Program funds for Project, and
 - (ii) Committing the Sponsor to the completion of the Project, including the commitment of matching funds in the amount of [\$67,000] needed for implementation, and
 - (iii) Certifying that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources, and

- (iv) If funds are awarded, authorizing the Sponsor's City Manager, or designee, to sign a funding agreement or memorandum of understanding (MOU) with the TA for TA Measures A and W Pedestrian and Bicycle Program funding for the Project and to take any other actions necessary to give effect to this resolution.

2. Approval and Authorization

Now, therefore, be it resolved by the Town of Colma that the Town:

- (a) Directs staff to submit an application to the San Mateo County Transportation Authority for Measures A and W Pedestrian and Bicycle Program funds for [\$603,000] for the Design of El Camino Real Complete Street Project from Mission Road to City of South San Francisco (Segment B);
- (b) Authorizes the City Manager, or designee, to execute a funding agreement or MOU with the San Mateo County Transportation Authority to encumber TA Measures A and W Pedestrian and Bicycle Program funds;
- (c) Commits to the completing the Project, including contributing [\$67,000] of matching funds needed for Project implementation, if the requested TA funds are awarded;
- (d) Certifies that any funds awarded by the TA will be used to supplement existing funds for the Project, and will not replace existing funds or resources.
- (e) Authorizes the City Manager or designee, to take any other actions necessary to give effect to this resolution.

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Certification of Adoption

I certify that the foregoing Resolution 2022--__ was duly adopted at a regular meeting of said City Council held on September 14, 2022 by the following vote:

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

Dated _____

Helen Fisicaro, Mayor

Attest: _____
Caitlin Corley, City Clerk



RESOLUTION NO. 2022-____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION SUPPORTING THE DESIGN AND CONSTRUCTION OF SERRAMONTE
WEST BOULEVARD BICYCLE AND PEDESTRAIN IMPROVEMENT PROJECT (PHASE I)
AND SUBMITTING AN APPLICATION TO THE SAN MATEO COUNTY
TRANSPORTATION AUTHORITY FOR CYCLE 6 PEDESTRIAN AND BICYCLE PROGRAM
FUNDING**

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

1. Background

- (a) Serramonte West Boulevard is a vital east-west connector through Town of Colma between Interstate 280/Junipero Serra Boulevard and El Camino Real (State Route 82). Sidewalk access is compromised with various architectural barriers which impacts ADA access up and down the Boulevard. Delineated bicycle pathways are nonexistent. The Serramonte West Boulevard Bicycle and Pedestrian Improvement Project has been identified by Town of Colma through the Serramonte Blvd and Collins Ave Master Plan that Town completed in January 2020.
- (b) The Town has developed Serramonte West Boulevard Bicycle and Pedestrian Improvement Project – Phase I (Project) to provide an element of safety and mobility for Pedestrian and Bicyclists to travel along Serramonte Boulevard. The proposed improvements of Serramonte West Blvd will be implemented in two phases.
- (c) Phase I of the Project include Design and construction of two controlled mid-block crosswalks with Rectangular Rapid Flashing Beacon (RRFB); and signalization of Serramonte-Serra Center intersection. Removal of existing striping, restriping for lane reduction (road diet) between the Serra Center intersection and El Camino Real, and bike lanes.
- (d) It will cost \$2,035,000 to implement Phase I Project scope for Design (Plans, Specifications and Estimates) and Construction of Serramonte Boulevard West Bicycle and Pedestrian Improvement Project (Phase I).
- (e) The Town is seeking [\$1,831,500] in funding for the Project.
- (f) the San Mateo County Transportation Authority (TA) issued a Call for Projects for the Cycle 6 Measures A and W Pedestrian and Bicycle Program on August 4, 2022, and
- (g) The TA requires the Sponsor's governing body to adopt a resolution:
 - (i) Supporting the Project and application for [\$1,831,500] in TA Measures A and W Pedestrian and Bicycle Program funds for Project, and
 - (ii) Committing the Sponsor to the completion of the Project, including the commitment of matching funds in the amount of [\$203,500] needed for implementation, and

- (iii) Certifying that any funds awarded by the TA will be used to supplement existing funds for program activities, and will not replace existing funds or resources, and
- (iv) If funds are awarded, authorizing the Sponsor's City Manager, or designee, to sign a funding agreement or memorandum of understanding (MOU) with the TA for TA Measures A and W Pedestrian and Bicycle Program funding for the Project and to take any other actions necessary to give effect to this resolution.

2. Approval and Authorization

Now, therefore, be it resolved by the Town of Colma that the Town:

- (a) Directs staff to submit an application to the San Mateo County Transportation Authority for Measures A and W Pedestrian and Bicycle Program funds for [\$1,831,500] for the Design and Construction of Serramonte West Boulevard Bicycle and Pedestrian Improvement Project;
- (b) Authorizes the City Manager, or his/her designee, to execute a funding agreement or MOU with the San Mateo County Transportation Authority to encumber TA Measures A and W Pedestrian and Bicycle Program funds;
- (c) Commits to the completing the Project, including contributing [\$203,500] of matching funds needed for Project implementation, if the requested TA funds are awarded;
- (d) Certifies that any funds awarded by the TA will be used to supplement existing funds for the Project, and will not replace existing funds or resources.
- (e) Authorizes the City Manager or designee, to take any other actions necessary to give effect to this resolution.

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Certification of Adoption

I certify that the foregoing Resolution 2022--__ was duly adopted at a regular meeting of said City Council held on September 14, 2022 by the following vote:

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

Dated _____

Helen Fisicaro, Mayor

Attest: _____
Caitlin Corley, City Clerk





STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Caitlin Corley, City Clerk
VIA: Brian Dossey, City Manager
MEETING DATE: September 14, 2022
SUBJECT: Raising the National Flag of Armenia

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION DIRECTING TOWN STAFF TO FLY THE NATIONAL FLAG OF ARMENIA AT THE COMMUNITY CENTER IN LIEU OF THE TOWN FLAG FROM SEPTEMBER 21, 2022 TO SEPTEMBER 28, 2022, IN HONOR OF ARMENIAN INDEPENDENCE DAY

EXECUTIVE SUMMARY

On June 26, 2019, the City Council of the Town of Colma adopted a new flag policy, codified as Subchapter 1.18 of the Colma Administrative Code, which states that Council may by resolution direct Town staff to fly commemorative flags in lieu of the Town of Colma flag, as an expression of the Town's official sentiments, consistent with the Town's vision, mission, and guiding principles, incorporating themes of diversity, equity, social justice, and inclusion. Commemorative flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than 30 continuous days.

The proposed resolution would authorize the flying of the National Flag of Armenia at the Colma Community Center in lieu of the Town of Colma Flag from September 21, 2022 to September 28, 2022.

FISCAL IMPACT

The proposed resolution would have minimal fiscal impacts; the cost of the flag could be absorbed into the existing budget.

ANALYSIS

Armenia broke away from the Soviet Union and became a free and independent country on September 21, 1991. Recognizing this event offers our community an opportunity to honor and celebrated the rich heritage and contributions of our Armenian community.

San Mateo County has strong ties to the Armenian Community. Longtime Congresswoman Jackie Speier is Armenian-American; El Camino High School was founded by an Armenian-American; and the local chapter of the Homenetmen Armenian Athletic Gym is located in Daly City.

Cypress Lawn has a vast Armenian section with numerous Armenians, including many survivors and descendants of the Armenian Genocide of 1915, which was the catalyst for the growth of the Armenian diaspora. Many of the founders of one of the Bay Area's oldest bilingual schools, Krouzian Zekarian Vasbouragan (KZV) Armenian School are buried in the Armenian section at Cypress Lawn and the students make a yearly trip to Colma to place flowers on the graves of the founders.

City Council could choose to recognize its Armenian community through the flying of the National Flag of Armenia. This would be an expression of one of the Town's guiding principles of celebrating diversity, through celebrating its vibrant Armenian community, and recognizing the lasting and important cultural impact the community has had on the Town.

If Council approves the flying of the National Flag of Armenia, staff will add it to the commemorative flag schedule to be approved annually in January.

Council Adopted Values

The City Council's adoption of the resolution would be *visionary*, as it celebrates one of the communities that contributes to the diverse tapestry of heritages that make Colma the unique place it is.

Alternatives

As an alternative to the flying of the flag, the City Council could choose to celebrate Armenian Independence through another avenue, such as a proclamation or event.

CONCLUSION

The City Council should consider the resolution and adopt it or provide alternative direction to staff.

ATTACHMENTS

- A. Resolution Approving the Flying of the National Flag of Armenia

RESOLUTION NO. 2022-____
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION DIRECTING TOWN STAFF TO FLY THE NATIONAL FLAG OF ARMENIA
 AT THE COMMUNITY CENTER IN LIEU OF THE TOWN FLAG FROM SEPTEMBER 21,
 2022 TO SEPTEMBER 28, 2022, IN HONOR OF ARMENIAN INDEPENDENCE DAY**

The City Council of the Town of Colma hereby resolves:

1. Recitals and Background.

(a) On June 26, 2019, the City Council of the Town of Colma adopted a new flag policy codified at Subchapter 1.18 of the Colma Administrative Code to memorialize the fact that the Town's flag poles are a nonpublic forum.

(b) Pursuant to Subchapter 1.18 of the Colma Administrative Code, Council may by resolution direct Town staff to fly commemorative flags in lieu of the Town of Colma flag on the flag pole located at the Colma Community Center, as an expression of the Town's official sentiments, consistent with the Town's vision, mission, and guiding principles, incorporating themes of diversity, equity, social justice, and inclusion. Commemorative Flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated, but no longer than 30 continuous days.

(c) The Town intends to fly the National Flag of Armenia at the Colma Community Center in lieu of the Town of Colma Flag, from September 21, 2022 to September 28, 2022 in honor of Armenian Independence Day.

(d) This would be an expression of one of the Town's guiding principles of celebrating diversity, by celebrating its longstanding ties to the Armenian and Armenian American community and recognizing the lasting and important cultural impact the community has had on the Town.

2. Order.

(a) The City Council has considered the full record before and finds the recitals set forth above true and correct and hereby incorporates them by reference.

(b) Pursuant to Subchapter 1.18 of the Colma Administrative Code, the City Council hereby directs Town staff to fly the National Flag of Armenia at the Colma Community Center in lieu of the Town of Colma Flag, from September 21, 2022 to September 28, 2022.

3. Effective Date.

(a) This resolution shall take effect immediately upon adoption.

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Certification of Adoption

I certify that the foregoing Resolution No. 2022-__ was adopted at a regular meeting of said City Council held on September 14, 2022 by the following vote:

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

Dated _____

Helen Fisicaro, Mayor

Attest: _____
Caitlin Corley, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council
FROM: Farhad Mortazavi, APA, City Planner, CSG Consultants
Alvin Jen, Assistant Planner, CSG Consultants
VIA: Brian Dossey, City Manager
MEETING DATE: September 14, 2022
SUBJECT: 1531 Mission Road – Conditional Use Permit

RECOMMENDATION

Staff recommends that the City Council adopt:

RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW A MINOR COSMETIC AUTO REPAIR BUSINESS LOCATED AT 1531 MISSION ROAD (APN: 010-182-080) PURSUANT TO CEQA GUIDELINE 15301, CLASS 1(A)

EXECUTIVE SUMMARY

The applicant is proposing to open a minor cosmetic auto repair business at 1531 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 air quality to ensure the business will not impact uses in the neighborhood, thereby ensuring the public health, safety, and welfare of the community.

FISCAL IMPACT

Approving this project will not have an impact on the Town's budget.

BACKGROUND

The project site (1531 Mission Road) is located along Mission Road which has a General Plan land use designation of Commercial and is zoned Commercial ("C"). Exterior modifications include restriping of the parking spaces (5) in front of the private property. Interior modifications proposed on the property include an inflatable membrane spray booth with a steel exhaust duct

house. The site was previously used by a furniture staging warehouse/office business in 2015 which occupied the project site and the adjacent site at 1533 Mission Road

The existing building is a one-story, tilt-up concrete building, measuring approximately 11,200 square feet of which 5,600 square feet will be dedicated for this proposal. The building is designed to support commercial and/or light industrial uses with each tenant having a small office space with a large space behind the office to use for equipment storage, vehicle parking, materials storage, and/or workspace. There are seventeen (17) parking spaces onsite, five (5) of which are required for the size of this proposal, per Colma Municipal Code, 5.03.290 (b)(4)(vi), Restrictions Applicable to "C" Zone, Vehicular Repair and Services Uses. Surrounding uses include additional commercial/light industrial uses to the north and south, residential uses (mobile home community in South San Francisco) to the west, and cemetery uses (Holy Cross Memorial Park) to the east.

ANALYSIS

The applicant, Dennis Lege, is requesting a Conditional Use Permit to allow a minor cosmetic auto repair business at 1531 Mission Road.

This minor cosmetic auto repair business proposes operation hours of Monday to Friday from 8:00 AM to 6:00 PM, with two to four full-time employees at a given shift. The type of activities that may occur on site include minor dent removal, minor body damage repair, and small body filling. Painting on site will be considered low volume and intermittent which will take place within an inflatable spray booth inside the building.

The applicant has stated that during the repair process, vehicles will be stored on site and contained within the building. There will be no long-term parking or storage on site. A draft condition of approval is included in the Conditional Use Permit that would prohibit the use of street parking by the applicant at any time for the business.

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

- Five (5) parking spaces required for vehicular repair and services use.

Findings Relating to CEQA Review

Pursuant to Section 15301 of the State of California CEQA Guidelines Class 1(a), Existing Facilities, the project is Categorically Exempt. It 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.

Findings Related to Granting a Conditional Use Permit

Section 5.03.410 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 on page LU 40-43 of the 2040 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 Code Commercial Zoning is specifically broad to encourage a wide range of commercial uses such as the proposed use. Thus, the proposed use is also consistent with the Town's Zoning provisions.

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 create a significant impact to the surrounding area. Existing businesses on this block are mostly vehicle repair businesses (All Star Glass, Auto Exotics, Kwicksilver Wheel and Nubee Motors) and other uses that attract moderate vehicular traffic, including Donohoe and Carroll and Molloy's. Staff finds that the lot size and location are adequate for the proposed use.

The applicant has received a permit from the Bay Area Air Quality Management District (BAAQMD) which expires on March 1, 2023. As a condition of this permit, 500 gallons of auto body coating and 200 gallons of auto body cleanup solvent are limited to a 12-month period including monthly net usage reporting of both materials. Because the proposed business involves minor cosmetic auto repair, the low volume of paint permitted for use, and the exhaust hose providing ventilation, there is no concern for paint fumes negatively impacting the surrounding properties.

The applicant has also registered with the California Environmental Protection Agency Department of Toxic Substances Control in regard to handling hazardous waste.

No exterior modifications are being proposed 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 is unlikely to generate more noise or safety hazards than its previous use as a furniture staging warehouse/office. The applicant has met the requirement of dedicated off-street parking spaces of five (5) in relation to vehicular repair and services use along with the acknowledgment that no long-term vehicle storage and parking shall be allowed on site. At a given shift there will be two to four employees, utilizing the five (5) off-street parking spaces in front of the property. The majority of the customer base would come from the surrounding auto dealerships and the walk-in customer base is expected to be low in volume.

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.

As stated above, the proposed minor cosmetic auto repair business at 1531 Mission Road will not affect existing property uses at the site or in the vicinity. The types of businesses within the surrounding area are auto repair and should not attract significant vehicular traffic than what is already existing.

- 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 that will be compatible with other uses in the surrounding area.

- 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. Minor interior improvements consist of the addition of an inflatable membrane spray booth with a steel exhaust duct hose at 1531 Mission Road. Exterior improvements include restriping of the five (5) parking spaces required for vehicular repair and services use. Any proposed signage shall be reviewed by the Planning Department through the Sign Review process. The Building Department, Public Works Department, and Colma Fire Protection District have reviewed the application. No other request has been made with this Use Permit request. The Building Department is recommending that the project must include ADA complying with 2019 CBC chapter 11B-202.4, and all construction work must comply with 2019 California Building Code, 2019 California Mechanical Code, and 2019 California Fire Code. Colma Fire Protection District is recommending that only individual parts of the vehicle or a small portion of the vehicle be painted in the spray booth. Colma Fire Protection District is also recommending standard conditions and requirements to accommodate use. A separate building permit is required for other requirements not listed.

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

The proposed business is located along Mission Road, with a commercial use located adjacent to (All Star Glass) the site. 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 (minor auto repair) the proposed use will not constitute a nuisance to neighboring persons or properties.

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 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 community 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. 2022-__
OF THE CITY COUNCIL OF THE TOWN OF COLMA

**RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO ALLOW A MINOR AUTO
REPAIR BUSINESS AT THE COMMERCIAL BUILDING LOCATED AT 1531 MISSION
ROAD (APN:010-182-080), PURSUANT TO CEQA GUIDELINE 15301, CLASS 1(A)**

*Property Owner: Anthony V. and Marvelle M. Marshall (Anthony V. Marshall and Marvell A.
Marshall Trust)*

Location: 1531 Mission Road

Assessor's Parcel Number: 010-182-080

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

1. BACKGROUND

- (a) The Town has received an application from Anthony and Marvelle Marshall Trust requesting a Conditional Use Permit, for the property at 1531 Mission Road (APN: 010-182-080).
- (b) Pursuant to Section 15301 of State CEQA Guidelines, Class 1(a), Existing Facilities, the application is categorically exempt from the California Environmental Quality Act (CEQA) review.
- (c) A notice of public hearing was mailed to all property owners within 300 feet of the subject property on September 2, 2022. In addition, a notice of public hearing was posted on the three Town of Colma bulletin boards, on September 9, 2022.
- (d) The City Council has considered the Amended Conditional Use Permit application, the accompanying staff report, and all relevant evidence presented at the September 14, 2022, public meeting.
- (e) The City Council has duly considered said application, the staff report, and public comments thereon.

2. FINDINGS

The City Council finds that:

Findings Relating to CEQA Review

Pursuant to the Section 15301, Class 1(a) of the State CEQA Guidelines, the project is Categorical Exempt from further environmental review because the proposal will entail the maintenance of an existing private structure involving only minor interior alterations involving no expansion of former use beyond that was already being conducted in the structure. The former use was a furniture staging warehouse/office with an unknown number of employees. The proposed use will not be an expansion of that use since the proposed use is auto repair related and anywhere from two to four employees at a given shift. The proposed use is allowed with a Use Permit.

Findings Relating to Granting an Amended 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 Conditioning Use Permit will be consistent with the provisions of the Colma General Plan and Zoning Ordinance.**

The use is consistent with the General Plan vision for Mission Road as described on page LU 40-43 of the Land Use section. Specifically, the parcels where the 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 such as the proposed use. Thus, the proposed use is also consistent with the Town's Zoning provisions.

(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 create a significant impact to the surrounding area. Existing businesses on the block are mostly vehicle repair businesses (All Star Glass, Auto Exotics, Kwicksilver Wheel and Nubee Motors and other uses that attract moderate vehicle traffic, including Donohoe and Carroll Memorials and Molloy's). Staff finds that the lot size and location are adequate for the proposed use.

No exterior modifications are being proposed that may impact public health, safety, or public welfare, or be materially injurious to properties or improvements in the vicinity.

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

The minor cosmetic auto repair business at 1531 Mission Road will not affect existing property uses at the site or in the vicinity.

(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 that will be compatible with other uses in the surrounding area.

(e) **The City Council is satisfied that the proposed use 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.

Minor interior improvements consist of the addition of an inflatable membrane spray booth with a steel exhaust duct hose. Exterior improvements include restriping of the five (5) parking spaces required for vehicular repair and service use. Any proposed signage shall be reviewed by the Planning Department through the Sign Review process. The Building Department, Public Works Department, and Colma Fire Protection District have reviewed the application. The Building Department is recommending that the project must include ADA complying with 2019 CBC chapter 11B-202.4, and that all construction work must comply with 2019 California Building Code, 2019 California Mechanical Code, and 2019 California Fire Code. Colma Fire Protection District is recommending that painting can be done on only individual parts of a vehicle or a small portion of the vehicle. The Colma Fire Protection District is recommending standard conditions and requirements to accommodate use.

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

The proposed business is located along Mission Road, with a commercial use located next door (All Star Glass). 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 (minor auto repair), the proposed use will not constitute a nuisance to neighboring persons or properties.

3. CONDITIONS OF APPROVAL

The City Council approves the Conditional Use Permit to allow a 5,600 square foot minor auto repair business addressed as 1531 Mission Road, Colma, subject to the full and faithful performance of each of the general terms and conditions sets forth in this Resolution and the following project-specific conditions:

Conditions Related to the Use Permit

- a) Approval. This approval applies specifically to the project plans submitted to the Planning Department dated July 18, 2022. All plans submitted for permits and subsequent construction, operation, and use on the site shall be in substantial compliance with these documents, subject to the changes and conditions set out herein. The Use Permit is valid for one year and will expire on September 15, 2023, if an associated building permit has not been issued. If this Use Permit is about to expire with no building permit being issued by the expiration date, an application for one (1) year extension of the Use Permit shall be submitted to the planning department pursuant to Section 5.03.422 (b) of Colma Municipal Code.
- b) Allowed Uses. This Use Permit shall specifically allow the operations of a 5,600 square foot minor auto repair service at 1531 Mission Road, Colma as shown on final plans submitted on July 18, 2022, with the Planning Department.
- c) Conditions of Approval with the Plan Sets. A copy of these conditions of approval shall be included in the building permit plan set. At least one copy of the stamped approved plans, along with the Approval Letter and Conditions of Approval and/or mitigations, shall be available at the job site at all times.
- d) Parking. Per Colma Municipal Code 5.03.290 (b)(4)(vi), Restrictions applicable to "C" zone, Vehicular Repair and Service Uses, five (5) parking spaces are required. Off-street parking for service and repair facilities must be designed so that vehicles are not required to back directly onto a public street but are able to turn around and enter the public right-of-way while moving

forward. The five (5) off-street parking spaces are dedicated for the business and shall not be used for long term parking or long-term vehicle storage. Vehicles that are being repaired must be located within the building. In the event the Town receives complaints regarding on-street parking and/or blocking the roadway, driveways in the area associated with the use granted by this use permit, the permittee/applicant shall be required to modify its business practices to avoid any on-street parking and blocking of the roadway or driveways to the satisfaction of the City Planner. The City Council retains the right to modify any condition of approval and/or consider any impacts from this use in a future hearing on this use permit.

- e) Noise. If the Town receives verified noise complaints from adjacent building tenants, the Applicant shall modify business practices and/or install further noise control features, such as noise insulation, to the satisfaction of the City Planner and Building Official.
- f) Permits. The applicant shall apply for all applicable permits, including but not limited to, Sign Review for proposed Signage and building permits for interior improvements and signage.
- g) ADA Compliance. Work must include compliance with the American with Disabilities Act requirements, including complying with 2019 CBC chapter 11B-202.4
- h) Building Code Compliance. All construction work must comply with 2019 California Building Code, 2019 California Mechanical Code, and 2019 California Fire Code.
- i) Trash Enclosure. Any outdoor trash enclosure proposed for use should be roofed and plumbed to the sanitary sewer system.
- j) Outdoor Material Storage. Outdoor material storage should be within enclosed and contained areas to prevent any non-stormwater discharges into the storm drainage system and water ways.
- k) Outdoor Use. All activities for the business shall be conducted within the building. Car washing and detailing activities shall be performed indoors.
- l) Colma Fire Protection District Requirements. The requirements of the Colma Fire Protection District shall be met prior to the issuance of building permit(s) for the project. For further information on the requirements of the District, the applicant may contact the Deputy Fire Marshall, Bill Pardini at bpardini@colmafd.org or (650)740-2023. A separate review fee is required as part of the building permit plan check process. These comments include:
 - i. Painting of only individual parts of a vehicle or a small portion of a vehicle in the spray booth may occur. The painting of an entire vehicle is prohibited in the spray booth.
 - ii. Prior to occupancy of the unit a 5-year test of the whole fire sprinkler system shall be conducted.
 - iii. Building Permit Plans shall include a fire alarm monitoring system, meeting the fire district's requirements, which shall cover the adjacent units.
 - iv. Building Permit Plans shall include the location of a Knox Box.
 - v. No vehicles shall block any required fire lane or driveways for access.

- m) Minor Changes. Minor Changes to the approved project plans may be approved administratively by the City Planner or designee.
- n) Trash and Hauling Service. The Permittee shall be required to subscribe to a regular refuse and recyclable items collection service for the tenant space (minimum pick-up of once per week) from Republic Waste Services. Pursuant to the Town's Franchise Agreement, dumpster can only be obtained from Republic Services. Violation of this condition will constitute a cause for the Town to revoke this permit.

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. 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 Indemnitees 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 Indemnitees 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 every term and condition herein by countersigning a copy of this approval.

Certification of Adoption

I certify that the foregoing Resolution No. 2022-## was duly adopted at a regular meeting of said City Council held on September 14, 2022, by the following vote:

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

Dated _____

Helen Fisicaro, 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 1531 Mission Road

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

Dated: _____

Name (printed) _____

For: Anthony and Marvell Marshall Trust, Property
Owner, 1531 Mission Rd

Permittee of West Coast All-Pro Auto Reconditioning at 1531 Mission Road

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

Dated: _____

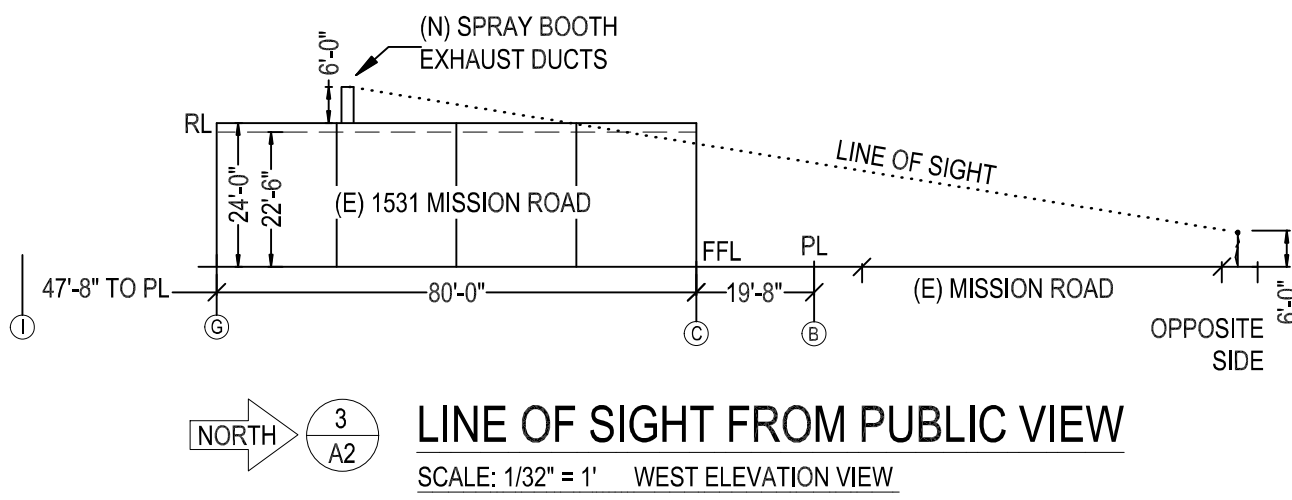
Dennis Lege, Permittee, West Coast All-Pro Auto
Reconditioning at 1531 Mission Rd



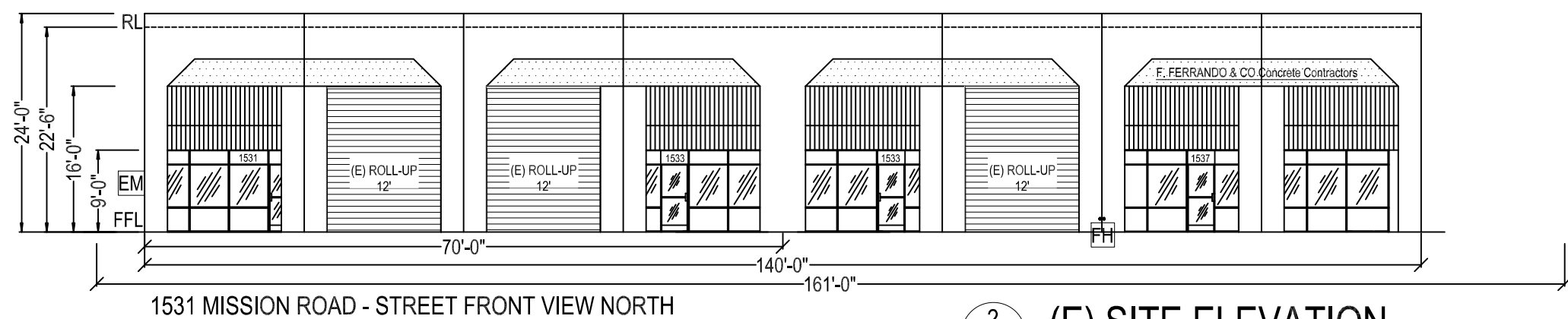
SITE PLAN LEGENDS & ABBREVIATIONS	
UNIT MARK	DESCRIPTION
★	AREA OF WORK: ALL-PRO AUTO RECONDITIONING.
D	(E) PAVED DRIVEWAY (TO REMAIN).
EM	(E) 120/240V ELECTRICAL METER MAIN (TO REMAIN).
FH	(E) FIRE HYDRANT/HOSE BIB (TO REMAIN).
SW	(E) PAVED SIDEWALK (TO REMAIN).
L	(E) LANDSCAPED AREA (TO REMAIN).
NG	(E) NATURAL GAS METER MAIN (TO REMAIN).
P	(E) PAVED PARKING AREA (TO REMAIN).
SD	(E) STORM SEWER DRAIN (TO REMAIN).
TE	(E) ELECTRICAL TRANSFORMER (TO REMAIN).
W	(E) WATER MAIN (TO REMAIN).
X	(N) STEEL EXHAUST DUCT FOR AUTO PAINT BOOTH.
PL	(E) PROPERTY LINE
FL	(E) FENCE LINE
RL	(E) ROOF LINE
FFL	(E) FINISH FLOOR LINE
→	(E) ACCESSIBLE ROUTE OF TRAVEL TO ENTRANCE
↻	(E) ACCESSIBLE PARKING STALL (TO REMAIN).
—	(E) LINE OF SIGHT AT EYE LEVEL
E.P.	(E) ELECTRICAL SUB-PANEL LOCATION
ROOF LEGENDS AND DETAILS.	
☯	(N) SPRAY PAINT BOOTH EXHAUST
☯ GFV	(E) VENT OR GRAVITY FLOW VENT (TO REMAIN)
☒	(E) SKY LIGHTS (TO REMAIN)

WALL / BARRIERS LEGENDS AND DETAILS.	
—	(E) 6" EXTERIOR CONCRETE WALL 2 HOUR TYP.
—	(E) 1 HOUR RATED INTERIOR WALL, FULL HEIGHT TO CEILING WOOD STUD WITH 5/8" GYPSUM TYPE X - TWO SIDES.
—	(E) NOT RATED INTERIOR WALL 9" HEIGHT 2X4 STUD WITH 5/8" GYPSUM TYPE X - TWO SIDES. NO SEPARATION REQUIRED PER TABLE 508.4
*****	(E) 6' HIGH CHAIN-LINK FENCE
---	(E) PROPERTY LINE
▨	(E) AREA / S NOT IN CONTRACT
NOTE: NO CHANGE TO BUILDING ENVELOPE. ALL INTERIOR AND EXTERIOR WALLS ARE EXISTING, TO REMAIN WITHOUT MODIFICATION.	

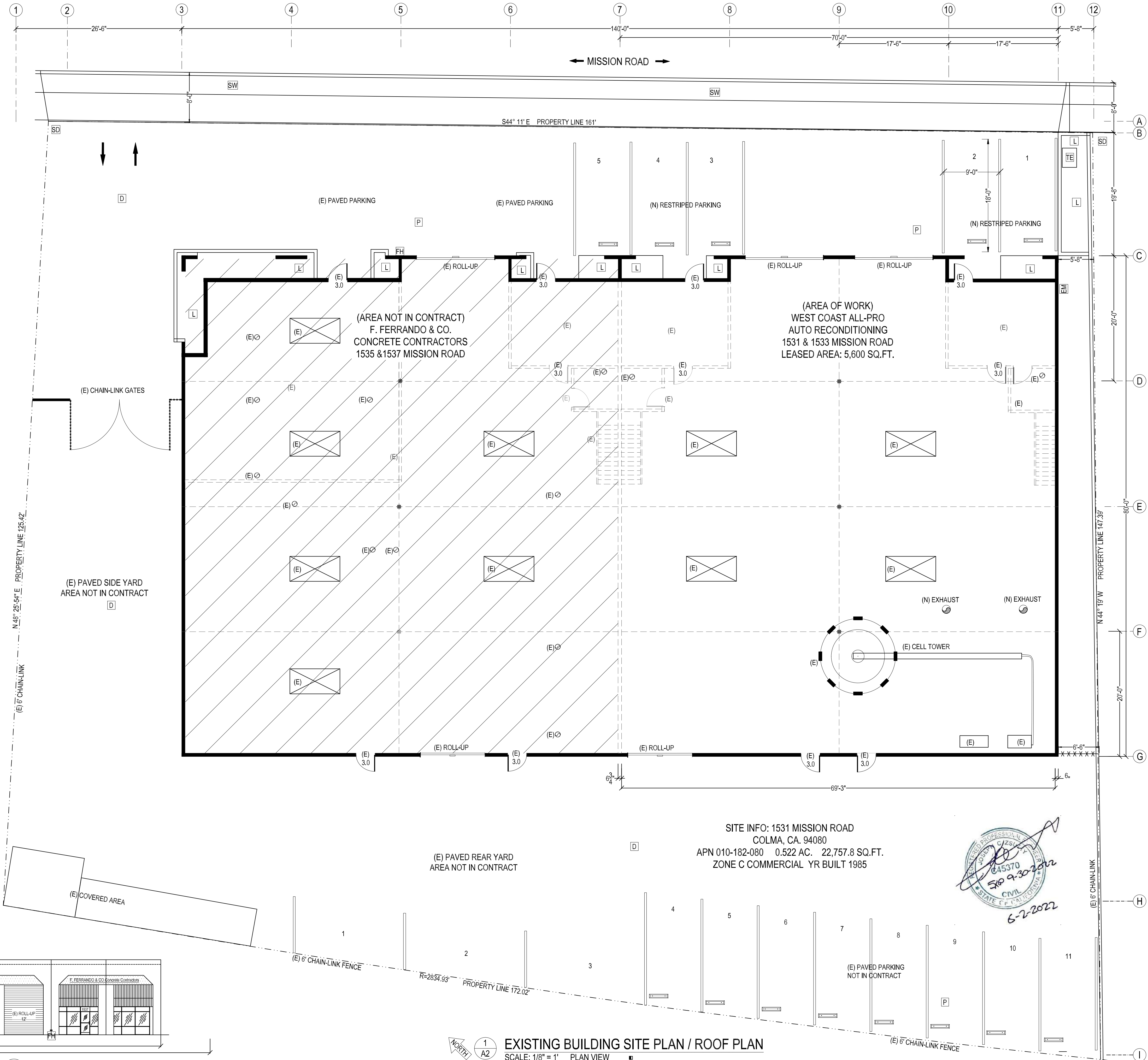
* NOTE: ALL ITEMS ON THE ROOF PLAN MARKED (E) EXISTING ARE FROM PRIOR PERMITS. ITEMS MARKED (E) ARE NOT IN CONTRACT AND ARE TO REMAIN AS IS.
* (N) STEEL DUCT EXHAUST AND INTAKE WILL BE INSTALLED FROM THE (N) MEMBRANE TYPE - SPRAY PAINT BOOTH THROUGH (E) ROOFTOP.
* NOTE: THERE WILL BE NO CHANGES TO (E) BUILDING ENVELOPE.



(E) SITE CONDITIONS.
FOUR TOTAL LEASABLE UNITS
140' LENGTH BUILDING FRONT
80' LENGTH BUILDING SIDE
6" CONCRETE EXTERIOR WALLS
24' EXTERIOR WALL HEIGHT
22'-5" BUILDING ROOF HEIGHT
9' OFFICE CEILING HEIGHT W / MEZZANINE
3'-0" X 6'-8" EGRESS DOORS
12' WIDE X 16' HEIGHT ROLL UP DOORS



(E) SITE ELEVATION
SCALE: 1/16" = 1' ELEVATION VIEW



SITE INFO: 1531 MISSION ROAD
COLMA, CA. 94080
APN 010-182-080 0.522 AC. 22,757.8 SQ.FT.
ZONE C COMMERCIAL YR BUILT 1985



DRAWINGS BY:

MARIO MAESE
PH: 209-818-3530
Email: mario164@yahoo.com
Mario Maese

OWNER INFO.

**ANTHONY & MARVELLE
MARSHALL, TRUST**
1736 HUNT DRIVE
BURLINGAME, CA. 94010
PH: (650) 692-2784

TENANT INFO.

**WEST COAST ALL-PRO
AUTO RECONDITIONING**
1531 MISSION ROAD
COLMA, CA 94080
PH: (817)-901-5893

DATE

5/25/2022

RESUBMIT

7/6/2022

SCALE

SEE PLAN

SHEET TITLE:

(E) SITE PLAN, ROOF DETAILS,
ELEVATIONS, AREA OF WORK
FLOOR PLAN. LINE OF SIGHT

SHEET

A2

OF SHEETS





STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Abigail Dometita, Administrative Technician II
 VIA: Brian Dossey, City Manager
 MEETING DATE: September 14, 2022
 SUBJECT: FY 2022-23 Non-Profit Funding

RECOMMENDATION

Staff recommends that the City Council adopt the following resolution:

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

EXECUTIVE SUMMARY

The proposed resolution finds that each of the following organizations (except North Peninsula Food Pantry & Dining Center of Daly City, Pacific Islands Together, and San Bruno Mountain Watch) have met all the criteria and are 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 2021-22	Grantee Request FY 2022-23	Staff Proposed Grant Amount
AbilityPath (Community Gatepath)	\$ 6,500	\$ 7,500	\$ 6,500
ALLICE	\$ 1,500	\$ 3,000	\$ 1,500
Clinic by the Bay	\$ 4,000	\$ 8,000	\$ 4,000
Colma Daly City Chamber of Commerce	N/A	\$ 45,000	\$ 30,000
CORA	\$ 5,000	\$ 10,000	\$ 5,000
Daly City Peninsula Partnership Collaborative	\$ 15,000	\$ 30,000	\$ 15,000
Daly City Public Library Associates	\$ 5,220	\$ 5,200	\$ 5,200
Daly City Youth Health Center	\$ 6,000	\$ 7,500	\$ 6,000
Human Investment Project, Inc. (HIP Housing) ¹	\$ 5,000	\$ 5,000	\$ 5,000

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

Grantee	Amount Funded FY 2021-22	Grantee Request FY 2022-23	Staff Proposed Grant Amount
JUHSD Wilderness Program (CEEP)	N/A	\$ 4,000	\$ 4,000
North Peninsula Food Pantry & Dining Center of Daly City	\$ 17,000	N/A	N/A (organization has closed)
LifeMoves ¹	\$ 4,000	\$ 5,000	\$ 4,000
Ombudsman Services SMC	\$ 2,500	\$ 3,000	\$ 2,500
Operation Santa Claus	\$ 2,000	\$ 1,500	\$ 1,500
Pacific Islands Together	N/A	\$ 10,000 ²	N/A (incomplete application)
Peninsula Volunteers, Inc. Meals on Wheels	\$ 5,500	\$ 10,000	\$ 5,500
Renaissance Entrepreneurship Center	N/A	\$ 5,000	\$ 3,500
San Bruno Mountain Watch	\$ 2,500	N/A	N/A (did not apply)
Silicon Valley Bicycle Coalition	N/A	\$ 5,000	\$ 3,500
Sitike Counseling Center	\$ 6,500	\$ 7,500	\$ 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
TOTALS	\$ 99,220	\$ 179,200	\$ 120,200

A total of \$179,200 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 \$14,800.

FISCAL IMPACT

The 2022-23 budget includes a total of \$135,000 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.

² Amount not included in \$179,200 grand total for grantees' requests

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 \$135,000 in available funding is broken down into two discrete budget line items: \$125,000 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 2021-22. 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 for a culinary vocational program for people with 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.

ALLICE Alliance for Community Empowerment is part of the Philippine International Aid which is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to promote 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. If the City Council approves funding, the organization will have to update their status from “current – awaiting reporting” to “current” with the Attorney General as a condition for funds to be disbursed.

The expenditure of public funds to purchase supplies, provide technical support for productions of presentations, 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. If the City Council approves funding, the organization will have to update their status from “current – in process” to “current” with the Attorney General as a condition for funds to be disbursed.

The expenditure of public funds to support healthy food program 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.

Colma Daly City Chamber of Commerce Foundation Inc., aka Colma Daly City Chamber of Commerce (“Chamber”), is registered with the California Attorney General as a mutual benefit nonprofit corporation and has provided the Town with a copy of a letter from the Internal Revenue Service (“IRS”) stating that it is exempt from tax under Internal Revenue Code (“IRC”) section 501(c)(6). Its mission is to encourage business development and networking, and to provide members with useful information and services. The Chamber serves commercial establishments within the Town of Colma and the City of Daly City. The Town of Colma is located within the Chamber’s membership area. The Chamber takes an active leadership role in promoting economic, professional, commercial and civic vitality for the Town of Colma and surrounding communities. The Chamber’s programs and activities benefit its members by providing them with

business development and networking opportunities as well as educational materials. These programs and activities improve the quality of services rendered to the public by the Chamber's members and help increase its members' sales. In turn, improved services and increased sales will increase the Town's tax revenues, which ultimately inure to the benefit of all residents and businesses located in the Town. If the City Council approves funding, the organization will have to update their status from "current – in process" to "current" with the Attorney General as a condition for funds to be disbursed.

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

Community Overcoming Relationship Abuse (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 ***Community Overcoming Relationship Abuse (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.

Daly City Peninsula Partnership Collaborative aka 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 "current – in process" to "current" with the Attorney General as a condition for funds to be disbursed.

The expenditure of public funds to pay for overhead costs, employee payroll and operational equipment, as requested by ***Daly City Peninsula Partnership Collaborative aka Daly City Partnership***, 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 (DCPLA) 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. If the City Council approves funding, the organization will

have to update their status from “current – awaiting reporting” to “current” with the Attorney General as a condition for funds to be disbursed.

The expenditure of public funds to install Storywalks for two library branch locations and support nature-based program, as requested by the ***Daly City Public Library Associates (DCPLA)***, will help promote appreciation for nature and active lifestyles. These 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 (DCYHC), 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 DCYHC providing accessibility and availability of integrated wellness services to youth, especially those who belong to the low-income and immigrant populations residing in Colma. DCYHC 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 healthy snacks to combat food insecurity in underserved teens and young adults from Colma, as requested by the ***Daly City Youth Health Center (DCYHC)***, will provide an identifiable benefit to the community at large. Specifically, it will promote successful client-therapist relationships. DCHYC reports meeting a clients' basic needs (such as access to food) directly impacts the client-therapist relationship, thereby improving a client's wellbeing. 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. aka HIP Housing is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to improve the housing and lives of people in the community. HIP Housing enables people with special needs to live independent, self-sufficient lives in decent, safe, low-cost homes. The Town of Colma is within its service area. If the City Council approves funding, the organization will have to update their status from “current – in process” to “current” with the Attorney General as a condition for funds to be disbursed.

The expenditure of public funds to support its Home Sharing program, as requested by the ***Human Investment Project, Inc. aka HIP Housing***, 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.

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

The expenditure of public funds to pay for field trips, gardening supplies, and audio-visual supplies, as requested by ***Jefferson Union High School District Community Environmental Education Program/Wilderness School (CEEP)***, will provide an identifiable benefit to the community at large. The public benefit provided by these services is substantial as the services provide education to the Town's youth, which will make them better, more informed, and more productive citizens.

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.

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.

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***. Ombudsman Services of San Mateo County listed two long-term facilities, one of which is located in Colma where 63 visits were made in the last year. 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. If the City Council approves funding, the organization will have to update their status from "current – in process" to "current" with the Attorney General as a condition for funds to be disbursed.

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, deliveries were made to 15 Colma residences.

Peninsula Volunteers, Inc. Meals on Wheels is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission aims to increase food security and access to nutritious food for homebound older and disabled adults, thereby supporting healthy aging in place. The Town of Colma is located within its service area. If the

City Council approves funding, the 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 purchase raw food and compostable delivery trays for 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.

Renaissance Entrepreneurship Center 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 and increase the entrepreneurial capacities of socially and economically diverse women and men, and thereby strengthen communities through the creation of sustainable new businesses, new jobs, and financial self-sufficiency. The Town of Colma is within its service area. If the City Council approves funding, the organization will have to update their status from "current – awaiting reporting" to "current" with the Attorney General as a condition for funds to be disbursed.

The expenditure of public funds to help low-income residents start, rebuild, maintain and grow small businesses, as requested by ***Renaissance Entrepreneurship Center***, will be used to pay for hands-on training classes in technology to marketing and finance.

Silicon Valley Bicycle Coalition (SVBC) 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 build healthier and more just communities by making bicycling safe and accessible for everyone. The Town of Colma is within the geographic area that SVBC serves.

The expenditure of public funds to pay for bicycling workshops and promotion of Bike to Work/Wherever Days, as requested by the ***Silicon Valley Bicycle Coalition (SVBC)***, will provide an identifiable benefit to the Colma community at large. Specifically, this program will encourage the community to bike more with goals of reducing carbon emissions, improving local air quality, and improving community health.

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 maintain client access to treatment and services, 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 Colleges 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. 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 Community Nights which includes custodial services, on-site administrator, food, and security, as requested by the ***San Mateo Community Colleges 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 Colleges 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 467 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 community members who seek support, as requested by ***San Mateo County Pride Center (StarVista)***, will provide an identifiable benefit to the Colma community at large. Specifically, the Pride Center intends to conduct 101 trainings virtually so all participants are in a safe space to explore and discuss LGBTQ+ topics in hopes to build cultural humility and create more equitable environments for everyone.

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

disbursed.

The expenditure of public funds will support a 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.

Pacific Islands Together did not meet all of the Town's legal standards for funding non-profit entities. Articles of incorporation or a similar document, operational budget, recent IRS 990 form, and proof of tax-exempt status were not submitted. Additionally, they are not registered with the Attorney General. As such, the Town cannot legally consider its application.

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 2022-23 Budget includes only \$135,000 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. 2022-____
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; to support a political campaign; or to organizations which 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. 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.

- (b) **ALLICE Alliance for Community Empowerment** is eligible for grant funding from the Town of Colma **but subject to** the organization updating their status from "current – awaiting reporting" to "current" with the Attorney General as a condition for funds to be disbursed.

Discussion. ALLICE Alliance for Community Empowerment is part of the Philippine International Aid which is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to promote 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 **but subject to** the organization updating their status from "current – awaiting reporting" to "current" with the Attorney General as a condition for funds to be disbursed.

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.

- (d) **Colma Daly City Chamber of Commerce Foundation Inc., aka Colma Daly City Chamber of Commerce**, is eligible for grant funding from the Town of Colma **but subject to** the organization updating their status from "current – awaiting reporting" to "current" with the Attorney General as a condition for funds to be disbursed.

Discussion: The Chamber of Commerce is registered with the California Attorney General as a mutual benefit nonprofit corporation and has provided the Town with a copy of a letter from the Internal Revenue Service ("IRS") stating that it is exempt from tax under Internal Revenue Code ("IRC") section 501(c)(6). Its mission is to encourage business development and networking within Daly City and Colma, providing members with useful information and services. The Chamber takes a leadership role in promoting economic, professional, commercial, and civic vitality for local communities, while seeking to preserve the unique qualities that are good for business and make Daly City and Colma special places to live work and do business. The Town of Colma is within its service area, and the Town benefits from the Chamber's many business development and economic services, such as annual golf tournaments, seminars, mixers, and workshops aimed at providing networking, charitable, and learning opportunities to Colma's residents.

- (e) **Community Overcoming Relationship Abuse (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.

- (f) **Daly City Peninsula Partnership Collaborative, aka Daly City Partnership**, is eligible for grant funding from the Town of Colma **but subject to** the organization updating their status from “current – in process” 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.

- (g) **Daly City Public Library Associates (“Library Associates”)** is eligible for grant funding from the Town of Colma **but subject to** the organization updating their status from “current – in process” to “current” with the Attorney General as a condition for funds to be disbursed.

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.

- (h) **Daly City Youth Health Center (DCYHC)** 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 DCYHC providing accessibility and availability of integrated wellness services to youth, especially those who belong to the low-income and immigrant populations residing in Colma. DCYHC 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.

- (i) **Human Investment Project, Inc., aka HIP Housing**, is eligible for grant funding from

the Town of Colma **but subject to** the organization updating their status from “current – in process” to “current” with the Attorney General as a condition for funds to be disbursed.

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.

- (j) **Jefferson Union High School District Community Environmental Education Program/Wilderness School (CEEP)** is eligible for grant funding from the Town of Colma.

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

- (k) **LifeMoves** is eligible for grant funding from the Town of Colma.

Discussion: LifeMoves is a nonprofit corporation and has provided the Town with a copy of a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to 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.

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

Discussion: Ombudsman Services of San Mateo County is registered with the California Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to advocate for the dignity, quality of life and quality of care for all residents in long-term care facilities in San Mateo County. The Town of Colma is located within the Ombudsman Services of San Mateo County service area.

- (m) **Operation Santa Claus** is eligible for grant funding from the Town of Colma **but subject to** the organization updating their status from “current – in process” to “current” with the Attorney General as a condition for funds to be disbursed.

Discussion: Operation Santa Claus is registered with the Attorney General as a public benefit nonprofit corporation and has provided the Town with a letter from the IRS stating that it is exempt from tax under IRC section 501(c)(3). Its mission is to provide a traditional Christmas experience to families in the communities of Daly City, Colma and

Broadmoor that are homeless or whose income is less than their monthly expenses. The Town of Colma is within its service area.

- (n) **Peninsula Volunteers, Inc. Meals on Wheels** 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: 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.

- (o) **Renaissance Entrepreneurship Center** is eligible for grant funding from the Town of Colma **but subject to** the organization updating their status from "current – awaiting reporting" to "current" with the Attorney General as a condition for funds to be disbursed.

Discussion: Renaissance Entrepreneurship Center 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 and increase the entrepreneurial capacities of socially and economically diverse women and men, and thereby strengthen communities through the creation of sustainable new businesses, new jobs, and financial self-sufficiency. The Town of Colma is within its service area.

- (p) **Silicon Valley Bicycle Coalition (SVBC)** is eligible for grant funding from the Town of Colma.

Discussion: SVBC 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 build healthier and more just communities by making bicycling safe and accessible for everyone. The Town of Colma is within the geographic area that SVBC serves.

- (q) **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.

- (r) **San Mateo Community Colleges Foundation** 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. San Mateo Community Colleges 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.

- (s) **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.

- (t) **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.

- (u) **Sustainable San Mateo County** is eligible for grant funding from the Town of Colma **but subject to** the organization updating their status from "current – awaiting reporting" to "current" with the Attorney General as a condition for funds to be disbursed..

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.

Pacific Islands Together submitted a grant application but did not meet all of the Town's legal standards for funding non-profit entities. Articles of incorporation or a similar document, operational budget, recent IRS 990 form, and proof of tax-exempt status were not submitted. Additionally, they are not registered with the Attorney General. As such, the Town cannot legally consider its application.

3. Findings of Public Purpose

The City Council has reviewed the applications for grant funds from each of the following

organizations and finds as follows:

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

- (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 to purchase supplies, provide technical support for productions of presentations, 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 Colma Daly City Chamber of Commerce Foundation Inc., aka Colma Daly City Chamber of Commerce, will serve a public purpose.

Discussion: The Chamber takes an active leadership role in promoting economic, professional, commercial and civic vitality for the Town of Colma and surrounding communities. The Chamber's programs and activities benefit its members by providing them with business development and networking opportunities as well as educational materials. These programs and activities improve the quality of services rendered to the public by the Chamber's members and help increase its members' sales. In turn, improved services and increased sales will increase the Town's tax revenues, which ultimately inure to the benefit of all residents and businesses located in the Town. The expenditure of public funds to pay for networking opportunities, business grand openings, business promotions, facilitating workshops for businesses, and operational costs, as requested by the Chamber, could be provided by the Town but the Town has

chosen otherwise. Specifically, the Town could provide these same services as part of its economic development program. In that case, the Town would likely expend the amount of the grant in staff time and incidental materials to provide these services.

- (e) 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.

- (f) 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 overhead costs, employee payroll and operational equipment, as requested by Daly City Peninsula Partnership Collaborative aka Daly City Partnership, 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.

- (g) 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 install Storywalks for two library branch locations and support nature-based program, as requested by the Daly City Public Library Associates (DCPLA), will help promote appreciation for nature and active lifestyles. These 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.

- (h) 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 healthy snacks to combat food insecurity in underserved teens and young adults from Colma, as requested by the Daly City Youth Health Center (DCYHC), will provide an identifiable benefit to the community at large. Specifically, it will promote successful client-therapist relationships. DCHYC reports meeting a clients' basic needs (such as access to food) directly impacts the client-therapist relationship, thereby improving a client's wellbeing. These services are readily accessible to Colma youth and provide a substantial public benefit by ensuring the health and vitality of Colma's youth.

- (i) 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. aka HIP Housing, 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.

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

Discussion: The expenditure of public funds to pay for field trips, gardening supplies, and audio-visual supplies, as requested by Jefferson Union High School District Community Environmental Education Program/Wilderness School (CEEP), will provide an identifiable benefit to the community at large. The public benefit provided by these services is substantial as the services provide education to the Town's youth, which will make them better, more informed, and more productive citizens.

- (k) 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.

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

Discussion: The expenditure of public funds 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. Ombudsman Services of San Mateo County listed two long-term facilities, one of which is located in Colma where 63 visits were made in the last year. The funding will help meet the federally mandated mission to monitor and provide advocacy services.

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

Discussion: The expenditure of public funds to pay for toys and store gift cards, as requested by Operation Santa Claus, will provide an identifiable benefit to the community at large. Last year, deliveries were made to 15 Colma residences.

- (n) 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 purchase raw food and compostable delivery trays for 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.

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

Discussion: The expenditure of public funds to help low-income residents start, rebuild, maintain and grow small businesses, as requested by Renaissance Entrepreneurship Center, will be used to pay for hands-on training classes in technology to marketing and finance.

- (p) A grant in the amount shown in section 4(a) to Silicon Valley Bicycle Coalition (SVBC) will serve a public purpose.

Discussion: The expenditure of public funds to pay for bicycling workshops and promotion of Bike to Work/Wherever Days, as requested by SVBC, will provide an identifiable benefit to the Colma community at large. Specifically, this program will encourage the community to bike more with goals of reducing carbon emissions, improving local air quality, and improving community health.

- (q) 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 maintain client access to treatment and services, as requested by 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.

- (r) 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.

- (s) 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.

- (t) 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 community members who seek 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 101 trainings virtually so all participants are in a safe space to explore and discuss LGBTQ+ topics in hopes to build cultural humility and create more equitable environments for everyone.

- (u) 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 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.

- (v) 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.
- (w) 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
Colma Daly City Chamber of Commerce	\$30,000
CORA	\$5,000
Daly City Peninsula Partnership Collaborative	\$15,000
Daly City Public Library Associates	\$5,200
Daly City Youth Health Center	\$6,000
Human Investment Project, Inc. (HIP Housing) ¹	\$5,000
JUHSD Wilderness Program (CEEP)	\$4,000
LifeMoves ¹	\$4,000
Ombudsman Services SMC	\$2,500
Operation Santa Claus	\$1,500
Peninsula Volunteers, Inc. Meals on Wheels	\$5,500
Renaissance Entrepreneurship Center	\$3,500
Silicon Valley Bicycle Coalition	\$3,500
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
TOTALS	\$120,200

- (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 and authorizes 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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¹ Funding to come from Legal Mandates line item in Planning Department budget.

Certification of Adoption

I certify that the foregoing Resolution No. 2022-__ was duly adopted at a regular meeting of said City Council held on September 14, 2022 by the following vote:

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

Dated _____

Helen Fisicaro, Mayor

Attest: _____
Caitlin Corley, City Clerk



Funding Request Summary FY 2022-23

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	Culinary classes at Colma kitchen, cost of food, rental, transportation	30 residents & 7 businesses	Life & Vocational skills	\$ 7,500
ALLICE	Promote healthier relationships and engage the community through educational presentations	Supplies and technical support for presentations; update website	50 residents & employees but available to all residents	Education on healthy relationships	\$ 3,000
Clinic by the Bay	To understand and serve the health and wellness needs of the medically underserved in the Bay Area	Food Pharmacy Program (healthy food), purchase & distribute food vouchers, Bounty Box program, stipend for Food intern	225 residents in the 94014 zip code	Healthcare/Food	\$ 8,000
Colma Daly City Chamber of Commerce	To encourage business development and networking, providing members with useful information and services	Office space, hire staff, update website, providing networking opportunities like events and mixers for local businesses	All residents	Economic development	\$ 45,000
CORA	Safety, support and shelter for individuals who experience abuse in an intimate relationship	Safe House Program	Available to all residents; served 4 residents in the last year	Safe shelter & resources	\$ 10,000
Daly City Peninsula Partnership Collaborative	To guide collaborative efforts and connect the community to services that promote well-being	Overhead expansion costs, payroll, operational equipment	205 residents	Food & general assistance	\$ 30,000
Daly City Public Library Associates	To supplement public funding of the Daly City libraries	Build Storywalks at two DC libraries and promote outdoor, active, nature-based program	All residents	Access to programs & books at the library	\$ 5,200
Daly City Youth Health Center	To provide safe, respectful, comprehensive health services to unserved youth, preparing them for a healthy adulthood	Provide healthy snacks to combat food insecurity which promotes successful client-therapist relationship	5 youths	Healthcare	\$ 7,500
Human Investment Project (HIP)	Improving the housing & lives of people in the community	Support Home Sharing Program (stable and affordable housing)	16 residents	Safe, affordable housing	\$ 5,000
JUHSD CEEP Wilderness School	To provide field trip chaperones & tutors for elementary school students. To teach leadership skills to Wilderness students	Field trip fees, transportation, meals & supplies	50 students	Education, community & environmental awareness	\$ 4,000
LifeMoves	Provide interim housing and supportive services for homeless families and individuals	Support operations at six San Mateo County interim shelters	16 residents	Affordable housing, shelter	\$ 5,000
Ombudsman Services San Mateo County	Protect residents in long-term care facilities through advocacy, direct intervention & education in collaboration	Investigating allegations of abuse in long term care facilities	2 facilities in Colma/Broadmoor	Advocacy for healthcare	\$ 3,000
Operation Santa Claus	To provide a traditional Christmas experience to families and individuals facing financial hardships	Toys and gift cards	15 Colma families which included 35 children	Community resource	\$ 1,500

Requesting Party	Organization's Purpose	Town's Money Will be Spent On	Number of Colma Residents or Businesses Served	Public Benefit	Amount Requested
Peninsula Volunteers, Inc. Meals on Wheels	To increase food security and access to nutritious food for homebound older and disabled adults	Purchase raw food and compostable delivery trays	15 residents	Food assistance	\$ 10,000
Renaissance Entrepreneurship Center (Ren Center)	Empower and increase the entrepreneurial capacities of socially and economically diverse women and men	Helping low-income residents start, rebuild, maintain and grow small businesses	1 Colma business	Economic development	\$ 5,000
San Mateo County Community College Foundation	Provide philanthropic support that helps San Mateo County Community College District students	Offset costs for "Community Nights" like custodial services, administrator, food, security	19.5% students from Colma/Daly City	Education	\$ 5,000
San Mateo County Jobs for Youth	Support youth in achieving career & higher education goals via workshops, job opportunities and scholarships	Fund two higher education scholarships	2 students received scholarships and 467 students in the 94014 zip code attended workshops	Scholarships/ Employment services	\$ 4,000
San Mateo County Pride Center	Community support for all individuals of ages, sexual orientation, and gender identities	Provide three 2-hr LGBTQ+ 101 trainings for Colma community members; support outreach	200 Colma community members	Community counseling & education	\$ 3,000
Silicon Valley Bicycle Coalition	To build healthier and more just communities by making bicycling safe and accessible for everyone	Bicycling workshops and promotion of Bike to Work/Wherever Days (BTWD)	1 resident	Community education & engagement	\$ 5,000
Sitike Counseling Center	To provide community-based counseling and education to those affected by addiction & mental illness	Maintain access to treatment and services for the unemployed, the underemployed, the unhoused & other vulnerable populations	9 residents	Community counseling & education	\$ 7,500
Sustainable San Mateo County	Focus on economic, environmental and social equity issues that leads to sustainable practices and improves the long-term health	Support Program Manager, offset costs for community meetings, events, campaigns and outreach	All residents & businesses	Provides information to city officials, residents & businesses	\$ 5,000
					\$ 179,200

Historical Funding Levels							
Name of Organization	FY 2017-18 Funded	FY 2018-19 Funded	FY 2019-20 Funded	FY 2020-21 Funded	FY 2021-22 Funded	FY 2022-23 Requested	Funded vs. Requested Change
AbilityPath (Community Gatepath)	\$ 6,000	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 7,500	\$ 1,000
ALLICE	\$ 1,800				\$ 1,500	\$ 3,000	\$ 1,500
Clinic by the Bay	\$ 3,000	\$ 3,000	\$ 3,500	\$ 4,000	\$ 4,000	\$ 8,000	\$ 4,000
Colma - Daly City Chamber of Commerce	\$ 30,000	\$ 25,000	\$ 6,500			\$ 45,000	\$ 45,000
CORA		\$ 2,500	\$ 3,000	\$ 5,000	\$ 5,000	\$ 10,000	\$ 5,000
Daly City Partnership Collaborative	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 30,000	\$ 15,000
Daly City Public Library Associates	\$ 2,000	\$ 4,000	\$ 5,000	\$ 5,220	\$ 5,220	\$ 5,200	\$ (20)
Daly City Youth Health Center	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 7,500	\$ 1,500
Human Investment Project, Inc. (HIP Housing) *	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Jefferson Union (Wilderness School - CEEP)	\$ 4,500	\$ 5,000	\$ 6,000	\$ 6,000		\$ 4,000	\$ 4,000
LifeMoves *	\$ 3,500	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 5,000	\$ 1,000
North Peninsula Food Pantry & DCDC	\$ 12,500	\$ 12,500	\$ 15,000	\$ 15,000	\$ 17,000	n/a	n/a
Ombudsman Services SMC			\$ 2,000	\$ 2,000	\$ 2,500	\$ 3,000	\$ 500
Operation Santa Claus		\$ 1,000	\$ 1,000	\$ 1,500	\$ 2,000	\$ 1,500	\$ (500)
Peninsula Conflict Resolution Center	\$ 1,313	\$ 1,380	\$ 1,380				n/a
Peninsula Volunteers, Inc. Meals on Wheels				\$ 5,000	\$ 5,500	\$ 10,000	\$ 4,500
Renaissance Entrepreneurship Center (Ren Center)						\$ 5,000	\$ 5,000
San Bruno Mountain Watch				\$ 2,000	\$ 2,500	n/a	n/a
San Mateo Community College Foundation	\$ 3,000	\$ 3,500	\$ 3,500	\$ 4,000	\$ 4,000	\$ 5,000	\$ 1,000
San Mateo County Jobs for Youth	\$ 1,500	\$ 2,000	\$ 2,500	\$ 3,000	\$ 3,000	\$ 4,000	\$ 1,000
San Mateo County Pride Center		\$ 2,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
San Mateo County Resource Conservation District	\$ 5,000	\$ 5,000				n/a	n/a
Silicon Valley Bicycle Coalition (SVBC)						\$ 5,000	\$ 5,000
Sitike Counseling Center	\$ 6,000	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 7,500	\$ 1,000
Sustainable San Mateo County	\$ 3,000	\$ 3,500	\$ 2,500	\$ 1,000	\$ 1,000	\$ 5,000	\$ 4,000
Veterans Sportsman Alliance		\$ 1,200	\$ 1,200			n/a	n/a
West Alamo Bay Club			\$ 2,500			n/a	n/a
Total (including Housing Element required grantees)	\$ 109,113	\$ 115,080	\$ 101,580	\$ 99,720	\$ 99,220	\$ 179,200	\$ 99,480
Footnotes:							
* Indicates a Housing Element required grantee; funding will come from Planning Department budget							





Non-Profit Funding Request Form FY 2022-23

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: Anne-Marie Hong, Grants Manager

Address: 350 Twin Dolphin Drive, Suite 123, Redwood City, CA 94065

Street Address	City	State	Zip Code
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Phone Number: 650-250-7130 Email Address: ahong@abilitypath.org

1. Mission Statement:

The mission of AbilityPath is to empower 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 – community, inclusion, people first, dedication, collaboration, and innovation – 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: \$ 24,296,546

b. Number of Agency Employees: 215

c. Payroll is ⁷⁴ % of the Agency's total Annual Budget.

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

- 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, physical health 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. Additionally, as a result of sheltering-in-place for the Covid-19 pandemic, the healthy living routines for many individuals were disrupted. A current emphasis has been placed on returning to healthy living routines to combat a decline in physical health. The focus is to modify current physical activities to build stamina through fitness classes, community hikes, and neighborhood walks. To return to healthy eating habits, participants will learn about nutrition, portion sizes, and preparation of healthy meals on a budget. We plan to host the Snack Buster's Challenge for the 3rd year, and will utilize local Colma restaurants as gift card prizes. This three-week challenge promotes weekly nutritional choices including drinking more water, making a healthy snack, and trying a new food. 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:

We intend to rent the Colma kitchen regularly, permitting the kitchen's availability, for educational and instructional classes including basic nutrition education, meal planning, food selection, following a recipe, food preparation, food storage methods. Participants will purchase ingredients for recipes by following a budget, reading food labels, purchasing the items - all of which include social and financial skill practice. Traveling to the community center also addresses learning and practicing how to use public transportation. Other areas of instruction incorporated into these sessions include following direction, safety awareness, and working together. AbilityPath is also piloting a culinary vocational program that will provide skills training and employment opportunities for individuals who are interested in the culinary industry; if available, we would like to utilize the Colma kitchen for some culinary program sessions. Funds will support the cost of food, the rental of the Colma kitchen at least weekly for three months, and transportation to the kitchen.

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

N/A

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

AbilityPath participants will support local Colma businesses and organizations when they learn about activities in the town as well as how to access and enjoy them using public transportation. They are more likely to utilize these resources and contribute to the local economy on an on-going basis once they are more familiar with the town. Participants will also utilize gift card prizes to support Colma restaurants. Additionally, Colma residents and businesses will have opportunities to interact with people who have developmental disabilities, increasing understanding, respect, acceptance, and inclusion. Finally, Colma's residents who have family members with disabilities will 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

B: The program will visit and utilize the Colma Community Center, Target, Starbucks and BART. During other outings not related to this grant request, participants will also visit the following: Metro Center Complex, Colma Historical Museum, Cypress Golf Course, and Kohl's.

C: AbilityPath staff has a positive relationship with Colma Community Center based on past experiences renting the kitchen. Staff 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 2021-22 contribution was used:

The 2021-2022 grant provided by the Town of Colma allowed AbilityPath to offer important life skills and pre-vocational training to adults with developmental disabilities. Due to the continuation of the Covid-19 pandemic, we offered a hybrid of services this year with full-time options for virtual learning as well as part-time in-person programming that served 125 participants. By June 2022, approximately 50% of individuals enrolled in the program had decided to return to part-time in-person services. We continued to conduct our Health & Nutrition curriculum virtually for the entire year, and incorporated it into the part-time in-person program. The result was a total of 12 health and nutrition classes and 22 fitness classes every week. These classes included live demonstrations in our virtual classes, healthy snack classes, and in-person cooking lessons. Virtual cooking nutrition, fitness and health classes averaged between 18-25 participants per class. In-person classes utilized local parks for cooking and food preparation lessons. Activities of daily living, including nutrition, fitness and social skills were areas of emphasis for all classes. Curriculum included food preparation skills, healthy snack and meal selection, exercise, hygiene, and safety. 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 in their daily lives. Participants could also practice following directions, patience, safety awareness, creativity, and working together. Supplies were provided to the staff that were teaching the virtual classes and upgrades were made to the equipment at our learning centers, including the purchase of toaster ovens and electric hotplates. Recipes were included in the activity kits delivered to participants' homes; some funds were used towards printing costs. Prizes were given out for a Snack Busters Challenge as well.

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

Due to the high risk of complications from Covid-19 for the individuals we serve, we were unable to utilize the Colma kitchen this fiscal year. However, instructors utilized the Health and Nutrition curriculum virtually, which allowed them to connect with more individuals and therefore broaden the impact of increased independence and learning the importance and practices of a healthier lifestyle. We also included healthy recipes in activity packets that were delivered either bi-weekly or monthly to individuals' homes. FY2021-2022 funds supported salaries and wages for staff, and food and program supplies for participants.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

City of Burlingame \$2,740 (received FY 2021-22), \$3,260 (received FY 2022-23)
City of Menlo Park \$1,500 (received FY 2021-22), \$5,000 (expected FY 2022-23)
City of Palo Alto \$77,177 (received FY 2021-22), \$58,293 (expected FY 2022-23)
City of Sunnyvale \$12,592 (received FY 2021-22), \$12,592 (expected FY 2022-23)

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)

Board of Directors

Ken Barker
Netflix

Jeff Brown
Community Leader

Alexandria Cabral
National Housing Trust

Anne Carey
AbilityPath Auxiliary 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

Kirsten McCarthy
AbilityPath Auxiliary Vice President

Carole Middleton
Community Leader Philanthropist

Cynthia Owyong
Robinhood

Denise Pollard
CLASS

Suman Prasad
Google

Mike Reed
Franklin Templeton Investments

Felicia Stacker
Luna Innovations Incorporated

Sibylle Whittam
Philanthropy Consultant

AbilityPath FY23 Operating Budget

Revenue

Contributions	2,305,024
Special Events	1,358,000
Grant Revenue	1,936,858
Regional Center & DOR	10,335,021
Private Pay	8,237,488
Enterprise Business Revenue	346,632
Investment Income	60,000
Total Revenue	24,579,023

Expense

Salary & Wages	13,569,047
Employee Benefits	4,352,640
Direct Expenses	3,917,118
Occupancy	1,767,136
Total Expense	23,605,941
Net Surplus (Loss) Excluding Depr	973,082
8010 Depreciation	690,605
Net Surplus (Loss)	282,477



June 30, 2022

Mr. Brian Dossey
Ms. Abigail Dometita
Town of Colma, City Manager's Office
1198 El Camino Real
Colma, CA 94014

RE: Final Report on FY21-22 Grant

Dear Mr. Dossey and Ms. Dometita,

Thank you again for the grant of \$6,500 from Town of Colma. With your support, 125 adults with developmental disabilities learned important pre-vocational and life skills through participation in the health and cooking classes AbilityPath provided through virtual and in-person classes. Your support made a difference during a transitional year as we began the gradual return to in-person programming.

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.

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
Sher Edling LLP

Jennifer Wagstaff Hinton,
Development Committee Chair
Community Leader/HP, Inc. (Retired)

BOARD OF DIRECTORS

Ken Barker
Electronic Arts

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Business Consultant

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National Housing Trust

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CLASS

Suman Prasad
Google

Mike Reed
Franklin Templeton Investments

Felicia Stacker
Luna Innovations Incorporated

Sibylle Whittam
Philanthropic Advisor

AbilityPath grant report to Town of Colma – June 30, 2022

Results of the Program

The 2021-22 grant provided by Town of Colma enabled AbilityPath to offer valuable life skills and pre-vocational training to adults with developmental disabilities. Throughout the pandemic, we have been offering online classes because individuals with developmental disabilities are at particularly high risk of complications due to Covid-19. To maintain health and safety, we began a gradual return to in-person services last fall with a small percentage of adult participants. In-person class enrollment has fluctuated as the Covid case rates in our county rise and fall. Across all Adult Services, approximately 50% of individuals are currently attending in-person services.

We had hoped to utilize the Colma kitchen this fiscal year; however, with the continuation of the pandemic, we primarily provided services virtually, at our learning centers, and outdoors. One benefit of the hybrid delivery format is that we were able to include more participants in our Health and Nutrition curriculum than would usually attend classes at the Colma kitchen. In total, 125 participants accessed the curriculum, either virtually or in person.

We offered 12 health and nutrition classes every week in a virtual or in-person format. This included live demonstrations in our virtual classes, healthy snack classes, distributing healthy snacks via activity kits delivered to participants' homes, and in-person cooking lessons. Our virtual cooking, nutrition, fitness, and health classes averaged between 18-25 participants per class and were some of our most popular course offerings. For the community groups that started back in-person, they accessed local parks for in-person cooking / food prep lessons. We also offered 22 virtual fitness classes per week.

Activities of daily living, including nutrition, fitness, and social skills, were areas of emphasis for the classes. Curriculum included food preparation skills, healthy snack and meal selection, exercise, hygiene, safety, and much more. 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 in their daily lives. Participants could also practice following directions, patience, safety awareness, creativity, and working together.

In addition, we ran a "Snack Busters Challenge" for three weeks. Each week, participants completed a nutrition challenge, including:

- Week 1: Water Challenge - participants pledged to give up soda for a week and track their water intake
- Week 2: Snack Busters - participants made their favorite healthy snack and submitted photos
- Week 3: Try Something New - participants tried a new food and created a meme about their experience

More than 30 participants successfully completed the Snack Busters Challenge.

Among all the participants in our day program, 64% required little to no support to learn health and physical education skills to help maintain or achieve a healthy weight. Staff reported that several participants were inspired to recreate the recipes they learned during program classes at home with their families and that their overall involvement with meal preparation has increased.

We look forward to begin renting the Colma kitchen again for classes starting this July 2022.

Use of Grant Funds

\$ 4,500 Salaries & Wages

\$ 2,000 Food and Program Supplies

Supplies were provided to the staff that were teaching the virtual classes and upgrades were made to the equipment at our learning centers, including the purchase of toaster ovens and electric hotplates. Recipes were included in the activity kits delivered to participants' homes; some funds were used towards printing costs. Prizes were given out for the Snack Busters Challenge as well.



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.

On May 12, 2022, ALLICE Team presented at Skyline College to young adults on how to help stop Intimate Partner Violence and family violence. It was our first presentation in an academic setting, to Professor Daus-Magbual's class on Ethnic Studies 142: Filipina/o/x Community issues.

On May 14, 2022, ALLICE Team hosted a table at South San Francisco Asian American/Pacific Islander Celebration picnic to provide visibility for outreach and to spread awareness of intimate partner violence and how to help.

On June 8, 2022, ALLICE presented the "A-List," a resource guide for individuals, couples and families who wish to enhance or improve their interaction. 200 copies were presented to the City Manager of the Town of Colma on June 15, 2022. Furthermore, copies were also distributed at the Colma Community Fair held on July 9 that ALLICE participated in.

*On July 9, 2022, we hosted a table at the Colma Community Fair where we distributed copies of the A-List to attendees from neighboring cities and the counties of San Fra

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

Funds will allow supplies and technical support for and production of presentations. We plan to update the ALLICE website www.allicekumares.com, enhance visibility through advertising, and other 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:

*The year 2023 is a milestone for ALLICE, marking our 20th year of advocacy and education.

We hope to celebrate with our survivor speakers, donors and allies in a community event to showcase the impact of our free education events that have shattered the myth that abuse happens only to certain populations and that the issue is a private matter. In fact our credo is that the community is responsible for cultivating a safe and caring environment including in homes. We would like to engage diverse entities throughout the area to illustrate the expanse of a community that cares by learning more about abuse to be able to respond appropriately and safely for themselves, the survivor and those around them. This can be achieved by sponsoring or attending events, publication of handouts and the A-List, inviting ALLICE to present and do training for staff and personal circles, and of course modeling the dynamics of healthy interaction learned from ALLICE workshops.

*We plan to expand our platform for education by partnering with community publications' traditional and digital media.

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.

As mentioned above, we held various events and activities in the Town of Colma.

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.

*We envision collaborating with the Colma Police Department on ideal responses to incidents of family and intimate partner abuse from our clinical and peer counselors who are recognized experts in the field of marriage and family therapy and psychology. We share a common mission to keep our communities safe, where peace officers combine authority with compassion and empathy. We hope CPD welcomes our offer to collaborate.

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.

*In deference to public safety amid the very present if now manageable pandemic, we hope to stage a 20th anniversary event in Colma that will bring together our kindred spirits working together to build safer communities.

B. Our members are available for consultation on demand at their individual worksites or at 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 Shores Lions Club, Holy Child & St. Martin Episcopal Church and Mater Dolorosa Catholic Church, for example, just as the City accommodates ALLICE in its activities. That reciprocation models the healthy relationship we espouse.

8. Provide a detailed account of how the FY 2021-22 contribution was used:

Grant received:	\$1,500.00
Disbursements:	
Printing cost of 500 copies of A-List directory	\$980.22
Advertising cost at Philippine News	250.00
Gift card incentives for Ethnic Studies presentation	125.00
Administrative contribution to fiscal agent	45.00
Postage	30.50
Treats for tabling events	26.97
 Total disbursements from funds	 \$1,457.69
Fund balance	\$ 42.31

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

we found other means to reach the community, through virtual engagements on zoom meetings, and saw the need to print updated A-List for distribution.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

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 # 94-3008383

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 of current governing board

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:

Junior Flores, President

Flor Nicolas, Vice President *Jennifer Jimenez Wong, Secretary

Current Year Annual Operating Budget

Proof of organization's tax exempt status Completed IRS 990 form (filed for 2020 or 2019)

[illegible]

end		



Alliance for Community Empowerment FY 21-22 Grant Report To the Town of Colma, California

Grant Report Requirements

Report

(a) By June 30, 2022 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;

1. WE produced, published and began circulating 500 copies of our 2022 ALLICE List, also known as A-List, a complimentary resource guide and introduction to the dynamics of intimate partner violence to help prevent and stop relationship abuse;

2. WE bought five \$20 gift cards as prizes for students who scored 100% percent correct in the post-test at the end of our 18th Free from Violence, our annual education presentation to promote healthy relationships through understanding of the issue. The presentation was sponsored by Skyline College Ethnic Studies Professor Rod Daus-Magbual, also the Mayor of Daly City. The course was Filipino/a/x Community Issues identifying intimate partner and family abuse as a component of intergenerational trauma resulting from the colonial history of the Philippines. The event was published in Philippine Daily Inquirer:

<https://usa.inquirer.net/100813/fil-am-students-learn-link-of-intimate-partner-abuse-to-colonial-past>

3. WE published a story on the A-List project with acknowledgment of the Town of Colma as key sponsor of the grant, and our community partners:

<http://www.positivelyfilipino.com/magazine/allice-2022-a-list-honors-front-liners>

4. WE placed a half-page color advertisement in Philippine News Today to spread the word widely about the availability of the A-List and commending the Town of Colma for underwriting the project. Our longtime partnership with the publication earned over 50% discount as a nonprofit. We received complimentary editorial space on the front page, above-fold, below banner in the same issue June 2-8, 2022 to amplify the message.

5. WE purchased healthy treats to give away at upcoming fairs including the July 9 Colma Community Fair and the August 2 Colma National Night Out. The booklets will be proudly displayed and handed out at the two events and more.

6. ALLICE 2022 president Junior Flores, secretary-training committee second chair Jen Jimenez Wong, LMFT, and Resource Provider Committee and A-List lead Malou Aclan, RN, officially presented the A-List at the Colma City Council meeting June 8, 2022. They detailed the contents of the booklet, thanked the Town of Colma for underwriting the project, acknowledged our community partners and the ALLICE

team that worked on this fourth edition dedicated to front-liners who braved the pandemic to continue providing emergency and essential services.

SUMMARY:

SURVIVORS of intimate partner violence stay in their abusive relationships often out of fear of their perpetrators and not knowing where to go for help. In fact, nonprofit service agencies operate in and beyond the San Francisco Bay Area expressly to prevent and offer intervention options for families experiencing abuse. Today, more than ever, with the unprecedented health and economic impact of the pandemic and race-related strife in this country and beyond, knowledge of vital information is most critical.

For this reason, the all-volunteer nonprofit ALLICE Alliance for Community Empowerment, thanks to the generous grant from the Town of Colma, has produced and published the newest edition of the A-List, a directory of service providers whose mission is to promote healthy relationships. Two hundred of the first 500 copies will be available starting June at the Colma Town Hall and both Recreation Centers. ALLICE founder-executive director Cherie Querol Moreno coordinated with Colma City Manager Brian Dossey on the distribution of the copies and announcement of its availability as an insert in the town's monthly mailers and in community news outlets.

The 2022 edition is dedicated to front-liners and essential workers whose sacrifice of time with their loved ones at the beginning and height of the coronavirus pandemic enabled the public to receive assistance through the worldwide crisis. They risked their lives to save lives, fulfilling their duty to heal, give comfort and hope through the confusion and desperation, especially to survivors of intimate partner and family abuse, whose situation the emergency situation compounded through the shelter in place mandate and work shutdown.

ALLICE Resource Provider Committee chair Malou Aclan, RN, mothered the project at its inception in 2013 with then-co-chair public health nurse Jeannette Trajano. They researched, interviewed and listed pertinent area agencies that have agreed to be included in the resource guide. These organizations may have a 24-hour hotline, the gateway to information. Most have free services or sliding-scale fees for services such as counseling, legal help, education or training on domestic violence or collaborate with other community agencies to assist in addressing the survivors' needs.

"This document is a valuable tool for individuals and families who are experiencing challenges, and it is also for people who wish to help those in troubled situations," says Aclan, a 40-year registered nurse who recently retired as a care manager with Kaiser Permanente in South San Francisco.

The team including Paulita Lasola Malay, Elsa Agasid, Ofie Albrecht and Blessy Valera listed the agencies according to their capacity to serve Filipino American clients. Founding president Bettina Santos Yap designed the booklet. Voltaire Yap provided the cover photo. Querol Moreno directed, wrote and edited narratives about ALLICE and the project.

The booklet includes the history of ALLICE, the story of the A-List and educational material such as the Forms of Domestic and Intimate Partner Abuse, the Cycle of Abuse and Devising a Safety Plan.

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

The booklet was first displayed at the Asian American & Pacific Islander Picnic May 14, 2022 at West Orange Park in South San Francisco attended by hundreds of residents and visitors. South San Francisco Vice Mayor and ALLICE Vice President Flor Nicolas, Kumares Elsa Agasid, Allen Capalla and

Malou Aclan staffed the ALLICE table. They reported that visitors were elated to learn about the A-List vetted for cultural and linguistic competence to serve the Filipino, LGBTQ+ and immigrant population. Besides pertinent relationship and family service providers, the book includes the history of ALLICE, the story of the A-List and educational material such as the Forms of Domestic and Intimate Partner Violence.

On May 12, the A-List was introduced to 40 students at Professor Rod Daus-Magbual's Ethnic Studies: Filipino/a/x Community Issues class. At a 2-hour presentation on the dynamics of relationship abuse as it relates to intergenerational trauma resulting from colonialism. Students who rated 100% on the post-test received \$20 gift cards.

On June 15, 200 copies of the A-List were formally handed to Colma City Manager Brian Dossey by ALLICE 2022 president Junior Flores and Resource Provider chair Malou Aclan. The copies are available to the public at the City Manager's Office, and the two Recreation Centers, according to Mr. Dossey.

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

Grant received:		\$1,500.00
Disbursements:		
Printing cost of 500 copies of A-List directory	\$980.22	
Advertising cost at Philippine News	250.00	
Gift card incentives for Ethnic Studies presentation	125.00	
Administrative contribution to fiscal agent	45.00	
Postage	30.50	
Treats for tabling events	<u>26.97</u>	
Total disbursements from funds		<u>\$1,457.69</u>
Fund balance		<u>\$ 42.31</u>

(b) If the program or project is not completed by June 30, 2022, Grantee shall present an interim report by then describing the status of the program or project and its expected completion date.

NOT APPLICABLE

Respectfully submitted:



Cherie M. Querol Moreno
Contact Person



Non-Profit Funding Request Form FY 2022-23

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

Address: 4877 Mission St San Francisco, CA 94112

Street Address	City	State	Zip Code
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Phone Number: 415-405-0207 Email Address: executivedirector@clinicbythebay.org

1. Mission Statement:

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

2. Amount of Request: \$ 8,000

a. Total Agency Annual Budget: \$ 1,791,775

b. Number of Agency Employees: 6

c. Payroll is ²⁹ % of the Agency's total Annual Budget.

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

- ☒ 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 as Medicine 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 as Medicine 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 as Medicine 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, 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 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 delivers 10-15 boxes of fresh produce to our patients and the stipend we pay our Food as Medicine intern.

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 the same amount we requested last year as we continue to have limited fundraising opportunities (specifically in-person events) and increased expenses due to the Covid-19 pandemic and necessities like PPE and sanitizing supplies, Telehealth needs, at-home diagnostic supply purchasing and distribution for our patients, as well as the rising costs of these supplies due to inflation. Our Food as Medicine 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, and we added a paid internship position of our Food as Medicine Program Coordinator just this last year, so our program costs have also gradually 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 in San Francisco and San Mateo Counties. 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.

This funding will help us to continue to provide our patients in the Colma area with healthy food options to keep up with the important maintenance of managing their chronic conditions, which leads to more Colma residents being able to lead productive lives and give back to their communities.

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, 25% of our ~900 patients live in the 94014 zip code so this is around 225 individuals. We believe this number is larger as many of our patients refer to their Colma residence as Daly City; 42% of all our patients are residents of San Mateo County (and the number/percentage is growing).

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. Some of the services mentioned in this application are received at the residents' homes (our Bounty Box food delivery program).

C. Community outreach is performed through resource fairs, flyers, and referrals from our more comprehensive network of community partners, including other medical and social service providers. Due to the pandemic, community outreach was interrupted and stunted but we have developed a plan to outreach to San Mateo county residents & businesses, and are currently revising our outreach materials.

8. Provide a detailed account of how the FY 2021-22 contribution was used:

We used the Town of Colma's 2021-2022 gift to primarily help fund our Food as Medicine 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, and then when our partnership changed to pre-purchasing food vouchers through the Veggies for Veggies program we used the funds to pay for those vouchers in advance - which increased the number of stores that our patients had available to them to purchase food through this program.

Since our food voucher program began in June 2020 we have purchased a total of \$21,290 in food vouchers for our patients - the \$4,000 received from the Town of Colma helped to support this. We also hired our Food as Medicine Program Coordinator (paid intern) in November of 2021, so the \$4,000 we received from the town of Colma helped to support her stipend.

2021 Program Accomplishments:

Bounty boxes delivered - 1014
Patients enrolled in our Food Pharmacy - 46
Total boxes distributed at our Food Pharmacy- 1205
Patients who received vouchers- 58
Vouchers redeemed - 2,760

9. Did COVID-19 affect how the organization spent FY 2021-22 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 as Medicine 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 as Medicine Program.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

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

Clinic by the Bay 2022 Board of Directors
Business and Professional Affiliations

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

Affiliations:

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

City of Residence:

- San Francisco

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

Affiliations:

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

City of Residence:

- San Rafael

Jon S. Wolin, CPA, MBA, JD - *Clinic by the Bay Treasurer & Executive Committee member*

Affiliations:

- Healthcare Attorney and Consultant, Jonathan Wolin Consulting

City of Residence:

- San Mateo

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

Affiliations:

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

City of Residence:

- San Francisco

Brenda Wright (retired)

Affiliations:

- Wells Fargo Foundation, San Francisco

City of Residence:

- San Francisco

Deborah Greer, MD

Affiliations:

- Sound Physicians, Sequoia Hospital Redwood City, CA

City of Residence:

-San Francisco

Deborah Torres

Affiliations:

-Senior Stakeholder Relationship Tax Consultant - Internal Revenue Service

City of Residence:

-Castro Valley

Debra Caywood-Rukas, Ph.D (retired)

Affiliations:

-Retired Educational Psychologist and Adjunct College Professor

City of Residence:

-San Francisco

Karen Kaufman

Affiliations:

-Senior Manager, Engagement & Inclusion, Workplace Culture - Kaiser Permanente

City of Residence:

-San Francisco

Nupur Srivastava

Affiliations:

-Senior VP Product - Grand Rounds, Inc.

City of Residence:

-San Francisco

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

Affiliations:

- Director and Founder, The Turek Clinic

City of Residence:

-Burlingame

Rita Semel (retired)

Affiliations:

-Community Activist

-Founder of the San Francisco Interfaith Council

City of Residence:

-San Francisco

Volunteers in Medicine - SF (dba Clinic by the Bay)
Operating Budget for FY 22-23 (July 1, 2022 - June 30, 2023)

REVENUE	CASH	IN KIND
Foundation & Nonprofit Organizations	325,000	
Corporations	20,000	
Individual	200,000	
Patient Contributions	2,500	
Release of Temporary Restricted	98,334	(increase fr
	(In Kind)	935380
Special Event Income	270,000	(decrease f
(Special Event Expenses)	-15,000	
Other	1,500	
Total Cash Revenue	902,334	
EXPENSES		IN KIND
Personnel		
Salaries & Wages		
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	-	
TOTAL SALARIES & WAGES	515,190	
Employee Benefits		
FICA	39,412	
Medicare	7,470	
Unemployment Insurance	1,200	
Workers Compensation	3,320	
All Health, Dental, Vision	54,903	
Vacation Expenses	5,000	
TOTAL PERSONNEL	626,495	855380
Consultants		
Professional Fees - Clinical	24,000	
Professional Fees - Legal	0	
Professional Fees - Accounting	25,000	
Professional Fees - IT	14,000	
Professional Fees - Other	10,000	50000
Total Consultant Fees	73,000	

Ancillary Services

Laboratory	2,500	
Radiology	2,200	
Total Ancillary Services	4,700	

Consumable Supplies

Medical Supplies	16,000	20000
Dental Supplies	0	5000
Patient Supplies	4,000	5000
Admin & Other Supplies	3,000	
Janitorial & Maintenance Supplies	1,200	
Total Consumable Supplies	24,200	

Equipment

Equipment rental/lease	7,000	
Minor equipment purchases	600	
Medical equipment	2,500	
Dental Equipment	0	
Total Equipment	10,100	

Insurance

Malpractice insurance	10,000	
General Liability and Other	7,000	
Total Insurance	17,000	

Occupancy

Rent	51,000	
Utilities	7,500	
Facility Repairs & Maintenance	7,500	
Total Occupancy	66,000	

Administrative

Telecommunications	9,000	
Postage & delivery	3,600	
Printing & copying	350	
Community PR & outreach	500	
Fundraising	500	
Volunteer expenses	1,500	
Professional pubs/subscriptions	150	
Professionals org fees & dues	1,500	
Travel expenses	500	
Business meeting expenses	1,800	
Professional conference fees	700	
Staff training - General	500	
IT (software licenses & fees)	7,000	
Business licenses	2,800	
Finance/bank/credit card charges	3,500	

Miscellaneous Expenses	1,000	
Total Administrative	34,900	
Total Administrative & Operating Expenses	229,900	80000
Total Cash Expense	856,395	
Total In Kind Expense		935380
TOTAL OPERATING EXPENSES (CASH + IN-KIND)	1,791,775	
NET INCOME	45,939	

from \$83K in draft budget)

from \$280K in draft budget)



Final Report to the Town of Colma

Submitted by Volunteers in Medicine – San Francisco d.b.a. Clinic by the Bay
June 30, 2022

Executive Director: Sarah Gordon
Project Title: Food Security Program
Date: October 5, 2021
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, 2021 through June 30, 2022.***

Summary

Clinic by the Bay continues to provide superior, compassionate, individualized care for the uninsured working adults in our community. Currently **over 20% 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

The Food Voucher Program originally began in the summer of 2020 to strengthen local resources to food and to improve access to healthier produce and groceries. Each participant is provided \$40 per month through Vouchers for Veggies to spend at various locations throughout San Francisco. Using the vouchers, participants can purchase fruit, vegetables, white meat, spices, herbs, beans, soy products, and dairy products.

With the support and generosity of local a, we have continued to distribute vouchers to approximately 50 patients identified as food-insecure on a monthly basis. The program has averaged an 80% redemption rate each month and is now nearing our 2-year mark since the launch of the program. We are currently surveying our patients to gather feedback on the vouchers and the food security program as a whole. This program also helps to provide revenue for small business grocers where the vouchers are redeemed.

Bounty Box Delivery Program

To provide additional support for our patients who are food insecure, we deliver bags of produce to 15 patients each week to supplement the food voucher program. Through the generosity of both the

Agricultural Institute of Marin and Temple United Methodist Church in San Francisco, we have delivered a total 775 bags of produce to 40 patients on a biweekly basis.

Food Pharmacy

In collaboration with the San Francisco Department of Public Health, Clinic by the Bay launched its first Food Pharmacy in December 2020 to support 25 patients with chronic conditions (i.e. hypertension, diabetes). Clinic by the Bay's Food Pharmacy (Farmacia de Alimentos) is a comprehensive, clinically-based food program that promotes and enables nutritious eating. Patients visit the clinic every other Saturday to pick up a box of groceries along with recipe cards and nutrition education. Any boxes of groceries that have not been picked up by 1:00 pm are dropped off at Excelsior Works to continue to support the Excelsior community.

Accounting:

The \$4,000 received from the Town of Colma have been used as follows for the 2021-2022 fiscal year:

- Purchasing pre-paid food vouchers through the Vouchers for Veggies program.

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 at the end.

Sarah Gordon
Executive Director



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

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:

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

- provide networking opportunities for local business
- town hall meetings, ribbon cuttings and grand openings, social mixers, B2B, B2B, Breakfast meeting, virtual directories and 2.0 newsletters,
- maintain and make available on request to the Town an automated list of Chamber members.
- to partner with the Colma Historical Association/Park & Rec& the Council
- to promote the various points of interest, such as local cemeteries, the Car Row industry, large businesses i.e. Lucky Chances, Colma Recreation Services events, 280 Metro business development support. And/or partner to education the community on new health requirements/recommendations, new public safety information and any new local developments.
- continuing to maintain a Town of Colma branding presence on the internet, which includes Facebook, Instagram, Twitter, Tic Tock, YouTube and on the Chamber's website to provides civic information, events, photos & miscellaneous noted content
- participation in Mayoral walks
- Chamber drop in's to meet and greet members
- facilitating business mixers and workshops for the Colma business community
- maintaining a log of incoming request and inquiries regarding the Town of Colma
- Representation to San Mateo County at events,
- Participate in Town of Colma special events

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

- Mayoral walks 3 times a year
- Social Mixers 6 times a year
- Cypress Awards Ceremony
- State of the Cities Address
- Town Hall Meetings-virtual & in person
- Grand Opening Ribbon Cuttings
- Town Of Colma Faire as a vendor and a broadcaster of the event
- Active members with the Colma Historical Society
- Resource for Cemeteries
- Resource for Auto Row
- Resource for Business
- Resource for the citizens
- Resource for New Start up/older business owners. Business Development
- Referral Service --emails, by telephone calls, face to face ,meet and greets
- Scholarship/Education projects
- Support system between property owners ie... Kimco to help advance businesses owners
- Brand name recognition publicized and broadcasted by our strong social media impressions - CEO is a high profile influencer on social media with over 1,300 viewed impressions
- Renaissance Entrepreneur Representative (SMC) & CEO walk the street of Colma businesses to meet, greet and give business updates in person.
- Special Events
- North Peninsula ALL Chambers co-host a Candidates Forum with the League of Women's voters
- SAMCEDA supports the DCCCC

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

In the last years of our former leadership; the chambers' funding was reduced to \$25,000 from \$45,000. (\$49,229 year 2017) Due to having 98% of our records destroyed and under unfortunate circumstance of the former leadership not able communicating financial; the funding was deceased due to lack of anyone's control of transparency. Therefore, the new 2.0 Daly City Colma Chamber of Commerce are requesting an increase back to our original funding to establish some of the following to get back to business :

- office space
- recruit a paid CEO
- office administration staff
- update website & membership program
- Initiate a small advertising & market opportunity for brand and membership growth
- Increase viewers impressions by a paid on-line "boost" on media sites
- Special Events
- Business promotional items for events or day to day, logo table clothes, business cards, banners, Grand Opening scissor, Red Ribbons, logo stationary
- office supplies
- Chamber Development - to exercise best effort to achieve an increase in membership & a retention on a Membership Drive project
- Business Development - to host or proactively seek sponsors, co-partners to create a business booth type event...i.e.. Business Marketing (B2B), Taste of Our Cities, Leadership Forum Classes (or seminars series)
- Draw on our membership roster and recognize small, medium, & large businesses with an appreciation ceremony. Awarding winners through our membership roster...i.e...Installation & Cypress Awards ceremonies
- Breakfast (Business at Breakfast -And Government & PR Liason resource

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

- Mayoral walks 3 times a year
- Social Mixers 6 times a year
- Cypress Awards Ceremony
- State of the Cities Address
- Town Hall Meetings-virtual & in person
- Grand Opening Ribbon Cuttings
- Town Of Colma Faire as a vendor and a broadcaster of the event
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- Resource for New Start up/older business owners. Business Development
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- Special Events
- North Peninsula ALL Chambers co-host a Candidates Forum with the League of Women's voters
- SAMCEDA supports the DCCCC

7. Describe the following:

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

A. Number of Colma residents or businesses (or both) served by the organization in the years prior to the grant application; 1492 + - and open to any and all businesses

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

362 Gellert Blvd, DC 94015 and
at any of the several events hosted in a fiscal year, sponsor or we are physically present. And from our commerce representation on social media markets. Additionally, we have 11 dedicated Colma Daly City Chamber Board Members plus a CEO who are enthusiastic, engaged, enterprising, influential in the execution of day to day business dealings in the Town of Colma and adjacent cities. (DC, SSF, SF, SB)

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

Our achievement is the big push to get Colma out there with our social media and face to face to ALL of Colma-cians. Facebook, Instagram, Twitter, Linked in, weekly 2.0 newsletters sent out by Constant Contact, our own YOUTUBE channel our website & personal visits. Other efforts are our CEO drops in on businesses and interviews or takes photos of the businesses and acknowledges the businesses in a social media posting to remind the public the business is open and to visit them!

8. Provide a detailed account of how the FY 2021-22 contribution was used:

N/A

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

Any funds we had, we ensured we could pay our telephone bill, insurance and our web master contractor. Spending was place at a halt.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

Renaissance Entrepreneurship Center -Consultant for the cities of Colma/Daly City/SSF businesses as the consultant assisting applicants on SMC covid grants 2021

Round one \$3,180

Roung two \$1,980

Applying to the Town of Colma \$45,000 for 2022-2023

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 # 86-3630613

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



2022-2023 Board of Directors

EXECUTIVE BOARD

CEO

Leong, Felicia

**Chief Executive Officer
Staff**

650.755.3900

362 Gellert Blvd.

Daly City, CA 94015

felicia@dccchamber.org

415.627.8111 m

President

Husted, Rebecca

**Corcoran Global Living
Realtor/Realtor Consultant**

415.706.4722 m

362 Gellert Blvd

Daly City, CA 94015

rebecca@rebeccahusted.com

2nd Vice President & CFO

Serrato, Eleanor

**City Toyota Daly City
HR Manager**

415.825.4251

255 San Pedro Rd.

Daly City, CA 94014

ele@citytoyota.com

415.606.3859 m

Committees: Co-Chair Bowling

1st Vice President

Sit, Ross

**Sit Group
Realty One Group Infinity
Realtor**

650.302.1268 m

883 Sneath Lane, #227

San Bruno, CA 94066

sitross@gmail.com

Committees: Chair Halloween,
Membership, Events, Bowling,
Scholarship

Secretary

Villarosa, Marie

**Serramonte Center
Marketing & Event Manager**

415.706.4722 m

3 Serramonte Center

Daly City, CA 94015

MarieVillarosa@regencycenters.com

Committees: Membership, Events, Taste of Our
Cities, Mixers, Bowling, Golf,
Scholarship, Halloween

BOARD OF DIRECTORS**Chase, Dustin**

**Lucky Chances Casino
General Manager**
1700 Hillside Blvd.
Colma, CA 94014
Dustinc@luckychances.com

650.758.2237
925.487.8400 m

Committees: Chair-Scholarship, Golf**Chiang, Bill**

**P. G & E.
Local Government Affairs**
275 Industrial Road
San Carlos, CA. 94070
wwc9@pge.com

650.339.1627 m

Committee: Golf, Scholarship**DeVincenzi, Matthew**

**Classic Bowling Center
Manager**
900 King Drive
Daly City, CA. 94015
matt@classicbowling.com

650.995.3000 m

Committees: Chair Bowling, Business Mixer, Golf, Events, Membership, Scholarship**Devincenzi, Monica**

**Republic Services Daly City
Municipal Sales Manager**
1680 Edgewood Avenue
Daly City, CA. 94015
MDevincenzi@republicservices.com

415.604.9014

Committees: Golf, Scholarship Events, Membership

415.218.0935 m

House, Steven

**Budget Blinds
Owner**
2700 Junipero Serra Boulevard
Daly City, CA 94015
Steven.House@budgetblinds.com

650.303.1890 m

Committee: Golf**Li, Daisy**

**Moonstar Restaurant
Owner**
405 S. Canal Street
South San Francisco, CA 94080
dd_moonstar@yahoo.com

415.519.1140 m

Committees: Scholarship, Membership, Events, Taste of our Cities, Mixers

Proano, Teresa

**Duggan's Serra Mortuary
Assistant to the President**

650.756.4500

500 Westlake Avenue

650.296.3161 m

Daly City, CA. 94014

tproano@pacbell.net

Committees: Scholarship, Bowling,
Events, Golf, Taste of our Cities,
Membership

CHAMBER STAFF

Wilson, Alison

alison@dccchamber.org

650.755.3900

415.640.9875m

Last updated August 5, 2022

**DALY CITY COLMA CHAMBER
ANNUAL BUDGET
July 2021 - June 2022**

INCOME	(1)	ACTUAL	FORECAST
REVENUES			
Membership		\$24,806.00	\$32,306.00
Renaissance Business Center Grant Partnership - Contract		\$1,275.00	\$0.00
TOTAL REVENUE		\$26,081.00	\$32,306.00
EVENTS INCOME			
Newsletter Ad		\$600.00	\$1,200.00
Bowling Tournament		\$13,400.00	\$14,500.00
Gala			\$50,000.00
Scholarship		\$4,525.00	\$15,000.00
TOTAL EVENTS INCOME		\$18,525.00	\$80,700.00
OTHER REVENUE			
Other Income			
TOTAL OTHER REVENUE		\$44,606.00	\$113,006.00

**DALY CITY COLMA CHAMBER
ANNUAL BUDGET
July 2021 - June 2022**

GENERAL EXPENSES

Insurance-Great America Ins	\$1,421.00	\$1,500.00
Rent/CEO		\$24,000.00
License Permit	\$80.00	\$80.00
Foundation Expense	\$300.00	\$0.00
Equipment-Membership Program	\$0.00	\$3,500.00
Board Meeting Expense	\$125.00	\$800.00
Office Supplies	\$498.00	\$498.00
Special Events Expense	\$5,800.00	\$10,000.00
Program Expense	\$410.00	\$510.00
Legal Expense	\$567.00	\$2,000.00
Printing	\$431.00	\$431.00
Merchant/Bank Expenses	\$148.00	\$600.00
Contractor Expense	\$13,000.00	\$12,000.00
Telephone/Comcast/Netwizard Expense	\$1,750.00	\$1,900.00
TOTAL EXPENSES	\$24,530.00	\$57,819.00

**DALY CITY COLMA CHAMBER
ANNUAL BUDGET
July 2021 - June 2022**

EVENTS EXPENSE	ACTUAL	FORECAST
Newsletter 2.0 Electronic		
Bowling Tournament	\$4,397.00	\$4,397.00
Crab Feed		
Holiday Soiree/Awards Dinner		\$6,000.00
Social Mixers	\$204.00	\$500.00
Scholarship		
Business Market Showcase		
Business to Business /Taste of our Cities		
Special Event	\$1,100.00	\$1,100.00
TOTAL EVENTS EXPENSE	\$5,701.00	\$11,997.00
TOTAL EXPENSE	\$30,231.00	\$69,816.00
INCOME	\$44,606.00	\$113,006.00
TOTAL	\$14,375.00	\$0.00
SCHOLARSHIP DISBURSEMENT	\$0.00	\$0.00
Net Income	\$14,375.00	\$43,190.00

**DALY CITY COLMA CHAMBER
ANNUAL BUDGET
July 2021 - June 2022**

\$195 MEMBERSHIP X 40 NEW MEMBERS
\$7,800.00





Non-Profit Funding Request Form FY 2022-23

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: Community Overcoming Relationship Abuse (CORA)

Contact Person: Cindy Kilpatrick

Address: 2211 Palm Avenue, San Mateo, CA 94403-1814

Street Address	City	State	Zip Code

Phone Number: 650-652-0800 Email Address: cindyk@corasupport.org

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 others 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: \$ 7,886,560

b. Number of Agency Employees: 63

c. Payroll is 66 % of the Agency's total Annual Budget.

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

- ☒ 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 funding request is for the purpose of: 3a) providing safe, emergency shelter for victims of domestic violence who are fleeing their abuser. For 45 years, CORA - Community Overcoming Relationship Abuse - has been the only organization in San Mateo County solely 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, CORA's Safe House Program empowers victims of domestic violence to escape abusive relationships, avoid homelessness, secure safety, and begin a new life free from the threat 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, which provides emergency shelter for domestic violence victims. Though public health requirements (i.e., COVID-19 social distancing protocols) 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 living spaces with 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 for providing ongoing support, advocacy, food, clothing, diapers, and other household supplies to clients being sheltered at motels to comply with COVID related social distancing protocols. Because COVID is still impacting Safe House capacity, CORA is seeing a 40% increase in moteling expenses alone compared to pre-pandemic years.

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 help domestic violence survivors and their 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 22, 4 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 2021-22 contribution was used:

Throughout the grant period (07/01/2021-06/30/2022), CORA's Safe House Program provided

emergency shelter and services to 48 individuals in our facilities. These included 24 adults and 24 children. Additionally, 42 individuals (28 adults and 14 children) were provided shelter through hotel stays without entering CORA's shelter facilities.: Our data reveals:

- 89% of emergency shelter clients received referrals to help them achieve greater self-sufficiency, and
- 86% of those exiting the program reported exiting to safe, alternative housing (the remaining 14% chose not to disclose their destination)

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

When CORA first experienced an 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. Organizations 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 COVID protocols continue to evolve, and CORA's Safe Houses continue to operate at reduced occupancy due to social distancing, ongoing support becomes more crucial than ever.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

City Funder	FY21-22 requested	FY21-22 received	FY22-23 expected
Burlingame	\$5,000	\$5,000	\$5,000
East Palo Alto	*\$113,000	\$113,000	\$0
Menlo Park	\$7,500	\$7,500	\$7,500
Redwood City	\$16,888	\$16,888	\$16,888
San Mateo	\$17,300	\$15,300	\$15,300
S. San Francisco	\$10,200	\$10,200	\$10,200

* Please note: East Palo Alto award is a one-time, capacity building grant to support the expansion of CORA's DV victim services in East Palo Alto.

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





FY22-23 | BOARD OF DIRECTORS

Linda Adler, Board Chair
Healthcare Consultant, Self-Employed

Dan Rave, Board Vice Chair, Finance Committee Co-Chair
SVP & Senior Lead Business Execution Consultant, Wells Fargo Wealth & Investment Mgmt

Phoebe Venkat, Treasurer, Finance Committee Co-Chair
Community Strategist, Self-Employed

Eileen (Sherman) Leman, Secretary
Labor & Employment Associate, Cooley LLP

Jill Morris, Fund Development Committee Co-Chair
Store Leader, Everlane (Stanford)

Kevin Imboden, Fund Development Committee Co-Chair
Global Director for Market and Competitive Intelligence, EdgeConneX

Christelle Carlon, Finance Committee Co-Chair
Attorney, ADZ Law LLP

Karuna S. Chibber, Board Development Committee Co-Chair
Evaluation & Learning Officer at The David and Lucile Packard Foundation

Judith Duval, Board Member
Founder, Judith Duval, Inc.

Michelle Fowler, Board Member
Self-Employed

Donald "Duffy" Magilligan, Board Member
Partner, Cotchett, Pitre & McCarthy

Toni Martinez, Board Member
Director, Clinical Operations for Protagonist Therapeutics

Lara McDonald, Board Member
Principal and HR Consultant, LMM HR Consulting

Sarah Mirza, Board Member
Senior Staff Attorney and Ethics Advisor, U.S. Government Accountability Office



DRAFT Organization Budget*
Fiscal Year 2022-2023

REVENUE

Federal grants	\$1,123,805
State grants	\$2,646,050
County grants	\$1,419,013
City grants	\$ 201,879
Foundation grants	\$1,000,000
Individual donations	\$ 850,000
Special Events	\$ 50,000
Other	\$ 10,000
In-Kind revenue	\$ 184,119
TOTAL REVENUE	\$7,484,866

EXPENSES

Salaries & Wages	\$4,142,929
Benefits	\$1,060,625
Professional Services Fees	\$ 208,206
Direct Client Assistance	\$1,285,440
Program Supplies	\$ 13,654
Office Expenses	\$ 59,960
Technology & Communications	\$ 296,312
Occupancy Expenses	\$ 203,866
Travel & Training	\$ 30,335
Marketing and Advertising	\$ 51,466
Staff development and training	\$ 39,165
Depreciation Expense	\$ 137,004
Insurance	\$ 35,000
Interest Expense	\$ 66,000
Board Expenses	\$ 14,375
Other Expenses	\$ 58,105
Indirect	\$ -
In Kind	\$ 184,119
TOTAL EXPENSES	\$7,886,560

NET INCOME (LOSS)	\$ (401,694)
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*PENDING BOARD APPROVAL.

Community Overcoming Relationship Abuse (CORA)

Town of Colma - Final Report

Reporting Period: July 1, 2021 – June 30, 2022

Community Overcoming Relationship Abuse (CORA) is grateful to the Town of Colma for continued support during FY21-22 (July 1, 2021 – June 30, 2022). The entirety of the \$5,000 grant award was expended on CORA's Safe House Program. This report covers the program's accomplishments, challenges, and successes during the last award year.

PROGRAM ACCOMPLISHMENTS

CORA's Safe House Program provided emergency shelter and services to 48 individuals in our facilities. These included 24 adults and 24 children. Additionally, 41 individuals (27 adults and 14 children) were provided shelter through hotel stays without entering CORA's shelter facilities.

With COVID-19 still present, CORA's shelter capacity is limited due to on-going social distancing requirements for both clients and shelter staff. While this has been a limiting factor, it has not stopped CORA from providing many services to all clients. Although CORA's shelter occupancy was reduced by 24%, clients were able to receive help through hotel stays, CES referrals, and EHV vouchers from Housing Authority of San Mateo County. This allowed clients to have a safe place to go for housing referrals and information from CORA staff. Although COVID-19 has been an ongoing challenge, CORA shelter staff have been able to provide various services to shelter and motel clients such as increased emotional support and increased food supply for clients due to generous donations from community partners.

PROGRAM CHALLENGES

As noted below in our client success story about Vanessa, clients are facing challenges that predominantly have to do with: lack of transportation, being undocumented, lack of family support, lack of access to child care, clothing, and job loss or reduced hours due to COVID-19. This has been a difficult time for clients seeking resources as they flee domestic violence. The confluence of trauma caused by DV and the Pandemic contribute to ongoing high mental health needs among clients. CORA's client advocates have been able to refer clients to our mental health services where they can receive therapy for themselves and their children.

CLIENT STORY

Vanessa* had to flee from her abuser with her small child in September of 2021. She was placed temporarily in one of our safe homes while an advocate worked with her to find permanent safe housing. Vanessa is a very hardworking individual and strongly motivated to keep moving forward for herself and her child. She soon found two jobs, which put her on a path to financial independence. In November of 2021, she was granted housing assistance through one of our programs and moved into a spacious one-bedroom apartment in the same city as her jobs and her child's daycare. Vanessa was so grateful for this new opportunity. Whether she needed food, clothes, job-seeking help, legal advocacy, or housing support, CORA was there with the help she needed to start over. With CORA's housing assistance she continues to rebuild her life, professionally, emotionally and socially. We are so proud of Vanessa for overcoming very challenging obstacles in order to make a better life for herself and her child.

****name of the client was changed to protect confidentiality***

Thank you for Colma's continued support of DV victims in your community and across San Mateo County!

4,618

Calls to CORA's
24-Hour Hotline



3,665

Referrals via the
Emergency Response
Program

2,064

Calls to CORA's
Legal Line



25

Individuals received
legal services

158

Individuals received
emergency shelter



205

Individuals provided
transitional housing

357

Adults received
therapy services



133

Children received
therapy services

283

Individuals took part
in group therapy

141

Children served by
CORA programs



110

Hours of child
interaction and healing

5%

average increase in
income after
accessing CORA
services

93%

Percentage of CORA
clients who are
"extremely low income"
(<30% of the area
median income)



31%

Percentage of CORA
clients who arrive with
zero income after
leaving their abuser

165

Education sessions
provided



1,083

Community members
educated about
intimate partner
abuse

"Be strong, be fearless, be beautiful. And believe that anything is possible when you have the right people there to support you."

- Misty Copeland, first Black female Principal Dancer with the prestigious American Ballet Theatre

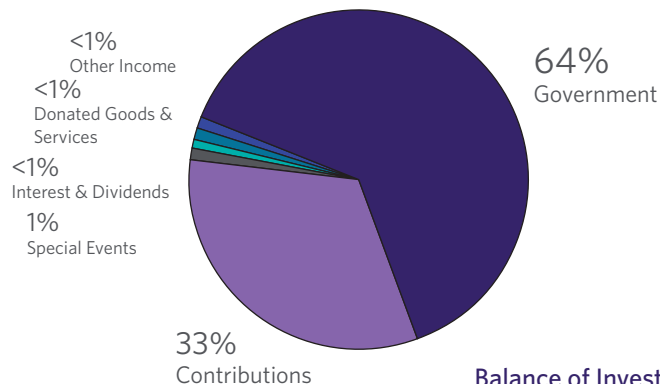


OPERATING REVENUE

Total: \$6,389,966

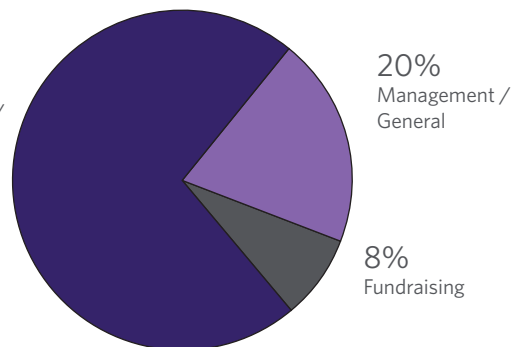
EXPENSES

Total: \$6,091,391



Balance of Investment Accounts: \$2,583,477

72%
Direct Services /
Programs



CORA

COMMUNITY OVERCOMING
RELATIONSHIP ABUSE

24-Hour Hotline: 1-800-300-1080

Office: 650-652-0800

www.corasupport.org

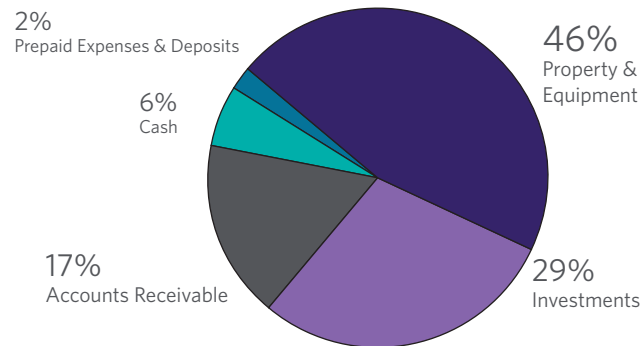
CORA is the only agency in San Mateo County solely dedicated to helping those affected by intimate partner abuse. From counseling, to emergency housing, to legal assistance, our services are designed to provide safety, support, and healing.

ASSETS

Total: \$8,168,325

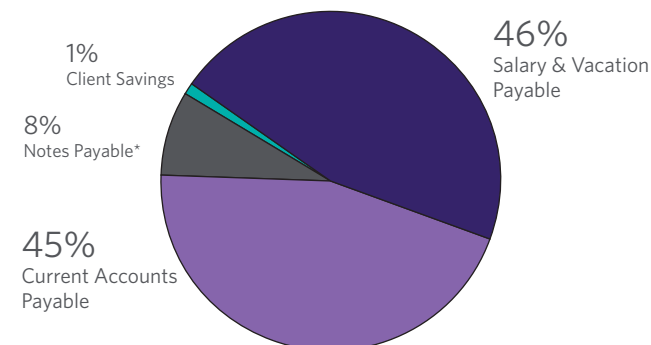
CURRENT LIABILITIES

Total: \$428,767



Total Liabilities: \$3,074,770

Total Net Assets: \$5,767,339



Total Liabilities & Net Assets: \$8,842,109

* - Long Term Note Payable: \$2,646,003
Amount Forgivable (2022): \$937,527

A WORD FROM THE CEO

As the only agency in San Mateo County solely dedicated to helping those affected by intimate partner abuse, it has been my honor to step into the role of CEO as of April 2021. CORA offers a broad continuum of services ranging from 24 hour/7 day a week crisis – hotline and emergency response programming through shelter and transitional housing to specialized mental health services for children and adults experiencing domestic violence. Additionally, the agency has an attorney team dedicated to providing compassionate and proactive legal assistance for survivors.

The pandemic has exacerbated the need for CORA services throughout the county and CORA staff have met the challenge, continuing to offer in-person shelter and legal services as safely as possible, and pivoting to hybrid virtual services in our advocacy and mental health programming. I joined a CORA event where families, via zoom, showed off meals reflecting their histories. To see the children bouncing in and out of the screens, waving and sharing, filled me with pride. Even in the midst of COVID, CORA has ensured that clients are building networks of hope.

This year will not be easier. We have been able to stay strong, to offer the full range of services and to be accessible to those in need - through your support. Thank you in advance for your continued partnership.







Non-Profit Funding Request Form FY 2022-23

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 Peninsula Partnership Collaborative

Contact Person: Giselle Domondon

Address: 725 Price St. Daly City, CA 94014

Street Address	City	State	Zip Code
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Phone Number: 650-991-8007 Email Address: giselle@dcpartnership.org

1. Mission Statement:

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

2. Amount of Request: \$ 30,000

a. Total Agency Annual Budget: \$ 2,700,000

b. Number of Agency Employees: 25

c. Payroll is 87 % of the Agency's total Annual Budget.

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

- ☒ 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 funding will directly support the staffing budget for food and clothing programs. We serve 2,800 individuals a week, and this population is continually growing; we do not anticipate a decline in the future. We have enrolled an average of 10 new households in the food program every day since August 2021. The funds from the offering will contribute to the overhead cost of our expansion combined with employee payroll, operational equipment crucial for food distribution, and aid the mass volume of residents that require food.

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

The Daly City Partnership is in need of additional resources through the next fiscal year to allow us to continue meeting residents' needs. With the help of this grant, we can better serve all of Colma. The funds will directly contribute to the overhead cost of our expansion, employee payroll, and operational equipment crucial for food and clothing distribution. DCP commits to spending these funds with wisdom and intentional collaborative decisions. We are familiar with "doing more with less", will stretch each dollar, and stay mindful of our mission of service to our community.

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

We grew the food program beyond anything we could have imagined and served a record number of households and individuals. Sustaining our growing team is the key to this program that nurtures our volunteer base substantially and allowed us to do our best work partnership-wide. We were able to hire a full-time coordinator for the day-to-day operation, and now the food program has grown into its department, COVE (Community Outreach and Volunteer Engagement) with the mission to connect communities to programs designed for social, cultural, and economic well-being. This grant would strengthen COVE; we could leverage a thriving volunteer program for the organization and ensure the highest standards for food distribution and other community services.

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

We have expanded our services by opening another distribution day, making the community center the only pantry open for free grocery distribution five days a week in San Mateo County. In November of 2021, when most pop-up pantries in our area shut down in anticipation of public life returning to pre-pandemic schedules, we efficiently answered an overwhelming influx of requests. Our food program, where residents receive free groceries every week has become the gateway for residents to access other safety-net services at our community services center, such as housing assistance and mental health support.

7. Describe the following:

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

We currently serve 205 Colma residents, a 27% increase from last year. 87 residents receive free groceries and fresh produce through our food program valued at \$120 weekly. Sixty-one residents from Colma are enrolled in our Housing/ Rental Assistance program.

52 Colma residents are enrolled in our critical needs program, where they receive emergency and material items such as clothes and other everyday necessities. 5 Colma residents are supported by our Transportation Equity program, where they receive preloaded FastTrak transponders and Clipper cards for public transportation around Bay Area.

These programs and services are received at the Daly City Community Service Center. A newsletter distribution is conducted for San Mateo County residents to inform patrons of our services at the Community Center. We offer this wraparound, needs-driven approach to every community member that visits the center, allowing us to spread service information and provide comfort for Colma residents in need. We also launched informative social media channels with a continually increasing following.

8. Provide a detailed account of how the FY 2021-22 contribution was used:

We successfully transitioned a new food program assistant coordinator to manage the daily operations of the food distribution program and streamlined data entry processes for the program. This food distribution is regularly remarked on as an anomaly of a well-run distribution with a consistent and lasting impact on our community.

We successfully closed the gap in the data backlog. Moving forward, we will be more adequately staffed and conduct regular, weekly, and monthly data audits. Additionally, our numbers have continued to grow each quarter and have wholly blown prior years and fourth quarters out of the water. We can safely say the community center has never seen this many applicants or provided this many services in its history. Finally, our annual food distribution numbers were also unprecedented (households, individuals, and the number of services provided), and increased quarter over quarter for the past year.

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

The Daly City Partnership has remained strong from day one of the COVID-19 pandemic; despite little additional support we have never closed our doors. We have experienced frequent community and programmatic changes, which have provided challenges in flexibility, but we have arisen to meet those new realities with resilience and grace. DCP answered the county's request to lead Covid testing for the community, distribute free PPE and provide Covid-19 rental assistance relief. Our staff delivered food boxes and meals to homebound seniors and offered virtual support and wellness check-ins.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

We secured rental assistance funding (\$400,000) from the city of Daly City, which includes additional funding to hire case managers. This funding will support staffing for ongoing food program services for fiscal 22 - 23. Additionally, the grant will expand the Day City Partnership's mental health program, emphasizing bilingual services.

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



COVE Quarterly Summary July 2021 – July 2022

Accomplishments by COVE (Community Outreach and Volunteer Engagement) A new department that oversees the food program, clothing program, and leverages volunteer networks.

Quarter 1 – July -Sept 2021 Accomplishments

- Served 184 New Households and 392 New Individuals in Q1 (unduplicated)
- Formalized creation of new department
- Created department name and logo: Community Outreach and Volunteer Engagement (COVE) – with a vision toward leveraging volunteer & intern recruitment to enhance services provided without negatively impacting the bottom-line
- Recruited social media volunteer-intern to advertise volunteer opportunities
- Initiated site expansion in conjunction with Second Harvest of Silicon Valley and City Manager's office
- Hired part-time data-entry staff
- Informed 1,500+ community members of additional distribution day, Thursdays

Quarter 2 – October – December Accomplishments

- Served 225 New Households and 369 New Individuals in Q2 (unduplicated)
Served a Total of 409 New, Unduplicated Households and 761 New, Unduplicated Individuals in Q1 and Q2 combined
- Finalized and secured a new department logo in collaboration with volunteer graphic designer
- Secured a partnership with Jefferson Highschool district to bring in four student volunteer-interns to support the work
- Added on an additional day of food distribution (Thursdays) to supply the demand of food need in the community
- Provided over 1,500 turkeys to as many households for Thanksgiving holiday
- Met with City officials and contractors to discuss and move forward with revamping the community center for a permanent food distribution layout. This expansion will ensure food needs are met within the city in the future.
- Effectively served 1600 + individuals weekly
- Increased individuals served to over 3000

Quarter 3 – January – March 2022 Accomplishments

- Served 294 New Households and 543 New Individuals in Q3 (unduplicated)
- Served a Total of 703 New, Unduplicated Households and 1,304 New, Unduplicated Individuals in Q1, Q2 and Q3 combined
- We continue to answer the growing need for food in our community. We experienced continuous growth in participants each month since the surge in November due to other food distribution sites closing.

- We are able to maintain/ manage student interns from Jefferson Union HSD and are in an excellent position to recruit more from the school district's WorkAbility Program. This partnership started in November, and the youth interns are paid by the school district. Our part is to ensure that the students continue to learn, give adequate guidance and supervision as needed, and provide a safe working environment. We have an opportunity to help students with disabilities successfully transition into the world of work and adult life.
- Managing 2 intern programs, our newest intern who will be assisting in grant writing, partnership wide. Mahlon started as a volunteer for the Food Program. He majors in Technical Writing at SFSU and is very excited and eager to learn about Partnerships' missions and goals.
- We are working on maintaining our relationship with active volunteers by launching a monthly email campaign through MailChimp. Mailchimp is a free marketing email automation service that focuses on healthy contact management practices, beautifully designed campaigns, and powerful data analysis.
- We continue to retain all of our volunteers from last year. We have a strong rotation of 50 experienced volunteers each week.
- We are receiving messages of thanks from our volunteers for celebrating Volunteer Appreciation Day We are gaining audiences through our active social media channels where we schedule posts twice every week to maintain crowd interest. @dcpvolunteers on Instagram
- We are bridging valuable networks in our community and adding resources for the families we serve. We connected with Project Glimmer with a mission to empower teenage girls and young women through career coaching and gifting grooming essentials to instill personal confidence
- We continue to receive donations from local businesses to support Pats Closet as we are seeing more appointments since its reopening. We recently received 5,000 pairs of socks and a \$400 gift certificate from Ross Stores.

Quarter 4 – April – July 2022 Accomplishments

- Served 239 New Households and 499 New Individuals in Q4 (unduplicated)
- Served a Total of 942 New, Unduplicated Households and 1,803 New, Unduplicated Individuals in Q1, Q2, Q3 and Q4 combined
- Partnered with Young Men's Service League and recruited 11 mother-son teams. The Young Men's Service League is a 501(c)(3) non-profit national organization. Members of YMSL are moms and their teenage sons who volunteer together to serve their local communities during his four years of high school. Their mission is to bring mothers and sons together in service of those in need in our communities.
- Submitted Annual grant report for FY 21-22 to the Town of Colma highlighting COVE's efficient response to overwhelming service requests.

- YouTube channel launched - now with three videos produced, directed and edited by volunteers.
- Increased social media engagement by consistently posting content on all social media accounts Secured cash and in-kind donations worth \$30,000 for Family Resource Day (formerly back to school backpack drive)



Working together to enrich life in the community

dcpartnership.org

Executive Director: Mike Stancil
COVE Director: Giselle Domondon

Mission



Our mission is to connect communities to programs designed for social, cultural, and economic well-being.



Vision



Our vision is a community inspired to actively engage with local efforts toward sustainable decisions that directly impact each other.



Core Values



Integrity – Conducting ourselves with sound ethical principles by doing what is right for the right reasons.




Resilient Innovation - Bringing new dimensions through organic discoveries and creative ideas with unwavering grit.



Collaborative Service - Bonding through shared goals, knowledge, and experiences that promote high-impact community partnerships to create social change.

Goals

- 
- Widen and strengthen our roots in the community through direct services.
 - Foster connection by providing a sense of community through volunteerism and belonging.
 - Build capacity by understanding the needs of individuals and providing practical programs and events.

The Hub Food Program

- Serves 3,500 individuals or 1,200 households in San Mateo County weekly.
- Distributed over 2 million pounds / 1000 tons of food valued at \$2.6 million in 2020 – 2021.



Growth

Food Services Provided	
Month	Individuals
Oct-21	1775
Nov-21	2263
Dec-21	2276
Jan-22	2285
Feb-22	2356
Mar-22	2740
Apr-22	2825





Food Distribution Hours

Monday - Drive-thru **10:30 am - 1:00 pm**

Tuesday - Walk-Up **10:30 am - 1:00 pm**

Wednesday - Walk-Up **10:30 am - 1:00 pm**

Thursday - Walk Up **1:00 pm - 3:30 pm**

Friday - Walk Up **10:30 am - 1:00 pm**

dcpartnership.org
bit.ly/helpdalycity

350 90th St. First Floor, Daly City
650.991.8007
reception@dcpartnership.org



Inspiring Efficiency



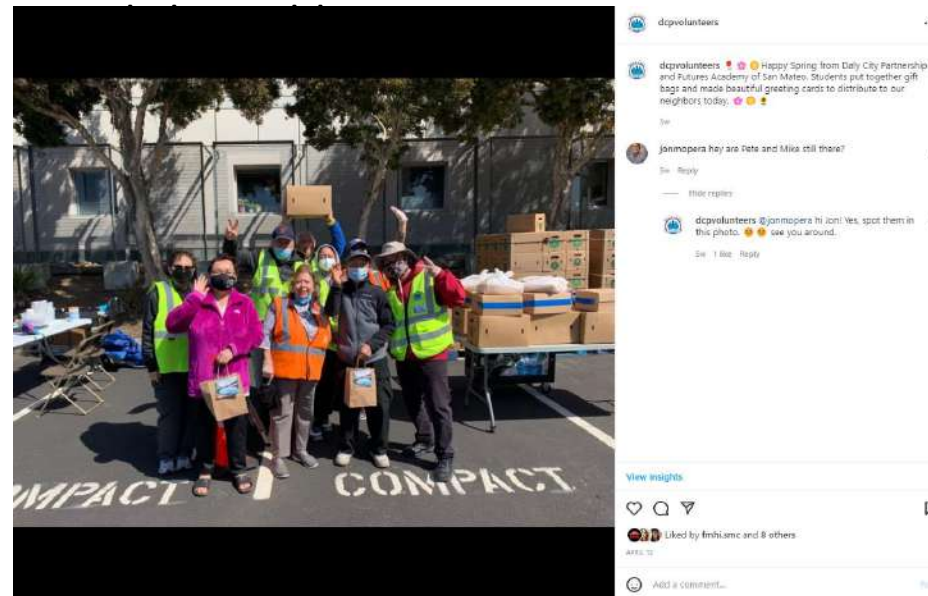
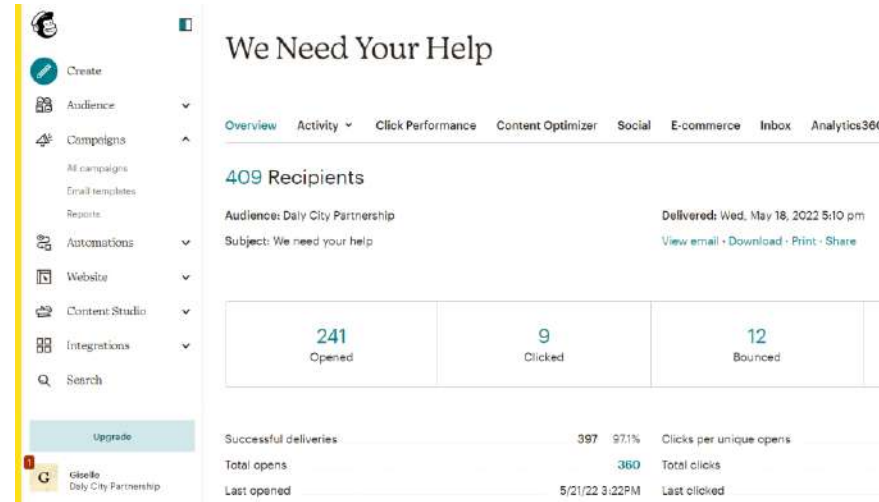
Pats' Closet

- Maintained by volunteers
- Reopened in November 2021
- Now open twice a week by appointment
- Reimagined as resource of **new** clothing for families
- Received donations such as 1,500 new articles of clothing and 100 pairs of shoes from, Soles4Souls, 5,000 pairs of socks from Bombas



Engagement

- Started social media marketing and campaigns
- Launched automated email service to volunteers and partners
- Redesigned informational brochure and flyers
- Presented information in an easier to digest format



MARCH 11, 2022

DCCSC News

OLD PALS
Generosity leads to reunion

A community member, Tony stopped by at the Community Center to ask if we accepted donations (We are now!) and came back with a huge haul! Fun Fact: Tony was welcomed by an old friend from way back, our staff member, Pete. They used to play baseball together. Thank you, Tony, for this incredibly generous donation!

THANK YOU
Pats' Closet looks great!

Altogether, Tony donated 250 lbs. of brand-new women's clothing including socks, scarves, and hats, which are very needed in these winter months. There were nearly 400 toys and 50 lbs. of kitchen essentials, such as hand towels and oven mitts. This donation also added many fun outfits for pets, party decorations, and art supplies.

IT TOOK A VILLAGE
Friday Dream Team

Thanks to Pete, Michelle, Gabby, and our Friday Volunteer Team, who genuinely enjoyed the sorting activity and compared it to thrifting! We found a highly coveted, greatest hits "N SYNC album from 2005 that we considered auctioning off for drinks at Volunteer Appreciation Day, but thought better of it.

Thank you, everyone, for all of your hard work and we look forward to seeing you on March 26th for Volunteer Appreciation Day!

Volunteers

- Recruited 450 volunteers over the past year
- Retained 40 regular volunteers monthly
- 46,000 total volunteer hours annually
- Equivalents to 23 full time staff/ \$750,000 a year



Jefferson Union High School Interns



- 4 interns from Nov – May
- Onboarded 8 new students for the summer
- Task based



College Internships

- 3 College Interns for Grant Writing, Nutrition, and Social Work Interns
- Committed 60 hours each
- Project based

COE
Community Outreach
Volunteer & Engagement





Special events

- Backpack drive
- Turkey Distribution
- Family Resource Day
- Community Fundraising
- Four Fun Fridays at OSH
- Volunteer Appreciation





Family Resource Day

Expansion



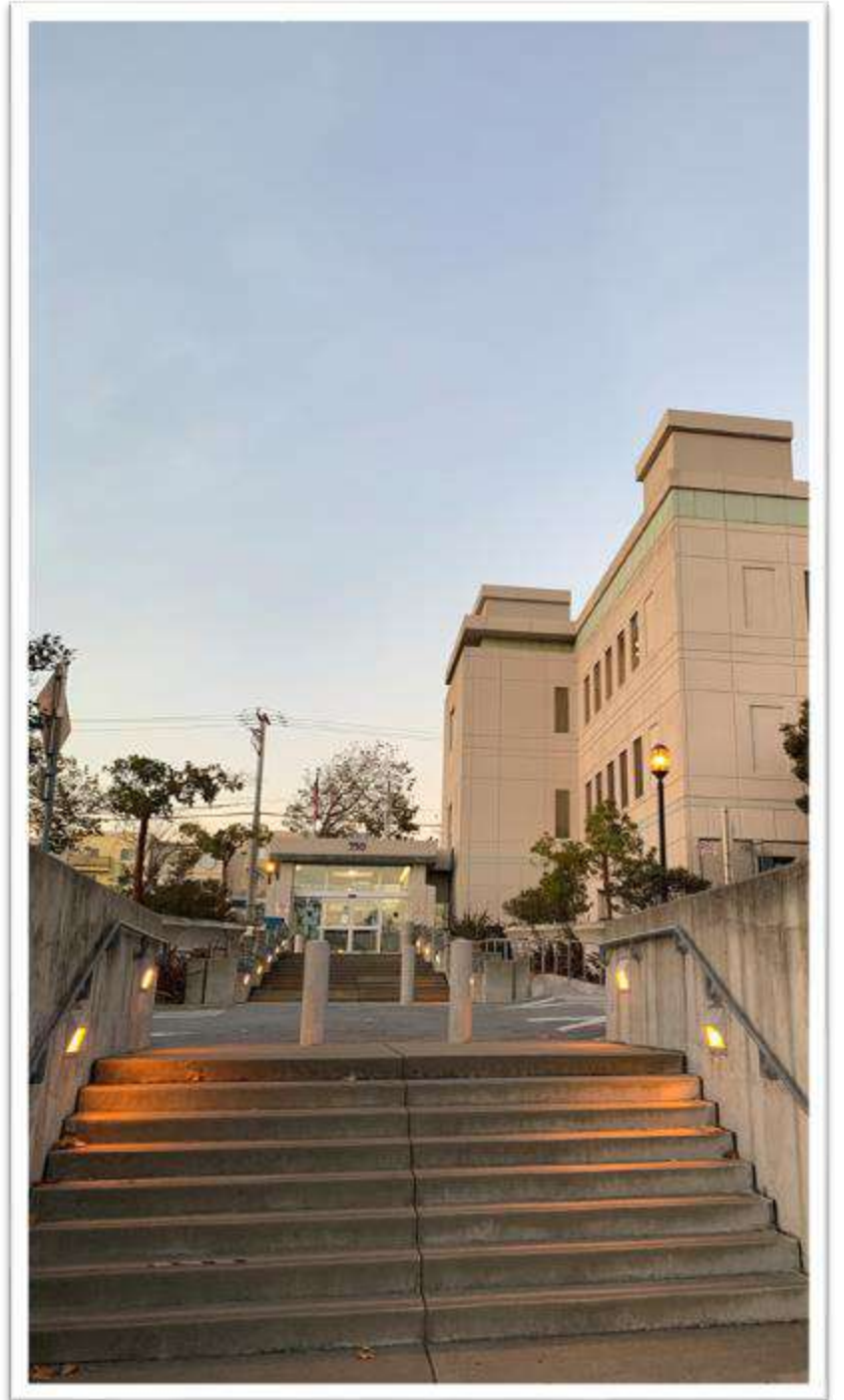
PERMANENT
DISTRIBUTION SITE AT
DCCSC



SECURED DONATIONS



DEMO KITCHEN AND
MULTIUSE SPACE





Daly City Peninsula Partnership Collaborative

www.dcpartnership.org

Board of Directors: 2022-2023

(no term limits per by-laws)

Melinda Dart - President, 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

Elena Vera – Vice President, Exec Committee

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

Tim Holechek- Secretary, Exec Committee

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

Anastacio Flores, Jr.- Treasurer, Exec Committee

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

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.

jpace@jeffersonesd.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

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@dalcity.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

Daly City Peninsula Partnership Collaborative

Budget Overview: 22-23 Budget (Copy) - FY23 P&L Classes

July 2022 - June 2023

	TOTAL
Revenue	
43400 Direct Public Support	11,250
43410 Government Contracts	831,000
43420 School Contracts	153,000
43430 Foundation Grants	350,000
43445 Measure A Contract	155,848
43500 Contract Obligations	34,000
Total 43400 Direct Public Support	1,535,098
46400 Other Types of Income	6,500
47200 Program Income	
47250 Facility Fees	31,800
47270 Program Reimbursements	358,719
Total 47200 Program Income	390,519
Total Revenue	\$1,932,117
GROSS PROFIT	\$1,932,117
Expenditures	
60900 Program Expense	
60930 Incentives & Stipends	300
60940 Special Programs & Events	2,000
60960 Teaching Consultants	14,400
Total 60900 Program Expense	16,700
62100 Contract Services	
62110 Accounting Fees	4,000
62150 Outside Contract Services	2,800
62160 Payroll Service	36,500
Total 62100 Contract Services	43,300
62800 Facilities and Equipment	
62805 Janitorial & Landscaping	25,747
62870 Property Insurance	250
62880 Repairs & Maintenance	70,800
62890 Utilities	
Gas & Electric	1,500
Water	1,000
Total 62890 Utilities	2,500
Total 62800 Facilities and Equipment	99,297
65000 Operations	
65010 Books, Subscriptions, Reference	8,830
65015 Office Supplies	5,400
65020 Postage, Mailing Service	320
65030 Printing and Copying	5,040
65040 Supplies	18,350
65050 Telephone, Telecommunications	

Daly City Peninsula Partnership Collaborative

Budget Overview: 22-23 Budget (Copy) - FY23 P&L Classes

July 2022 - June 2023

	TOTAL
Internet Services	1,412
Mobile Phone service	18,000
Office Telephone Service	4,250
Total 65050 Telephone, Telecommunications	23,662
Total 65000 Operations	61,602
65100 Other Types of Expenses	
65120 Insurance - Liability, D and O	
Directors & Officers	1,500
Total 65120 Insurance - Liability, D and O	1,500
Total 65100 Other Types of Expenses	1,500
66000 Payroll Expenses	
66010 Division Payroll	
1 After Sch Acad Prog Payroll	213,319
2 Our Second Home Payroll	157,950
4 Hlthy Aging Resp Team Payroll	126,036
5 Administration Payroll	306,612
6 DCCSC Payroll	497,700
7 FOOD Dist Payroll	137,548
Total 66010 Division Payroll	1,439,165
Employee Benefits	93,187
Hiring Expenses	3,600
Payroll Taxes	134,699
Retirement	10,200
Workers Compensation	2,520
Total 66000 Payroll Expenses	1,683,371
68300 Travel and Meetings	
68306 Staff and Volunteer Recognition	13,000
68310 Conference, Convention, Meeting	
Meals	2,050
Meeting Expense & Supplies	1,000
Transportation & Lodging	5,400
Total 68310 Conference, Convention, Meeting	8,450
68320 Travel	
Gas for company vehicle	3,000
Mileage Reimbursement	1,597
Parking & Tolls	300
Total 68320 Travel	4,897
Total 68300 Travel and Meetings	26,347
Total Expenditures	\$1,932,117
NET OPERATING REVENUE	\$0
NET REVENUE	\$0

Daly City Peninsula Partnership Collaborative

Budget Overview: 22-23 Budget (Copy) - FY23 P&L Classes

July 2022 - June 2023

Town of Colma - Annual Grant Report

Daly City Partnership - June 30, 2022

Through extensive outreach and perseverance, Daly City Partnership effectively served our communities at the forefront of food insecurity, housing challenges, and mental health crises. As we step toward normalcy, uncertainty lingers in many other aspects of public life. The past year has taught us resilience and prepared us for the new challenges we will be facing in our community as we inch closer to the new normal. The increasing demand for services in our community confirms that we are far from recovering from the pandemic.

With your help, we have strengthened and widened our services to Broadmoor, Colma, and Daly City neighbors. We have expanded our services by opening another distribution day, making the community center the only pantry open for free grocery distribution five days a week in San Mateo County. In November of 2021, when most pop-up pantries in our area shut down in anticipation of public life returning to pre-pandemic schedules, we efficiently answered an overwhelming influx of requests. Our food program has become the gateway for residents to access other safety-net services at our community service center, such as housing assistance and mental health support.

We are proud to share that these accomplishments are not possible without the help of our volunteer network. They are a diverse team of former and current program participants, innovative youth, and older adults, eager to share their wisdom. Together we built a community driven by kindness, which thrives in inclusivity and collaboration.

Our work continues as we strive to maintain our efficiency while answering the tremendous demand for services in our community. From August 2021 through June 2022, Daly City Partnership has served 79 Colma households through our food and rental assistance program. In many cases, clients are helped weekly.

Our deepest gratitude to the Town of Colma for consistently contributing to Daly City Partnership. Your contribution sends a message to the community of the value the Town of Colma places on supporting families in need. Thank you so much for your ongoing support. The grant funds were used to support the community center and allowed us to hire and sustain a coordinator for the food program.

We are sharing below highlights from food distribution and testimonials from community members and volunteers. We are currently serving significantly more individuals, and we hope to keep your support in the fiscal year of 2022 – 2023. Thank you!

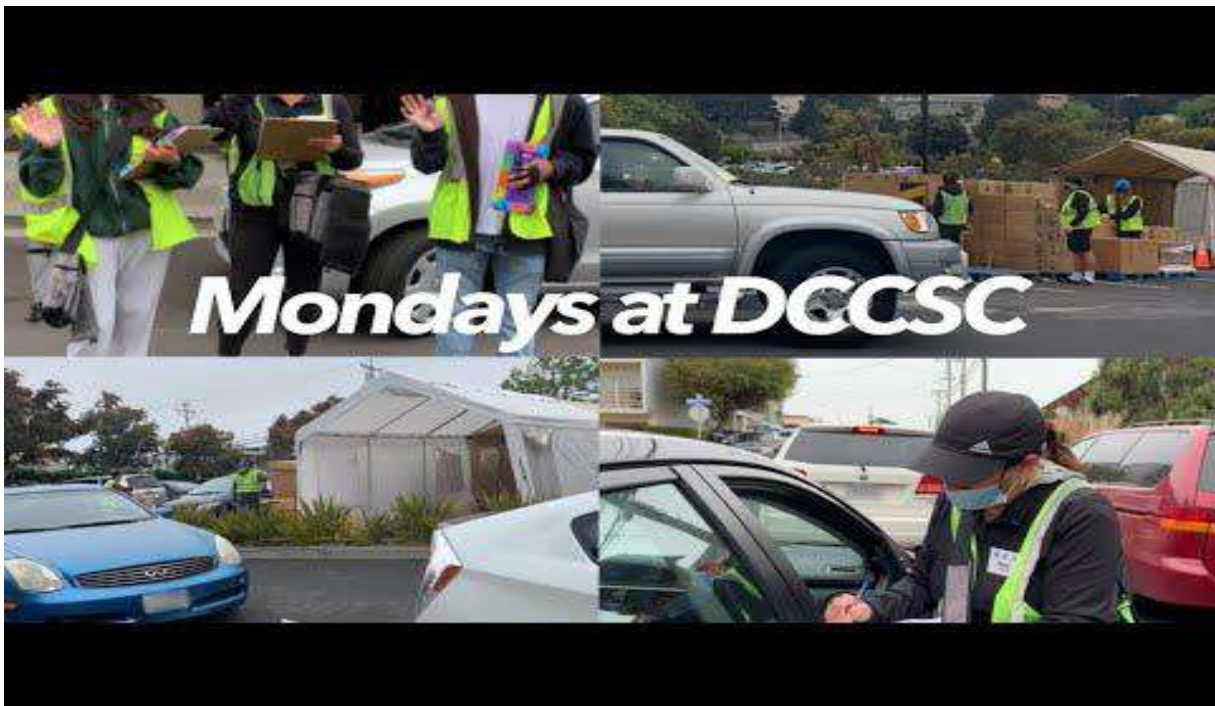
[Food Distribution Time-lapse](#)



[Meet the Volunteers](#)



[Mondays at DCCSC](#)



In Community,

Giselle Domondon(she/hers)



Giselle Domondon
Director of Community Engagement

Daly City Partnership
Community Outreach &
Volunteer Engagement (COVE)
T (650) 991-8007 C (650) 669-6537
350 90th Street, Daly City, CA 94015
www.dcpartnership.org



Non-Profit Funding Request Form FY 2022-23

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 (DCPLA)

Contact Person: Victoria Magbilang, Executive Director

Address: PO Box 3283, Daly City, CA 94014

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: \$ 5200

a. Total Agency Annual Budget: \$ 108000

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:

The funding of \$5,220 would help fund Daly City Public Library creation of Storywalks, one each at the Bayshore and Serramonte Libraries. Storywalks are frames along a path. Each frame holds the pages of a picture book, so walkers can enjoy a stroll and a story at the same time. Both the Bayshore and Serramonte locations have adjacent, city-owned, outdoor spaces and walking tracks that are highly popular with the community, showcase the area's natural beauty, and would be ideal pathways for story walks.

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

A grant from the Town of Colma would help to capitalize on the popularity of outdoor, active, nature-based programs for families and all, as well as to promote the Parks Pass program. Daly City Public Library proposes to create two storywalks, one each at the Bayshore and Serramonte Libraries.

Storywalks are frames along a path. Each frame holds the pages of a picture book, so walkers can enjoy a stroll and a story at the same time. Both the Bayshore and Serramonte locations have adjacent, City-owned, outdoor spaces and walking tracks that are highly popular with the community, showcase the area's natural beauty, and would be ideal pathways for storywalks.

To promote the Parks Pass program and to promote an appreciation for nature and active lifestyles, we plan to use picture books that focus on these themes and hold events such as ranger-led story times. What better way is there to bring all of the benefits mentioned above and the enjoyment of literature together? Storywalks were conceived by Anne Ferguson of Montpelier, VT and developed with the help of Rachel Senechal, formerly of the Kellogg-Hubbard Library. They are now seen across the nation, including San Francisco.

The Parks Pass Program was offering a grant opportunity of up to \$5,000; we applied and were awarded this grant. To build both proposed Storywalks, we would require additional funding of \$7,000. This is a scalable project. We are asking \$5,220 from Colma and we will raise the remainder.

Daly City Public Works and the Recreation Division would both be critical partners in this program; they are amenable but also short-staffed so additional time for planning and installation may be required.

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

We are requesting the same amount as last year.

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

8. Provide a detailed account of how the FY 2021-22 contribution was used:

The funding of \$5,220 was used for books for youth on the US states called "State Book" collections for three locations.

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 were in need of 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.

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

No, the grant that we received from Town of Colma for books on US States was unaffected by the pandemic.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

DCPLA receives no funding from other cities.

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

Board of Directors– January 1, 2022

Executive Board

1. **President:** Patricia deVera, Retired, San Francisco State University; SEPAL Program
2. Manager; President, TriPhase Affiliates, LLC
3. **Vice President:** Brian Dossey, City Manager, Town of Colma
4. **Secretary:** Caitlin Corley, County Clerk, Town of Colma
5. **CFO:** Amie Haiz, Finance Director, Pacific Primary School

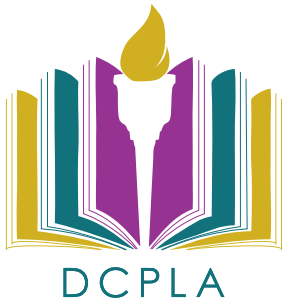
Board of Directors

6. Aileen Cassinetto, San Mateo County Poet Laureate
7. Monica Devincenzi, Municipal Relationship Manager, Republic Services
8. Mark Johnson, Executive Director of Public Information, Peralta Community College District
9. Teresa Proaño, Assistant to the President, Duggan's Serra Mortuary
10. Sara Watson, Vice President, Branch Manager, Tri Counties Bank
11. Jose Villalobos, Counselor, Jefferson High School

Daly City Public Library Associates

2022 Budget

	2022 Budget
INCOME	
Direct Public Support	
Individual & Business Contributions	\$ 5,000
Membership	\$ 10,000
Total Public Support Income	\$ 15,000
Special Event Income	
St. Patrick's Day Luncheon	
Fund the Need (Restricted)	\$ 15,000
Donations/Sponsorships	\$ 8,000
Youth Poet Laureate Event	\$ 5,000
Fall Fundraising Event	\$ 25,000
Total Special Event Income	\$ 53,000
Other Income	\$ -
Grant Income	\$ 40,000
Total Income	\$ 108,000
EXPENSE	
Program	
Library Grants	\$ 30,000
Sponsorships	\$ 900
Total Program Expense	\$ 30,900
Operating	
Bank Service & Merchant Fees	\$ 150
Dues & Membership	\$ 250
Filing Fees	\$ 50
Insurance (General Liability, D&O, Worker's Comp)	\$ 3,272
Webhosting Expense	\$ 350
Advertising & Marketing	\$ 1,000
Meeting/ Retreat Expense	\$ 1,600
Office Supplies	\$ 750
Contract Services	
Director Compensation	\$ 24,000
Bookkeeper	\$ 5,400
Legal & Accounting	\$ 400
Membership & Admin Coordinator	\$ 5,000
Postage	\$ 600
Printing	\$ 1,000
Total Operating Expense	\$ 43,822
Fundraising	
Grant writer	\$ 5,000
St. Patrick's Day Luncheon	\$ 3,000
Fall Fundraising Event	\$ 5,000
Youth Poet Laureate competition	\$ 5,000
Total Fundraising Expense	\$ 18,000
Total Expense	\$ 92,722
NET INCOME	\$ 15,278



DALY CITY PUBLIC LIBRARY ASSOCIATES

PO Box 3283
Daly City, CA 94015-3283

info@dcpla.org
www.dcpla.org

Tax ID# 27-3262898

June 6, 2022

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: U.S. State Books
Date: September 24, 2021
Grant amount: \$5,220

Description of Outputs and Outcomes

The Daly City Public Library purchased three full sets of 52 titles of State Profiles published by Bellwether for Westlake, John Daly, and Bayshore Libraries. This set includes Puerto Rico and Washington DC, along with the 50 states.

Publisher's Description: Get ready for a road trip across the United States! Readers will travel from the Appalachians to the Grand Canyon and even to Puerto Rico and Washington, D.C. in this fact-filled series. Along the way, they'll visit famous cities, learn about local festivals, and discover favorite foods in each state. Features highlight inventions, favorite sports teams, current and future challenges, and a favorite recipe, while maps of the state and its landforms show readers around. Get ready to discover what makes each state great!

The collections librarian got a good deal, so there were some remaining funds that were used to also purchase some titles from the Cultures of the World series from Cavendish Square and some Sesame Street Friends around the World books from Lerner to have something for the very youngest readers.

Publisher's Description: Sesame Street characters help introduce readers to six different countries around the world. Young readers will dive into the unique landscapes, geography, and culture of each country. Each book also includes a map feature that highlights the country's location.

DCPLA, City Council of Daly City, and the patrons of our Daly City Public Libraries are extremely grateful for the ongoing support from the Town of Colma and look forward to our continuing partnership in the future.

Victoria Magbilang

Executive Director
Daly City Public Library Associates

BOARD OF DIRECTORS

Patricia deVera, **President**
Brian Dossey, **Vice President**
Caitlin Corley, **Secretary**
Amie Haiz, **CFO**

Al Teglia (1931-2014),
Founding President

Aileen Cassinetto
Monica Devincenzi
Mark Johnson

Teresa Proaño
Jose Villalobos
Sara Watson

EX OFFICIO

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



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

We have discovered that the clients we serve in our mental health program often struggle with food insecurity and arrive to sessions hungry. As a result, they struggle to focus and at times are not able to show up to session because they are tired or need to find food. Some clients were able to express their needs around hunger and we expect that many are not as comfortable sharing. We would like to support all of our clients with this basic need in order to increase their ability to focus on their emotional healing.

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

When clients shared their struggles with food insecurity, our clinicians were moved to spend their own money to bring snacks to their sessions. What we found as a result, was that clients reported feeling cared about and valued. They were able to engage better in session and their overall attendance and relationship with their clinicians improved. We saw this with both individual and group sessions.

DCYHC uses an evidence-based outcome measurement system, PCOMS (Partners for Change Outcome Management System) for collecting metrics. Client wellbeing as well as client-therapist relationship measures are collected at each session and aggregated to display treatment effectiveness. A direct correlation has been found between client-therapist relationship and client improvement. We believe that meeting our clients' basic needs (such as access to food), directly impacts the client-therapist relationship, thereby improving our client's wellbeing. Overall in FY 2021-22 our clients achieved 69% reliable or clinically significant change in wellbeing, according to our PCOMS measures. This is well above the Nation's average of 50%.

We want to build on this success and ensure that healthy snacks are available to clients and their families. The majority of our clients come from Daly City and neighboring cities like Colma, Brisbane, Pacifica, San Bruno and South San Francisco. We have found that COVID has increased food insecurity across the Northern San Mateo County Community.

We expect to serve up to 250 people on any given week including individual and family therapy sessions, group sessions, and drop ins. Which over the year, if seen once a week, would necessitate at least 9,600 snacks. If we assume that we will spend \$1 per person per visit our expenses would come to \$9,600 for the year. We would match the remaining expenses not covered by the Colma grant by reaching out to individual donors.

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 increased the requested amount this year. Due to the pandemic, the need for mental health services has risen considerably and in order to meet this need we have doubled our clinical team and are now serving twice the number of clients. In FY 2020-2021 we served 96 clients versus 210 clients served in FY 2021-2022.

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

we are a centrally located health center that supports surrounding cities, including Colma. we support Colma youth and families by providing free mental health services, medical care, and health education. we strive to make our services accessible to all by not only outreaching to Colma citizens, but also by going directly to our clients when needed. Including their homes and other community locations.

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. Historically, we have provided health services to an average of 5 identified Colma residents per year. However, we believe we serve more than that as we have found a number of youth who have reported that they live in Daly City, while actually residing in Colma.

B. We will be coming to the community upon need from clients/patients as we can now meet clients where they live. Additionally, we will continue to provide services at our primary office located at 350 90th street, Fl #3 in Daly City.

C. We outreach to the community in a variety of ways: Social Media, tabling at community events, in schools, through partnerships with other organizations, job/internship fairs, back to school nights, lunchtime events, focus groups, etc.

8. Provide a detailed account of how the FY 2021-22 contribution was used:

Mental Health Program Director	\$5,500
Mental Health Intern	\$500
Total	\$6,000

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

COVID-19 has accentuated the critical need for expanded mental health services as well as the large disparity between different populations and access to care. The FY 2021-22 funds were used to help bolster our mental health team in order to provide superior and easily accessible care. We are determined to invest in our young people and community's overall health. In order to do this we had to increase services rapidly to meet the growing demand of the community and the compounding burdens of COVID.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

We did not request or receive funding from other cities in FY 2021-22 and are not aware of current available funding from other cities that we are eligible for FY 2022-2023.

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

Yes _____ No _____ X

If yes, please provide details.

12. Charitable Trust # or EIN # 94-3083772

Please attach a copy of the following:

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



Optional Attachments

ORGANIZATION'S APPLICATION
FOR GRANT FROM
TOWN OF COLMA

JEFFERSON UNION HIGH SCHOOL GOVERNING BOARD

Rosie Tejada
(Name)

699 Serramonte Blvd, Ste. 100
(Street Address)

President
(Title or office)

Daly City, California 94015
(City, State, and Zip Code)

Andrew Lie
(Name)

699 Serramonte Blvd, Ste.100
(Street Address)

Vice President
(Title or office)

Daly City, California 94015
(City, State, and Zip Code)

Kalimah Salahuddin
(Name)

699 Serramonte Blvd, Ste. 100
(Street Address)

Clerk
(Title or office)

Daly City, California 94015
(City, State, and Zip Code)

Nick Occhipinti
(Name)

699 Serramonte Blvd, Ste.100
(Street Address)

Trustee
(Title or office)

Daly City, California 94015
(City, State, and Zip Code)

Carla Ng-Garrett
(Name)

699 Serramonte Blvd, Ste.100
(Street Address)

Trustee
(Title or office)

Daly City, California 94015
(City, State, and Zip Code)

Daly City Youth Center 2022-2023 Organizational Budget	
Revenue	
Carry Over 2021-2022	75,000.00
Committed Revenue	625,000.00
Expected Revenue	1,179,678.65
TOTAL REVENUE	\$1,879,678.65
Expenses	
Salaries	1,001,827.02
Salaries Total	1,001,827.02
Benefits	423,772.31
Benefits Total	423,772.31
Total Salary/Benefits	\$1,425,599.32
Materials/Supplies (awards, curriculum, food, printing)	26,106.70
Meeting PD Supplies	3,741.66
Office Supplies	1,000.00
Custodial Supplies	4,427.11
Non Capitalized Equipment	10,000.00
Conference/training/fieldtrips/travel Mileage	9,100.00
Dues and Memberships	2,500.00
Repairs	15,420.90
Leases/Maintenance Agreements/Printer	1,000.00
Consultant (Art Therapy, Security System)	94,573.00
Fingerprinting	100
Rent	200,025.96
Janitorial Service	23,940.00
Communications (website, text messaging)	3,500.00
Postage	1,500.00
DISTRICT ADMINISTRATION (.0795)	72,367.68
Total General Expenses	\$469,303.01
TOTAL EXPENSES	\$1,894,902.33
NET SURPLUS/DEFICIT	-\$15,223.68

Daly City Youth Health Center
Final Colma Report for 21-22
dcyh@jeffersonunion.net
POC: Mackinnon Ross

By June 30, 2022 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;

We turned to Allminds at the beginning of the COVID pandemic to support us in quickly pivoting from in person visits to a telehealth platform. Allminds was specifically designed for behavioral health services with built-in virtual play spaces, client session reminders, and aggregated client feedback to display overall progress. This platform allowed us to collect feedback from clients regarding their wellbeing as well as client-therapist relationships at each session. This allowed us to dramatically improve the quality and efficiency of our services by engaging clients and clinicians in frequent discussions about their care and informing clinicians to adjust interventions if clients are not responding positively.

Because of the increased demand in the behavioral health field, it has become a challenge to recruit and retain high quality professionals. The support from Colma enabled us to offer a competitive wage to our Behavioral Health Director, who subsequently became the Executive Director of DCYHC.

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

According to the 21-22 data outcomes report, 70.8% of our clients achieved reliable or clinically significant change in wellbeing within approximately 12 sessions.

- (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	\$2,175
AllMinds Data Platform to enhance intake coordination	\$3,825

Total	\$6,000
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- (b) If the program or project is not completed by June 30, 2022, Grantee shall present an interim report by then describing the status of the program or project and its expected completion date.

N/A





Non-Profit Funding Request Form FY 2022-23

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: HIP Housing (Human Investment Project, Inc.)

Contact Person: Laura Fanucchi

Address: 800 S. Claremont Street #210 San Mateo CA 94402

Street Address	City	State	Zip Code
----------------	------	-------	----------

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

1. Mission Statement:

HIP Housing's mission is to invest in human potential by improving the housing and lives of people in our community. Every year, HIP Housing's Home Sharing Program, Self Sufficiency Program, and Property 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

a. Total Agency Annual Budget: \$ \$3,087,454

b. Number of Agency Employees: 43

c. Payroll is ⁶⁶ % of the Agency's total Annual Budget.

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

- ☒ 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 2022-2023.

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:

The Bay Area's decades-long housing crisis is defined by income inequality, rising construction costs, and staunch local opposition to development, which combine to stifle the supply of affordable housing. In San Mateo County, this reality left nearly 25,000 low-income renters without affordable housing in 2021, while 72% of extremely low-income households spent over 50% of their income on housing (Source: Sustainable San Mateo County).

The individuals who seek housing support from our agency often live on fixed incomes, work multiple jobs for long hours, and/or live in overcrowded and unsafe living conditions in order to afford climbing rents. Without the time, capital, and support necessary to increase their financial stability, these individuals are eventually priced out of the communities they call home.

HIP Housing's Home Sharing Program is a time-tested solution to the affordable housing challenge in San Mateo County. The program is the only one of its kind in the County, and one of the most efficient strategies to create readily-available, affordable housing. The program is successful because it's built on the following tactics:

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 and families in Colma.

Answer continued in "Optional Attachments" under "HIP Housing Funding Request FY 22-23"...

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

This section is not applicable.

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

With your support in FY 2022-2023, 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 older adults and people with special needs to remain living independently in their own home.

In the Town of Colma during FY 2022-2023, 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 (2 adults and 2 children) to continue their journey to financial independence and security.

We also recognize that the municipalities throughout the County are interconnected – often, individuals commute between cities for work, school, and family. In total, across San Mateo County in FY 2022-2023, Home Sharing staff will:

- Provide 2,000 individuals who contact our agency with housing information, assistance, and referrals.
- Help 450 people to find, or remain in, an affordable home sharing match.

Answer continued in "Optional Attachments" under "HIP Housing Funding Request FY 22-23"...

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. With grant support from the Town of Colma in FY 2021-2022, HIP Housing's Home Sharing staff:

- Provided housing information and referrals to 6 individuals who live and/or work in Colma.
- Interviewed, screened, and provided housing assistance to 2 individuals who live and/or work in Colma.
- Enabled 4 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 (2 adults and 2 children) was served by our Self Sufficiency Program.

B. 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.

Answer continued in "Optional Attachments" under "HIP Housing Funding Request FY 22-23"...

8. Provide a detailed account of how the FY 2021-22 contribution was used:

The \$5,000 contribution from the Town of Colma for FY 2021-2022 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 FY 2021-2022:

- 2,112 individuals from across the County contacted our agency for housing information and assistance.
- 494 were interviewed and screened by Home Sharing staff.
- 72 individuals were matched in new affordable Home Sharing arrangements.
- 348 clients matched in previous years received ongoing support services from program staff.

The financial relief that Home Providers and Home Seekers experienced through the program in FY 2021-2022 was immense. Before finding a housemate, Home Providers in San Mateo County served by the Home Sharing Program spent an average of 38% of their income on housing, while Home Seekers spent an average of 35% of their income on housing. After matching with a housemate, Home Providers reduced their housing costs to an average of 16% of their income, while the cost of housing for Home Seekers remained steady (and they were able to move or remain close to family, work, and/or school). Of the people served by the Home Sharing Program in FY 2021-2022: 93% were low-income, poverty level, or below; 55% were homeless or at-risk of homelessness; 30% of our program clients were 65+ years of age; 64% were women; and 29% lived with a disability. Our program clients reflect the racial and ethnic diversity of the low-income population in San Mateo County - 41% were white, 21% were Hispanic/Latino, 18% were Asian, 8% were Multiracial, 5% were Black, 2% were Native Hawaiian/Pacific Islander, and 1% were American Indian/Alaskan Native (4% were unknown).

9. Did COVID-19 affect how the organization spent FY 2021-22 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 2021-22 and requested or expected in FY 2022-23:

- Atherton: FY 2021-2022 \$2,500 received; FY 2022-2023 \$2,500 approved
- Belmont: FY 2021-2022 \$5,000 received; FY 2022-2023 \$5,000 projected
- Brisbane: FY 2021-2022 \$5,000 received; FY 2022-2023 \$5,000 projected
- Burlingame: FY 2021-2022 \$3,830 received; FY 2022-2023 \$3,660 approved
- East Palo Alto: FY 2021-2022 \$2,500 received; FY 2022-2023 \$2,500 projected
- Foster City: FY 2021-2022 \$5,000 received; FY 2022-2023 \$5,000 approved
- Half Moon Bay: FY 2021-2022 \$1,000 approved; FY 2022-2023 \$1,000 received
- Hillsborough: FY 2021-2022 \$2,500 received; FY 2022-2023 \$2,500 received
- Menlo Park: FY 2021-2022 \$15,000 received; FY 2022-2023 \$15,000 projected
- Millbrae: FY 2021-2022 \$5,000 received; FY 2022-2023 \$5,000 received
- Pacifica: FY 2021-2022 \$1,00 approved; FY 2022-2023 \$1,000 received
- Portola Valley: FY 2021-2022 \$3,000 received; FY 2022-2023 \$3,000 received
- Redwood City: did not apply for CDBG funding in FY 2021-2022; FY 2022-2023 \$10,000 approved
- San Bruno: FY 2021-2022 \$30,000 received; FY 2022-2023 \$30,000 approved
- San Carlos: FY 2021-2022 \$20,000 received; FY 2022-2023 \$20,000 projected
- San Mateo: did not apply for CDBG funding in FY 2021-2022 ; FY 2022-2023 \$50,000 projected
- South San Francisco: FY 2021-2022 \$12,000 approved; FY 2022-2023 \$12,000 approved
- Woodside: FY 2021-2022 \$2,500 received; FY 2022-2023 \$2,500 projected
- County of San Mateo: did not apply for CDBG funding in FY 2021-2022; FY 2022-2023 \$140,000 requested

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



Town of Colma – HIP Housing Funding Request FY 22-23 Continued Responses

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

...

2. *A 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 understanding 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. *Creative and unique solutions for clients.* Home Sharing staff will regularly arrange a Reduced Rent Exchange, in which one person completes light household chores in exchange for reduced rent.

4. *Ongoing client services and support.* Staff check in frequently with matched clients and provide technical support and mediation services.

As a result of this in-depth process, the average Home Sharing match lasts more than four years, while others last between five and twenty years.

At its core, the Home Sharing Program assists those who are struggling to find a decent, stable, and affordable home, or who are trying to remain in their existing home; the program has evolved into a vital resource for people of all ages and backgrounds.

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

...

In the same period, 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. We project that 750 individuals will reside in HIP Housing -owned and/or -managed BMR (below market rate) properties, through our Property Management Division.

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.

...

- C. Agency outreach activities targeting the Town of Colma in FY 2021-2022 included:
- Advertising - we advertised our program via articles through the Daily Journal (digital and print), a feature in Housing Leadership Council's affordable housing resource guide, a feature in San Mateo County Economic Development Agency newsletter, Sam Trans bus ads, San Francisco Chronicle ads, smchousingsearch.org, and a ValPak coupon.
 - E-blasts, flyers, and mailing - we sent monthly informational flyers to the faith community, school districts, HR directors, city representatives, non-profits, housing advocates, homeowner associations, and city councils.
 - Media - the program was featured on Bay Area Bountiful, Nor Cal Public Media.
 - Presentations - we presented on the benefits of our Home Sharing Program at Colma's Town Council and at the Colma Community Fair in July 2022.

**HIP HOUSING (Human Investment Project, Inc.)
BOARD OF DIRECTORS 2022-2023**

Mr. Aaron Aknin C: (415) 845-8344
Inst. 3/2021
Principal
Good City Company
aaknin@goodcityco.com

VICE PRESIDENT

Mr. Joshua Amoroso P: (650) 224-9172
Inst. 9/2019
Executive Vice President
Lockehouse Retail Group, Inc.
amo@lockehouse.com

Mr. Ian Bain P: (650) 361-8528
Inst. 10/2021
VP, Corporate Marketing
EnterpriseDB
ian@ianbain.com

Ms. Lauren Boro C: (650) 219-8560
Inst. 9/2018
Real Estate Attorney
laurenbb14@gmail.com

Ms. Sophia Brink C: (650) 504-6064
Inst. 10/2021
Legislative Aide/Project Manager
Office of San Mateo Co. Supervisor David Canepa
sbrink@smcgov.org

Ms. LaTisa Brooks W: (650) 573-0444
Inst. 3/2021
Principal/General Manager
Piccadilly Catering & Event Solutions
Tisa76@aol.com

TREASURER

Ms. Nancy Bush W: (650) 689-2307
Inst. 9/2017 C: (650) 400-1954
Senior Vice President
Beacon Business Bank
nancybush@gmail.com

Ms. Lisa Diaz Nash C: (650) 224-4498
Inst. 3/2021
Consultant
Consumer Financial Services/
Internet Services
Lisadnash25@gmail.com

Ms. Rocsana Enriquez P: (650) 630-2184
Inst. 9/2019
Self Sufficiency Program Graduate
rocsanaenriquez@gmail.com

SECRETARY

Ms. Kalah Espinoza P: (925) 642-6363
Inst. 9/2019
VP, Multifamily, Capital Markets
Colliers International
kalahj@gmail.com

PRESIDENT

Ms. Meris Ota C: (650) 283-0547
Inst. 9/2016
Senior Vice President
Trammell Crow Company
meriso@pmainc.com

Ms. Carolyn Moore W: (650) 704-3791
Inst. 9/2015
Chief People Officer
Influx Data
Cfmoore@comcast.net

Mr. Craig Simmons C: (626) 616-1642
Inst. 9/2021
Head of People
Jupiter Intelligence
Craig.simmons@jupiterintel.com

Dr. Jennifer Taylor-Mendoza W: (650) 738-4321
Inst. 6/2015 C: (909) 292-3736
President
College of San Mateo
Jmendoza450@gmail.com

HIP HOUSING APPROVED BUDGET FOR 2022-2023

	FY 21/22 Budget	FY 21/22 YE Est.	FY 22/23 Budget	Variance
REVENUE				
Total Investment Revenue - Unrestricted	-	-	-	
Total Fee Revenue	271,820	346,820	216,820	-37% Decrease in developer fees.
Total Contribution and Grant Income	2,015,110	2,027,694	1,799,560	-11% PPP.
Total Other Revenue	1,096,812	840,043	1,154,043	37%
TOTAL REVENUE	3,383,742	3,214,557	3,170,424	-1%
EXPENSES				
Total Payroll & Related Expenses	2,009,102	1,732,440	2,100,402	21% Hiring three more positions.
Total Rent Expenses	262,802	306,446	270,000	-12% SSP moved back to 207.
Total Administrative Expenses	297,200	328,035	303,385	-8%
Total Operating and Maintenance	79,128	60,516	146,701	142%
Total Taxes and Insurance	8,726	(7,613)	9,581	-226%
Total Service Expenses	277,845	282,235	257,386	-9%
TOTAL OPERATING EXPENSES	2,934,803	2,702,059	3,087,454	14%
TOTAL OTHER EXPENSES	135,650	223,074	53,250	-76%
SURPLUS (DEFICIT)	313,289	289,425	29,719	-90%



June 30, 2022

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

Dear Brian,

HIP Housing's Fiscal Year ends on June 30, 2022 and end of year funding reports will not be completed until July 15, 2022. In the interim, please find information on the program statistics for the Town of Colma for FY 21-22:

# of Intake Calls received by Colma residents	6 households
# of applications from Colma residents or employees:	2 households
# of new Home Sharing matches with a Colma resident:	1 household
# of matched Home Sharing clients who work in Colma:	2 households
# of Self Sufficiency Families in Colma:	1 household (2 adults and 2 children)

Funding Allocation

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

Like last year, by July 15, 2022, I will submit a more thorough report covering the activities accomplished by the agency in FY 21.22.

Please let me know if you have any questions. We'll be tabling at the Colma Community Fair next weekend!

Warm regards,

Laura Fanucchi

Laura Fanucchi
Director of Programs

CC: Abigail Dometita



July 8, 2022

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

Dear Brian:

HIP HIP Hurray for HIP Housing's 50th Anniversary Birthday! Fifty years ago, HIP Housing started as a Social Service organization in San Mateo County and a few years later hired our first Executive Director, Lois Almen Everett, who launched the Home Sharing Program. A great deal has been accomplished in the first 50 years including being one of the largest and well-respected Home Sharing Programs in the Country, having our Self-Sufficiency Program recognized as one of the top Welfare-to-Work initiatives in the State, and growing from building 3 SHARE homes to owning and managing 462 units of housing. While we've accomplished a lot, as Lois recently said, "It's wonderful to see how far we've come and there's still a lot left to do!"

HIP Housing's Strategic Plan focus is to create a healthy, connective, and inclusive San Mateo County through our programs and properties. We thank the Town of Colma for supporting our work and would like to provide an update on the accomplishments during FY 21.22.

INFORMATION AND REFERRAL

In FY 21.22, HIP Housing's staff fielded over 2,100 inquiry calls from individuals who contacted HIP Housing for housing resource information. This number represents a 3% increase over the previous year. The goal of every inquiry call is to provide as much resource information in order to help the inquirer develop a plan to meet their housing need.

Building upon the work HIP Housing and the Stanford University's Design for Extreme Affordability completed on developing a system to track outcomes of resource sharing, HIP Housing was selected by the Taproot Foundation and Bank of the West for their 2021 Pro Bono Marathon event. During the event, HIP Housing and Bank of the West staff worked together to complete a 3-year business plan for an Information and Referral (I&R) program, a program we anticipate starting in 2023. The first phase of the I&R program will be to work with a caseload of older adults who need assistance with completing applications for senior or low-income housing, following up on the resources provided, as well as assisting with other housing-related needs.

One of HIP Housing's Strategic Plan goals is to enhance program capacity and connectivity. To help meet this goal, an informational eblast is sent weekly to all Home Sharing and Self-Sufficiency Program clients. Resources shared during the year included: Job fairs; affordable housing waiting list openings; transportation discounts; San Mateo County's Project Based Section 8 waiting list opening; fall prevention strategies; financial literacy workshops; Housing is Key rental assistance programs; job openings at Sam Trans, Manpower, Peninsula Family Service, In Home Supportive Services, and other workforce development activities; Fair Housing and Immigrant Inclusion surveys; food distribution programs; Tax aid programs; and other community events and resources.

During the year, applicants to HIP Housing's Property Interest list were also provided with information about the Home Sharing and Self-Sufficiency Programs. HIP Housing's Property Division creates an informational flyer with our property vacancies which is then shared with our program participants. Outreach materials were also translated to Tagalog, Simplified Chinese, and Spanish to increase equitable access to information for non-English speakers

INSERVICES, PARTNERSHIPS, AND TRAININGS

Inservices:

To increase awareness of community resources among HIP Housing's staff, several inservice trainings were facilitated during the year by partner organizations including: Samaritan House; Center for the Independence of Persons with Disabilities; San Mateo County's Oasis Program; Housing Industry Foundation; NOVA works; and, Job Train. In turn, HIP Housing conducted an inservice training for the following organizations: Sam Trans; Life Moves; City staff of Millbrae, Half Moon Bay, and San Bruno; Coastside Buzz; Pacifica Collaborative; Redwood City Interagency Forum; County of San Mateo's Human Service Agency; Everest and Summit High Schools.

Partnerships:

HIP Housing's volunteer/intern program grew from 8 to 19 individuals during FY 21.22. The volunteers and interns support our programs in a variety of ways:

- Cal State East Bay offers a paid summer internship program for students who contribute 150 hours. In FY 21.22, HIP Housing hosted two CSUEB interns during the summer who assisted with marketing and outreach activities for the Home Sharing Program.
- Eastside Prep school in East Palo Alto offers college aged students a paid internship during the summer. We are currently hosting a Senior at UC Merced who will complete 400 hours during the summer assisting with translation, marketing, and other types of outreach for the Home Sharing program.
- Five high school students from Notre Dame Belmont, Hillsdale High School, and Palo Alto High School completed community service hours with HIP Housing during the year. The students were paired with youth in our Self Sufficiency Program to offer tutoring support in Math, Reading, and Science.
- Eleven volunteers were recruited to assist with outreach events, database/mailling list clean up, and other projects for the Home Sharing and Self Sufficiency Programs.

In order to make the Home Sharing Program more accessible to hearing impaired clients, HIP Housing collaborates with Partners in Communication who supply sign language interpreters to assist during the Home sharing Program interview and application process.

During the year, the Home Sharing staff met with the program coordinator of the Community College District's International Student Housing Program to share resources and to recruit Home Providers near the 3 Community Colleges.

The City of South San Francisco provided \$40 gift cards to 55 low income program participants. The gift card program was created to help residents and small local businesses who were impacted by the pandemic. HIP Housing was 1 of 3 agencies selected to participate. The City was also the first in the County to implement a guaranteed income program which provides \$500 a month for 12 months to over 135 eligible families. The information about the guaranteed income program was shared with all of the Program participants and tenants residing in South San Francisco.

HIP Housing and the San Mateo County Office of Education continue to partner on raising awareness of our programs, properties, and County-wide housing opportunities to employees of the District. A blurb about the Home Sharing Program was featured in a December e-newsletter that went to all District personnel. Over 14% of the Home Sharing applicants in 2021 were referred by a School District.

The County of San Mateo's Human Resource Department and HIP Housing continue to collaborate on activities that raise awareness of the Home sharing program for employees and retirees. During the year, we participated in a Health and Benefits fair sponsored by the County, and have 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.

Trainings:

Two of HIP Housing's Strategic Planning goals include committing to Diversity, Equity, and Inclusion activities as well as creating a work culture that supports mental health and wellness. Several activities were accomplished during the year to work toward these goals:

- One Life Counseling Center conducted a Stress and Anxiety workshop for HIP Housing's staff.
- The Home sharing team incorporated a monthly team building activity into our staff meeting. The first activity resulted in a 2nd place win during a Trivia Contest hosted by the Housing Industry Foundation. Pizza party for the Home Sharing team!
- Thrive & San Mateo County's Wellness Team hosted 6 Wednesday Wellness lunches that HIP Housing staff attended. The Lunch and Learns focused on stress management, and improving health and well-being.
- HIP Housing's North County Home Sharing Coordinator attended the Mental Health First Aid training.
- The Peninsula Conflict Resolution Center conducted a Communications workshop for HIP Housing's staff.
- HIP Housing is collaborating with Julie Kurtz, a trauma expert, on creating trauma-focused workshops for the HIP Housing staff.
- DEI trainings included: Unconscious bias; Transgender Phobia; Bystander Intervention; and, a SOGIE training by the San Mateo County Pride Center.
- HIP Housing's Home Sharing Program Manager, Laura Moya, is the chair of the Oye Latin X conference in San Mateo County.

HOME SHARING PROGRAM HIGHLIGHTS

494 individuals applied to the Home Sharing Program and received ongoing housemate, housing, and community resource information.

- Common themes as to why applicants had to search for a housemate included: Landlord remodeling and raising the rent; expensive rent; uninhabitable living conditions; landlord selling the property; homelessness; financial worry; job relocation; to gain independence; relationship ending; lack of kitchen; live closer to work; shelter stay ending; companionship and extra chores.
- Average age of Home Providers was 65 and Home Seekers 50.
- Fifty-seven percent of the Home Seekers were homeless or at-risk of homelessness
- Thirty-percent of applicants were living with a disability.

32 home sharing matches were arranged for 73 individuals.

- Prior to having a housemate, Home Providers were spending on average 38% of their income on housing expenses and Home Seekers were spending on average 35 % of their income on housing costs. After a housemate moved in, Home Providers were able to reduce their housing costs to 16% of their income while Home Seekers were able to find a new housing arrangement and keep their housing costs at 35% of their income.
- An additional 296 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. A new \$150 Incentive was given to any current Home Provider who referred a new Home Provider to the program.

- HIP Housing's Emergency Relief fund distributed \$500 each to 6 matched home sharing clients. All of the 6 clients experienced job loss or reduction in work hours due to the ongoing Pandemic.

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 conduct community outreach by attending networking meetings, health and resource events, establishing connections with service providers, as well as managing the volunteers and interns. A new Outreach Specialist, Daniel Barrera, was hired in January 2022 and brought with him a high level of broadcasting and marketing experience.

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, however 82% of home seekers were new clients to the program. Most applicants learned about the program from a CORE Community Center, HIP Housing's website, smchousingsearch.org, Housing Service and shelter providers, non-profit organizations, School Districts, and from friends and family. As part of our Measure K County grant, there is a \$150 incentive given to any current Home Provider who refers a new Home Provider to the program. Since implementing the new referral incentives, four Home Providers received the \$150 incentive.

A summary of the County-wide Outreach activities accomplished during the year are listed below:

Ads/Articles

Belmont Chamber Casa Circulo Cultural City of Burlingame's e-newsletter Burlingame Park & Recreation ad City of Millbrae's e-newsletter City of Millbrae's social media channels Coastside Buzz website Coastside Living Magazine ad Daily Journal article about a match with an ADU Homeowner & local teacher Daily Journal digital and print ads Everything South San Francisco Foster City Electronic Billboard	Half Moon Bay Review Housing Leadership Council's affordable housing resource guide KHMB radio PSAs and website ad La Honda Voice Latino Collaborative Magnolia Senior Center newsletter Millbrae Community TV station Millbrae Senior Center newsletter ad Nextdoor social media ads Pacifica Coast TV networking Pacifica Voice ad Pacifica Tribune SAMCEDA newsletter	Sam Trans bus ads San Francisco Chronicle ad for the March 27 th senior resource insert San Mateo's volunteer opps. Bulletin smchousingsearch.org SSF Parks & Recreation guide St. Peter's church in Pacifica ValPak coupon Villages of San Mateo County newsletter Walgreens Window
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Eblasts/flyering/mailings

Monthly flyers sent to Faith community, School Districts, HR Directors, City reps, non-profits, Housing advocates, Homeowner Associations, City Councils	Flyers sent to: Fed Ex in SSF; Lucky's in Foster City; HR Departments in Foster City; Union Bank in Daly City Residential postcards were sent to Homeowners in EPA, Daly City, San	Mateo, Pacifica, Half Moon Bay, San Bruno, South SF, and San Carlos Social Media: Nextdoor, Craigslist, Patch, Facebook, Instagram, Zoom HIP Housing backgrounds
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Events/Meetings/networking:

Aging and Adult Services CID City of Half Moon Bay's housing staff City of Millbrae housing staff City of San Bruno's housing staff	Job Train inservice KHMB Let's Talk Housing New Beginnings Coalition One Life Counseling Center	Sam Trans Human Resources San Mateo County Community College District's International student program San Mateo County's Employee Health
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Coastside Buzz Director Community Health Advisory Committee County's Ending Homeless meeting Front Porch Home Match program Help at Hand Advisory committee HOPE IAC Housing Industry Foundation Inservice Housing Leadership Day Inclusive Leaders in a Virtual World	Oye Latin X conference Pacifica Collaborative Promotores South San Francisco Redwood City Interagency Forum Redwood City Police Department Samaritan House inservice	San Mateo County Office of Education Sequoia Hospital's Community Health Advisory Committee Senior Roundtable Sol San Mateo South San Francisco gift cards Senator Josh Becker's Legislative Aide West Coast Home Sharing collaborative Women's Leadership Conference Unite US YMCA inservice
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Home Sharing client eblast resources

49ers Job Fair Adeline Loft Oakland – waiting list Ashby Loft's Berkeley waiting list Blake at Berkeley waiting list Bridge Housing waiting list Alameda County waiting lists CalTrans train ticket discount Community Info. Program booklet Community Zoom Day County's Moving to Work interest list County's Project Based Waiting List Covid-19 Booster shot information Covidtests.gov DAHLIA waiting lists Fair Housing survey- 21 Elements Fall Prevention strategies FCC's Affordable Connectivity Program Financial Planning free workshop Flu Vaccination locations Foon Lok West – Oakland Waiting List Free Backpacks Friendship Line Half Moon Bay Village waiting list	Hazardous Waste recycling locations Highwater Apartments in Redwood City HIP Housing Property vacancies Hollaback Diversity trainings Hookstone Senior apartments Housing Industry Foundation Housing is Key rental assistance Immigrant Inclusion Survey In Home Supportive Service job openings Job Train Jordan Court waiting list Lesley Senior Communities waiting list Let's Talk Housing workshops Light Tree Apartments Main Street Family apartment wait list Mandatory 10 digit dialing Manpower Job openings Mental Health Awareness month activities Mid-Pen Housing waiting list openings Napa Housing Authority wait list Oceanview senior apartment wait list Nugent Square wait list Pacifica Senior Center housing workshop Peninsula Clean Energy Peninsula Humane Society PFS's Second Career Employment PG&E Resources	Real CA Id Recology – Composting Works SAHA's waiting list openings Safety tips from the San Mateo PD Sam Trans Driver job openings San Pedro Commons waiting list Santa Clara County's Section 8 openings School House Vista Grande Wait List – DC Second Harvest Food drop-by Second Harvest Food locator Senior Scam workshop Sierra Garden's – Walnut Creek SMC Connect South San Francisco Guaranteed Income Tax Aid The Martin apartments Trades Introduction Program University Neighborhood Apartments VA Mobile Clinic Water conservation strategies Workforce Development Opportunities
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Media

Bay Area Bountiful –Nor Cal Public Media KHMB radio ads		
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Presentations:

Calendar presentations at Councils	Community Zoom Day	Redwood City Housing and Human
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Colma's Town Council Community Relations Committee	County of San Mateo's Human Services Everest High School Finding Hope Podcast Life Moves casework staff Pacifica Collaborative	Concerns Committee San Mateo/Foster City School District South San Francisco Council Summit High School
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Technical Support:

Pima Council on Aging – Tuscon, AZ University of Texas law student	St. Mary's College	Woodstock, NY Home Share
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Town of Colma Home Sharing Program highlights:

- 6 residents contacted HIP Housing to learn more about our programs as well as to discuss affordable housing opportunities in San Mateo County.
- 2 residents or those who work in the city 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.
- 1 resident was placed in a home sharing match during the year. A total of 4 clients who live or worked in Colma were home sharing at some point during FY 21.22.
- Client Story:
Chris is an older adult homeowner in Colma who has owned a home for over 24 years. After his realtor told him about the Home Sharing Program, Chris decided to apply to find a housemate to pay an affordable rent of \$750/month.

Within a few weeks Chris found Carole, an older adult who was renting an inlaw unit for 2 years in Daly City. When the homeowner decided to put the home on the market, Carole began finding a new housing arrangement and moved in with Chris in early March.

SELF SUFFICIENCY PROGRAM (SSP) HIGHLIGHTS

HIP Housing's Self Sufficiency program (SSP) 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, forty-nine families representing 60 adults and 78 children were provided support through the program. There was 1 family in Colma representing 2 adults and 2 children who participated in the Self-Sufficiency Program during the year.

The following supportive services, in addition to housing and case management support, were provided to the families during the Fiscal Year:

Collaborations:

- Rebuilding Together Peninsula's National Rebuilding Day volunteers from Roche Pharmaceuticals and Nibbi Brothers Construction completed home repairs at two of HIP Housing's SSP Group Share homes.
- A workshop for the single mothers in SSP was held by WANDA, a non-profit organization that helps to establish a savings account and matching funds.

- A Community Relations Manager for the SM Credit Union met with clients for financial coaching.
- High school aged students volunteered to tutor youth in Math and Science.
- San Mateo Credit Union provided budgeting and credit repair financial literacy during an SSP workshop.
- Capstone Financial conducted an inservice on the psychological and behavioral aspects of spending.
- Cake4Kids, a non-profit group of volunteers who are home-bakers, baked birthday cakes for the youth in SSP.
- My New Red Shoes (MNRS) provided new shoes for the children in SSP.
- SJSU Intern, Sarah K., is working toward her Masters in Social Work and has been interning with SSP since August 2021.
- James Simmons, Client Services Manager, graduated from the 9 month Chamber Leadership Program as well as was elected to the Belmont Parks & Recreation Commission.
- A current Board member and former SSP client was elected to the Belmont Planning Commission.

Donations:

- HIP Housing's Holiday Adopt a family donors provided gifts to 86 families in SSP as well as 279 seniors in HIP Housing's properties.
- Ashley Homestore's Home to Dream program donated new mattresses for youth in the program.
- A HIP Housing donor launched an Activity Fund for the youth in SSP to help pay for dental, athletic and educational activities.
- During the Omicron surge, 12 families tested positive for Covid. Many were not able to return to work and/or had to stay home with their children. We awarded each family \$300 of Emergency Relief Funds to help with basic necessities.
- Each year the Soroptimist Club gives out financial awards to women who are going to school and are the primary wage earners for their family. This year 4 of our participants won: Jessica a current SHARE resident at CEDAR (studying Business management); Baraka, a who is applying to Nursing school and completed her pre-req's for Nursing; Lilian, a client who just completed her certification to be a Drug & Alcohol counselor and is working on her BA degree; and the 1st place winner, Maria, a client who just graduated Nursing school at USF and will be taking her state license exams.

Initiatives:

Alumni Program:

The newly formed Alumni Support Group had its first meeting in February 2022. The purpose of the group is to provide support for SSP graduates who've expressed interest in peer-to-peer mentoring as well as continued resource sharing about housing, financial education, mental health, and parenting support.

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.

Follow-up program:

The purpose of the follow-up program is to provide continued case management support on a quarterly basis to participants who've graduated from the program.

Mentor Program:

The newly formed Mentorship Program matched four current participants with four graduates. The purpose of the Mentorship Program is to provide coaching and guidance with helping participants with their goals.

Workshops:

SSP Trauma Informed workshops are held on Zoom and facilitated by a Licensed MFT. Workshops topics included: The effects of trauma, mental health, and self-care; Emotional Intelligence and Self-regulation; and, Anger Management.

PROPERTY DEVELOPMENT HIGHLIGHTS

HIP Housing owns and manages 462 units of affordable and subsidized housing throughout San Mateo County with 684 tenants. HIP Housing's Property Development division accomplished the following activities during the Fiscal Year:

Senior Properties (Edgewater Isle, Rotary Hacienda, Rotary Floritas)

- Delivered over 16,000 meals donated by Samaritan House and Second Harvest of Silicon Valley
- Recruited new volunteers to help with a Farmers Market at Edgewater Isle twice a month
- A new volunteer is translating informational flyers for Russian-speaking residents
- Peninsula Family Services held "Get Appy" events designed to teach older adults how to successfully use technology.
- Sutter Safe at Home's Emergency Alert Program offered residents a 1 month free service.
- Toiletry items donated by Fund a Need and Samaritan House were distributed to residents.
- A resident of EWI, who is from the Ukraine, won a hand-made quilt donated by a former employee.

Compliance/Property Management projects:

- The city of Foster City approved a management contract with HIP Housing for 22 units of Workforce Housing on Pilgrim Drive slated for tenants to move in by August 2022.
- A 39 unit affordable housing complex by Greystar in Redwood City broke ground. Once completed, HIP Housing will own the property which will provide much needed housing for larger sized families.
- 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.
- 3 inclusionary units at 3rd and Claremont

Rent Relief:

- Connected tenants with the Housing is Key rental assistance programs. Over \$66,000 was approved by the State to help tenants affected by Covid with rent relief.
- HIP Housing's Emergency Relief fund distributed \$140,000 to over 100 tenants to assist with rent relief.

We appreciate the support from the Town of Colma and look forward to continuing our housing services to residents and persons who work in Colma.

Sincere regards,

Laura Fanucchi
Director of Programs



SSP Clients Ronnie & Rodrigo



EWI resident wins quilt raffle



Home sharing team on Bay Area Bountiful



Non-Profit Funding Request Form FY 2022-23

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: COMMUNITY ENVIRONMENTAL EDUCATION PROGRAM/WILDERNESS SCHOOL

Contact Person: Ed Lopez

Address: 115 First Ave. Daly City CA 94014

Street Address	City	State	Zip Code
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Phone Number: 650-550-7847/m:415-806-1818 Email Address: elopez@jeffersonunion.net

1. Mission Statement:

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

2. Amount of Request: \$ 4000.00

a. Total Agency Annual Budget: \$ \$80,658,378

b. Number of Agency Employees: 512

c. Payroll is 72.4 % of the Agency's total Annual Budget.

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

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

4. Describe reason for request and how funds will be used:
1. Field trips-admission fees, transportation cost(expecting higher trans. cost)
 2. Buy chicken and garden supplies
 3. Support shared meals and camping trip supplies
 4. Audio-visual supplies

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

N/A

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

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

7. Describe the following:

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

The number of Colma residents is approximately 50 students. They will receive services

through their enrollment at Susan B. Anthony School. We make concerted effort to purchase and conduct business in Colma

8. Provide a detailed account of how the FY 2021-22 contribution was used:

Garden and chicken supplies	643.41
Fuel	115.00
Transportation	1632.00
Food	548.33
Educational supplies	442.09
Total	\$3380.83

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

The 2021/2022 school year continued to present many of the same challenges as last year. As the Shelter in Place orders and ZOOM was replaced by restricted in person instruction and varied vaccination requirements, we continued to be limited in the scope of activities outlined in our initial proposal.

As the year progressed and restrictions eased, we were finally able to do something!!!

In April, we took 84 3rd graders from Susan B. Anthony School to Elkus Ranch, including preparatory visit by wilderness School students. The kids were so excited about the trip, they all returned their permission slips the next day and everyone went!!

In addition to the trip, funds were used to purchase extra-curricular educational material and supplies to maintain the garden.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

N/A

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

Yes _____ No _____ X

If yes, please provide details.

12. Charitable Trust # or EIN # 94-3083772

Please attach a copy of the following:

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



Optional Attachments



Jefferson Union High School District

ADMINISTRATIVE OFFICES – SERRAMONTE DEL REY
699 Serramonte Boulevard, Suite 100
Daly City, CA 94015-4132
650-550-7900 • FAX 650-550-7888

Board of Trustees

Andrew Lie
Carla Ng-Garrett
Nick Occhipinti
Kalimah Y. Salahuddin
Rosie U. Tejada

Toni Presta
Superintendent

December 16, 2021

NOTICE OF GOVERNING BOARD REORGANIZATION

On December 15, 2021, the Jefferson Union High School District Board of Trustees reorganized as follows:

PRESIDENT: Rosie U. Tejada

(Term Expires 2022)

VICE PRESIDENT: Andrew Lie

(Term Expires 2024)

CLERK: Kalimah Y. Salahuddin

(Term Expires 2024)

TRUSTEE: Nick Occhipinti

(Term Expires 2022)

TRUSTEE: Carla Ng-Garrett

(Term Expires 2022)

BOARD REPRESENTATIVE FOR THE COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION:

Andy Lie (Alternate: Carla Ng-Garrett)

Distribution:

San Mateo County Chief Elections Officer
San Mateo County Board of Supervisors
San Mateo County Office of Education
San Mateo County School Districts: Bayshore Elementary, Brisbane
Elementary, Jefferson Elementary, Pacifica, San Bruno Park Elementary,
South San Francisco Unified
San Mateo County Schools Insurance Group
San Mateo County School Boards Association
San Mateo County Committee on School District Organization
California School Boards Association
State of California Local Legislators
State of California Secretary of State
Local City Councils: Brisbane, Colma, Daly City, and Pacifica

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ESTIMATES THROUGH THE MONTH OF:	JUNE									
A. BEGINNING CASH			10,887,281.00	7,680,281.00	1,022,281.00	(4,837,519.00)	(9,417,519.00)	(10,867,519.00)	7,942,481.00	6,467,481.00
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		150,000.00	150,000.00	500,000.00	280,000.00	280,000.00	500,000.00	280,000.00	280,000.00
Property Taxes	8020-8079		0.00	160,000.00	60,000.00	1,950,000.00	3,000,000.00	23,000,000.00	5,000,000.00	100,000.00
Miscellaneous Funds	8080-8099		270,000.00	0.00	0.00	(370,000.00)	(1,000,000.00)	700,000.00	(400,000.00)	0.00
Federal Revenue	8100-8299		3,000.00	22,000.00	200.00	100,000.00	20,000.00	(300,000.00)	300,000.00	110,000.00
Other State Revenue	8300-8599		0.00	100,000.00	500,000.00	0.00	1,500,000.00	(40,000.00)	500,000.00	4,600,000.00
Other Local Revenue	8600-8799		250,000.00	180,000.00	430,000.00	250,000.00	1,400,000.00	2,900,000.00	700,000.00	700,000.00
Interfund Transfers In	8910-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			673,000.00	612,000.00	1,490,200.00	2,210,000.00	5,200,000.00	26,760,000.00	6,380,000.00	5,790,000.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		1,250,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00
Classified Salaries	2000-2999		650,000.00	1,050,000.00	1,050,000.00	1,050,000.00	1,050,000.00	1,050,000.00	1,050,000.00	1,050,000.00
Employee Benefits	3000-3999		1,000,000.00	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00
Books and Supplies	4000-4999		200,000.00	200,000.00	200,000.00	340,000.00	200,000.00	200,000.00	1,400,000.00	200,000.00
Services	5000-5999		600,000.00	1,600,000.00	1,100,000.00	1,100,000.00	1,100,000.00	1,100,000.00	1,100,000.00	1,100,000.00
Capital Outlay	6000-6599		0.00					200,000.00	5,000.00	50,000.00
Other Outgo	7000-7499		180,000.00	120,000.00	700,000.00	0.00		1,100,000.00	0.00	
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			3,880,000.00	7,270,000.00	7,350,000.00	6,790,000.00	6,650,000.00	7,950,000.00	7,855,000.00	6,700,000.00
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299									
Due From Other Funds	9310									

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
Stores	9320									
Prepaid Expenditures	9330									
Other Current Assets	9340									
Deferred Outflows of Resources	9490									
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599									
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			(3,207,000.00)	(6,658,000.00)	(5,859,800.00)	(4,580,000.00)	(1,450,000.00)	18,810,000.00	(1,475,000.00)	(910,000.00)
F. ENDING CASH (A + E)			7,680,281.00	1,022,281.00	(4,837,519.00)	(9,417,519.00)	(10,867,519.00)	7,942,481.00	6,467,481.00	5,557,481.00
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	Beginning Balances (Ref. Only)	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF:	JUNE									
A. BEGINNING CASH			5,557,481.00	2,568,330.00	13,118,330.00	9,218,330.00				
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		500,000.00	200,000.00	50,000.00	39,652.00	300,000.00	0.00	3,509,652.00	3,509,652.00
Property Taxes	8020-8079		2,500,000.00	14,000,000.00	3,000,000.00	2,273,359.00	1,000,000.00	0.00	56,043,359.00	56,043,359.00
Miscellaneous Funds	8080-8099		(500,000.00)	500,000.00	(700,000.00)	1,822.00	200,000.00	0.00	(1,298,178.00)	(1,298,178.00)
Federal Revenue	8100-8299		350,000.00	900,000.00	100,000.00	450,561.00	300,000.00	0.00	2,355,761.00	2,355,761.00
Other State Revenue	8300-8599		800,000.00	800,000.00	800,000.00	246,959.00	200,000.00	0.00	10,006,959.00	10,006,959.00
Other Local Revenue	8600-8799		800,000.00	800,000.00	800,000.00	685,740.00	100,000.00	0.00	9,995,740.00	9,995,740.00
Interfund Transfers In	8910-8929		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979								0.00	0.00
TOTAL RECEIPTS			4,450,000.00	17,200,000.00	4,050,000.00	3,698,093.00	2,100,000.00	0.00	80,613,293.00	80,613,293.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		2,500,000.00	2,500,000.00	2,500,000.00	1,200,241.00	0.00		27,450,241.00	27,450,241.00
Classified Salaries	2000-2999		1,050,000.00	1,050,000.00	1,050,000.00	775,998.00	0.00		11,925,998.00	11,925,998.00
Employee Benefits	3000-3999		1,800,000.00	1,800,000.00	1,800,000.00	33,619.00	0.00		19,033,619.00	19,033,619.00
Books and Supplies	4000-4999		200,000.00	200,000.00	1,500,000.00	482,513.00	0.00		5,322,513.00	5,322,513.00
Services	5000-5999		1,100,000.00	1,100,000.00	1,100,000.00	1,143,114.00	200,000.00	0.00	13,443,114.00	13,443,114.00
Capital Outlay	6000-6599		50,000.00	0.00		84,152.00	0.00		389,152.00	389,152.00
Other Outgo	7000-7499		739,151.00	0.00		254,590.00	0.00		3,093,741.00	3,093,741.00
Interfund Transfers Out	7600-7629								0.00	0.00
All Other Financing Uses	7630-7699								0.00	0.00
TOTAL DISBURSEMENTS			7,439,151.00	6,650,000.00	7,950,000.00	3,974,227.00	200,000.00	0.00	80,658,378.00	80,658,378.00
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199								0.00	
Accounts Receivable	9200-9299								0.00	
Due From Other Funds	9310								0.00	
Stores	9320								0.00	

Description	Object	Beginning Balances (Ref. Only)	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
Prepaid Expenditures	9330								0.00	
Other Current Assets	9340								0.00	
Deferred Outflows of Resources	9490								0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599								0.00	
Due To Other Funds	9610								0.00	
Current Loans	9640								0.00	
Unearned Revenues	9650								0.00	
Deferred Inflows of Resources	9690								0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Nonoperating</u>										
Suspense Clearing	9910								0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E. NET INCREASE/DECREASE (B - C + D)			(2,989,151.00)	10,550,000.00	(3,900,000.00)	(276,134.00)	1,900,000.00	0.00	(45,085.00)	(45,085.00)
F. ENDING CASH (A + E)			2,568,330.00	13,118,330.00	9,218,330.00	8,942,196.00				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									10,842,196.00	

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
ESTIMATES THROUGH THE MONTH OF:	JUNE									
A. BEGINNING CASH			8,942,196.00	5,735,196.00	(922,804.00)	(6,782,604.00)	(11,362,604.00)	(12,812,604.00)	7,097,396.00	5,622,396.00
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		150,000.00	150,000.00	500,000.00	280,000.00	280,000.00	500,000.00	280,000.00	280,000.00
Property Taxes	8020-8079		0.00	160,000.00	60,000.00	1,950,000.00	3,000,000.00	25,000,000.00	5,000,000.00	100,000.00
Miscellaneous Funds	8080-8099		270,000.00			(370,000.00)	(1,000,000.00)	700,000.00	(400,000.00)	0.00
Federal Revenue	8100-8299		3,000.00	22,000.00	200.00	100,000.00	20,000.00	(300,000.00)	300,000.00	110,000.00
Other State Revenue	8300-8599		0.00	100,000.00	500,000.00		1,500,000.00	(40,000.00)	500,000.00	500,000.00
Other Local Revenue	8600-8799		250,000.00	180,000.00	430,000.00	250,000.00	1,400,000.00	2,000,000.00	700,000.00	700,000.00
Interfund Transfers In	8910-8929									
All Other Financing Sources	8930-8979									
TOTAL RECEIPTS			673,000.00	612,000.00	1,490,200.00	2,210,000.00	5,200,000.00	27,860,000.00	6,380,000.00	1,690,000.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		1,250,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00
Classified Salaries	2000-2999		650,000.00	1,050,000.00	1,050,000.00	1,050,000.00	1,050,000.00	1,050,000.00	1,050,000.00	1,050,000.00
Employee Benefits	3000-3999		1,000,000.00	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00
Books and Supplies	4000-4999		200,000.00	200,000.00	200,000.00	340,000.00	200,000.00	200,000.00	1,400,000.00	200,000.00
Services	5000-5999		600,000.00	1,600,000.00	1,100,000.00	1,100,000.00	1,100,000.00	1,100,000.00	1,100,000.00	1,100,000.00
Capital Outlay	6000-6599							200,000.00	5,000.00	50,000.00
Other Outgo	7000-7499		180,000.00	120,000.00	700,000.00			1,100,000.00		
Interfund Transfers Out	7600-7629									
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS			3,880,000.00	7,270,000.00	7,350,000.00	6,790,000.00	6,650,000.00	7,950,000.00	7,855,000.00	6,700,000.00
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199									
Accounts Receivable	9200-9299									
Due From Other Funds	9310									
Stores	9320									

Description	Object	Beginning Balances (Ref. Only)	July	August	September	October	November	December	January	February
Prepaid Expenditures	9330									
Other Current Assets	9340									
Deferred Outflows of Resources	9490									
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599									
Due To Other Funds	9610									
Current Loans	9640									
Unearned Revenues	9650									
Deferred Inflows of Resources	9690									
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Nonoperating</u>										
Suspense Clearing	9910									
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			(3,207,000.00)	(6,658,000.00)	(5,859,800.00)	(4,580,000.00)	(1,450,000.00)	19,910,000.00	(1,475,000.00)	(5,010,000.00)
F. ENDING CASH (A + E)			5,735,196.00	(922,804.00)	(6,782,604.00)	(11,362,604.00)	(12,812,604.00)	7,097,396.00	5,622,396.00	612,396.00
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Description	Object	Beginning Balances (Ref. Only)	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ESTIMATES THROUGH THE MONTH OF:	JUNE									
A. BEGINNING CASH			612,396.00	(3,176,755.00)	6,373,245.00	2,873,245.00				
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		500,000.00	200,000.00	50,000.00	39,652.00	300,000.00		3,509,652.00	3,509,652.00
Property Taxes	8020-8079		2,500,000.00	14,000,000.00	3,000,000.00	2,957,858.00	1,000,000.00		58,727,858.00	58,727,858.00
Miscellaneous Funds	8080-8099		(500,000.00)	500,000.00	(700,000.00)	(577,417.00)	200,000.00		(1,877,417.00)	(1,877,417.00)
Federal Revenue	8100-8299		350,000.00	700,000.00		6,724.00	300,000.00		1,611,924.00	1,611,924.00
Other State Revenue	8300-8599				800,000.00	160,715.00	200,000.00		4,220,715.00	4,220,715.00
Other Local Revenue	8600-8799		800,000.00	800,000.00	800,000.00	933,358.00	100,000.00		9,343,358.00	9,343,358.00
Interfund Transfers In	8910-8929								0.00	
All Other Financing Sources	8930-8979								0.00	
TOTAL RECEIPTS			3,650,000.00	16,200,000.00	3,950,000.00	3,520,890.00	2,100,000.00	0.00	75,536,090.00	75,536,090.00
C. DISBURSEMENTS										
Certificated Salaries	1000-1999		2,500,000.00	2,500,000.00	2,500,000.00	862,995.00			27,112,995.00	27,112,995.00
Classified Salaries	2000-2999		1,050,000.00	1,050,000.00	1,050,000.00	483,888.00			11,633,888.00	11,633,888.00
Employee Benefits	3000-3999		1,800,000.00	1,800,000.00	1,800,000.00	36,839.00			19,036,839.00	19,036,839.00
Books and Supplies	4000-4999		200,000.00	200,000.00	1,000,000.00	118,240.00			4,458,240.00	4,458,240.00
Services	5000-5999		1,100,000.00	1,100,000.00	1,100,000.00	224,407.00	200,000.00	0.00	12,524,407.00	12,524,407.00
Capital Outlay	6000-6599		50,000.00			96,206.00			401,206.00	401,206.00
Other Outgo	7000-7499		739,151.00			542,009.00			3,381,160.00	3,381,160.00
Interfund Transfers Out	7600-7629								0.00	
All Other Financing Uses	7630-7699								0.00	
TOTAL DISBURSEMENTS			7,439,151.00	6,650,000.00	7,450,000.00	2,364,584.00	200,000.00	0.00	78,548,735.00	78,548,735.00
D. BALANCE SHEET ITEMS										
<u>Assets and Deferred Outflows</u>										
Cash Not In Treasury	9111-9199								0.00	
Accounts Receivable	9200-9299								0.00	
Due From Other Funds	9310								0.00	
Stores	9320								0.00	

Description	Object	Beginning Balances (Ref. Only)	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
Prepaid Expenditures	9330								0.00	
Other Current Assets	9340								0.00	
Deferred Outflows of Resources	9490								0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Liabilities and Deferred Inflows</u>										
Accounts Payable	9500-9599								0.00	
Due To Other Funds	9610								0.00	
Current Loans	9640								0.00	
Unearned Revenues	9650								0.00	
Deferred Inflows of Resources	9690								0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<u>Nonoperating</u>										
Suspense Clearing	9910								0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
E. NET INCREASE/DECREASE (B - C + D)			(3,789,151.00)	9,550,000.00	(3,500,000.00)	1,156,306.00	1,900,000.00	0.00	(3,012,645.00)	(3,012,645.00)
F. ENDING CASH (A + E)			(3,176,755.00)	6,373,245.00	2,873,245.00	4,029,551.00				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									5,929,551.00	

**THE COMMUNITY ENVIRONMENTAL EDUCATION PROGRAM
Wilderness School Program**

Jefferson Union High School District
Daly City • Pacifica, California
Learning • Doing • Reflecting • Internalizing

115 First Ave
Daly City, CA.
94014
(650) 550-7847

Edward L. Lopez
Teacher

FY 2021/22
Non-Profit Funding Annual Report

Mission Statement:

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

The 2021 / 2022 school year continued to present many of the same challenges as last year. As the Shelter in Place orders and ZOOM was replaced by restricted in person instruction and varied vaccination requirements, we continued to be limited in the scope of activities outlined in our initial proposal.

As the year progressed and restrictions eased, we were finally able to do something!!!

In April, we took 84 3rd graders from Susan B. Anthony School to Elkus Ranch, including preparatory visit by Wilderness School students. The kids were so excited about the trip, they all returned their permission slips the next day and everyone went!!

In addition to the trip, funds were used to purchase extra-curricular educational material and supplies to maintain the garden.

In the coming school year, we will apply the remaining funds to our proposed projects which we have already begun to schedule.

Garden and chicken supplies	643.41
Fuel	115.00
Transportation	1632.00
Food	548.33
<u>Educational supplies</u>	<u>442.09</u>
Total	\$3380.83

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

LifeMoves is the largest provider of interim housing and services for individuals and families experiencing homelessness on the San Francisco Peninsula and in Silicon Valley. With more than 26 shelter and service sites from Daly City to San José, LifeMoves gives our neighbors experiencing homelessness a temporary place to call home while providing intensive, customized support through both site-based programs and community outreach. We serve more than 1,250 clients each night.

We credit our success to the comprehensive case management that addresses the individual root causes that have resulted in our clients being unsheltered. LifeMoves provides the strategic assistance needed to move our clients forward to brighter and healthier futures.

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

Despite effective programs for people experiencing homelessness—and the concerted effort put forth by nonprofit organizations, local governments, and funding partners—the issues of homelessness and a lack of affordable housing continue to challenge our region. In 2020, more than 50,000 individuals sought help through the region's network of organizations serving people experiencing homelessness, hinting at the scale of the crisis even prior to the Covid-19 pandemic. We are seeking funding to support operations at our six San Mateo County interim shelters.

During the last year, all our shelters have operated at capacity. Staff continue to provide critical support services to help our families overcome the barriers that stand in the way of securing and retaining stable housing. All our clients qualify as either “extremely” or “very” low income, according to U.S. Department of Housing and Urban Development regulations. More than 40% of the individuals LifeMoves serves have disabilities, and 10-20% of our adult clients are Veterans. Almost half of the women served in LifeMoves shelters (including women who are heads-of-households with minor children) report having been victims of domestic violence.

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 we sought from the Town of Colma in FY22. Of course, we would welcome additional support for Colma residents if funds become available.

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

Over the last seven years, LifeMoves has served more than 50 residents from the Town of Colma, including both adults and children, at LifeMoves shelters in San Mateo County. During this past year fiscal year, we provided more than 100 nights of shelter to Colma residents.

In addition, members of the LifeMoves Homeless Outreach Team (HOT) and Healthcare for the Homeless (HCH) were diligent in their efforts to connect with unsheltered Colma residents who were living on the streets. 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.

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 each of FY18 and FY19 we served one resident; in FY20 we served eight Town of Colma residents, and 20 residents were served in FY21. Sixteen Town of Colma residents were served by LifeMoves in FY22.

7B. San Mateo County's "Coordinated Entry System" (CES) dictates where Town of Colma residents are served. Our Maple Street shelter in Redwood City houses single adults and five Colma residents were served there in FY22. Three Colma families received support and assistance at our Family Crossroads location in Daly City. An additional Colma resident received assistance via our Motel Voucher Program. Other LifeMoves facilities that may shelter Colma families (households with minor children) this year include, First Step for Families in San Mateo, Redwood Family House in Redwood City, Coast House in Half Moon Bay, and Haven Family House in Menlo Park.

7C. LifeMoves Homeless Outreach Team (HOT) provides services directly to unsheltered homeless individuals living on the streets, in encampments, or in vehicles. This team works closely with local Police Departments and other community-based agencies to support homeless in the County. Our Healthcare of the Homeless (HCH) staff also work directly in the community, identifying and solving healthcare issues that often serve as a barrier to a client finding stable housing or shelter. These teams worked intensively with 12 residents in the last year. Through hard work developing trust and a positive rapport, six Town of Colma residents moved from living on the fringe of the community to an interim shelter.

8. Provide a detailed account of how the FY 2021-22 contribution was used:

The \$4,000 FY22 grant provided by Town of Colma to LifeMoves was targeted to cover the operating expenses for our shelters in San Mateo County. We are extremely grateful to receive general operating funds as all of our shelters operate at a deficit, especially with the addition of inflated prices impacting everyone today. Town of Colma funds helped us to offer local residents a safe environment, where their all their household needs were covered, including meals, clothing, household, and school supplies, allowing them to focus on overcoming their obstacles to securing stable housing.

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

As LifeMoves was classified as a direct service agency, we became an essential business and continued to offer crucial support and comprehensive services to those experiencing homelessness. However, we did have to close our doors to in-person volunteer engagement. As a result, we incurred sizable food costs due to having to purchase meals that were traditionally prepared and provided by our volunteers. Funding from the Town of Colma helped us to ensure we were able to provide the same high level of assistance during the pandemic.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

City of Burlingame: FY23 \$10,000 application pending
City of Daly City: FY22 \$17,600 awarded; FY23 \$18,000 awarded
City of Foster City: FY22 \$10,000 awarded; FY23 \$10,000 application pending
City of Menlo Park: FY22 \$20,000 awarded; FY23 \$20,000 application pending
City of Redwood City: FY22 \$51,688 awarded; FY23 \$61,700 awarded
City of San Carlos: FY22 \$25,000 awarded; FY23 \$25,000 application pending
City of San Mateo: FY22 \$17,300 awarded; FY23 \$12,800 awarded
City of South San Francisco: FY22 \$25,000 awarded; FY23 \$26,250 application pending

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





LifeMoves

2020 – 2021 ANNUAL REPORT

Thriving
Through Adversity



From our CEO

A Year of Resilience, Gratitude, and Hope

IN MY FIRST YEAR as CEO of LifeMoves, I have heard words like “unprecedented,” “uncharted,” and “uncertain.” While we validate and address the many struggles our community have faced, we have seen that progress and tangible impact were achieved when we moved forward with certainty and confidence. This is one of many reasons why I look back on FY21 and think of “resilience,” “gratitude,” and “hope.”

Words cannot express how thankful and inspired I am by what we have accomplished. Periods of change can be unsettling, but anything is possible when we take control of our destiny. We exhibited relentless drive, a commitment to continuous improvement, and the constant push to take more bold and decisive actions. As a result, our teams served even more people experiencing and at risk of homelessness, helping them rediscover their strength, stability, and sense of self.

In FY21, we served 7,231 unhoused people across all LifeMoves sites, helping 89% of families and 69% of all those engaging in our programs return to self-sufficiency.

These programs include operating a number of motels in San Mateo and Santa Clara Counties for both at-risk and COVID positive clients, amounting to over 45,000 nights of shelter during the past fiscal year.

With your support, we began operating LifeMoves Coast House, the first interim supportive housing site in the Half Moon Bay region for unhoused individuals, couples, and families.

And in just eight months, we transformed an empty construction site into LifeMoves Mountain View, a 100-door community – using rapidly deployed modular units – that has already achieved successful outcomes since opening in May.

These innovative new programs, long hours of dedicated work by clients and staff, and first-hand stories of growth, transformation, and triumph would not be possible without your support. After another tough year, you showed up, gave back, and gave big. Thank you!

Together, we can help those who need it most, support even more of our community, and reach new, impactful heights in our tireless work to solve homelessness here at home.

Aubrey Merriman

Achieving Our Mission

Despite the challenges of last year, we are proud of being able to accomplish our mission: **to support families and individuals experiencing homelessness in their efforts to rapidly return to stable housing and achieve self-sufficiency.**

“I got the help I needed, a place to sleep, and job referrals. Now, I have my own apartment again. It can be done. No matter how many doors shut, you’ve got to keep going.”

CLAUDIO

Our Comprehensive Approach

Help people where they are

Move people off the streets and into interim housing



Help people return to stable housing / Supportive Services

Continual Monitoring and Improvement

Where We Serve

LifeMoves operates 26 facilities across San Mateo and Santa Clara Counties.



Who We Serve



1 of 5
shelter beds are occupied by children



1 of 10
adult clients are Veterans

Our Success



1,549
clients served each night



1,898
clients returned to stable housing annually

89%

of families staying at a LifeMoves site return to stable housing

69%

of all LifeMoves clients return to stable housing

Updates



LifeMoves Mountain View

A Local Solution, An Innovative Model for Others

LifeMoves Mountain View came at a critical time for our community. Homelessness was already a challenging and increasingly dire situation in Silicon Valley. The pandemic and continuing aftershocks made it devastating. Working with the City of Mountain View, the County of Santa Clara, and other partners, we built and began operating the LifeMoves Mountain View interim housing village in only eight months. In its first year alone, it can serve more than half of Mountain View’s current homeless population. Coupled with the LifeMoves proven approach using supportive services and personalized case management, this community will visibly impact local homelessness. In fact, we are sharing the success of this innovative model with other cities around the country through our **Playbook for Modular, Supportive, Interim Housing** available for download on our website.

Built at a fraction of the cost and time of traditional housing, LifeMoves Mountain View will help move 350 people off the streets each year.



Designed for community needs, suites with bathrooms allow families to stay together with privacy and dignity.



LifeMoves Coast House

Safe Shelter with Supportive Services Leads to Self-Sufficiency

With 50 private rooms, LifeMoves Coast House offers safe shelter and wraparound case management services to help clients work toward self-sufficiency and return to homes of their own, creating a better community for all.

We are excited to help meet the growing need in this region, and we greatly appreciate the partnership of the City of Half Moon Bay and the County of San Mateo, whose leadership made possible this opportunity to further reduce homelessness in San Mateo County.

Moving People to Success

Housing Moves

Creating More Journeys to Independence

Key to the LifeMoves mission is supporting our clients on their journey to independence and a home to call their own. Our dedicated staff work tirelessly to make this goal a reality for all of our clients. Our clients receive comprehensive support from LifeMoves services and programs. Those who need it, get custom-designed case management plans based on their unique strengths and challenges. Clients also receive assistance with rapid re-housing programs, finding affordable housing, connecting to housing benefits, and submitting rental applications. In FY21, despite the ongoing pandemic, LifeMoves successfully returned almost 2,000 clients to stable housing and self-sufficiency.



“My case manager helped us with anything we needed, he checked on my son, he laid out a plan for me and my family to get back on our feet. With his help, we secured a housing voucher through the VA Supportive Housing Program, which led to us finding a beautiful home of our own. We even have a backyard!”

ADEL





“Being here at LifeMoves, I’ve never felt more secure and in place with my life. Even though I have rules and a case plan, I feel like I’m running my own show and marching towards what I want.”

CRISANTA



Financial Moves

Getting Clients on Sound Financial Footing

With continued economic uncertainty related to the pandemic, LifeMoves offers our clients a deeper level of financial training to better prepare them for success in the future. Focused on the ultimate goal of long-term stability, we provide workshops, as well as individual coaching, on topics such as budgeting, building and repairing credit, savings strategies, and techniques for borrowing money wisely. When clients leave LifeMoves on sound financial footing, it means that these individuals and families have the tools they need to thrive and contribute to our community.



“If it wasn’t for my case manager helping me with financial planning and working back to a place of stability, I don’t know where we’d be.”

LYVELL

Career Moves

Increasing Employment Skills & Earning Potential

COVID-19 changed the way many of us work in Silicon Valley. While wages have been increasing in some sectors, many of our clients continue to work at service sector jobs that simply don’t pay a living wage for the Bay Area. To address this barrier, LifeMoves employment counseling staff focus on helping our adult clients increase their employment opportunities and earning potential through employment skills training, resume development, job search training, and interview coaching. This work supports our clients who are unemployed and underemployed, so they are better prepared to transition back to permanent housing with stable employment.



Health Moves

Addressing Underlying Health Issues

Healthy adults are more likely to be able to retain a job and remain housed than adults in poor health or with chronic medical conditions. Many LifeMoves clients are at higher-risk for medical complications than the general public; some are elderly, with chronic conditions that have been untreated; others are Veterans with medical vulnerabilities.

Our case managers enroll clients in available insurance, and for clients needing medical services or support, LifeMoves works in partnership with local public health programs and community partners to get our clients the care they need. For many clients, addressing chronic or underlying health conditions is often a necessary first step on their journey to return to stable housing.

During the COVID-19 pandemic, LifeMoves has taken additional efforts to protect the health and safety of our clients and staff, including sponsoring vaccine clinics at several of our sites. We are continuing our efforts to improve vaccination rates among individuals and families experiencing homelessness, for the protection of those clients, as well as the community at large.

“My case manager saved my life. The doctor said that had I been out there for another week, I’d be dead. I got the help I needed at the hospital, and she helped me get sober, save my money, and even find an apartment.”

RONALD

Behavioral Moves

Addressing Behavioral Health Challenges for Better Housing Outcomes

Trauma and other behavioral health issues can be both a cause and an effect of becoming homeless. The experience of homelessness is traumatic in and of itself, and many of our clients have experienced intermittent or even chronic trauma over the course of their lives.

To address these issues, LifeMoves provides free, on-site behavioral health services designed to address the trauma and other challenges common among individuals and families experiencing homelessness. Services include substance abuse and recovery support, as well as individual and group therapy for both adults and children. Our data show that increased use of behavioral health services leads to more successful housing outcomes for our clients.

Many are experiencing increased levels of grief, anxiety, and depression due to COVID-19. LifeMoves quickly pivoted at the onset of the pandemic to provide behavioral health services by video or tele-health, to continue serving our clients in the safest possible way.



“Becoming homeless was challenging because I suffer from anxiety, depression, and fear of the unknown. I didn’t want to leave Julian Street Inn until I knew I had a stable job and better state of mind. My therapist and case manager got me to do the things I needed to do and helped me become a better person — it means a lot to me.”

JEFF

“Coming to LifeMoves was the opportunity we needed to start all over again. With their help, our children began thriving in school. It was hard – supporting their transition to online classes while my husband and I both worked – but LifeMoves was there to help them navigate the new school year and really do well.”

YENNY



Learning Moves

Ensuring Children (& Adults) Continue Their Education

With eight shelters and several service sites that serve families, one in every five LifeMoves clients is a minor child. Children experiencing homelessness have often missed substantial periods of school, so our Education Team and Children’s Services Coordinators work diligently to ensure that all school-aged children are immediately enrolled in the school of their choice. We also aim to ensure they have all of the equipment and supplies they need to be successful.

When school became remote at the start of the pandemic, we were able to supply all of our school-aged children with the equipment they needed to attend school virtually (including tablets or Chromebooks, headphones, and hotspots). LifeMoves staff worked quickly to make academic programming safe, engaging, and socially distanced.

In addition to addressing the educational needs of the children in our shelters, LifeMoves also supports adults who wish to advance their education, whether it be completing a GED or enrolling in community college.



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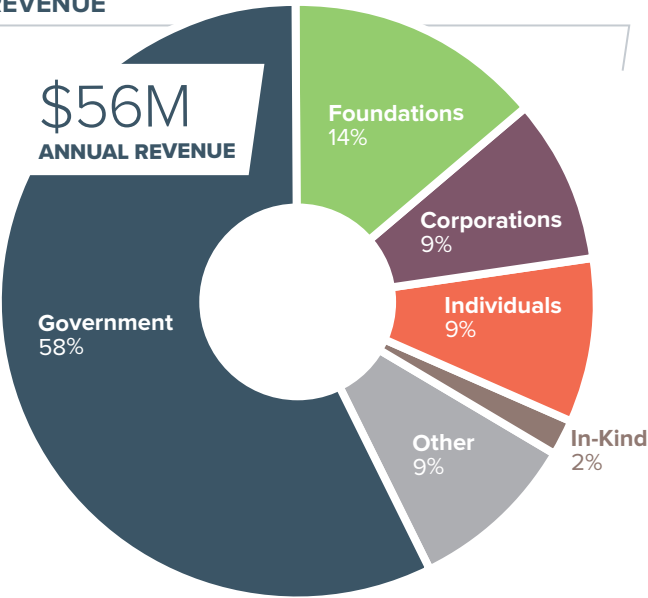
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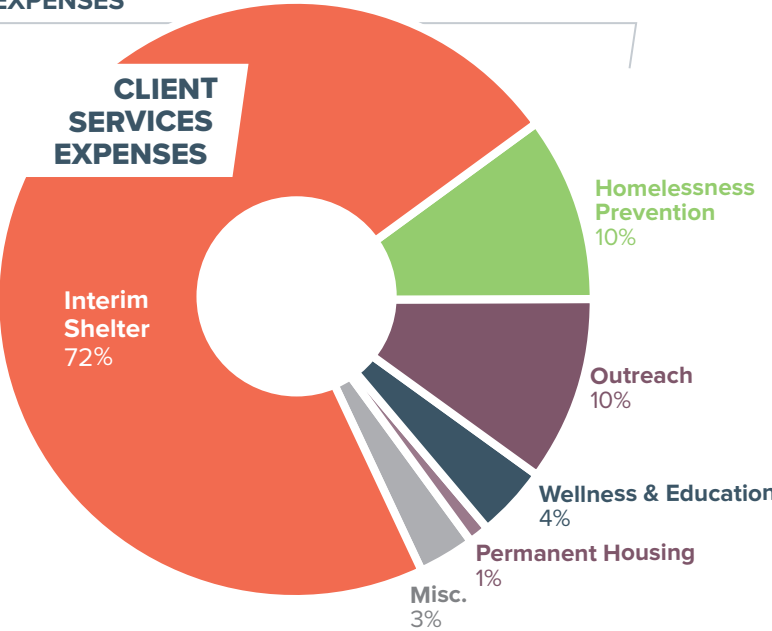


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Saloni and Stephen	Nicole Lynn and Adam Wood	Bryan Silverthorn	Simon P. Morris, D.D.S.
Howard-Sarin	Patricia and Joseph Mach	Pediatric Dentistry	Jennifer and Chris Skarakis
Kathy Howe and John Lilly	Nancy and Alex Malaspina	Virginia and Leslie Proceviat	Natasha Skok and
Donna and John Hower	Sophie Maletsky	David Proulx	Matthew Self
HP Inc.	Brian Manca	PwC Foundation	Joy Sleizer
Edward Huber	Judy and George Marcus	Vickie and Robert Quenelle	SMCBA Barristers
Mary Hughes and Joe Simitian	Lisa Mario	Sandra Ramer	Edward Smith
Mary and Thomas Hunt	Linda and A.C. Markkula	Sonali and Chidambaram	Joyce and Bradley Smith
Lisa and Calvin Huntzinger	Kaaren and Richard Marquez	Rammohan	Paula and Steve Smith
Alyson and Jim Illich	Deborah and Tom Martin	Amy Rao and Harry Plant	The Smith Family Fund
Indeed.com	Joan Martin-Lake and	Gertrude Reagan	Deborah Sobel and
Intuitive Surgical	Paul Lake	Christine and Charlie Redfield	Jeffrey Brown
Indira Iyer	Diane and Robert Master	Redwood City Elks Lodge	Softbank Investment Advisers
Susan and Richard Jacobsen	Leslie and Matthew Mayerson	Laurie Reid and	Jane and Larry Solomon
Tobi James	Jerry McBride	Nicholas Menaker	Mary Beth Springer,
Jacqueline and John Jarve	Patricia McClung and	Christina and Jeff Richardson	Paul Rosenblum,
The John and Sarah Elliott	Allen Morgan	Jenny and Gerald Risk	and Rachel Rosenblum
Family Fund	Evan McCulloch	Alicia Roach Gerena	St. Bede's Episcopal Church
Stephanie and	Anne and Thomas McDevitt		
Edward Johnson	Theresa McDonald		
Angela and Nick Kalayjian	Suzanne and James McElwee		
Israela and Jay Kamchi	Ethna McGourty and		

Community Support

We are so grateful for the support of our dedicated LifeMoves volunteers, whose time, efforts, and creativity were especially crucial during the last twelve months. From DIY hygiene kits for our female clients, to heartwarming shoe drives, and an outpouring of generosity through the bittersweet holiday season, community members and local organizations gave countless hours to projects that helped our clients feel at ease and at home.

LifeMoves hopes to resume in-person volunteering as health regulations develop in the new year, and we look forward to seeing you again soon.



Donate

Make a Financial Contribution

Your gift ensures that we can continue to provide housing and supportive services to thousands of unhoused children and adults. Contact Katherine Finnigan at kfinnigan@lifemoves.org to make a gift of stock, property, or DAF grant.

Include LifeMoves in Your Estate Plan

By making a gift through your will or trust, you can leave a legacy of shelter and services for families and individuals for years to come. Contact Katherine Finnigan at kfinnigan@lifemoves.org.

Ask Your Employer to Match Gifts

Many companies offer matching donations to double the impact of your gift. See if your employer will match your donation to LifeMoves: www.lifemoves.org/make-an-impact/employee-match/

Donate a Vehicle, Clothing, or Other Items

Find out about creative giving options that offer the greatest philanthropic impact. Contact Carmen Kapanga, ckapanga@lifemoves.org to donate a vehicle, clothing, or other items.

Volunteer

Volunteer Virtually with Your Company

Create fun and engaging team-building activities that make an impact for people in need. Contact Marissa Dong at mdong@lifemoves.org.

Donate or Sponsor Meals

Drop off prepared meals or sponsor a meal delivery to help ensure the 1,549 people staying at a LifeMoves site have access to healthy, fresh, and nutritious meals. Contact Alex Mazariegos at amazariegos@lifemoves.org.

Contribute Pro Bono Skills

Give your professional time to provide consulting services on an as-needed basis. Contact volunteer@lifemoves.org.

12,400
volunteers support LifeMoves

Partner

Hire a Jobseeker

Hire motivated, qualified employees working to build brighter futures.

Become a Landlord Leader

Rent your apartment to one of our clients, and give a second chance to a responsible tenant. Contact Bernah Posadas at bposadas@lifemoves.org.

Connect

Take a Virtual Tour of LifeMoves Programs

Schedule a tour and see first-hand the impact of our services. Contact Shelby Dobrenz at sdobrenz@lifemoves.org.

Attend a Virtual Family Engagement Workshop

Our virtual Family Engagement Workshop teaches families with children age 8-13 about homelessness through age-appropriate, engaging, and inspiring activities and discussion. Contact Shelby Dobrenz at sdobrenz@lifemoves.org.

Visit Us Online at

www.lifemoves.org
Read about the latest news, events, and inspirational stories.

Connect on Social Media

Join the conversation online at [Facebook.com/LifeMovesOrg](https://www.facebook.com/LifeMovesOrg)
[Twitter.com/LifeMovesOrg](https://twitter.com/LifeMovesOrg)
[Linkedin.com/company/LifeMoves](https://www.linkedin.com/company/LifeMoves)
[Instagram.com/LifeMoves_org](https://www.instagram.com/LifeMoves_org)

We are deeply grateful to each person, group, company, and foundation who has helped us through another extraordinarily challenging year. Your generosity makes a life-changing difference for thousands of people in Silicon Valley. Thank you!



Everyone Has a Story

"We see someone that's homeless, and we don't know how or why they ended up on the street – we don't know their story. Being on the flip side of the coin, I just want people to know that everyone has a story to tell. And I'm so grateful to be here, at this chapter in my story – whatever you need, LifeMoves is here to help. It's a blessing."

JOHN



181 Constitution Drive
Menlo Park, CA 94025
650.685.5880
www.lifemoves.org

The Summer Camp Scoop

Weeks 2 & 3: June 27 - July 8, 2022
By Yara Sevilla



WEEKS 2 & 3: SUPERHEROES AND SAFARIS

The campers spent two weeks of playing fun activities while using their creative imaginations. Whether they were pretending to be Tony Stark (aka Iron-Man!) or a tiger, campers were always keeping their bodies moving!

PICTURE PERFECT:



Georgia Travis House camper wearing her superhero mask!

Redwood Family House camper killing it at the monkey bars!



Villa camper and intern holding a slithery friend!



GLAMOROUS GUESTS: ✨



Campers across sites have been making new friends who visit their sites, including wizards and lizards.



Pictured to the left are two campers from Family Crossroads and Haven hanging out with the visitors, whether human or otherwise!

INTERN INSIGHTS:

Interns allow all this fun to be possible! They shared some things they took away from camp below.

Trey says "I look forward to playing games, doing crafts, and teaching [the kids] new things everyday."

Hong says that she loves how "kids learn very fast and pick up and copy everything [she does]."



Trey helping a Redwood Family House camper



Hong on Mountain View's trip to Pets in Need



TERRIFIC TRIPS: ☀️



Field trips have been an integral part to campers' learning experience. These include trips to the park, the pool, and Pets in Need (an animal shelter in Palo Alto), which are available to all sites. Campers of all ages enjoy visiting new places across the Bay Area.

Pictured below are happy campers from Redwood Family House and the Motel Voucher Program.





Non-GAAP Budget for Fiscal Year 2023	FY2023
Revenue	
Government	39,329,795
Private Revenue	40,405,442
Other Revenue	394,888
Total Revenue	80,130,125
Expense	
Program Expense	
Program Salary & Benefits	20,698,490
Direct Client Expenses	13,178,950
Site Operating Costs	8,648,057
Operations Labor and Fringe	10,901,512
Total Program Expenses	53,427,009
Administration and Fundraising Expense	12,691,595
Total Program and Admin Expenses	66,118,604
Non Operating	
Capital Costs	6,000,000
Total Capital Costs	6,000,000
Total Agency Expenses	72,118,604
Budgeted Surplus (for deferred maintenance, CAPEX expenditures, and Long term Reserves)	8,011,521

HCD-Homekey*	FY2023
Revenue	
Government-HCD Homekey 2.0 CAPEX	61,032,228
Government-HCD Homekey 2.0 OPEX	14,828,905
Total Revenue	75,861,133
Expense	
Program Expense	
Government-HCD Homekey 2.0 OPEX for future years	14,828,905
Total Program and Admin Expenses	14,828,905
Non Operating	
Capital Costs-Homekey 2.0	61,032,228
Total Capital Costs	61,032,228
Total Agency Expenses	75,861,133
Balance	0

*HCD-Homekey line items refer to the two new shelter sites slated for construction and completion in FY23. These are onetime funds



Board of Directors FY23

Officers:

Patrick Heron (Chair)

Managing Partner
Frazier Life Sciences
70 Willow Road, Suite 200 (*work*)
Menlo Park, CA 94025
(W) 650-325-5156
patrick@frazierhealthcare.com
Committees: Executive
Years on the Board: 6

Greg Eckert (Treasurer)

Partner
PricewaterhouseCoopers
181 Constitution Drive (*volunteer office*)
Menlo Park, CA 94025
greg.eckert@me.com
Committees: Executive, Finance
Years on the Board: 3

Melissa Selcher (Vice Chair)

Chief Marketing & Communications Officer
LinkedIn
2029 Stierlin Court Suite 200 (*work*)
Mountain View, CA 94043
mselcher@linkedin.com
Committees: Development, Executive
Years on the Board: 4

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
Committees: Executive
Years on the Board: 6

Joe Stockwell (Chair Emeritus)

Principal
Odyssey Management Capital
19 Bennett Road (*home*)
Redwood City, CA 94062
jstockwell@odysseytel.com
Committees: Executive
Years on the Board: 6

Directors:

Pastor Paul Bains

President & Co-Founder
WeHope
1854 Bay Road (*work*)
East Palo Alto, CA 94303
(C) 650-207-1998
Pbains7@wehope.org
Years on the Board: 2

Sarah Boisseree

Senior Financial Analyst, Corporate Planning
Salesforce
The Landmark @ One Market, Suite 300 (*work*)
San Francisco, CA 94105
(C) 650-867-6460
Sarah5elise@gmail.com
Committees: Audit
Years on the Board: 5

Christina Corpus

Sheriff
San Mateo County
201 Merced Drive (*home*)
San Bruno, CA 94066
(W) 650-363-4990
ccorpus@smcgov.org
Years on the Board: 2

Scott Goree

Sr. Director, Worldwide Distribution
Nutanix
181 Constitution Drive (*volunteer office*)
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scott.goree@nutanix.com
Years on the Board: 2



Board of Directors FY23

Martha Joseph

*Sr. Associate of Development
Tipping Point Community
2544 W Ave 130th (home)
San Leandro, CA 94577
(C) 415-879-2142
Marthajoseph86@gmail.com
Years on the Board: 2*

Tiffany Hong

*Senior Vice President
Franklin Templeton Investments
1 Franklin Parkway (work)
San Mateo, CA 94403
(W) 650-312-2989
tiffany.hong@franklintempleton.com
Committees: Principal Gifts
Years on the Board: 4*

Lauren Koenig

*Philanthropist, Mentor, Volunteer
181 Constitution Drive (volunteer office)
Menlo Park, CA 94025
(C) 650-245-1882
lgkoenig@me.com
Committees: Development
Years on the Board: 4*

Ahmed Khatib

*Senior VP, Private Wealth Advisor
Merrill Private Wealth Management
3075 Hansen Way (work)
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ahmed.khatib@ml.com
Years on the Board: 3*

May Topper

*Currently Marketing Consultant
Former Vice President, Marketing, Oral-B
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mtopper@pacbell.net
Years on the Board: 3*

Pamela Weiss

*Philanthropist, Writer, Community Activist
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pamelaweiss@hotmail.com
Years on the Board: 4*

Gene Todd

*Executive Vice President – Head of Regional Markets
Fiduciary Trust International
One Franklin Parkway, 920, 1st Floor
San Mateo, CA 94403
216-410-1899
gtodd@ftci.com
Years on the Board: First year*



Board of Directors FY23

From the LifeMoves By-laws:

Each director shall hold office for a term of two (2) years or until his or her successor has been elected. A director may not serve more than three (3) full consecutive terms; provided, however, that notwithstanding such limitation, (i) a director may continue to serve so long as such director is elected as an officer of the Corporation, (ii) a director who serves as Chair of the Board may continue to serve as a director for a period of two (2) years after his or her successor as Chair is elected, or (iii) the term of the Director is extended upon recommendation by the Executive Committee and approval by a majority vote of the Board, not including the vote of the Director whose term is being extended.



GRANT REPORT TO THE TOWN OF COLMA JUNE 2022

LifeMoves wishes to formally thank the Town of Colma for the latest generous grant award to help support the individuals and families experiencing homelessness. We are incredibly grateful for the grant of \$4,000 we received last October to support programs serving Colma residents and for the Town of Colma's continued partnership in ending local homelessness. LifeMoves is pleased to share this report, highlighting the impact of these funds and provide an organizational update.

SERVICES TO TOWN OF COLMA RESIDENTS

Four Town of Colma residents received food, shelter, clothing, and a broad range of supportive services in our LifeMoves shelters to date this fiscal year (July 1, 2021, through May 31, 2022). One family – including a parent and a child – spent three months at our First Step for Families shelter in the City of San Mateo. Two Colma locals were served by our “Healthcare for the Homeless” (HCH) team, and our “Homeless Outreach Team” (HOT). These individuals went on to receive additional supports during their stay at our Maple Street shelter in Redwood City.

All told, these individuals stayed a total of 124 nights in LifeMoves shelters. As a result, all funds from the Town of Colma were expended during FY22 (July 2021 – June 2022). 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.

LIFEMOVES OVERVIEW

During our most recent fiscal year, with 350 employees, LifeMoves operated more than 20 shelter and service facilities from Daly City to San Jose for individuals and families experiencing homelessness or at risk of becoming homeless. We served in excess of 7,200 people across all LifeMoves programs and provided clients with more than 237,000 shelter nights. LifeMoves continues to feed, clothe, and house approximately 1,500 people per night, about 20% of whom are children and one out of every 10 adults served is a Veteran. We offer intensive, customized case management through both shelter programs and community outreach. In FY21, our staff worked together to provide more than 1.2 million hours of case management to our clients in San Mateo and Santa Clara counties.

This past fiscal year, 89% of families who engaged with LifeMoves' transitional housing programs successfully returned to stable housing and achieved self-sufficiency. We expect to see comparable results this fiscal year, which ends on June 30. All LifeMoves programs are built on a foundation of “Housing First” principles – that access to secure and safe housing is the critical first step necessary for unsheltered individuals to make pivotal changes for their future. The strategy employed at LifeMoves addresses the root causes of homelessness, not just the symptoms.

In addition to food, clothing, and shelter, our families have access to a broad range of 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. We continue to credit the LifeMoves therapeutic service model 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

One of our biggest undertakings for the next fiscal year is the construction of a new Navigation Center, to be located near our current Maple Street shelter location in Redwood City, east of Highway 101. The location will have 240 units available for single adults and couples. Together with the County of San Mateo and other local partners, an ambitious goal has been set to begin serving clients before the end of 2022. This construction will be modeled after the LifeMoves I Mountain View shelter that opened in April 2021. Prefabricated, modular units will be used to quickly construct this center, providing critical interim shelter to those experiencing homelessness in San Mateo County.

Those staying in this new shelter will receive the same wrap-around services offered at all LifeMoves locations, providing the necessary resources and supports to move a person or family to stable housing and independence. The Navigation Center will be funded by a combination of federal, state, city, and philanthropic dollars and LifeMoves will oversee operations.

LifeMoves has had unprecedented growth in the past two years. In order to ensure the organization remains mission-focused on breaking the cycle of homelessness in Silicon Valley, the board and staff have been working together to develop a strategic plan. This has been an in-depth project, but an important exercise to confirm we are on a path where we can continue to respond to the changing needs of our community with innovative programming while confident we have the infrastructure necessary to sustain expanded services.

CONCLUSION

Thank you again for the Town of Colma's continued support for some of the most vulnerable members of our shared community. With your partnership, LifeMoves continues to create meaningful opportunities for homeless individuals and families to return to stable housing and long-term self-sufficiency. Together, we look forward to building lasting solutions to end 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) 685-5880, ext. 158 or jleahy@lifemoves.org.

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

The Ombudsman Services of San Mateo County, Inc is the only program of its type in the County. Our program is the only one that is dedicated to advocating for the quality of life and the dignity of residents living in licensed long term care facilities in our county.

the ombudsmen and the filed ombudsmen regularly visit the local facilities and directly speak to the residents. We visit the skilled nursing homes at least once a week the RCFE's at least once a month and the ARF's once a year. All of our facilities received many more visits then we are required by the state to do. Our belief is that all residents deserve to be seen, heard, valued and supported so they can enjoy the best quality of life and live in dignity. This program is federally mandated and we are funded through the state down to the county, private grants, the generosity of private donors and are annual fundraiser.

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

The funds we would receive from the Town of Colma will help OSSMC to meet its federally mandated mission to monitor and advocate for the residents of Colma living in licensed long term care facilities. These services are accomplished with our volunteer ombudsmen and our paid staff. These funds will help with the salaries of our Special Needs Supervisor and our North County Supervisor. WE not only serve residents in the Town of Colma, we also serve all other residents that live in licensed long term care facilities in San Mateo County. Presently we serve 431 facilities with a total of 9176 residents.

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

The amount we have requested this year is \$500 more than what we received last year. I have increased the asked by \$500 this year due to the cost of living in San Mateo County and also giving our staff a small raise of which they desire. The County has given us \$5,000 less for operations this year. WE did receive some extra funds but for special projects.

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

The benefit to the Town of Colma is that the residents who live in your town and in long term care facilities are cared for. Someone is watching over them and the facilities they live in. WE are the eyes and ears of the residents and sometimes their voice also. Many of the residents that live in your facilities have no family or friends so we are the closest friend for them that they can talk to. WE want all residents that live the Town of Colma's facilities to have the best life possible and to be able to age in place as we watch over hem!

7. Describe the following:

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

WE have served the residents of the two facilities in the Town of Colma since they were established. The facilities are Angela's Rest Home and Reflections.

For 2022 we accomplished the following:

OSSMC made 63 visits to the facilities in the Town of Colma
WE opened and close 11 cases
We did not received any request for information or assistance from families or residents.
WE provided 2 information and assistance to facility staff
WE did not provide any community education or advice to the facilities

8. Provide a detailed account of how the FY 2021-22 contribution was used:

With the \$42,500 grant the Town of Colma gave us for '21-'22 the funds helped us with the salary and benefits of the North County Supervisor. During this time, it is very difficult to maintain a staff of well qualified people. WE have a very low staff turn over and I believe that is because we try to give them a fair wage for the tremendous work they do. WE are on the front line with the virus still here!

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

No, COVID - 19 did not affect OSSMC in how they spent the grant we received. WE are still on the front line and working full time, 5 days a week.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

	2021-2022	2022-2023
SSF	\$20,000	\$20,000
Burlingame	\$ 700	\$ 700
Foster city	\$ 5,000	-0-
Menlo Park	\$ 2,000	\$ 2,000
San Mateo	\$17,300	\$12,200

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 # 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

ADVOCATES FOR QUALITY OF LIFE IN RESIDENTIAL CARE

Board Members 2021-2022

PRESIDENT

Mitchell Bailey

Vice Chancellor/Chief of Staff,
Office of Chancellor
San Mateo County Community
College District
(650) 574-6510
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VICE PRESIDENT

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Attorney in Private Practice
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SECRETARY/TREASURER

Cindy Safe

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Vic Lee

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Sharmin Nabi, Esq.

Attorney
Senior Compliance Manager,
Managed Care Contracts
Genentech
(651) 724-2202
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OMBUDSMAN SERVICES OF SAN MATEO COUNTY, INC

BUDGET FY2022-2023

Board Approved 6/17/2022

Operating Income		FY22/23	
Donations			
	Annual Report/Newsletter	500	
	Appeal Letters Holiday	7,000	
	Appeal Letters Spring	0	
	Board Gifts	10,000	
	Donations	5,000	
	Volunteer Recognition Luncheon	15,000	
		Sub-total	37,500
Foundation Funding			
	Atkinson	10,000	
	Deacon Charitable Foundation	5,000	
	Gellert Foundation	10,000	
	Palo Alto Community Fund	10,000	
	Albertson/Safeway Foundation	2,500	
	San Bruno Community Foundation	0	
	TouchPoint	3,000	
	Woodlawn	45,000	
		Sub-total	85,500
Government Funding			
	SMC Title IIIB (OAA)	31,584	
	SMC Title IIIB - OTO	0	
	SMC Title VIIA	47,232	
	SMC Title VIIA - OTO	0	
	SMC General Funds (<60)	52,000	
	CARES Act (County-SMCGF & >60)	0	
	St Health Facilities Citation Penalty (SHFCPA)	15,749	
	SHFCPA - OTO	0	
	SNF Quality Assurance (SNFQAF)	46,255	
	State General Fund	214,740	
	State Augmentation	0	
	State GF - Baseline Adjustment	0	
	Public Health L&C Prog Fund (PHL&C)	9,738	
	Measure K	121,983	
	American Rescue Act	22,726	
	CARE Act (State)	0	
	Elder Justice	0	
	Robotic Pets	1,500	
	CDBG Redwood City	0	
	CDBG San Mateo	18,000	
	CDBG SSF	20,000	
	Other City Grants - Burlingame	700	
	Other City Grants - Foster City	5,000	
	Other City Grants - Menlo Park	2,500	
	Other City Grants-Town of Colma	2,500	
		Sub-Total	612,207
Healthcare Districts			
	Peninsula Health Care District	70,000	
	Sequoia Healthcare District	75,000	
		Sub-Total	145,000
	In Kind volunteer hours	115,000	
Endowment Transfer		100,000	
Other Income to balance budget			
Other Income			
Total Revenue		1,095,207	

Expenses	FY22/23
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Development/Marketing

Fundraising	
Grant Writing	36,000
Event Planner	0
Volunteer Recognition Luncheon	10,000
Fall Event	0
Holiday Appeal	1,900
Spring Appeal	0
Sub-total	47,900

Marketing	
Marketing PR	3,500
Sub-total	3,500
Printing & Reproduction	
Newsletter/Annual Report	1,000
Brochures/tentcards/bus cards	3,000
Website	2,000
Other	
Sub-total	6,000

Employee Expense Direct	
Payroll	688,041
Benefits (medical, dental)	20,943
ER Taxes	57,689
Workers Compensation	2,543
Sub-total	769,216

Employee Indirect Expenses	
Education	2,000
Recruiting	750
Mileage Reimbursement	10,000
Payroll Service Fee	3,500
Sub-total	16,250

Operating Expenses	
Board Expenses	3,000
Sub-total	3,000
Facilities & Equipment	
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
Financial Expenses	
Accounting/Audit	14,000
Investment Advisory Fees	0
PayPal Fees	1,500
Bank Charges	25
Sub-total	15,525
Insurance	
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		FY22/23
Program Expense		
Misc		1,000
Intern Stipend		9,000
Professional Services/contracted srvc		0
Hiring Costs for new ED		0
Corporate Registration		180
Taxes		125
Sub-total		10,305
Special Projects		
Alzheimer's Association Conference		2,500
Friendly Visitors		6,650
Music and Me		35,000
Robitic Pets		1,500
Special Mileage Compensation		0
Upgrade Existing Computers		0
Tablets for Residents		10,000
Sub-total		55,650
Volunteer Expenses		8,350
Volunteer In-kind hours		115,000
Total Expenses		1,093,071
		2,136

Town of Colma
City Manager's Office
1198 El Camino Real
Colma, CA 94014

June 28, 2022

Attention: Darcy DeLeon
Grant Report for 2021-2022

1. Describe the results of the program funded by the grant:

With the \$2,500 grant OSSMC received from the Town of Colma, we were able to accomplish the following:

- OSSMC was able to make 63 visits to the facilities in the Town of Colma
- We opened and closed 11 cases.
- We did not receive any request for information or assistance from families or residents.
- We provided 2 information and assistance to facility staff.
- We did not provide any community education or advice to the facilities.

2. Evaluate the results of the program funded by the grant:

The beginning of this year, it was still unusual because of the Virus. This Virus was still present in the facilities but not as strong. The residents we rebeginning to receive visitors and the Ombudsmen were allowed to enter the facilities with the proper attire. The were able to connect with the residents in person and this allowed both the Ombudsmen and the residents to meet in person and talk. For most residents, to talk with someone other than staff is especially important for them and to see someone other than staff will listen to them. Communication is an immensely powerful tool. It was wonderful to be able to visit inside which is just like before the Virus.

With our in-person visits we were able to break the isolation they experienced with the beginning of the Virus. It is wonderful to see a smile on a resident's face as one of us walks in to visit and see if they have any problems.

Our program provides the support each resident in each facility we monitor is entitle to and receives. We are effective in their lonely lives. We also can assure their families that they are doing well. Now the tide has changed, and they can have visitors and can go out into the community for visits, doctor's appointments or dine out with their families.

Your grant of \$2,500 helped with the salary for our Ombudsman Supervisor for North County. I deeply appreciate your help and belief in our program.

Best regards,



Bernadette Mellott MPA
Executive Director





Non-Profit Funding Request Form FY 2022-23

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: Operation Santa Claus

Contact Person: Aimee O'Donnell Saunders

Address: 10 Wembley Drive, Daly City, CA 94015

Street Address	City	State	Zip Code
----------------	------	-------	----------

Phone Number: 415.744.4049 Email Address: aimeeodsaunders@gmail.com

1. Mission Statement:

Since 1949, Operation Santa Claus has delivered a traditional Christmas experience for families in Colma, Daly City and Broadmoor. We do this through our annual December toy and gift delivery service. Many families we serve are experiencing financial hardships or homelessness in our community. We are a volunteer run and donation based non-profit.

2. Amount of Request: \$ 1,500

a. Total Agency Annual Budget: \$ 21,000

b. Number of Agency Employees: Zero

c. Payroll is Zero % 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 program best fits under A - providing complimentary clothing, books, and toys for children ages 12 and under in our community.

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

Funds are used to purchase new gifts each year. Gifts include gift cards (11-12 year olds) and toys, games, sports equipment and books for kids 10 and under. These are Colma families who have applied for this annual service in the Holiday season.

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 received \$1500 and we would appreciate the same amount this year.

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

Families who are residents of Colma can apply for assistance with holiday gifts for their children. Our volunteers pack and deliver age appropriate gifts to their homes, or provides a pick up service for families that works better for.

Additionally, we also provide the opportunity for Colma residents to volunteer with us, in our gift packing and delivery efforts.

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 2021, we delivered to 15 Colma addresses, totaling 35 children.

B) We deliver to residences on a designated evening, which is communicated to the applicants. If they cannot be home at designated time, we keep their gifts at our headquarters (10 Wembley Dr in DC) and they can retrieve during business hours.

C) Once our application opens in the Fall, we communicate to schools and other service providers in our area, who can encourage families they know to apply.

8. Provide a detailed account of how the FY 2021-22 contribution was used:

City of Colma's donation was included in our other fundraising results. All donations were entirely used to acquire as outlined:

Toys- \$14,000

Gift Cards- \$4,700

Total - \$18,700

In total, we helped 326 families, which included 668 children (10 and under) and 161 pre-teens (11-12yr.)

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

Like everyone everywhere, COVID's impact was felt. We served as many families as we could within parameters of our funds and space. The service providers we work with have reported increased demands for food & rental assistance so it tracks that we also saw increased applications, and we helped as many as we could. We expect 2022 to also have a large pool of applicants.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

In 21-22, we received grants from Town of Colma, Woodlawn Cemetery, and Gellert Foundation.

This year, for 22-23 we are requesting grants from Town of Colma, Woodlawn Cemetery, Gellert Foundation and Doelger Foundation.

To the best of this applicant's knowledge Colma is the only City we requested or are requesting from.

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

Yes _____ No X

If yes, please provide details.

12. Charitable Trust # or EIN # 94-2920191

Please attach a copy of the following:

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



Optional Attachments



Operation Santa Claus
10 Wembley Drive
Daly City, CA
94015

2022 Governing Board

Bobby Stuhler, President

Barney Maffei, Treasurer

Jennifer Linale, Secretary

Maria DeLucchi

Denise Brown

Romeo Benson

Pat Bohm

Marya Ouro-Gbeleou

Mike Stancil

Cameron Christensen

Aimee O'Donnell Saunders

OPERATION SANTA CLAUS ANNUAL BUDGET
2022

REVENUES:

FOUNDATIONS	\$ 7,000
CORPORATE	6,000
GENERAL PUBLIC RECEIPTS	<u>8,000</u>
TOTAL REVENUES	<u>\$21,000</u>

EXPENSES

TOYS	\$14,600
GIFT CERTIFICATES	5,000
SUPPLIES/POSTAGE	650
TELEPHONE	300
MICROSOFT SUBSCRIPTION	100
BANK CHARGES	100
MISCELLANEOUS	<u>250</u>
TOTAL EXPENSES	<u>\$21,000</u>



OPERATION SANTA CLAUS

10 Wembley Drive, Daly City, CA 94015

Board of Directors

•Bobby Stuhler, President • Barney Maffei, Treasurer •Jennifer Linale, Secretary
Maria DeLucchi • Denise Brown• Romeo Benson • Pat Bohm • Officer Cameron Christensen

TIN 94-2920191

May 28, 2022

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 \$2,000.

During the past holiday season, we assisted 321 families, which included 661 children with newly purchased toys, 159 teens with gift cards.

The \$2,000 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:	\$14,000
Gift Cards:	\$5,000
Expenses:	\$1,700
Total	\$21,700

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 2022-23

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.

Contact Person: Barbara Kalt, Grant Specialist

Address: 800 Middle Ave., Menlo Park, CA 94025

Street Address

City

State

Zip Code

Phone Number: 650-207-8738 Email Address: barbarak@1pvi.org

1. Mission Statement:

The mission of Peninsula Volunteers, Inc. (PVI) is to enable seniors to age in place.

PVI's services meet the physical, social, mental, and emotional health needs of participants, allowing them to age with dignity and independence in their own homes and communities. PVI serves the most vulnerable and at-risk seniors and adults with disabilities through its four core programs, Meals on wheels (MOW), Adult Day Services at Rosener House, Little House Activity Center and PVI Ride, our Transportation Program.

2. Amount of Request: \$ 10,000

a. Total Agency Annual Budget: \$ 7,426.748

b. Number of Agency Employees: 46

c. Payroll is ⁶³ % 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 PVI Meals on wheels (MOW) program provides nutritious home-delivered meals to seniors and adults with disabilities, increasing food security, supporting good health and aiding in managing chronic disease. Home-delivered meals reduce the risk of malnutrition by increasing access to fruit, vegetables, protein, and dairy products. Each meal consists of 3 servings of fruits and vegetables, one serving of dairy, at least 3 ounces of protein, and whole grain. Wellness checks by delivery drivers and calls from MOW staff help reduce isolation, and referrals are made to other services so recipients can remain in their own homes and communities, living with dignity and independence. Meals on wheels helps prevent more costly hospitalizations and further complications from chronic illnesses and falls.

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

MOW is a basic safety-net service, helping recipients who are at-risk of institutional placement to age in place as independently as possible. Most MOW recipients do not have adequate income to purchase healthy food. In San Mateo County 38% of MOW recipients have annual incomes of less than \$15,000, and 81% have incomes of less than 30% of AMI for the county. In Colma, the majority of MOW recipients live alone. Meals delivered and wellness checks are lifelines for these MOW recipients, even more dramatically so during the COVID pandemic. PVI has a contract with San Mateo County Aging and Adult Services for Older Americans Act funds to support MOW, but the rate of reimbursement covers less than half of the cost. For the last fiscal year, Colma residents received 3,486 meals through PVI MOW, requiring a subsidy to prepare and deliver of \$27,888. The grant from Colma of \$5,000 helped to defray this expense.

Funds will be used to purchase raw food and compostable delivery trays. Food costs have risen significantly, now at more than 50% of the MOW budget. Voluntary donations are requested from clients, but as most are on small fixed incomes, the average donation is less than \$1 per meal. Grants and donations from other sources are necessary to sustain this essential service.

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

The request amount is the same as last year, \$10,000, while the grant amount was \$5,000. As detailed above, there was a shortfall of \$27,888 to prepare and deliver home-delivered meals to qualified Colma residents in FY 2021-22.

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. Meal recipients will continue to be able to live independently in their own homes and communities. According to the Healthy Community Collaborative of San Mateo County, many seniors face hunger every day, with 1 in 8 having to choose between paying rent, buying medication or purchasing food.

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 having problems and in need of a referral to an outside agency.

Since the Veterans Village opened, PVI Meals on wheels has increased the number of clients served from 4 to 15 each year. Meal delivery to the veterans there is a benefit to the Town of Colma.

7. Describe the following:

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

A. 15 Colma residents were served by PVI Meals on wheels in FY 2021-22, and they received 3,486 meals.

B. Meals are delivered to the recipient's home. Current Meals on wheels clients reside throughout Colma, with the majority of meal recipients living in Veterans Village.

C. Outreach letters and flyers are sent to social workers, dialysis centers, senior centers, doctors' offices and senior apartment buildings so that seniors and those working with seniors know about Meals on wheels. We also coordinate with the social workers at Veterans Village in Colma.

8. Provide a detailed account of how the FY 2021-22 contribution was used:

The \$5,000 grant from the Town of Colma for FY 2021-22 was used to purchase raw food and packing supplies to prepare the 3,486 meals delivered to Colma residents.

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

During the COVID-19 pandemic, Meals on wheels has continued to deliver meals to our clients. Delivery schedules were changed due to a lack of volunteer drivers, while demand for meal delivery increased. The change did not affect how the funds were spent.

Meals on wheels is an essential safety-net service and its' continued operation is a top priority for PVI.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

City of San Carlos, City of Redwood City, City of South San Francisco, San Bruno Community Foundation, 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 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

July 1, 2022-June 30, 2023

Jan Barker
Board Member 2022-2025
janpbarker@gmail.com
(415) 710—0288

Peninsula Volunteer
Philanthropic Volunteer

Janice Conomos
Board Member 2022-2025
jconomos@sbcglobal.net
(650) 323-1957

Peninsula Volunteer
Philanthropic Volunteer

Lisa Deal
Board Member 2020-2023
deallisa@gmail.com
(650) 400-0217

Former Chief Executive Office, Mission Hospice & Home Care
(San Mateo County)
Philanthropic Volunteer

Linda Dickinson
Board Member
Linda1663@gmail.com
(650) 996-1244

Peninsula Volunteer
Philanthropic Volunteer

Sandy Ferer
Vice President/President Elect
Board Member 2022-2025
Sferer72311@comcast.net
(801) 707-4089

Peninsula Volunteer
Philanthropic Volunteer

Sandy Ferrando
Board Member 2022-2025
Sandyf305@msn.com
(650) 366-5463

Peninsula Volunteer
Philanthropic Volunteer

Jeanne Fischer
Board Member 2021-2024
Fischer.f@sbcglobal.net
(650) 464-2346

Peninsula Volunteer
Philanthropic Volunteer

Mark Flegel
Board Member 2022-2025
markflegel@aol.com
(650) 368-6939

Philanthropic Volunteer

Georgie Gleim
President 2022-2023
Board Member 2022-2025
georgie@gleimjewelers.com
(415) 279-2117

Peninsula Volunteer
Philanthropic Volunteer

Lata Goel
Board Member 2021-2024
latagoel@yahoo.com
(650) 248-5559

Philanthropic Volunteer

Deborah Gordon
Board Member 2020-2023
dcgordon@me.com
(650) 391-8623

Peninsula Volunteer
Philanthropic Volunteer

Honor Huntington
Treasurer
Board Member 2020-2023
HHonor1@yahoo.com
(650) 465-5470

Peninsula Volunteer
Philanthropic Volunteer

Anna Marie Janky
Board Member 2022-2025
amjanky@yahoo.com
(650) 968-5236

Peninsula Volunteer
Philanthropic Volunteer

Susan Martin
Board Member 2021-2024
Martinsusan520@gmail.com
(650) 851-1000

Philanthropic Volunteer

Peter Olson
polson@1pvi.org
(408) 410-1474

CEO/Executive Director PVI

Louise Patch
Board Member 2021-2024
wella@sbcglobal.net
(650) 281-5417

Peninsula Volunteer
Philanthropic Volunteer

Carolyn Rianda
Board Member 2022-2025
carolynrianda@gmail.com
(650) 400-8361

Peninsula Volunteer
Philanthropic Volunteer

Carolyn Schutz
Board Member 2022-2025
Carolynschutz1@gmail.com
(650) 520-6626

Peninsula Volunteer
Philanthropic Volunteer

Candice Schwab
Board Member 2020-2023
candicevschwab@gmail.com
(650) 868-8319

Peninsula Volunteer
Philanthropic Volunteer

Susan Sweeney
Susan.sweeney@stanford.edu
(650) 787-4331

Peninsula Volunteer
Philanthropic Volunteer

Pat Wilkinson
Pwilkinson100@hotmail.com
(650) 851-2809

Peninsula Volunteer
Philanthropic Volunteer

- Unaudited -

Peninsula Volunteers, Inc.**Finance Committee Budget Report**

As of Date:

06/30/2022

Location:

Peninsula Vol

Year Ending

06/30/2023

BUDGET

Net Profit / (Loss)**Operations****Operating Revenue****Program Revenue** 3,399,971**Grant Revenues** 1,426,700**Contributions** 1,391,550**Membership Dues** 38,000**Revenue - Sales** 0**Event Revenue** 1,301,500**Total Operating Revenue** 7,557,721**Operating Expenses****Personnel** 4,708,340**Professional Fees** 957,899**Telecommunication** 51,100**Utilities** 124,875**Insurance** 64,630**Supplies Expense** 272,589**Food Expense** 707,760**General and Administrative Expense** 539,555**Total Operating Expenses** 7,426,748**Total Operations** 130,973**Non-Operating Revenues and Expense****Bequests** 0**Investment Gains / (Losses)** 83,100**Gifts In Kind****In-Kind Donations** 0**Donated Supplies and Services** 0**Total Gifts In Kind** 0**Depreciation** (223,700)**Facilities Rent** 0**Total Non-Operating Revenues and Expense** (140,600)**Total Net Profit / (Loss)** (9,627)

June 17, 2022

Town of Colma, City Manager's Office

Report: Peninsula Volunteers, Inc. (PVI) Meals on Wheels

Final Grant Report for Town of Colma

Grant of \$5,000

Results and Evaluation

The Town of Colma grant of \$5,000 supported the delivery of 3,486 meals to 15 Colma residents during the grant year. This is a slight decrease from the prior fiscal year where 3,587 meals to 20 served to Colma residents.

PVI Meals on Wheels is the largest 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 and additional resources for seniors.

PVI Meals on Wheels has effectively served homebound seniors and adults with disabilities for over 45 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 safety checks and make appropriate referrals to other needed services. Demand for service dramatically increased over the past years countywide 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. 99% Of our clients say they feel more food secure as a result of the meal service.

- Reduces isolation by providing wellness checks on all of our of meal recipients. 53% Of meal recipients live alone or with an elderly spouse and most suffer from illness, incapacity and other conditions affecting their independence. **In Colma, the majority of our meal recipients live alone.** The nutritional delivery staff/volunteer is often the only human contact for the meal recipient on delivery days. Additionally, we have a Wellness call program so we can check in with our clients and give them a chance to talk to someone, thus reducing isolation.

R.W. is an 85-year-old veteran who has been a Meals on Wheels client since the beginning of the Pandemic. R.W.'s inability to shop and cook for himself due to neuropathy and chronic arthritis in his hands and knees has made his lifestyle challenging. He states, "MOW (Meals on Wheels) is a life-saver! I rely heavily on MOW and look forward to the deliveries. I don't know what I'd do without the support." R.W. elaborates more on the meal deliveries and how important social interaction is to homebound seniors during this critical time.

Accounting of use of grant funds

\$5,000 in grant funds supported raw food and supply costs for 3,486 home delivered meals.

Each meal costs us approximately \$16 to plan, prepare, package and deliver. The Town of Colma grant contributed \$1.43 per meal to Colma meal recipients. This helped pay for food and packing supplies. This fiscal year, our packaging supplies will be approximately \$140,000 (compostable food trays) and our raw food cost will be over one Million Dollars.

The Town of Colma's support has been 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 per meal, while the actual cost of raw materials, preparing and delivering the meal is approximately \$16 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."**



Johannes Bols
Director of Nutrition Services, PVI Meals on Wheels
800 Middle Avenue
Menlo Park, CA 94025
650-430-4916



Non-Profit Funding Request Form FY 2022-23

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: Renaissance Entrepreneurship Center

Contact Person: Amanda Anthony

Address: 366 Grand Avenue, South San Francisco, CA 94080

Street Address

City

State

Zip Code

Phone Number: 6508294651 Email Address: amanda@rencenter.org

1. Mission Statement:

Renaissance Entrepreneurship Center (Renaissance) transforms lives and communities through entrepreneurship. Our mission is to empower and increase the entrepreneurial capacities of socially and economically diverse women and men, and thereby strengthen our communities through the creation of sustainable new businesses, new jobs, and financial self-sufficiency.

2. Amount of Request: \$ 5,000

a. Total Agency Annual Budget: \$ 5,511,168

b. Number of Agency Employees: 32

c. Payroll is 64 % 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;
- x 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:

with the support of the Town of Colma, Renaissance will deliver English- and Spanish-small business training and support services to empower low-income women and men with the skills, resources, and networks needed to achieve financial independence by launching, rebuilding and growing their own businesses including practical, intensive, hands-on training classes, trainings in technology, marketing and finance complement our classes by increasing business knowledge and networking opportunities.

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

Helping Colma residents to start, rebuild, maintain and grow their own businesses is critical for individuals, and families, and overall economic recovery. Although there are a few organizations (Peninsula Chinese Business Association, Daly City-Colma Chamber of Commerce) to support existing small businesses, there are no other organizations focusing on building the entrepreneurial capacity of low-income individuals to create financial independence through small business ownership.

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:

Fifty percent of all small businesses fail within five years (U.S. Bureau of Labor Statistics); whereas 95% of clients who come to Renaissance in business, stay in business (Renaissance 2019 Entrepreneur Tracker Evaluation). Government support also enables Renaissance to attract additional funds from foundations and corporations. Colma's business landscape is unique due to its high number of cemeteries and its high proportion of auto dealerships. But there is great opportunity for entrants to the market around these industries and beyond, given the retail space available and the relatively strong transit accessibility.

The COVID Pandemic has challenged both new and established businesses. Renaissance has provided customized services to help sustain these businesses through this crisis. They include: increasing access to EIDL, PPP and local grants and loans, providing new market opportunities through outdoor markets such as pop-up markets, helping businesses pivot their operations to meet customer and employee COVID safety requirements, launching and/or expanding e-commerce capabilities, and helping grow "side hustles" to help increase income continuity.

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 2022, 2 Colma businesses received California Microbusiness Covid-19 Relief Grants, administered by Renaissance Entrepreneurship Center on behalf of the county of San Mateo.

All services would be provided at Renaissance's Peninsula offices at the Economic Advancement Center at 366 Grand Ave, South San Francisco, open (currently virtually) Monday - Friday, 10:00 a.m. - 6:00 p.m, with evening hours for scheduled training classes, workshops, one-on-one consultations and special events. We have also committed to providing services in Daly City.

Most current outreach is related to informing residents and business owners about grants available for COVID-19 relief. We have gone door-to-door in Colma shopping centers and along El Camino Real to introduce grant opportunities.

8. Provide a detailed account of how the FY 2021-22 contribution was used:

N/A

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

N/A

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

2021-2022

South San Francisco - \$467,000
South San Francisco CDBG - \$12,500
Daly City CDBG - 0
County of San Mateo - \$200,000
San Mateo County CDBG - \$22,500

2022-2023

South San Francisco - \$568,120
South San Francisco CDBG - \$12,500
Daly City CDBG - \$22,637
San Mateo County - 0
San Mateo County CDBG - \$22,500 (requested)

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)?

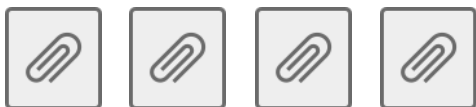
Yes _____ No x

If yes, please provide details.

12. Charitable Trust # or EIN # 94-2793122

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 2022

Board Chair*

Craig Jacoby
15 years
Partner
Cooley LLP
San Francisco, CA 94111

Vice Chair*

Yasmin Eichmann Datta
6 years
Independent Consultant
Los Altos, CA 94024

Treasurer*

Sandor Straus
25 years
Managing Member
Tigmera, LLC
Walnut Creek, CA 94596

Secretary*

Karly Wang
6 years
Key Advisor
Berkeley SkyDeck
Piedmont, CA 94611

Dev/Gov Chair*

Alison Davis
7 years
Managing Partner
Fifth Era
Tiburon, CA 94920

Audit Chair

Emily Rose Frederiksen
6 years
Assistant Director
of Project Management
U.S. Bancorp
Community Development Corp.
San Francisco, CA 94109

Meghan Butler

3 years
Director, Corporate Development
Recology, Inc.
San Francisco, CA 94111

Munish Gandhi

5 years
COO, Productiv Inc.
Redwood City, CA 94065

Heidi Gibson**

6 years
Sr Director of Product
Typeform
Commander in Cheese
The American Grilled Cheese
Kitchen
Oakland, CA 94510

Neal Gottlieb**

5 years
Co-Founder and COO
Frazier
Sausalito, CA 94965

Vishal Karir, CFA

5 years
Chief Investment Officer
HUDDL
San Ramon, CA 94582

Philip Koblis

Senior Vice President
6 years
Comerica Bank
San Francisco, CA 94111

Duncan Logan

1 year
Climax Ventures LLC
Managing Partner
Santa Barbara, CA 93105

Rich McCline

1 year
McCline & Associates
Entrepreneurial Leadership &
Strategic Management Consulting
Alameda, CA

Goro Mitchell**

New board member as of
February 2022
Owner
Mitchell's Environmental LLC
East Palo Alto, CA 94303

*Denotes Executive Committee
member

**Denotes Renaissance graduate

2022 (Draft) Budget Org - Wide Budget	
INCOME	
Corporate Contribution	\$850,000.00
Foundation Contribution	\$700,000.00
Individual Contribution	\$80,000.00
Contributions Total	\$1,630,000.00
Release from Time Restriction Satisfied	\$600,000.00
Annual Event	\$350,000.00
Government	
Federal Grants	\$1,800,000.00
State Grants	\$265,000.00
Local Grants	\$420,000.00
Government Total	\$2,485,000.00
Earned Income	
Tenancy	\$302,000.00
Program Service Fees	\$20,000.00
Fee for Service	\$400.00
Earned Income Total	\$322,400.00
Other Income	
Miscellaneous Revenue	\$100.00
Other Income Total	\$100.00
Total Revenue	\$5,387,600.00
EXPENSES	
Personnel	
Staff Wages & Salaries	\$2,850,000.00
Interns/Temp Support	\$20,000.00
Benefits	\$684,000.00
Personnel Total	\$3,554,000.00
Professional Services	
Consultants & Instructors	\$740,000.00
Other Professional Services	\$120,000.00

Professional Services Total	\$860,000.00
Office Expenses	
Office Expenses Total	\$10,000.00
Facilities & Occupancy	
Facilities & Occupancy Total	\$534,450.00
Equipment	
Equipment Total	\$20,000.00
Travel & Meetings	
Travel & Meetings Total	\$2,400.00
Annual Event Expense	\$45,000.00
Program Expenses (incl. Awards & Grants)	
Program Expenses Total	\$120,000.00
Depreciation	\$145,000.00
Total Expense	\$5,290,850.00
Surplus/Deficit	\$96,750.00





Non-Profit Funding Request Form FY 2022-23

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: Silicon Valley Bicycle Coalition

Contact Person: Clarrissa Cabansagan

Address: PO Box 1927, San José, CA 95109

Street Address

City

State

Zip Code

Phone Number: (415) 987-8984 Email Address: clarrissa@bikesiliconvalley.org

1. Mission Statement:

To build healthier and more just communities by making bicycling safe and accessible for everyone.

2. Amount of Request: \$ 5,000

a. Total Agency Annual Budget: \$ \$1,847,104

b. Number of Agency Employees: 16

c. Payroll is 72.5 % of the Agency's total Annual Budget.

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

- 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:

Bike Month in May and Bike to work/wherever Days (BTWD) on May 18-20, 2023 are part of a national effort to encourage bicyclists to bike to work, parks, schools, libraries, and shops (in conjunction with public transit) with goals of reducing carbon emissions, improving local air quality, and improving community health.

Locally, Silicon Valley Bicycle Coalition (SVBC) coordinates and oversees a variety of activities in this effort to increase active transportation. Funds received from Colma would go toward:

Bicycling 101 workshops to educate the general public about using your bicycle to commute or replace car trips, including bicycling safety, overcoming barriers to riding, and using bicycles in conjunction with public transportation like BART and SamTrans.

Outreach to Colma-based companies and organizations to help promote employee bicycle commuting and a local partner for hosting a Energizer Station during Bike to Wherever Days.

This is possible with cooperation and collaboration with the city or other local groups to help communicate the details of the Bicycling 101 workshops and Bike Month activities to the local Colma community.

The program works to encourage bicycling because it is fun, creates a sense of community, and normalizes bicycling. People realize that they don't have to be an elite athlete, wear special clothing, or have an expensive bike to be a bike commuter. Making the bicycle a part of everyday life is a key focus of all our work.

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

We are requesting funding because we believe participating in BTWD and encouraging bicycle commuting is a way for the Town of Colma to improve neighborhood quality of life, reduce greenhouse emissions and promote the use of public transit. Funding will go towards running a successful BTWD program during the month of May and continue to strengthen bicycle infrastructure and culture throughout the region.

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:

Bike to wherever Day (BTWD) & Bike Month --BTWD is our signature event designed to encourage folks to give bicycling anywhere a try. A positive experience on BTWD inspires new cyclists to continue the habit year-round. In 2023 we'll continue to also pedal to parks, shops, libraries, and other destinations during the month to further spread bicycling love and awareness. Typical participation: 40,000 people per year.

BTWD is a free and fun event that gives people of diverse backgrounds, ages, and ability levels the opportunity to experience and engage with Colma in a new and more meaningful way from the slower-paced saddle of their bike. People who travel by bike gain a greater understanding of community assets and an appreciation for the many resources the city has to offer.

BTWD builds community by bringing together citizens, businesses, government offices, and other entities to celebrate alternative modes of transportation that improve quality of life by reducing traffic congestion and greenhouse emissions while increasing physical and emotional health.

Marketing Opportunity: BTWD offers sponsors the opportunity to have their logos on bags, t-shirts, bike jerseys, posters, and other items distributed to cyclists and the general public. Sponsors are also gratefully acknowledged on our website, in emails, in press releases, and via social media channels.

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. SVBC began expanding the reach of their work to San Mateo County. In 2022 the Town of Colma hosted one energizer station at the Town Hall, and we had one resident officially register to pledge to ride. In 2023 we'll continue to reach out to all the residents of the Town of Colma to increase registered participation.

B. SVBC will work with the City of Colma to identify high pedestrian and bike traffic to host an energizer station for the residents.

C. BTWD marketing campaigns prior to and during the month of May. Promotional materials will be shared on social media, websites, press releases, and newsletters to corporations and the general public.

8. Provide a detailed account of how the FY 2021-22 contribution was used:

N/A

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

As we pivoted to Bike to wherever Day(s) and the pandemic we continue to see a shift and variation on folks going to work and those with hybrid schedules. Marketing funding and focus was moved towards digital advertising.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

City of San Jose 5k
City of Cupertino 2.8k
Town of Los Gatos 2.8
City of Mountain View 2.8k
City of Sunnyvale 2k

We expect all the cities mentioned above to come back in 2023.

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 # 77-0338658

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





Silicon Valley Bicycle Coalition
155 S. 11th Street
San Jose, CA 95112

SVBC Board of Directors 2022

1. Amie Ashton (Chair of the Board) - 5 years
2. Gary Brustin - 20 years
3. Melissa Cerezo - 2 years
4. Katie DeLeuw - 2 years
5. Jennifer Fierman - 0 years
6. Poncho Guevara - 5 years
7. Andrew Hsu - 3 years
8. James Lucas - 9 years
9. Josh Mello - 3 years
10. Jim Parker (Vice Chair) - 14 years
11. Alyssa Plicka (Treasurer) - 12 years
12. Christina Salvatier (Secretary) - 2 years

Silicon Valley Bicycle Coalition FY22-23 Budget Core (No FSP)

Revenue	Actuals Apr 2021- Mar 2022	TOTAL PROPOSED FY23 BUDGET
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Board Donations	8,703	8,875
Bequests	250	-
Other Individual Giving	263,841	276,340
Foundation & Corporate Contributions	350,164	110,000
Employer Matching Contributions	49,955	33,420
Public Contract	220,467	587,665
Contract Income	113,652	36,000
Program Administration Revenue/Expense	24,602	28,200
Miscellaneous Income	209,023	-
Taxable Sales	12,520	-
Jerseys Sales	5,422	-
Special Event Sponsorships	355,350	451,000
Special Events Tickets Sales	22,331	22,331

TOTAL REVENUES	1,636,279	1,553,832
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Expenses	Actuals Apr 2021- Mar 2022	TOTAL PROPOSED FY23 BUDGET
Salaries	883,409	1,339,540
Payroll Taxes	72,893	113,861
Health Insurance	41,845	62,724
401k Match	6,149	11,748
Worker's Comp Insurance	3,406	5,666
Staff Development & Training	6,843	9,000
Payroll Processing Fee	7,176	7,740
Accounting Fees	15,885	16,712
Legal Fees	0	2,000
Marketing & Publicity	4,962	5,000
Info Systems & Tech Consultants	8,534	29,400
Professional Fees- Other	20,000	37,000
Independent Contractors/Program Consultants	5,460	81,500
Special Event Venue	16,873	6,000
Special Event Food & Nonalcoholic	1,181	9,200
Special Event Alcohol	282	500
Special Event Equipment	941	2,000
Special Event Misc. Supplies	8,012	150
Occupancy- Rent	32,847	-
Bank Fees- Other	7,952	7,538
Dues & subscriptions	1,960	2,548
Utilities	1,597	6,000
Food/Business Meals	1,114	2,290
General Liability Insurance	5,516	7,800
Licenses & Fees	714	726
Maintenance & Repairs	397	4,992
Office Equipment & Furniture- Other	1,199	3,600
Outreach Materials	15,364	27,622
Postage & Shipping	1,595	2,826
Printing & Copying	6,476	10,000
Office Supplies	1,407	1,800
Telecommunications	5,770	5,500
Transportation	1,927	3,565
Volunteer Expenses	1,029	8,690
Web and email services	9,562	9,041
Miscellaneous Expenses	27,266	481
Program Supplies- Non Food	2,820	1,344
Interest Charges	0	-
Interest & Dividend Income	667	1,000
Realized Gains (Losses)		-
Unrealized Gains (Losses)	-54	-
Bad Debt Expense	2500	-
TOTAL EXPENSES	1,233,476	1,847,104
NET OPERATING SURPLUS (LOSS)	402,803	(293,272)





Non-Profit Funding Request Form FY 2022-23

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
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Phone Number: 6505899305 Email Address: kkirby@sitike.org

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: \$ 7,500

a. Total Agency Annual Budget: \$ 1,164,702

b. Number of Agency Employees: 17

c. Payroll is 77% % of the Agency's total Annual Budget.

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

- 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) 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. The name of the agency, “Sitike,” is an Apache meaning a group of non-related people who come to the aid of a person in crisis. 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.

Each of our programs support adults challenged by trauma, co-occurring mental health and substance abuse disorders and/or other debilitating situations. Though 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.

These funds will be used to offer reduced cost or no cost services to those without the ability to pay. We believe that services should be available to all, regardless of an individual's financial status.

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

This funding allows Sitike to maintain a sliding-scale model that ensures equal access to treatment and services for the unemployed, the underemployed, the unhoused members of our community, and other vulnerable populations. Our hope is to create a people-centered solution that provides a universal gateway to our services for those that need it most.

The need for mental health and substance abuse services has never been grater. 4 in 10 adults current report symptoms of anxiety and depression, up from one in ten in 2019. Many adults are reporting specific negative impacts on their mental health and well-being, such as difficulty sleeping (36%) or eating (32%), increases in alcohol consumption or substance use (12%), and worsening chronic health conditions (12%) (KFF Health Tracking Poll). The increase in mental health and substance use is even grater in our most vulnerable populations, including communities of color, LGBTQ+, seniors, etc.

Many of the clients Sitike serves have co-occurring mental health and substance use disorders. To recover fully, these individuals need treatment for both problems. 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.

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.

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

This year's request includes an additional \$1,000.00. We are seeking additional funds to assist with managing the influx of referrals for low-income clients and to assist with the rising cost of doing business. The Consumer Price Index indicates that prices are up 1.7% over the past two months, and 6.8% from a year ago.

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.

Sitika 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 9 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 sponsored an annual Real Talk Speaker Series focused on increasing awareness regarding mental health and substance use disorders. The series is free and open to the public. Former topics included: Crush the Stigma, Mental Health Equity, and Cultivating Resilience.

Each September, Sitike co-sponsors several events in honor of "Recovery Happens" month with Voices of Recovery, San Mateo Chapter. These events are free and open to the public.

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 2021-22 contribution was used:

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 and data plans, sliding-scale fees, and scholarships for clients to 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 2021-22 funds? If so, please explain why.

COVID-19 continues to impact all operational decisions the agency makes. During the grant cycle, San Mateo County Health issued a health alert to clinical and social service program providers about the mental health toll COVID-19 is taking on the community. Clinicians and health care programs (including Sitike) report a substantial increase in youth and adults with significant mental health issues and more cases of substance abuse, which mirrors national data from the Centers for Disease Control and Prevention (CDC).

We have to strongly consider the increased prevalence of mental health conditions, substance use, and toxic stress in planning our service delivery. As the community need has grown, we have increased our service offering and added a full FTE to account for the need for services.

In addition to maintaining our sliding-scale fees during the grant 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 Omicron variant(s), our services remain critical to supporting our local communities recovery.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

Requested and received in FY21-22:

- 1) \$15,000 from California Small Business COVID-19 Relief Grant
- 2) \$6,039.65 from Mental Health Services Act (MHSA)
- 3) \$10,000 from Genentech
- 4) \$5,000 from Sares Regis Foundation

Anticipated in FY22-23:

- 1) \$4,500 from MHSA
- 2) \$5,000 from Sares Regis
- 3) \$10,000 from Genentech
- 4) \$7,500 from Town of Colma

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





SITIKE

COUNSELING CENTER

Si-ti-ke n. [apache] a group of non-blood kin who are present in a time of crisis

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.



Evidence Based Treatment

Since 1988, our counselors have provided an array of evidence-based, research-supported interventions.

Supportive Environment

Our agency is a true place of hope and healing where you will be respected and supported like a member of your own family.

Successful Outcomes

For over three decades, we have proudly and passionately helped thousands of individuals recover and heal.

306 Spruce Avenue, South San Francisco, CA 94080



WHAT OUR CLIENTS SAY

"I was very scared about being judged and that did not happen. I was scared about being treated badly and that did not happen. I expected to not be understood and that did not happen. What happened is that I got my life and my family back." - George, Pacifica

"I'm a recovering addict. A miracle of Sitike. Recovery gave me myself back...gave me integrity, dignity and courage...taught me how to be a mother, a woman, a friend...and how to live life clean and sober, one day at a time." - Lisa, San Mateo County Resident

OUR PROGRAMS

Anger Management

This 16-week program focuses on stress management, appropriate expression of anger, coping and communication skill development.

Domestic Violence

This 52-week program teaches non-violent behavior, healthy communication, and accountability.

Discover Recovery

This three- to 12-month outpatient program serves adults with substance use, and co-occurring mental health/substance use disorders. Services include assessment, individualized treatment plans, individual and group counseling and drug and alcohol testing.

Women's Intensive Outpatient Program

This three- to nine-month gender specific program supports pregnant and/or parenting women who are chemically dependent and have often experienced trauma. Participants attend the program four hours a day, three to five days per week.

First Offender DUI Program

Sitike's DUI programs comply with local court, state system, and DMV mandates. Services include individual and group counseling and education.

Adolescent Drug Education Program

We offer a three of four-hour program to promote an understanding of the continuum of drug and alcohol abuse, impulse management, acquisition of refusal skills and a balanced and informed decision making process.

Drug & Alcohol Testing

We offer Drug & Alcohol Testing services for: Deferred Entry of Judgment, Proposition 36, Drug Court and Child Protective Services clients.

All services are available in English and Spanish.



Sitike Board of Directors

Name	Contact Information	Occupation	Board Position	Committee Assignment	Hrs / Month
Rod Walton	3425 25 th Ave West #H423 Seattle WA 98199 (646) 472-9552 Sir.roderic@gmail.com	Senior Implementation Specialist, Education Technology	President	Executive Committee, Advancement Committee	5
Anil Awasti	1719 39 th Ave San Francisco, CA 94122 (415) 846-7129 awastianil@gmail.com	Chief Human Resources Officer, Global Fund for Women	Vice President	Executive Committee	5
Elizabeth Fricke	3960 Chatham Court South San Francisco, CA 94080 (650) -784-9003 E_fricke@msn.com	Self-Employed, CPA	Treasurer	Finance Committee	3
Peggy Wong	111 Rimmon Road Woodbridge, CT 06525 (909) 238-8668 peggyowong@gmail.com	Graduate Student, Yale School of Nursing	Secretary	Finance Committee	3
Barbara Irli	556 Park Way South San Francisco, CA 94080 (650) 588-0661 Irli4840@comcast.net	Retired	Member	Advancement Committee	5
Kristin Ditlevsen	500 Linden Ave South San Francisco, CA 94080 (650) 888-0067 kditlevsen@libertybk.com	Senior Vice President, Director of Business Development, Liberty Bank	Member	Finance Committee	4

FY22-23 Budget

	Agency Total	SMC-ODS Overall	Anger Mgmt	DV	DEJ	FOP	CPS	Private	Fund	Admin
Salaries	711,221	397,078	4,975	27,521	6,610	229,363	11,074	4,642	14,850	15,108
Health Benefits	94,500	46,925	588	5,482	915	26,101	1,317	510	1,380	11,282
Payroll Tax	60,493	31,962	401	2,215	532	18,462	891	374	1,195	4,461
Workers Comp	5,637	2,978	37	206	50	1,720	83	35	111	417
Total Personnel	871,851	478,943	6,001	35,424	8,107	275,646	13,365	5,561	17,536	31,268

BUILDING										
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	500	285	10	25	10	155	10	2	2	1
Website	1,200	690	24	60	24	372	12	6	12	0
Maintenance	7,000	3,500	140	350	140	2,730	70	70	0	0
OFFICE										
Postage	1,000	410	10	50	20	400	20	10	75	5
Equipment Purchase	2,000	1,000	20	100	40	740	40	20	20	20
Printing & Photocopying	5,000	2,400	50	250	100	1,850	150	50	100	50
Telephone	10,000	5,000	100	500	200	3,700	200	100	100	100
PROGRAM										
Supplies	20,000	11,000	100	400	400	7,000	600	100	200	200
Food	3,000	3,000	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	8,000	4,400	0	0	1,200	0	0	2,400	0	0
Drug test contracts	11,666	0	0	0	0	0	11,666	0	0	0
	0	0	0	0	0	0	0	0	0	0
TRANSPORTATION										
Mileage reimbursement	1,000	890	30	30	0	50	0	0	0	0
Client transportation	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE										
Accounting/audit	20,000	11,000	100	800	200	6,800	400	200	400	100
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	1,000	480	0	40	10	470	0	0	0	0
Board Expense	1,000	350	5	30	10	180	5	5	150	265
Staff Recognition	5,000	500	150	150	150	3,500	150	150	0	250
State License	2,000	1,680	20	20	40	200	40	0	0	0
License & fees	20,000	7,000	400	2,000	600	8,000	400	400	0	1,200
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	28,130	0	0	0	690	27,440	0	0	0	0
Insurance	15,000	7,650	300	900	300	5,100	300	150	0	300
Monitoring Fee--State	6,150	0	0	0	0	6,150	0	0	0	0
Total Operating	272,031	128,446	3,076	9,734	5,781	99,686	16,474	4,089	1,455	3,290

Total Expense	1,143,882	607,389	9,077	45,158	13,888	375,332	29,839	9,650	18,991	34,558
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Contracts BHRS	605,502	605,502	0	0	0	0	0	0	0	0
Contracts Other	32,200	0	0	0	0	0	32,200	0	0	0
Client Fees	495,000	0	10,000	60,000	15,000	400,000	0	10,000	0	0
Fundraising	25,000	0	0	0	0	0	0	0	25,000	0
Misc Income	7,000	0	0	0	0	0	0	0	0	7,000
Reserve										
Total Income	1,164,702	605,502	10,000	60,000	15,000	400,000	32,200	10,000	25,000	7,000

SURPLUS/DEFICIT	20,820	-1,887	923	14,842	1,112	24,668	2,361	350	6,009	-27,558
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Sitike Counseling Center

Addiction, Mental Health and Violence
Prevention Programs



Town of Colma – Grant Report FY21-22

Results of the Program: Across the nation researchers have observed increases in substance use and drug overdoses since the COVID-19 pandemic was declared a national emergency in March 2020. Factors related to the pandemic – such as social isolation and stress, people using drugs alone, an overall increase in rates of drug use, and decreased access to substance use treatment, harm reduction services and emergency services has exacerbated these trends. On top of other risks arising with substance misuse, those with substance use disorders are both more likely to develop COVID-19 and experience worse COVID-19 outcomes, including higher risk of hospitalization and mortality.

Hundreds of Bay Area residents have lost jobs and health insurance, are facing major economic devastation and are disconnected from resources and support systems. During this time of incredible need, Sitike was able to offer flexible services that meet community members where they are. The funding was used to help reduce financial barriers to treatment access while ensuring that members are able to engage in services that support their overall well-being, health, and recovery. With the funds provided by the Town of Colma, we are able to provide sliding-scale fees to clients based on their income, thus easing the financial burden placed on families and helping them heal, recover, and thrive.

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 supporting those motivated for treatment, 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, 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.

Program Evaluation: This year, we are pleased to report that:

- Sitike served a total of 692 clients with mental health, substance abuse, and violence prevention needs.
- 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. Sitike also provided services in Tagalog for the first time.

306 Spruce Avenue, South San Francisco, CA 94080
(650) 589-9305 • Fax: (650) 589-9330 • Email: info@sitike.org • Website: www.sitike.org

Si-ti-ke n. [apache] a group of non-blood kin who are present in a time of crisis

- 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 who requested sliding-scale payments and were able to provide proof of income were provided financial assistance to reduce barriers to treatment engagement.

The Town of Colma grant was used to supplement the actual cost of providing services to our clients. This funding allowed Sitike to maintain a sliding-scale payment model that ensures treatment access for the unemployed/underemployed and the unhoused members of our community. The grant funds were expended as follows: Personnel: \$6,249.00 and Rent: \$252.00.



Non-Profit Funding Request Form FY 2022-23

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 Colleges Foundation (for Skyline College)

Contact Person: Cherie Colin

Address: 3401 CSM Drive, San Mateo, CA 94402

Street Address	City	State	Zip Code
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Phone Number: (650) 574-6229 Email Address: colinc@smccd.edu

1. Mission Statement:

We provide the philanthropic support that helps San Mateo County Community College District students take full advantage of the programs and services at the three colleges of the San Mateo County Community College District: Cañada College, College of San Mateo, and Skyline College.

2. Amount of Request: \$ 5,000

a. Total Agency Annual Budget: \$ 3,550,000

b. Number of Agency Employees: 7

c. Payroll is 12 % 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 will support a new effort to bring Skyline College to the people through a public/private partnership with community partners engaged in nonprofit services and education who collaborate to offer "Community Nights" in the evenings at a school in Daly City. There are 5 components to the concept

1. A warm meal
2. childcare
3. tutors for school-aged children
4. educational opportunities for parents, grandparents, and other family members
5. public services

We will collaborate with our SparkPoint Center, Early Childhood Education, Adult Education, Skyline College instructional programs, K-12 partners and provide nonprofits (mental health support, etc.) to experience enrichment for the whole family. The educational components could include ESL classes, dance, music, short-term bilingual career training, and more!

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

The "Community Nights" concept is new and we will need funding to provide custodial services, an on-site administrator, food, and possibly security. Skyline College is committed to covering the cost of these items for the pilot, however, we are seeking funding to offset the costs. The rest of the services will be provided by forming partnerships with community organizations.

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

I believe the amount requested is the same request as last year, however this year we are asking for your support for a new initiative, "Community Nights".

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

Town of Colma residents will have easy access to the cadre of services and educational offerings provided as part of community nights as it will take place in neighboring Daly City. Currently, our data shows that the northernmost part of San Mateo County in Daly City and its surrounding areas are underserved by the college.

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 2021-2022 academic year, 19.5% of students list Colma/Daly City as their residence.

B. The Community Nights concept will be held in a school in Daly City.

C. Skyline College does extensive outreach and community engagement by outreaching to High Schools, participating in community events, and advertising on the public transportation system and online. Skyline College uses social media to connect with residents in the region.

8. Provide a detailed account of how the FY 2021-22 contribution was used:

The 2021-2022 contribution was used to support the President's Innovation Fund grant projects as well as the Promise Scholars Program.

The President's Innovation Fund grants are projects that are innovative, new, and fall outside the traditional college budget. It provided seed money to use to test out these new initiatives. Here is a list of the projects funded <https://skylinecollege.edu/presidentsoffice/assets/documents/pifawards/20-21%20PIF%20Award%20Summaries.pdf>

The Promise Scholars Program is a college completion program offering scholarships to first-time, full-time students for two to three years. The program has increased persistence and graduation rates significantly compared to students outside the program.

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

No, we gave away the same number of scholarships and funded PIF projects at the college through the pandemic.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

None, unfortunately.

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

Yes _____ No _____ X

If yes, please provide details.

12. Charitable Trust # or EIN # 94-6133905

Please attach a copy of the following:

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



Optional Attachments





SAN MATEO COUNTY
COMMUNITY COLLEGES
FOUNDATION

Board of Directors

Board of Directors Contact List

Katie Bliss, California Higher Education Coordinator, Youth Law Center

kbliss@ylc.org | 650.740.7405

André Cuerington (Secretary), Managing Director, Client Strategy Group, Makena Capital Management LLC

acuerington@yahoo.com | 917.208.8560

Maurice Goodman, Trustee, San Mateo County Community College District (SMCCCD)

goodmanm@smccd.edu | 650.834.5747

Patricia Griffin, Retired, College of San Mateo

griffin@my.smccd.edu | 650.375.8673

Ken Oliver, Director of Business Development, CROP Organization

Ken.oliver@checkr.com | 510.789.7180

Larry Owens, Retired, Head Football Coach, College of San Mateo

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John Pimentel, Trustee, SMCCCD

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Michal F. Settles, Retired Human Resources

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Patricia Siguenza (Chair), Vice President of BioAnalytical Sciences, Genentech

psiguenza10@gmail.com | 650.430.1857

Bernata Slater (Treasurer), Chief Financial Officer, SMCCCD

slaterb@smccd.edu | 650.358.6795

Ex-Officio

Michael Claire, Chancellor, SMCCCD

clairem@smccd.edu | 650.995.4592

Kim Lopez, President, Cañada College

lopezk@smccd.edu | 650.306.3456

Dr. Jennifer Taylor-Mendoza, President, College of San

Mateo mendozaaj@smccd.edu | 909.292.3736

Melissa Moreno, President, Skyline College

morenomelissa@smccd.edu | 805.455.3099

Emeritus

John Hamilton, Principal, Embarcadero Capital Partners LLC

jhamilton@ecp-llc.com | 650.867.6700

San Mateo County Community Colleges Foundation
Fiscal 2022-23
Operations Budget

	Unrestricted Foundation Operations	Temporarily Restricted Scholarship and Program Total	Permanently Restricted Scholarship and Program Total	2022-23 Foundation Budgeted Totals
Support and Revenue				
Total Contributions	\$ 250,000	\$ 1,300,000	\$ 350,000	\$ 1,900,000
Annual Campaign	300,000	150,000		450,000
Golf Tournament	250,000			250,000
Management Fee 1.5% on Endowed Funds	300,000	(300,000)		-
Total Support and Revenue	1,100,000	1,150,000	350,000	2,600,000
In Kind Support				
In-Kind Salaries & Benefits Support from the District	880,000	-	-	880,000
In-Kind Donated Facilities	12,000	-	-	12,000
Total In Kind Support	892,000	-	-	892,000
Investment Income				
Interest	-	-	-	-
Dividends	-	-	-	-
Unrealized Gains	830,000	-	-	830,000
Total Investment Income	830,000	-	-	830,000
Total Support, Revenue and Investment Income	2,822,000	1,150,000	350,000	4,322,000
Expenses				
Scholarships		1,300,000		1,300,000
Programs (Including Promise)		580,000		580,000
Annual Audit & Tax Returns	18,000			18,000
Consultants/Legal	80,000			80,000
Salaries & Benefits	500,000			500,000
IT Maintenance & Database	24,000			24,000
Portfolio Manager Fee	70,000			70,000
Membership Dues	5,000			5,000
Office Supplies	3,500			3,500
Postage	3,000			3,000
Printing	15,000			15,000
Travel, Meetings & Training	40,000			40,000
Development	200,000			225,000
Alumni & Donor Relations Events	25,000			
Communications & Marketing	3,000			3,000
Bank Fees	16,500			16,500
Cost Of In-Kind Salaries & Benefits Support from the District	880,000			880,000
Cost Of In-Kind Donated Facilities	12,000			12,000
Total Expenses	1,895,000	1,880,000		3,775,000
Change in Net Assets	927,000	(730,000)	350,000	547,000
Net Asset Balances as of July 1, 2022 (Projected)	-28,596,871	16,178,091		(12,418,780)
Net Asset Balances as of June 30, 2023 (Projected)	(29,792,021)	15,448,091	350,000	(11,871,780)

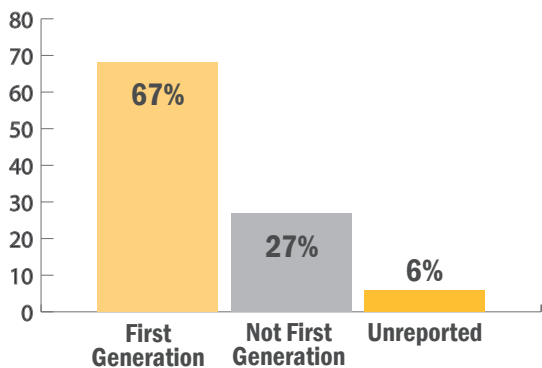
Report to the Town of Colma on The Promise Scholars Program & The President's Innovation Fund July 2022

The Promise Scholars Program provides financial, academic and personalized student services including dedicated counseling and transportation assistance for students who enroll at Skyline College full-time to earn a certificate or degree. The program is based on the ASAP model developed by the City University of New York which has doubled graduation rates.

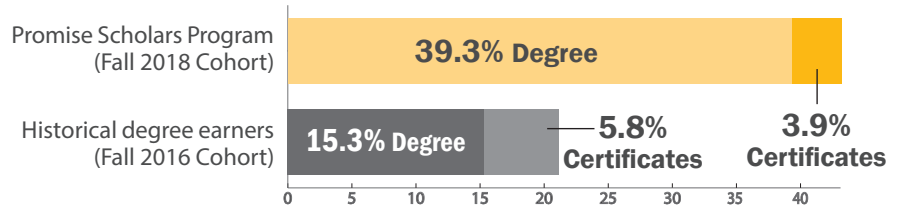
- With the support of the Town of Colma, the broader community, and San Mateo County, 950 new and continuing students will begin the Fall 2022 academic year as Promise Scholars.
- A pilot of the Promise Scholars Program began in Fall 2016 with 139 participating students and Fall 2017 with 253 students.
- 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. Graduation rates for the Fall 2018 ASAP replication cohort demonstrate a more than doubling 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.

PROMISE SCHOLAR METRICS

FIRST GENERATION STATUS

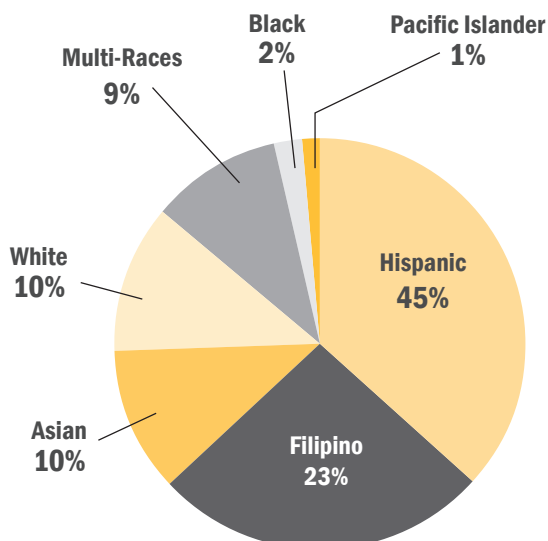


FALL 2018 COHORT 3-YEAR GRADUATION RATE



The Fall 2018 PSP cohort served 507 students, 30% of whom completed their educational goal of earning a degree or successfully transferring within 2 years. Of these students, 19% earned an Associate degree - significantly higher than the historical two-year degree completion rate of 4.5%. Comparison group: first-time, full-time students who started college in Fall 2016, prior to the launch of the Promise Scholars Program.

ETHNICITY



FEEDER HIGH SCHOOLS

HIGH SCHOOL DISTRICT	PERCENTAGE
South San Francisco Unified School District	35%
Jefferson Union High School District	37%
San Mateo Union High School District	15%

Approximately
of Promise scholars
are eligible for the

**CALIFORNIA COLLEGE
PROMISE GRANT (CCPG)**

82%



PRESIDENT'S INNOVATION FUND PROJECTS

In addition to scholarships, the 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 2022-2023 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 2022-2023 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

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

100% of funding will go directly to the Jobs for Youth Scholarship Trust Fund.

Founded in 2005 by former Mayor of Daly City Al Tegli, 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 ages 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 lifetime.

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 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 include Men's Wearhouse, Bath & Body Works, Ashley's Furniture, Chipotle Mexican Grill, Old Navy, Dollar Tree, Ross, Ulta Beauty, The Home Depot, Target, GameStop, Michaels, and Office Depot/Office Max.

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

By supporting the Jobs for Youth Scholarships, the Town of Colma helps youth in need 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, \$2,500 in 2019, \$3,000 in 2020 and \$3,000 in 2021.

This fiscal year, Jobs for Youth is requesting \$4,000 to fully fund two higher education 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 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.

Last year, our Jobs for Youth workgroup approved increasing 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 2021-22 fiscal year, 467 students from Jefferson Union High School District and 117 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 2021-22 contribution was used:

The generous \$3,000 contribution funded one full scholarship and one half of a scholarship. Mohammed Lashuel was awarded \$2,000 and will be attending UC Berkeley this coming semester.

Raef Makrai was awarded \$1,000 and will also be attending UC Berkeley this coming semester. Please read Raef's latest update: "I was able to take multiple college courses during my stay at Skyline Middle College. The two most significant courses I have taken in preparation for my career are Economics 100- Macroeconomics, and ECON 102- Microeconomics. During my excursion with these classes, I developed a passion for economics, business, and finance. I gained a key insight into economic analysis and its applications to business. My favorite lesson was about trade-offs, incentives, and costs and benefits. The reason is that these give us many real-world applications. These concepts can help us understand how people make financial decisions and how simple changes can result in better outcomes. This is one of the designs of the foundational economics course, to provide both foundation and stimulus to the applications of economic analysis. I hope to continue to learn more about economics at UC Berkeley."

Both scholars have two years to fully claim their scholarships. Raef has already claimed his scholarship and Mohammed plans to claim his scholarship in the very near future.

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

The pandemic did not alter how Jobs for Youth invested FY 2021-22 funds. Collectively, we awarded one full scholarship and one half of a scholarship!

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

In the 2021-22 fiscal year, Jobs for Youth received the following contributions from the San Mateo County cities:

\$3,000 The Town of Coma
\$1,500 The City of Burlingame
\$3,000 The City of Foster City
\$2,000 The City of Menlo Park

This fiscal year, we are requesting the following amounts:

\$4,000 The Town of Coma
\$2,000 The City of Burlingame
\$4,000 The City of Foster City
\$2,000 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 _____ X

If yes, please provide details.

12. Charitable Trust # or EIN # 94-6000532

Please attach a copy of the following:

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



Optional Attachments



ROSTER OF CURRENT GOVERNING BOARD

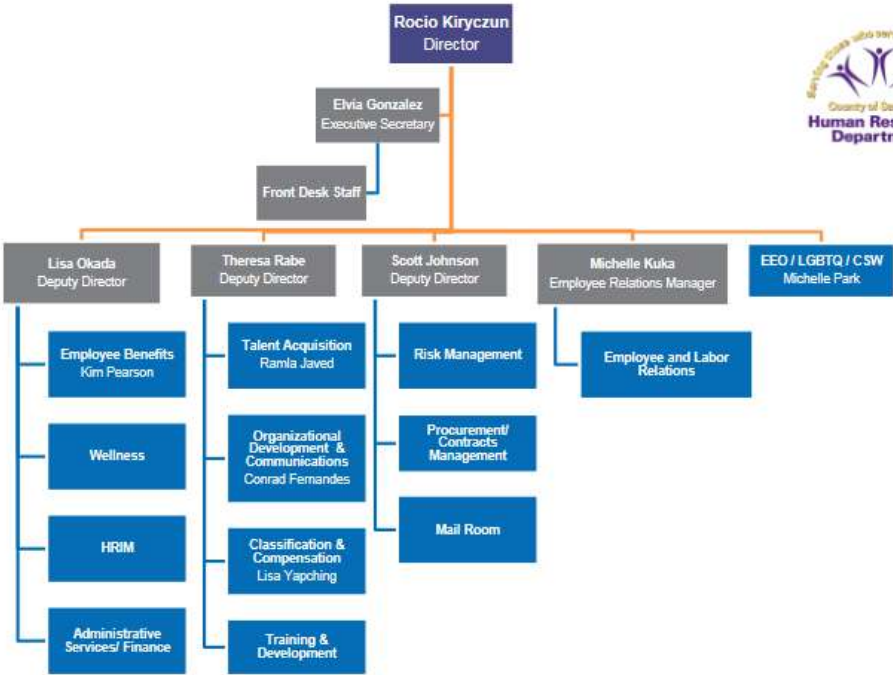
Jobs for Youth has a number of stakeholders who provide direct and indirect oversight of our program. These stakeholders include the County of San Mateo Board of Supervisors, the Executive Director of the County of San Mateo Human Resources Department, and a core group of dedicated volunteers who make up our Jobs for Youth Workgroup.

SAN MATEO COUNTY BOARD OF SUPERVISORS

 DISTRICT 1 Dave Pine Vice President	 DISTRICT 2 Carole Groom	 DISTRICT 3 Don Horsley President	 DISTRICT 4 Warren Slocum	 DISTRICT 5 David Canepa
---	--	--	--	--

SAN MATEO COUNTY HUMAN RESOURCES DEPARTMENT LEADERSHIP TEAM

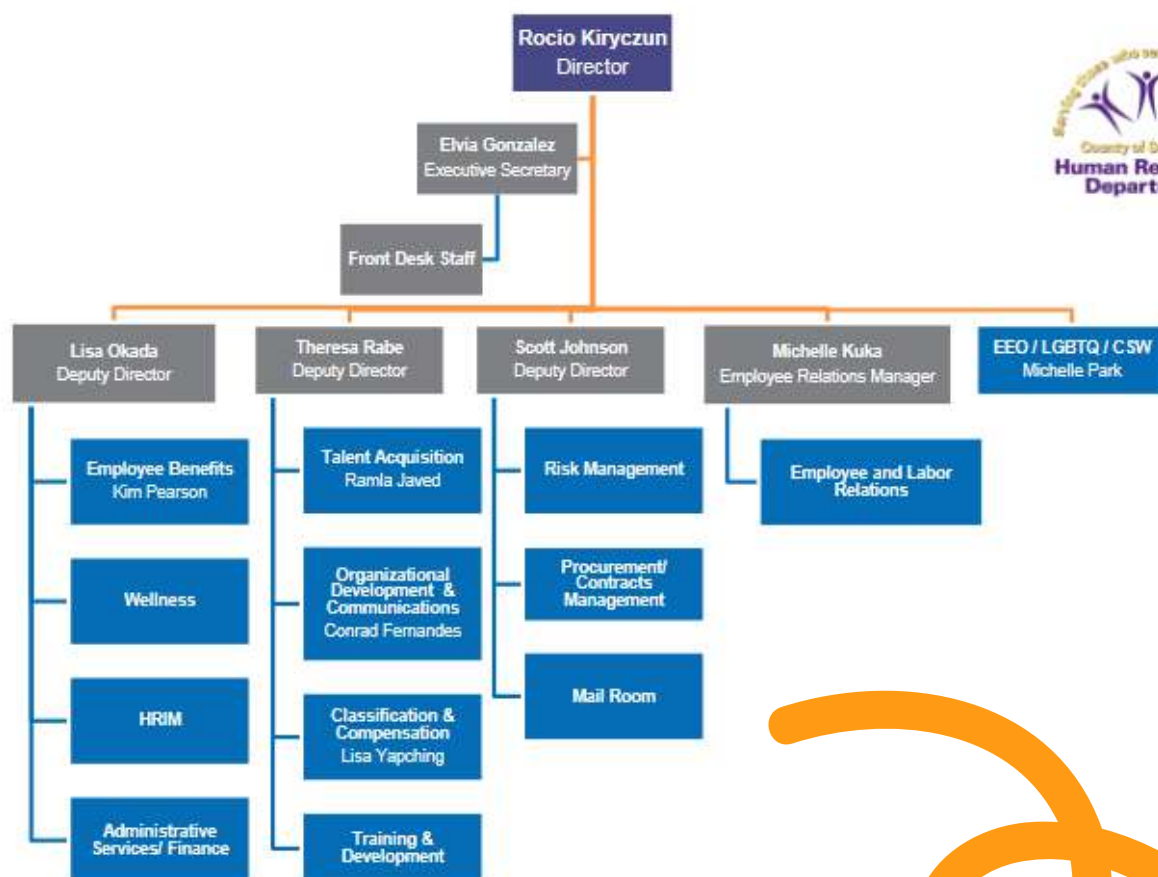
Jobs for Youth is part of the Organizational Development and Communications division of the County of San Mateo Human Resources Department. The Manager of the Organizational Development and Communications division is Conrad Fernandes. Jobs for Youth also receives oversight from Deputy Director Theresa Rabe and Executive Director Rocio Kiryczun.



ROSTER OF CURRENT GOVERNING BOARD CONTINUED

SAN MATEO COUNTY HUMAN RESOURCES DEPARTMENT LEADERSHIP TEAM

Jobs for Youth is part of the Organizational Development and Communications division of the County of San Mateo Human Resources Department. The Manager of the Organizational Development and Communications division is Conrad Fernandes. Jobs for Youth also receives oversight from Deputy Director Theresa Rabe and Executive Director Rocio Kiryczun.



ROSTER OF CURRENT GOVERNING BOARD CONTINUED

JOBS FOR YOUTH WORKGROUP

Jobs for Youth has a special core group of dedicated volunteers who make up our Jobs for Youth Workgroup.



Carolyn Woods



Hal Kataoka



Leslie Lowe



Lex Livengood



Molly Lai



Rubie Macaraeg



**Sharon
Stefeniuk**



**Sylvia Yeh-
Kataoka**



Cherie Colin



Dr. Khalid Afsar

JOBS FOR YOUTH WORKGROUP MEMBERS

Name	Affiliation	Title
Carolyn Woods	Hillsdale Shopping Center	Staff Member
Hal Kataoka	Career Valor	Founder & Director
Leslie Lowe	County of San Mateo EDD	Retired
Lexis Livengood	Cushman & Wakefield	Vice President
Molly Lai	Genentech Inc.	Research Associate
Ruby Macaraeg	County of San Mateo Office of Education	College/CTE Coordinator
Sharon Stefaniuk	County of San Mateo HSA	Retired
Sylvia Yeh Kataoka	Career Valor	Assistant Director
Cherie Colin	Skyline College	Dir. of Community Relations
Dr. Khalid Afsar	UC Berkeley	Academic Coach/Tutor



JOBS FOR YOUTH

2022 23 GRANT APPLICATION ATTACHMENTS

Town of Colma


July 28, 2022

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

The Jobs for Youth Operating Budget for FY 2022-23 is as follows:



JFY OPERATING BUDGET	
County of San Mateo - Human Resources Dept.	
Jobs for Youth Program	
FY 2022-23 Budget	
Expenditure Categories	
Salaries	199,537.55
Benefits	45,532.15
Salaries & Benefits	245,069.70
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)	2,350.00
JFY Database Implementation/Support	4,500.00
Office Furniture & Equipment	-
Employee Mileage Reimbursement	1,800.00
Meetings & Conference Expense	1,000.00
Fingerprinting & Criminology	100.00
Special Dept Exps (County-Hosted Events)	10,000.00
Program Activities Expense	-
Services & Supplies	26,250.00
Total Expenditures	271,319.70



Thank you
so much
for
believing
in us!



JOBS FOR YOUTH
2022 23 GRANT APPLICATION UPDATES

Town of Colma Grant

July 28, 2022

Celebrating 2022 Scholars Mohammed Lashuel & Raef Makrai!

This year's San Mateo County Jobs for Youth (JFY) Al Tegliia Scholars have demonstrated incredible resilience! On May 19, 2022 we gathered in community with our Scholars, their families, our donors, and our partners to celebrate Jobs for Youth's 40th Anniversary and the 2022 JFY Al Tegliia Scholars. The 40th annual "Shine Bright" virtual celebration was full of joyful and inspirational moments. We are grateful to the Town of Colma for sponsoring one full \$2,000 scholarship and one half scholarship of \$1,000 for higher education and bringing so much joy to Scholars Mohammed Lashuel & Raef Makrai.





2022 Al Tegliia Scholars Overview



\$40,000

in Scholarship funds awarded

The 2022 Town of Colma Sponsored Scholars

The Jobs for Youth Scholarship Committee, composed of staff and volunteers, selected 20 inspiring youth to receive the 2022 JFY Al Tegliia Scholarships. The 2022 Scholars have continuously shown resiliency and have been the shining light in our community. It is their strength that gives us hope for a bright future. The Town of Colma's \$3,000 grant sponsors one and a half of these Scholars: Raef Makrai & Mohammed Lashuel. We are pleased to share the bios and thank you notes from each Scholar.



Raef Makrai takes the initiative with passion and creativity. With strong academic skills, Raef has excelled in both his courses at Capuchino High School and in the Middle College program at Skyline College. His academic excellence has landed him on the Dean's List of Honor Students and the Phi Theta Kappa Honors Society at Skyline College. Along with academics, Raef also contributes to the community by tutoring at the Skyline STEM center and volunteering with the Blackman Music Group, Sports Hi, San Bruno Senior Center, and the Skyline College grocery distribution. Raef has strong ties to his Yemeni community and creatively illuminates this passion for his culture by illustrating and writing about issues facing his community. His aspirations to succeed keep him resilient. Raef is inspired to become a successful economist so that he can help others attain financial freedom.

Dear Town of Colma,

I am writing to express my sincere gratitude to you for your generous Jobs For Youth scholarship. I was very happy and appreciative to learn that I was selected as the recipient of this scholarship. I now can continue as a full-time student and get one step closer to achieving my academic goals.

I will be attending the University of California, Berkeley in the upcoming Fall of 2022, working towards a Bachelor's Degree in Economics. During that time, I'll be working on building my resume. I am letting you know this because by awarding me this scholarship, you have lightened my financial burden for my education and have made it easier for me than before. Thanks to you, I am one step closer to that goal.

I am so grateful for your support of my education and for this amazing scholarship. I have never been more motivated to not only make myself and my family proud but to also make you proud as well. With this intended career path, this scholarship is an investment in not only my educational journey but in the lives of those who I will continue to help throughout college and after college. With my long journey ahead, this scholarship will encourage me to continue giving back to the community in other ways, while focusing on my education. My educational pursuits would not be possible without the generous support from your organization.

Sincerely,
Raef Makrai



JOBS FOR YOUTH

Jobs for Youth Al Tegliia Scholarship

Town of Colma Grant Report

2021-22 Final Report

Mohammed Lashuel is dedicated to empowering himself and those around him. Mohammed is active in his Yemeni community, especially with refugees, and compassionately assists these individuals in finding resources as they adjust to a new life. Mohammed's consideration also extends to his Islamic heritage as he is involved in creating a thriving, safe, and welcoming space for the Muslim community in Daly City. Not only does he have passion for his community, but he also finds the time to excel academically and challenges himself to reach his educational goals as a senior at South San Francisco High School. Mohammed is also currently enrolled in the Middle College program at Skyline College and has made the Dean's list and is a member of the Phi Theta Kappa Honors Society. Mohammed is driven by his passion to illuminate an educational path for others and plans to lead by example while pursuing a career in computer science.



Dear Town of Colma,

I am writing to express my sincere gratitude to you for your generous Scholarship. I was thrilled to learn of my selection for this scholarship, and I am deeply appreciative of your support. This award will help me find a place to live at my college and be closer to my dreams at my university.

Attending UC Berkeley next year will allow me to demonstrate my passion and interest in specific subjects, such as Business and Data Science, but also demonstrate my ability to be dedicated to closing the educational disparities that exist amongst first-generation, low-income students. When I took dual enrollment courses in business, economics, and college and career readiness in my Junior and Senior year; I immediately fell in love with the idea of pursuing higher education and have made it my goal to share my knowledge and resources with other students that may come from a minority background. It is the least I can do to ensure no kid grows up like I did, without a support system. I want to work on social impact and corporate social responsibility. I want to make corporate America more accessible to students of color, low-income students, and students with disabilities. Thanks to this scholarship I will have time to work on these missions. One project I have in mind is to create a College Preparation Newsletter. The College Preparation Newsletter will be a high school and community college-based emailing list that aims to provide students with opportunities to expand their academic horizon. Oftentimes, many students at my school are unaware of such opportunities and programs because counselors and teachers are also uninformed. As a high school student that once struggled with finding summer opportunities for myself, I can understand the feelings of my peers that want to further immerse themselves in their educational pursuits but are unsure of how. I plan on sending out bi-monthly emails regarding different opportunities that may be career-related, affiliated with STEM, humanities-based, etc. As the majority of my audience becomes first and second-year undergraduates, I plan to expand this program and introduce a podcast where I walk through complicated processes such as the university transfer process, FAFSA, Scholarship Search, Internships, and more. A huge motivation for continuing my efforts of equal education opportunity has been the birth of my niece and nephews. Receiving this scholarship inspires me to continue paving the path for the kids in my family because I want to ensure that they will have the determination to achieve excellence.

By awarding the Jobs for Youth Al Tegliia Scholarship, you have lightened my financial burden, which allows me to focus more on the most important aspect of school: learning. I currently work 20 hours a week to help my parents pay bills and with your generous donations I will be able to dive into more research at college instead of working all weekends. Your generosity has also inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their educational goals just as you have helped me.

Thank you,

Mohammed Lashuel



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

StarVista's San Mateo County Pride Center will educate and engage Colma community members through outreach and LGBTQ+ 101 trainings. The goal of our proposal is to help create and foster a safe and welcoming space for LGBTQ+ people in the Town of Colma by providing a safe and welcoming space for the community of Colma to unlearn any misinformation they may not be aware of, provide accurate information, and the tools within the trainings themselves as well as resources for continued learning/unlearning. Trainings provide grounding definitions, relevant examples, and practice about sex, gender identity, gender expression, and sexual orientation. The team will engage Colma community members, community-based organizations and businesses by conducting outreach to ensure the community is aware of the trainings available, what the Pride Center's services are and how to access them, and other resources offered through our community partners. The Pride Center will collaborate with the Town of Colma directly to broadcast LGBTQ+ 101 trainings and connect folks to the Pride Center. Additionally, the Pride Center will collaborate with local schools and businesses to conduct in-person, virtual and/or print outreach including flyers, pamphlets, and other marketing materials. Through these outreach strategies, the team hopes to reach individuals who would not have otherwise heard about the Pride Center's services, create conversation and dialogue amongst community members to further engage them, and provide education about the LGBTQ+ community. Lastly, the Pride Center's community trainings will educate folks and foster institutional and cultural change to reduce stigma and discrimination throughout the town and county. Pride's interactive, educational trainings will help Colma in building cultural humility and creating more equitable environments for LGBTQ+ folks. Overall, this funding will support the Pride Center in enhancing the education and increasing the engagement of community members surrounding challenges and services for the LGBTQ+ community.

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

The Pride Center is requesting funding to advance its mission of creating a welcoming, safe, and inclusive space. Education and engagement opportunities for Colma community members are crucial to creating an affirming community climate. Funds will be utilized to provide 3, 2-hour LGBTQ+ 101 trainings. Each training will target a different group in Colma; community members, community-based organizations, and businesses. Trainings will be tailored for each demographic so that the audience can explore and understand what's unique about their space, how to make it more inclusive, and network and build connections. Trainings will be held virtually via Zoom and offer participants a safe space to explore what messages of gender and sexuality they grew up hearing with topics relating to sex, gender identity, gender expression, and sexual orientation. The Pride Center will make the trainings as interactive as possible and encourage participation in activities, asking questions, and building connections with other folks in the training. Interactive activities may include terminology jeopardy, dialogue sessions, and educational videos on LGBTQ inclusivity. Attendees will receive a resource kit after the training with additional tools and engagement materials. Funding will also support outreach to bring awareness to the training opportunities and to provide incentives to attend the trainings. The Pride Center will source prizes from local Colma businesses and will give out 1 prize per training through a random draw. The team will conduct an evaluation survey after each training and include space for participants to share what their needs and suggestions are for improvement to the trainings to Colma in the future. Anticipated outputs and outcomes include: 100 community residents, 10 community-based organizations, and 10 businesses will attend the training session tailored to them; the positivity rating for the training will be 80% or higher; 80% of participants who fill out the evaluation survey will have a stronger understanding of issues impacting the LGBTQ+ community; and 80% of participants who fill out the evaluation survey will identify topics presented as relevant to them. Anticipated costs are included as an attachment in this proposal.

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 the Pride Center's services as it provides inclusive, accessible services to the LGBTQ+ community, who are at a higher risk for anxiety, depression, and other physical and mental health challenges. In San Mateo County, studies show that LGBTQ+ youth experience nearly 50% higher rates of depression and almost 50% of all LGBTQ+ youth have experienced suicidal ideation – nearly 3 times more than their heterosexual peers (Kidsdata.org). Additionally, while the COVID-19 pandemic has been disruptive to us all, the Pride Center's 2020 LGBTQ+ COVID Impact Report shows that the LGBTQ+ community reported disproportionate levels of negative mental health effects, unsafe housing situations, and financial instability. Making the community aware of these resources and having them available to community members will support LGBTQ+ folks directly and the community at large in becoming more knowledgeable and equitable. As the first and only Pride Center serving all of San Mateo County, the Pride Center team provides critical services to residents in the Town of Colma that enhance the wellbeing of the community and ensure safety, support, and affirmation for the LGBTQ+ community. The Town of Colma and its community members benefit from the Pride Center's services as they amplify pathways to mental health services to connect people to care while decreasing isolation and moving the needle to create positive change for our LGBTQ+ community. Additionally, through our evaluation surveys we can understand additional needs community members may have and tailor our trainings and services to better serve the Town of Colma moving forward. Given the disproportionate challenges the LGBTQ+ community faces, especially throughout the pandemic, the Pride Center's services are a critical resource for Colma community members and provide mental health support, education, training, and other essential resources.

7. Describe the following:

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

In FY21-22, the San Mateo County Pride Center served around 200 Colma community members. The two main locations Colma residents have received services are Jefferson Union High School District and the Daly City Youth Health Center. Due to the pandemic, services have been taking place virtually and therefore participants can access services wherever is most convenient for them. The Pride Center and its partner, Outlet, conduct outreach to Colma in multiple ways such as connecting with local school districts and community-based organizations, utilizing print and digital promotional material, and spreading awareness through social media. Below are achievements from the past fiscal year:

- Provided SOGIE training to 30 Daly City Youth Health Center staff, which services Jefferson Union High School District.
- Conducted outreach at and attended San Mateo Office of Education's monthly Gender and Sexualities Alliance (GSA) Coordinators Meetings to share resources.
- 5 youth from Colma participated in social support groups through the center for a total of 34 duplicated times. 2 youth from Pacifica and JUHSD schools participated in social support groups through the center for a total of 23 unduplicated times.
- Provided 11 individual consultations to community members supporting LGBTQ youth across Daly City, South San Francisco and Pacifica.
- Provided 3 SOGIE training/educational panels for Ocean Shore School (a total of 125 youth participants) and Boys & Girls Club of North San Mateo County (a total of 27 youth participants).

8. Provide a detailed account of how the FY 2021-22 contribution was used:

Funding received from the Town of Colma for FY2021-22 was spent as originally proposed and supported essential staff costs needed to provide the above services to the Colma community.

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

Despite the disruption caused by the COVID-19 pandemic, StarVista remained fully functional in providing services to its clients throughout San Mateo County. However, there was an increase in expenses for the agency. In order to retain its employees, StarVista provided incentives such as "hazard pay" for our 24-hour facilities and pay raises. StarVista also acquired PPE supplies and technology-related items such as laptops, hotspots, and Zoom licenses in order to meet the needs of the agency. These increased expenses and the decline in revenues from seeing clients (face-to-face and group sessions) impacted our budget. Additionally, some funders changed their giving priorities, froze grant cycles, or canceled grant cycles altogether. Though we were able to replace some of this funding many of those funds were not unrestricted funding and some programs were left short. Our grants and development staff continue to seek additional funding sources to ensure each of StarVista's 30 programs can be sustained through the pandemic and beyond.

In 2020, the Pride Center went into shelter-in-place and shifted all services to be provided virtually. At that time the Pride Center's funding was stable and secure, however one of our foundation supporters froze the third year of our grant funding due to a shift in foundation priorities in light of the pandemic. This decision dramatically impacted the Pride Center's financial security and put mental health services to the LGBTQ+ community and allies at risk. The Pride Center team and StarVista's Development team worked diligently to source alternative funders and utilize other methods of fundraising. Over the last year, these efforts and support from generous funders have re-established a secure funding stream for the Pride Center and allowed them to continue to provide vital services to our community in a time of extreme need.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

The San Mateo County Pride Center does not currently request funding from other cities in San Mateo County. The Pride Center receives government grants and contracts, such as the Town of Colma and Foundation grants which all help support the important services the Pride Center provides for the community. StarVista and the Pride Center work diligently to leverage funds and identify new funding sources to maintain the level of operations and a diversified funding base.

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



**San Mateo County Pride Center Budget to the Town of Colma
FY22-23 Grant Request**

Item	Unit	Cost per unit	Total Cost
LGBTQ+ 101 Trainings (\$150/hr x 2 hours/each)	3 trainings	\$300 per training	\$900
Staff time to conduct outreach	4 hrs (per outreach/tabling)	\$25 per hr x 4 hrs = \$100 x 3 outreach events	\$300
Staff time to curate training content for different audiences	6 hrs (2 hrs/training)	\$25 per hr	\$150
Staff time to gather, print and organize promotional and outreach materials	3 hrs	\$25 per hr	\$75
Staff time to design all marketing and promotional materials	6 hrs of graphic design	\$25 per hr	\$150
Outreach materials: SMC Pride Center is a partnership between StarVista, Outlet (Adolescent Counseling Service), and Peninsula Family Service. To ensure community members are well connected with resources, our materials will be inclusive of all partners within the Pride Center.	<ul style="list-style-type: none"> • 250 training flyers per training demographic • 250 Pride Center pamphlets 	<ul style="list-style-type: none"> • \$78 for flyers per training = \$234 • \$50 for Pride Center pamphlets 	\$284
Participant engagement and education materials to be mailed to attendees after the training session ("Resource kits")	<ul style="list-style-type: none"> • 250 "Safe Space" Window Decals • 250 magnets • 250 mailings 	<ul style="list-style-type: none"> • \$350 for window decals • \$145 for magnets • \$0.60 x 250 = \$150 for mailing 	\$645
Incentives for participation (draw prizes sourced from local businesses)	3 prizes (1 per session)	\$75 per prize x 1 per training x 3 trainings	\$ 225
Indirect Costs (this can include costs for administrative work, quality management, audit fees, insurance, payroll service, and training to support the Pride Centers work)	10% of total cost	10% of \$2,729	\$272.90

TOTAL = \$3,001.90



STAR VISTA

Board of Directors

Board Chair:	Ken Pessa Retired Assistant Chief, Probation Officer
Vice Chair:	Alina Lloyd Private Wealth Manager, Merrill Lynch Private Banking & Investment Group
Treasurer:	Alison Proctor Partner, Seiler LLP
Secretary:	Jeneé Littrell Associate Superintendent Student Services, San Mateo County Office of Education

Chief Ed Barberini
San Bruno Police Department

Sheriff Carlos Bolanos
San Mateo County Sheriff's Office

Nancy Minnig
Executive Assistant
SolMateo

Stephan Marshall
Realtor
Coldwell Banker

Fred Shen
Global Marketing Director
Abbott Vascular

Steven Shray
Consultant

Doug Stewart
SVP/Commercial Team Leader Heritage
Bank of Commerce

Eric Wollman
Retired Chief, Burlingame Police
Department

Howard Yang
Director, Google Ads
Google

Erick Young
Application Architect
IBM Corporate HQ



STAR VISTA

Approved Budget for the Year Ending June 30, 2023

Revenue:

Government and School Contracts	14,759,417
Program Fees	941,825
Foundations/Grants	1,200,000
Donations/Contributions	170,000
Fund-Raising	170,000
Other Miscellaneous Contracts and Income	928,758

Total Revenue

18,170,000

Personnel Expenses

Salaries, benefits, payroll taxes, workers comp	14,838,079
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Operating Expenses

Supplies/Telephone/Internet/Printing/Postage	449,212
Employee Costs & Mileage Reimbursement	63,070
Facilities & Equipment: Office Rent/Maintenance/Utilities/Security	1,078,733
Professional Services & Fees	322,641
Client Costs: Rent/Utilities/Food/Transportation/Drug testing/Other	971,830
Subcontractor	120,500
County and State AOD Fees	44,451
Insurance	86,000
Fundraising Expenses	31,200
Other/Misc	164,284

Total Operating Expenses

3,331,921

Total Expenses

18,170,000

Net Income (Loss)

-



STAR VISTA

PRIDE Center Budget for the Year Ending June 30, 2023

Revenue:

Government and School Contracts	850,715
Program Fees	102,500
Foundations/Grants	50,000
Donations/Contributions	43,969
Other - Trainings	7,000

Total Revenue

1,054,184

Personnel Expenses

Salaries, benefits, payroll taxes, workers comp	631,248
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Operating Expenses

Supplies/Telephone/Internet/Printing/Postage	21,700
Employee Costs & Mileage Reimbursement	700
Facilities & Equipment: Office Rent/Maintenance/Utilities/Security	136,700
Professional Services & Fees	2,800
Marketing	3,000
Client Costs: Transportation/Other	2,300
Sub-Contractor	120,000
Admin/Indirect Costs	135,736

Total Operating Expenses

422,936

Total Expenses

1,054,184

Net Income (Loss)

-

San Mateo County Pride Center Town of Colma Grant Report FY 21-22

Grant Report Requirements

(a) By June 30, 2022 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;

1. Provided SOGIE training to **30** Daly City Youth Health Center staff, which services Jefferson Union High School District.
2. Conducted outreach at and attended San Mateo Office of Education's monthly Gender and Sexualities Alliance (GSA) Coordinators Meetings to share resources.
3. **5** youth from Colma participated in social support groups through the center for a total of **34** duplicated times. **2** youth from Pacifica and JUHSD schools participated in social support groups through the center for a total of **23** unduplicated times
4. Provided **11** individual consultations to community members supporting LGBTQ youth across Daly City, South San Francisco and Pacifica.
5. Provided **3** SOGIE training/educational panels for Ocean Shore School (a total of **125** youth participants) and Boys & Girls Club of North San Mateo County (a total of **27** youth participants).

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

Overall, a completely remote service delivery method continues to lead to some challenges with outreach. Outlet staff had difficulties making connections with stakeholders in Colma. Additionally, Outlet has observed a lack of visibility and knowledge about the issues, challenges and needs of the LGBTQ+ community in Colma and getting more local stakeholders involved in the process could help facilitate better connections and follow through. Despite these challenges, we were still able to provide a range of LGBTQ-centered services and support for the Colma community.

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

Funding received from the Town of Colma was spent as originally proposed and supported essential staff costs needed to provide the above services to the Colma community. Attached is the year-end budget for StarVista and the Pride Center.

(b) If the program or project is not completed by June 30, 2022, Grantee shall present an interim report by then describing the status of the program or project and its expected completion date.



STAR VISTA

PRIDE Center Budget for the Year Ending June 30, 2022

Revenue:

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

Total Revenue

968,600

Personnel Expenses

Salaries, benefits, payroll taxes, workers comp	554,344
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Operating Expenses

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

Total Operating Expenses

414,256

Total Expenses

968,600

Net Income (Loss)

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STAR VISTA

Approved Budget for the Year Ending June 30, 2022

Revenue:	
Government and School Contracts	12,984,808
Program Fees	1,083,700
Foundations/Grants	1,034,600
Donations/Contributions	205,400
Fund-Raising	300,000
Other Miscellaneous Contracts and Income	1,891,492
Total Revenue	17,500,000
Personnel Expenses	
Salaries, benefits, payroll taxes, workers comp	14,141,933
Operating Expenses	
Supplies/Telephone/Internet/Printing/Postage	575,003
Employee Costs & Mileage Reimbursement	193,540
Facilities & Equipment: Office Rent/Maintenance/Utilities/Security	1,026,881
Professional Services & Fees	301,540
Client Costs: Rent/Utilities/Food/Transportation/Drug testing/Other	795,366
Subcontractor	125,000
County and State AOD Fees	41,500
Insurance	80,000
Fundraising Expenses	27,500
Other/Misc	191,737
Total Operating Expenses	3,358,067
Total Expenses	17,500,000
Net Income (Loss)	-





Non-Profit Funding Request Form FY 2022-23

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: Sustainable San Mateo County (SSMC)

Contact Person: Christine Kohl-Zaugg, Executive Director

Address: 3182 Campus Drive, #153, San Mateo, CA 94403

Street Address	City	State	Zip Code
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Phone Number: 650.918.1992 Email Address: advocate@sustainablesanmateo.org

1. Mission Statement:

Our mission is to drive impactful action on economic, environmental and social equity issues that leads to sustainable practices and improves the long-term health of San Mateo County.

2. Amount of Request: \$ 5,000

a. Total Agency Annual Budget: \$ 211,401

b. Number of Agency Employees: 1 FT employee and 2 part-time employees

c. Payroll is 66 % of the Agency's total Annual Budget.

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

- 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:

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 five core programs are:

- 1) Our Indicators Report (IR), which has been tracking sustainability progress in cities and the county (since 1997). This year's Indicator Report examines the State of Building Electrification in our County, with a focus on the existing building stock.
- 2) Our Awards Dinner, which celebrates local sustainability champions (since 1999) and inspires others to follow suit.
- 3) Our Sustainability Ideas Bank (SIB), started in summer 2019, which compiles successful policies and programs implemented by local governments and businesses to accelerate sustainability.
- 4) 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). And
- 5) Our new Dashboard Project, started in 2021, which tracks progress by cities in San Mateo County with 30 key performance indicators in 11 sustainability focus areas. Together with the Sustainability Ideas Bank, it is helping local leaders accelerate progress on their Climate Action Plans and sustainability goals. We've been working closely with all the cities on this project.

Further, we partner with local government and community organizations to promote sustainable policies, practices and programs that are in line with our mission, including but not limited to Reach codes and electrification, social equity, equitable housing, public transportation and waste-related ordinances to cite a few.

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

SSMC has been tracking key sustainability metrics for San Mateo County (SMC) cities and continues to expand the Sustainability Ideas Bank (SIB) - sharing easy to implement and impactful solutions with local governments and businesses. Because our Dashboard Project and the SIB are complementary, we hope to be able to assist our cities in identifying areas with opportunities to further strengthen their sustainability performance and then point them towards the solutions that will matter to them. These will really help our cities make a difference and truly accelerate their pace reaching their sustainability and climate change goals. With the SIB, we've been sharing best-in-class examples of sustainability practices by and for other cities and counties in the U.S. - and beyond and our vision is to continue to compile impactful solutions in partnership with our cities. We hope to soon be able to move the SIB solutions into a searchable database.

SSMC helps local cities and San Mateo County assess their progress towards reaching their sustainability goals based on the Dashboard Project and input from community forums and interviews with local leaders. Pending funding, we plan to publicize these local stories of success in the media and at public events. Funds received will primarily support a Program Manager who coordinates volunteer researchers, writers, graphic designers, printing and dissemination of reports. In addition, these funds will help offset the costs of community meetings, Happy Hour events, publicity and outreach, including digital campaigns.

Our goal is to continue to strive for 100% funding participation from all our San Mateo County cities and towns.

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 FY2021-22 and previous years (\$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. In conjunction with our new Dashboard Project, this 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 - and soon the Dashboard Project data - to highlight why San Mateo County and its cities and towns are great places to live and work. For 2022, our key indicator is the State of Building Electrification in San Mateo County (with a focus on existing building stock).
- 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, distinguishing 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 and education too, from tabling at local events to our monthly Happy Hours (e.g. we've had quite a few city sustainability managers speak at our monthly Happy Hour over the past few years) to cite a few examples.
- We also hope that the Dashboard Project's data release, in conjunction with the solutions listed in the SIB, will be an opportunity to assist the Town of Colma in further strengthening its sustainability efforts and accelerate its 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, which has been growing steadily over the last few years, is close to 3,000. We reach a similar number of people via our social media channels and will soon launch a green infrastructure photo/short video contest which we hope will increase our social media outreach drastically.

B) In locations all over the County (pre-pandemic). Currently online, thus further expanding reach and access. We like to say that "sustainability doesn't know any borders" and believe we can both learn from and inform other regions and cities in the USA and the world.

C) Outreach to all local governments, including the Town of 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. Due to Covid, the majority of our information is still in online format (as opposed to printed material).

8. Provide a detailed account of how the FY 2021-22 contribution was used:

Colma's FY21-22 \$1,000 contribution represented less than less than 1% of the total revenue for the organization. Please note that the IR program funds include only the direct expenses of program staffing 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.

Compared to our other city contributors, Colma's FY2021-22 \$1,000 contribution was situated in the lower to mid range (eight cities contributed at higher levels, and seven 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 FY21-22 \$1,000 contribution was primarily allocated to contribute to paying the salary of our IR Program Manager and outreach costs.

9. Did COVID-19 affect how the organization spent FY 2021-22 funds? If so, please explain why.

One effect we continued to see 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 fund the FY2021-22 Indicators Program at the same level as in past years because our cities and towns 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 us at the same or even in some cases higher level again this year.

10. List contributions requested and received from other cities in FY 2021-22 and requested or expected in FY 2022-23:

The pandemic, as well as the ever-growing surge in negative impacts including fires, floods and droughts brought forward by climate change here and abroad continues to remind us of the need for more sustainability and resilience in our communities through the systems approach SSMC uses. There is urgency in addressing these issues and the time to act is now.

We hope that the town of Colma also sees sustainability as a key issue to invest in, and wanted to emphasize once again that we are striving for 100% participation from the 20 cities and towns in San Mateo County for FY22-23.

Below is the list of requested and received contributions from other cities in FY2021-22 and requested or expected in FY2022-23. We still expect quite a few of these to come up (promised, waiting to go through the PO processes):

Requested for both FY2021-22 and FY2022-23 for all cities and towns: \$5,000

Received in FY2021-22: County of San Mateo:\$10,000; Belmont, Brisbane, San Carlos, San Mateo, South San Francisco:\$5,000; Foster City:\$3,100; Redwood City:\$3,000; Portola Valley:\$2,500; Atherton, Colma, Daly City, Half Moon Bay, Menlo Park, Millbrae, Pacifica:\$1,000; Burlingame:\$690; Hillsborough:\$500

Expected/received for FY2022-23: County of San Mateo: \$10,000; Belmont, Brisbane, Hillsborough, San Carlos, San Mateo, South San Francisco:\$5,000; Foster City, Half Moon Bay, Redwood City: \$3,000; Menlo Park, Portola Valley: \$2,500; Atherton, Daly City, Millbrae, Pacifica:\$1,000; Burlingame: \$400

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.

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www.sustainablesanmateo.org

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Christine Kohl-Zaugg

IR PROGRAM MANAGERS

Sarah Cassanego

STAFF

Executive Assistant

Jill Reed

FOUNDERS

Marcia Pagels

Ruth Peterson

SSMC	BUDGET 22-23 <i>(please note: this is a preliminary budget - it has yet to be reviewed and approved by SSMC's Board of Directors at its August 2022 meeting)</i>
ADVERTISING	4,000
PROFESSIONAL DEVELOPMENT	1,500
TAXES - TAX PREPARATION	1,800
MILEAGE - ED and Admin	300
HR - ED - SALARY	75,000
HR - IR PROGRAM MANAGER	32,000
HR - EXECUTIVE ASSISTANT	32,000
HR - SOCIAL MEDIA CONSULTANT	6,000
HR - INTERNS	1,200
HR - IT CONSULTANT	10,000
HR - PAYROLL MONTHLY INVOICE	1,200
HR - PAYROLL TAXES	15,000
TAXES - TAX RETURN FILING FOR CA FEE	50
IT - DOMAIN,WEB Fees	920
RENT, STORAGE,PHONE,CONSTANT CONTACT,ZOOM	4,350
OFFICE SUPPLIES, POSTAGE,PRINTING	2,000
COMPUTERS & EQUIPMENT	600
MEMBERSHIPS-SUBSCRIPTIONS	1,500
SPACE RENTAL - PROGRAM EVENTS	1,000
MARKETING-PROMOTIONAL ITEMS	750
INSURANCE - DIRECTORS & OFFICERS	2,100
INSURANCE - LIABILITY	1,000
INSURANCE - WORKERS COMPENSATION	556
QUICKBOOKS LICENSE AND TECH SUPPORT	575
AWARDS - AUCTION SITE FEES	900
AWARDS - MISC.	250
AWARDS - A/V	1,500
AWARDS - VIDEOS FOR WINNERS	6,000
AWARDS - PRINTED INVITATIONS	1,000
CATERING COSTS - EVENTS	4,000
PRINTING - IR	250
MISC. EXPENSES	1,000
CRM - DATABASE - LGL	600
JOINT PROGRAMS CO-SPONSORING	500
	211,401



**Sustainable
San Mateo County**
Economy. Equity. Environment.

TOWN OF COLMA GRANT REPORT: Sustainable San Mateo County Indicators Report, FY 2021-22

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. This year, we are celebrating our 30th anniversary! 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. We encourage you to check out our website at: www.sustainablesanmateo.org for more information about our organization and our positive impact on the ground.

During FY 2021-22, despite still having to contend with an uncertain and ever-changing pandemic environment, we were able to keep interest in our online events high, despite a generalized onset of "zoom fatigue" everywhere. We were able to do that thanks to our beloved, highly interactive monthly Happy Hours, which featured both timely topics and engaging, knowledgeable speakers. We continued to work closely 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. Our notable achievements during 2021 can be seen in our short Annual Impact/infographic report. It can be accessed on our website at: <https://sustainablesanmateo.org/sustainability-resources/publications/>

Last August, UN Secretary-General António Guterres called the latest IPCC¹ Climate Report "Code Red for Humanity". Here is what he said: "The alarm bells are deafening, and the evidence is irrefutable: greenhouse-gas emissions from fossil-fuel burning and deforestation are choking our planet and putting billions of people at immediate risk. Global heating is affecting every region on Earth, with many of the changes becoming irreversible. The internationally agreed threshold of 1.5°C is perilously close. We are at imminent risk of hitting 1.5°C in the near term. The only way to prevent exceeding this threshold is by urgently stepping up our efforts and pursuing the most ambitious path." This was a call to action, loud and clear, and many leaders and residents around the world and here in our backyard in San Mateo County have finally come to realize that time is of the essence. We need to act fast and now.

SSMC is proud to have developed a suite of integrated programs and services to help Colma and the other San Mateo County cities and towns accelerate their sustainability efforts and become more resilient. These include our Indicators Reports program and our soon to be released Dashboard project (focus on metrics), the Sustainability Ideas Bank (focus on solutions and tools to strengthen sustainability performance), our annual Awards Celebration (focus on celebrating inspiring leaders and thus encouraging change) and our advocacy

¹ Intergovernmental Panel on Climate Change

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 2022, our Key Theme is the *“Electrification of the Building Sector”*, with an emphasis on existing buildings. This is a critical issue for our County and cities, especially since many cities have set ambitious climate goals that need to be reached in a span of less than a decade. Electrifying the building and transportation sectors are critical if they are to reach these progressive and necessary goals. As in the past, we’ll also look at this timely and important topic through the lens of social equity. In-depth research, insightful data analysis and maps, as well as current and relevant content for the report 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).
- SSMC’s full 2021 Report on Equitable Housing is available on our website at: <https://sustainablesanmateo.org/home/indicators/2021-key-indicator-report/>
- Other online indicators can be accessed on our website. 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 this year, we plan to share electronic versions of these summaries. These summaries will be emailed to city clerks throughout San Mateo County for distribution to each city’s staff, Council Members, and commissioners.
- During summer 2022, we will release the first results of our newest program, the Dashboard project. The Dashboard project will share results on thirty key metrics collected for each city and town in our county. These metrics are part of eleven key sustainability areas or dimensions, which aim to touch upon all “3 E’s”. In conjunction with our Sustainability Ideas Bank, which provides solutions to increase sustainability, our hope is that this will be a useful tool for our cities to track their own sustainability performance over time and will equip them with the resources to both get access to and share effective sustainability solutions (policies, ordinances, programs, processes, contracting language and more). This has been a highly collaborative and evolving project, with a high degree of input from all the cities’ sustainability managers. Preliminary results and next steps were presented at past RICAPS meeting in 2021 and during one on one discussions with each city and town conducting during Q1 and Q2 of calendar year 2022.
- Indicators funding also supports our outreach events, which includes digital newsletters, social media, presentations to groups and elected officials, tabling events and, since April 2020, monthly Virtual Happy Hours focusing each month on a different sustainability topic. Event pictures, 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.

EVALUATION:

- **SSMC Events:** Our most recent events for the general public were held on May 11 (Annual Awards Celebration, featuring Peninsula Clean Energy’s second Annual All-Electric Leader Award winners in addition to our own awardees) and on June 8 (June Happy Hour on the following topic: “The Future of Public Transit”). . We typically have about 40 people attending our monthly Happy Hours, although

we've seen much higher numbers too, depending on the topic. For example, for our April 20221 Happy Hour on the topic of "High Voltage - Low Impact Buildings: Electrification Efforts in San Mateo County", more than 100 people registered (estimated attendance number: ca. 72 people).

Our 2021 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 19, 2021, and featured experts sharing solutions about Equitable Housing. Our panel of experts included Rick Bonilla, Deputy Mayor, San Mateo; Diana Reddy, Council Member, Redwood City; and Matt Franklin, Chief Executive, MidPen Housing. We had 206 registered attendees with 145 actual attendees (70% attendance).

As a comparison, these numbers are in line with previous numbers and the target we were looking to reach (100 attendees). In 2020, we had over 100 attendees (103). In 2019, we had 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 the launches in 2020 and 2021, which were both virtual events. We plan to return to an in-person luncheon format this Fall, depending on how the situation with Covid evolves. We will continue to closely monitor the situation and will follow the official guidelines and recommendations issued by the County of San Mateo.

In addition to our own events, we continue to seek opportunities for mutually beneficial partnerships, as evidenced by us co-sponsoring a Congressional Forum (on the topic of climate & the environment) with Citizens' Climate Lobby, Thrive and Acterra in April 2022. We invited all the candidates for CA's 15th Congressional District to join. The candidates who confirmed they will be there were: E. Beach, D. Canepa, G. Mattammal and K. Mullin. Also in April, we participated in the "We Love Earth Festival" on Saturday April 16th, held at the Flood Park in Menlo Park, near the disadvantaged Belle Haven community. We joined over 40 exhibitors and had some great interactions with interested people stopping at our booth. Like-minded nonprofit 350 Silicon Valley was the main Event Coordinator. We are happy to be part of our cities and towns green festivals and events when time and resources permit and encourage Colma to let us know if and when our presence might be requested.

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, and request to have our announcement published in the cities' newsletters. 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 over 2,500 households on our mailing list and over 2,280 Twitter followers and close to 600 Instagram 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 grown by about 30% over the last year (triple 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 third annual Impact Report (it has an active link bringing the reader directly to the report), released in January 2022 and accessible online [here](#).

- **Printed Summaries:** For FY 2021-22, the decision was made once again not to print any summary brochures of the Indicators Reports, due to the Covid situation. 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 is also featured in our community outreach and our [2021 Impact Report](#). For 2021, in addition to the full report and the summary brochure, we also created an Executive Summary where the key findings are captured. All of these documents are [available for free to all on our website](#). 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. Last year, due to the continued Covid-19 situation, most of these were moved to a virtual format, except for a few in-person events, like the outdoors Earth Festival event at the park. 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:

Colma's \$1,000 contribution to the Indicators Program in FY2021-22 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 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 annual auction. In 2022, the Virtual Awards Event was held on May 11, while the Virtual Auction was live online from May 4 to 15th.

Compared to our other city contributors, Colma's FY2021-22 \$1,000 contribution is situated in the lower to mid-range (8 cities contributed at higher levels, 7 at the \$1,000 level). Currently, all but three cities/towns in San Mateo County fund the Indicators Program.

Program Budget FY2021-22

Revenue	FY 2021-22
Local governments	\$51,790
Foundations & Corporations / Event Sponsors *	\$2,000
Individuals *	\$0
Total	\$53,790
Direct Expenses	FY 2021-22 (effective)
Contract Program Staff	\$24,855
ED oversight: **	\$19,200
Website Content and Upgrade	\$6,075
PR material for event	\$116
Event (Venue rental, food & drink)	\$0
Total	\$50,246
Indirect Expenses ***	\$4,940

*Event held virtually.

**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%: \$3,388), 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 FY22-23, the Town of Colma considers 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, San Carlos, San Mateo and South San Francisco all supported us at this level in 2021.

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*



