



STAFF REPORT

City Council

Meeting Date:

8/13/2024

Staff Report Number:

24-136-CC

Study Session:

Community Funding Program

Recommendation

Staff recommends the City Council review the community funding grant program and provide direction on updates to terms of the program and funding.

Policy Issues

The community funding program was enacted in 1996 (Attachment A). The community funding program policy provides guidelines on program goals, eligibility for nonprofit agencies, and application procedure (Attachment B). Additionally, it sets a cap for overall program funding at 1.7% of general fund property tax revenue per fiscal year. The policy has not been updated since 1996.

The City Council Community Funding Subcommittee makes annual recommendations to the City Council for funding allocations to local nonprofit agencies.

Background

The community funding program was established to leverage City funds in response to the human service needs of Menlo Park residents. Eligible programs must address verified community needs and have a significant Menlo Park client base. Priority service areas include:

- People with disabilities: programs that will allow the people with disabilities to actively participate in their community and maintain independence from institutional support.
- Emergency assistance and low income support: programs that can meet emergency needs for people in crisis such as victims of homelessness, rape, and domestic violence and the basic needs such as food, etc., for low-income residents.
- Seniors: programs which serve predominantly low income, frail and minority seniors; and those programs which make it possible for seniors to continue to be independent and active community participants.
- Youth: support of delinquency prevention services including recreation; crisis and family counseling; substance abuse prevention; child care and acculturation of ethnic minorities.

The most recent funding allocation by the City Council occurred Feb. 13, 2024 for fiscal year 2023-24 (Attachment C). The City also maintains a webpage that lists award recipients (Attachment D). Based on City Council direction last year, staff expanded marketing efforts to increase awareness of the program. In fiscal year 2023-24, total funding requests increased by 84% from the prior year, seven new agencies submitted applications, and six agencies submitted applications that applied in the past but not in the prior fiscal year.

Analysis

Grants from a city's general fund to community organizations are not widely implemented by cities in the area at the same level of funding as Menlo Park. Cities that do provide funding to community organizations tend to utilize Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development, provide smaller overall grant awards, or provide neighborhood-focused grants. In a number of cities, a separate nonprofit organization implements a grant program.

Program considerations

The City's program requirements have remained in place for the past 28 years. The City Council could consider adjustments to guidelines such as:

- defined areas of verified community need
- impact of funding in nonprofit agency budget
- overall program funding amount
- application review procedure
- term of grant/expenditure timeline
- specifications for annual reporting

Over the past six years, 50 individual nonprofit agencies have received funding from the City often over recurring years (Attachment E). As stated in the policy, funding provided by the City is not intended for use as the sole support of any agency. In fiscal year 2023-24, the City funding allocation represented 1% or less of total individual agency operating budgets for 27 of the 40 (68%) nonprofit agencies in the program.

Since at least fiscal year 2018-19, total funding for the program has remained below the funding cap specified in the policy. In fiscal year 2023-24, 1.7% of general fund property tax revenue was approximately \$615,400, and the City Council allocated \$350,000 in grant awards. The fiscal year 2024-25 adopted budget includes \$300,000 for the program.

The program launches after the adoption of the annual budget typically on the following timeline:

- August/September: marketing begins
- October: applications due; internal staff committee reviews applications and provides recommendations
- November: City Council subcommittee meets to prepare recommendations
- January: City Council allocates funding; City disperses grant awards
- July 31: annual reports due from award recipients

The program application (Attachment F) and template agreement (Attachment G) are available for City Council review. The overall grant expenditure timeline for award recipients is less than six months.

Staff review applications based on three categories: completeness of application, City goals and eligibility requirements, and impact of proposed project. Staff also consider impact on Menlo Park residents (i.e., amount of clients based in Menlo Park) and the overall size of the agency (i.e., grant award as overall percentage of agency budget). The City Council subcommittee meeting is open to the public, and subcommittee members may recommend to increase or decrease grant award amounts presented by staff.

The majority of program participants (37 of 40) submitted the required annual reports that detail use of funds for fiscal year 2023-24 (Attachment H). In addition, applicants must maintain accounting records with an independent audit at least once every two years.

Impact on City Resources

The fiscal year 2024-25 adopted budget includes \$300,000 of general fund revenue for the community funding program.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. May 14, 1996 City Council meeting staff report – adoption of policy on community funding program guidelines
- B. City Council policy #CC-01-1996
- C. Hyperlink – Feb. 13, 2024 Staff Report #24-023-CC:
menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/k4-20240213-cc-grant-subcommittee-23-24-recommendations_.pdf
- D. Hyperlink – community funding program webpage:
menlopark.gov/communityfundinggrant
- E. Community funding program totals
- F. Community funding grant application template
- G. Community funding agreement template
- H. Annual reports for fiscal year 2023-24

Report prepared by:

Stephen Stolte, Assistant City Manager



ADMINISTRATIVE SERVICES/FINANCE

ATTACHMENT for May 14, 1996
 Menlo Park City Council Minutes.

STAFF REPORT

Agenda Item # **E2**

City Council Meeting of
 May 14, 1996

TO: Mayor and City Council

FROM: Administrative Services / Finance Division

AGENDA ITEM: REGULAR BUSINESS: Adoption of Policy on Community Funding Program Guidelines.

ISSUE

Should the City Council adopt the proposed policy on Community Funding Program Guidelines?

BACKGROUND

More than a decade ago, the Federal Government cut the federal revenue sharing funding program to local governments which impacted local jurisdiction support to various community programs. However, the City of Menlo Park, realizing the values these programs add to the community, has been historically funding these programs using General Fund money. In the past five years the depressed economy resulted in less federal, state and private being available for non-profit community services. As a result, more non-profit organizations turned to local governments for support to provide services and previously funded organizations increased their funding requests. As the number of requests and dollar amounts increased each year, the City Council identified the need for a formal policy on Community Funding Program Guidelines. Thus, staff has developed the proposed policy for City Council review.

ANALYSIS

The purpose of the policy is to provide guidelines for the award of monetary support to local non-profit organizations whose programs respond to the human service needs of Menlo Park residents. The funding is not intended for use as the sole support of any agency. All recipients of financial assistance grants enter into a contractual agreement with the City detailing the specific objectives to be accomplished as a result of the grant. The proposed policy on Community Funding Program Guidelines articulates the goals and philosophy, sets criteria for eligibility and determines how much money is to be allocated each year for community programs.

In analyzing the City's contribution to community programs as a percentage of general fund property tax revenue, it was found that the level of support ranges from 0.3% in FY 1990-91 to 1.4% in FY 1995-96. Therefore, staff recommends each fiscal year no more than 1.4% of general fund property tax revenue be allocated to the Community Funding Programs.

All organizations except Mid Peninsula Access Corporation (MPAC) and KCEA Radio Station that the City has supported in the past are qualified to receive funding according to the proposed policy. It was determined that these two organizations do not fit the categories addressed by the guidelines. In fact funding for broadcast of City Council meetings through KCEA was not included in this area last year but was provided through the operating budget as are the costs of broadcasting the meetings via cable television. The funding provided to the station for emergency broadcasts capabilities is included in the emergency services program in the police department.. The cable TV service that is provided by MPAC is defined as a community wide benefit but does not provide for direct services to the community at large. Therefore, it is recommended that the City Council consider funding MPAC separately. If the City Council is interested in continued funding, one way to approach it, is to allocate a percentage of the cable television franchise revenue. The current year funding is equal to approximately 9% of the anticipated cable television franchise revenue (general fund revenue).

RECOMMENDATION

It is recommended that the City Council adopt the proposed policy on Community Funding Program Guidelines.

U. Chokkalingam

Report Author
Uma Chokkalingam, Finance Director

DATE OF REPORT: May 9, 1996

PUBLIC NOTICE: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

ATTACHMENTS: Community Funding Program Guidelines Policy
Application for Community Funding
Contract Agreement

CITY OF MENLO PARK

COUNCIL POLICY

Department

Finance

Effective Date

Page 1 of 3

Subject

COMMUNITY FUNDING PROGRAM GUIDELINES

Approved by:

City Council

Resolution No.

Procedure #

FIN-96-001

PURPOSE

To provide guidelines for the award of monetary support to local non-profit agencies whose programs respond to the human service needs of Menlo Park residents. This funding is not intended for use as the sole support of any agency. All recipients of financial assistance grants enter into a contractual agreement with the City detailing the specific objectives to be accomplished as a result of the grant.

POLICY

1. GOALS AND PHILOSOPHY

The City of Menlo Park recognizes that:

- 1.1 the availability of basic human service programs is a key determining factor in the overall quality of life of Menlo park residents;
- 1.2 the most cost-effective and efficient manner to insure that these services are available to local residents is through the development of agreements with existing non-profit agencies;
- 1.3 contractual agreements with non-profit agencies allow the City to influence the human service programs offered to Menlo Park residents; and
- 1.4 financial assistance grants demonstrate the City's support of the activities of specific non-profits and make it possible for these agencies to leverage additional funds which will benefit local residents.

2. ELIGIBILITY

- 2.1 All applicants must be formally incorporated non-profit entities and must be tax exempt (under Section 501(c)(3) of the IRS Code, and Section 2370(d) of the California Revenue and Taxation Code).
- 2.2 All applicants must be agencies based in Menlo Park or agencies which provide services throughout the County of San Mateo who can demonstrate a significant Menlo Park client base.
- 2.3 All applicants must provide a service that is not a duplication of an existing public sector program, OR if the service is duplicated, the applicant must show why it is not an unnecessary duplication of service.
- 2.4 All applicants shall maintain accounting records which are in accordance with generally accepted accounting practices. The agency must have an independent audit performed at least once every two years.
- 2.5 The agency must have bylaws which define the organization's purposes and functions, its organization and the duties, authority and responsibilities of its governing body and officers.

CITY OF MENLO PARK

COUNCIL POLICY

Department

Finance

Subject

COMMUNITY FUNDING PROGRAM GUIDELINES

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Approved by:

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FIN-96-001

- 2.6 Governance of the agency should be vested in a responsible and active board which meets at least quarterly and establishes and enforces policies. The board should be large enough and so structured to be representative of the community it serves. It should have a specific written plan for rotation or other arrangements to provide for new members.
- 2.7 The agency must provide for adequate administration of the program to insure delivery of the services. The agency must provide that it has a written job description for each staff position and an organizational chart approved by the board. One individual should be designated as the full time director of the agency.
- 2.8 No less than 85% of City funds granted must be used for direct services as opposed to administrative costs.
- 2.9 City grants can represent no more than 20% of an applicant's total operating budget.
- 2.10 All recipients agree to actively participate in City efforts to coordinate and to improve human services within the City.
- 2.11 The program described must respond to a verified community need as defined by the City Council:

DISABLED

emphasizes support of programs that will allow the disabled to actively participate in their community and maintain independence from institutional support.

**EMERGENCY
ASSISTANCE
AND LOW INCOME
SUPPORT**

emphasizes support of programs that can meet emergency needs for people in crisis such as victims of homelessness, rape, and domestic violence and the basic needs such as food, etc., for low income residents.

SENIORS

emphasizes support of programs which serve predominantly low income, frail and minority seniors; and those programs which make it possible for seniors to continue to be independent and active community participants.

YOUTH

emphasizes support of delinquency prevention services including recreation; crisis and family counseling; substance abuse prevention; child care and acculturation of ethnic minorities.

CITY OF MENLO PARK

COUNCIL POLICY

Department

Finance

Subject

COMMUNITY FUNDING PROGRAM GUIDELINES

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Approved by:

City Council

Resolution No.

Effective Date

Procedure #

FIN-96-001

PROCEDURE

Any agency requesting financial assistance must complete the required application and submit it to the Finance Department. The City Council subcommittee is responsible for reviewing all proposals and submitting recommendations for funding to the City Council.

FUNDING

Grants are funded by the General Fund. Each fiscal year, no more than 1.4 % of general fund property tax will be allocated to the Community Funding Program.

City of Menlo Park

**APPLICATION
FOR
COMMUNITY
FUNDING**

Fiscal Year 1996/97



PROGRAM OVERVIEW

The City of Menlo Park provides monetary support to local non-profit agencies whose programs respond to the human service needs of Menlo Park residents. This funding is not intended for use as the sole support of any agency. All recipients of financial assistance grants enter into a contractual agreement with the City detailing the specific objectives to be accomplished as a result of the grant.

GOALS AND PHILOSOPHY

The City of Menlo Park recognizes that:

1. the availability of basic human service programs is a key determining factor in the overall quality of life of Menlo park residents;
2. the most cost-effective and efficient manner to insure that these services are available to local residents is through the development of agreements with existing non-profit agencies;
3. contractual agreements with non-profit agencies allow the City to influence the human service programs offered to Menlo Park residents; and
4. financial assistance grants demonstrate the City's support of the activities of specific non-profits and make it possible for these agencies to leverage additional funds which will benefit local residents.

ELIGIBILITY

1. All applicants must be formally incorporated non-profit entities and must be tax exempt (under Section 501(c)(3) of the IRS Code, and Section 2370(d) of the California Revenue and Taxation Code).
2. All applicants must be agencies based in Menlo Park or agencies which provide services throughout the County of San Mateo who can demonstrate a significant Menlo Park client base.
3. All applicants must provide a service that is not a duplication of an existing public sector program, OR if the service is duplicated, the applicant must show why it is not an unnecessary duplication of service.
4. All applicants shall maintain accounting records which are in accordance with generally accepted accounting practices.. The agency must have an independent audit performed at least once every two years.
5. The agency must have bylaws which define the organization's purposes and functions, its organization and the duties, authority and responsibilities of its governing body and officers.

6. Governance of the agency should be vested in a responsible and active board which meets at least quarterly and establishes and enforces policies. The board should be large enough and so structured to be representative of the community it serves. It should have a specific written plan for rotation or other arrangements to provide for new members.
7. The agency must provide for adequate administration of the program to insure delivery of the services. The agency must provide that it has a written job description for each staff position and an organizational chart approved by the board. One individual should be designated as the full time director of the agency.
8. No less than 85% of City funds granted must be used for direct services as opposed to administrative costs.
9. City grants can represent no more than 20% of an applicants total operating budget.
10. All recipients agree to actively participate in City efforts to coordinate and improve human services within the City.
11. The program described must respond to a verified community need as defined by the City Council:

DISABLED

emphasizes support of programs that will allow the disabled to actively participate in their community and maintain independence from institutional support.

EMERGENCY ASSISTANCE AND LOW INCOME SUPPORT

emphasizes support of programs that can meet emergency needs for people in crisis such as victims of homelessness, rape, and domestic violence and the basic needs of low income such as food, etc., for low income residents.

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emphasizes support of programs which serve predominantly low income, frail and minority seniors; and those programs which make it possible for seniors to continue to be independent and active community participants.

YOUTH

emphasizes support of delinquency prevention services including recreation; crisis and family counseling; substance abuse prevention; child care and acculturation of ethnic minorities.

PROPOSAL PROCESS

Any agency requesting financial assistance must complete the required application and submit it to the Finance Department. The City Council subcommittee is responsible for reviewing all proposals and submitting recommendations for funding to the City Council.

**CITY OF MENLO PARK
COMMUNITY FUNDING PROGRAM
FISCAL YEAR 1996/97**

REQUEST FOR PROPOSAL FORM INSTRUCTIONS

The following information is provided to assist you in completing the community Funding proposal form. Applications must be received by
Applications not received by the due date will be ineligible for 1996/97 funding.
Applicants submitting applications which are incomplete will have five (5) working days from time of notification to correct any deficiencies in order to receive further evaluation.

Answer all of the questions indicated in these instructions. All agencies requesting funding must submit their applications in a consistent format. If you need additional space to respond to questions, you may use an additional page labeled "Continuation of # ___", i.e. "Continuation of 5b". If you have questions regarding the Community Funding proposal, please call Uma Chokkalingam at (415) 858-3443.

COVER SHEET/PAGE 1

- **Agency Name:** Provide the name of the primary agency who will carry out the activity being proposed.
- **Program Name:** If different from the agency name, please provide the name of the specific program within the agency that will carry out the activity proposed.
- **Service Category/Type:** Indicate which of the eligible categories best describes the type of service your program will be providing. If your program falls under more than one category, indicate the one that you feel best describes your proposed activity. Please mark only one category.
- **Service Population:** Indicate the total number of individuals OR families serviced by your program for fiscal year 1995/96. Also indicate the number of those served that were Menlo Park residents for that same year.
- **Organizational Structure:** Provide the information requested regarding your organization.
- **Fiscal:** Please complete all information requested.

PAGES 2 - 4

1. To give the City Council subcommittee an overall picture of your agency, please provide a brief statement of your agency purpose.
2. Clearly describe how your agency will use the funds if awarded.
3. Describe the reasons that you have chosen to request financial assistance from the City of Menlo Park.
4. Describe the impact to your agency/program if there were no Community Funding available through the City of Menlo Park.
5. Given that resources are becoming more limited, collaboration and coordination amongst agencies receiving funding from the City is critical. Therefore, please describe ways in which your agency collaborates, coordinates and networks with other agencies. Furthermore, if there are currently other agencies providing similar services, please describe how your agency collaborates and works with that agency to avoid an unnecessary duplication of services.

PAGE 5

Information on the overall financial status of applicants, in combination with program information, is extremely helpful to the proposal review process. Therefore, please provide the information requested regarding your revenues and expenditures as they apply to fiscal year 1995/96 (July 1 - June 30). You will note that we are requesting this information as it applies to both your agency as a whole, as well as the specific program for which you are requesting funds.

**CITY OF MENLO PARK
COMMUNITY FUNDING PROGRAM APPLICATION
FISCAL YEAR 1996/97**

AGENCY NAME

PROGRAM NAME (if different)

ADDRESS

MAILING ADDRESS (if different)

TELEPHONE

CONTACT PERSON

SERVICE CATEGORY/TYPE:

(Please indicate a category and describe type of service to be provided)

- DISABLED
- EMERGENCY ASSISTANCE
- SENIOR
- YOUTH

SERVICE POPULATION

Total # of individuals/families served in prior fiscal year (FY)

Total # of Menlo Park residents/families served in prior FY

Comments:

ORGANIZATIONAL STRUCTURE

Non-Profit Status: ID #

Year Incorporated

A. Number of members on governing board

B. How often are director's meetings held?

C. How many employees?

Full Time?

Part Time?

D. How many volunteers?

How many volunteer hours per month?

FISCAL

FY 96/97 Community Funding request

\$

This request represents

% of agency projected 96/97 income

FY 95/96 City of Menlo Park Community Funding allocation

\$

FY 95/96 funding received from other cities

\$

1. Please provide a brief statement of your agency purpose.

2. Describe how your agency plans to use the requested funding if awarded.

3. Describe your reasons for requesting financial assistance from the City of Menlo Park.

4. Describe impact on program if no Menlo Park Community Funding were available.

5. a. Describe ways in which your agency collaborates, networks, and coordinates activities and/or services with other agencies.

b. If there are other agencies providing the same type of service(s) as yours, please describe how your agency collaborates and works together with the other agency(s) to avoid unnecessary duplication of services.

**REVENUES AND EXPENDITURES
(July 1 - June 30)**

Agency Name _____
 Amount of request \$ _____
 Request represents _____ % of agency projected 96/97 budget
 Request represents _____ % of program projected 96/97 budget

REVENUES FY 1995/96 (i.e. United Way, Donations, etc.)	AGENCY		PROGRAM	
	% OF BUDGET	AMOUNT	% OF BUDGET	AMOUNT
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
TOTAL REVENUES	100 %	\$	100 %	\$

EXPENSES FY 1995/96 (i.e. Wages & benefits, Supplies, etc.)	AGENCY		PROGRAM	
	% OF BUDGET	AMOUNT	% OF BUDGET	AMOUNT
1. Wages and Benefits				
2. Supplies and Services				
3. Capital Expenditures				
4.				
5.				
Administrative costs are _____ % of agency budget and _____ % of program budget.				
TOTAL EXPENSES		\$		\$
NET RESERVE		\$		\$

CERTIFICATION

The applicant hereby proposes to provide the services in accordance with the Community Funding policy of the City of Menlo Park. If this proposal is approved and funded, it is agreed that relevant federal, state and local regulations, and other assurances as required by the City of Menlo Park will be adhered to. Furthermore, as the duly authorized representative of the applicant organization, I certify that the applicant is fully capable of fulfilling its obligation under this proposal as stated herein.

Furthermore, applicant certifies that the agency making this application is: 1) Non-profit, 2) Tax exempt, and 3) incorporated in the state of California, and has complied with all applicable laws and regulations.

This application and the information contained herein are true and correct and complete, to the best of our knowledge.

By:

Date:

Executive Director

Organization Name

President of the Board on behalf of
the Board of Directors

Date:

1996/97 COMMUNITY FUNDING SCHEDULE

May 15	Applications for Community Funding available
June 15	Deadline for submitting Community Funding applications
July 1	Evaluation of applications by City Council subcommittee
July 15	City Council subcommittee makes final Community Funding recommendations
August 1	City Council awards Community Funding grants

AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 1996 by and between the CITY OF MENLO PARK, a municipal corporation of the State of California ("City") and _____, a California nonprofit corporation ("Contractor");

WITNESSETH:

WHEREAS, Contractor provides _____; and

WHEREAS, Contractor has requested financial assistance in order to conduct the program for residents of City during the fiscal year commencing July 1, 1996, and ending June 30, 1997; and

WHEREAS, City has reviewed said request and desires to allocate to Contractor the sum of _____ Thousand and No/100 dollars (\$ _____);

NOW, THEREFORE, the parties hereto do hereby agree as follows:

1. **FINANCIAL ASSISTANCE.** City shall allocate to Contractor the sum of _____ Thousand and No/100 dollars (\$ _____) for exclusive use by Contractor during the fiscal year commencing July 1, 1996, and ending June 30, 1997, solely for the purposes described in paragraph 2.
2. **USE OF FUNDS.** Contractor shall use the funds provided pursuant to paragraph 1 solely for the Program purposes described in Exhibit "A" (Contract Objectives) attached hereto and by this reference incorporated herein.
3. **CHANGES TO PROGRAM.** No changes in the Program described in this agreement which are funded by the financial assistance provided under paragraph 1 shall be made without the prior written consent of City.
4. **PAYMENTS.** Contractor shall keep detailed and accurate records of all expenditures made and expenses incurred which are funded under this agreement. Payments of funds allocated pursuant to paragraph 1 shall be made to Contractor once the contract is executed.
5. **STANDARD OF SERVICE.** Contractor warrants to City that it will perform all Program activities funded hereunder in accordance with the highest standards and shall be responsible for, and hold City harmless from any failure to provide such

activities in accordance with such standard. Contractor shall verify that all activities funded hereunder benefit only residents within City's corporate limits.

6. ANNUAL REPORT. Contractor shall submit a narrative report to City at the end of the fiscal year describing the activities funded under this agreement. Said report shall include the total number of direct beneficiaries with demographic information regarding ethnicity, age and other data as required by City.

7. FINANCIAL STATEMENT/ANALYSIS; AUDIT. Contractor shall make available to City, or the public, upon request, a financial statement and analysis setting forth in detail the manner in which, and the specific purposes for which, the funds paid hereunder were expended to the date of such accounting. In addition to the foregoing, and in any event, Contractor shall submit to City no later than July 15, 1997, a detailed financial statement and analysis setting forth the foregoing information. Said statement and analysis may be combined with the end of the year narrative report submitted pursuant to paragraph 6.

Contractor shall provide City with an independent audit of its activities for the term of this agreement, conducted in accordance with the Single Audit Act of 1984, OMB Circular A-110 Uniform Requirements for Grant and Other Agreement and generally accepted auditing standards covering financial and compliance audits. Annual audits shall be forwarded to City within 20 days of completion.

8. AUDIT; MONITORING. City may audit the records and accounts of Contractor for the purpose of verifying expenditures by Contractor of funds provided hereunder or verifying statements or analyses made or provided by Contractor hereunder. Contractor shall respond to, and comply with, any audit exception made or taken by City relating to Contractor's performance or failure to perform hereunder. Contractor shall pay City the full amount owing to City determined to be owing as a result of any such audit exception.

9. CONTRACTOR'S STATUS. In the performance of the obligations set forth in this agreement, Contractor shall have the status of an independent contractor and shall not be deemed to be an employee, agent or officer of City.

10. HOLD HARMLESS. Contractor hereby agrees to defend, indemnify and save harmless City, its Council, officers, boards, commissions, agents, and employees (collectively, "Indemnities") against and from any and all claims, suits or actions of every name, kind and description, which may be brought against Indemnities, or any of them, by reason of any injury to, or death of, any person (including corporations, partnerships and association) or damage suffered or sustained by any such person arising from, or alleged to have arisen from, any act or omission to act, negligent or otherwise, of Contractor, its officers, agents or employees under this agreement.

The duty of Contractor to defend, indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Contractor to

indemnify Indemnities against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

11. NON-DISCRIMINATION AND EQUAL OPPORTUNITY. Contractor hereby warrants and agrees that, in the performance of this agreement, it will not, in connection with the employment, advancement or discharge of employees, or in connection with the terms, conditions or privileges of their employment, discriminate against person because of their age, except upon the basis of bona fide occupational qualification, retirement plan or statutory requirement, and will not specify, in solicitations or advertisement for employees to work on this contract, a maximum age limit, unless such limit is based upon a bona fide occupational qualification, retirement plan or statutory requirement.

Contractor further warrants and agrees that it will comply with all provisions of executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor; and that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

14. NONDISCRIMINATION BASED ON DISABILITY. Contractor hereby agrees that it will comply with the provisions of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) providing equal access and reasonable accommodations in employment programs and services to persons who are disabled.

15. INTEREST OF PUBLIC OFFICIALS. No members, officers, or employees or agents of the City of Menlo Park, no member of the City Council and no other public official who exercises any function or responsibility with respect to this agreement or Contractor's Program during his or her tenure, or for one year thereafter, shall have any interest, direct or indirect, in this contract or a related subcontract, or the proceeds thereof. Contractor shall incorporate in all subcontracts hereunder a provision prohibiting such interest.

16. LOBBYING PROHIBITED. Funds provided under this agreement shall not be used by Contractor for publicity or propaganda purposes designed to support or defeat legislation pending before federal, state, or local government.

17. RELIGIOUS ACTIVITY PROHIBITED. There shall be no religious worship, instruction or proselytizing as apart of, or in connection with the performance of this agreement.

18. PARAGRAPH HEADINGS. Paragraph headings and sub-paragraph headings are used herein are for convenience only and shall not be deemed to alter or modify the provisions of the paragraphs or sub-paragraphs headed thereby.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first hereinabove written.

CITY OF MENLO PARK, a municipal
corporation of the State of California

By

Mayor

ATTEST:

City Clerk

Contractor, a California nonprofit corporation

By:

Title

COMMUNITY FUNDING PROGRAM

City Council Policy #CC-01-1996
Effective 06/04/1996



Purpose

To provide guidelines for the award of monetary support to local nonprofit agencies whose programs respond to the human service needs of Menlo Park residents. This funding is not intended for use as the sole support of any agency. All recipients of financial assistance grants enter into a contractual agreement with the City detailing the specific objectives to be accomplished as a result of the grant.

Policy

1. Goals and Philosophy

The City of Menlo Park recognizes that:

- 1.1 The availability of basic human service programs is a key determining factor in the overall quality of life of Menlo Park residents;
- 1.2 The most cost-effective and efficient manner to insure that these services are available to local residents is through the development of agreements with existing nonprofit agencies;
- 1.3 Contractual agreements with nonprofit agencies allow the City to influence the human service programs offered to Menlo Park residents; and
- 1.4 Financial assistance grants demonstrate the City's support of the activities of specific nonprofits and make it possible for these agencies to leverage additional funds that will benefit local residents.

2. Eligibility

- 2.1 All applicants must be formally incorporated nonprofit entities and must be tax exempt (under Section 501(c)(3) of the IRS Code, and Section 2370(d) of the California Revenue and Taxation Code).
- 2.2 All applicants must be agencies based in Menlo Park or agencies that provide services throughout the County of San Mateo who can demonstrate a significant Menlo Park client base.
- 2.3 All applications must provide a service that is not a duplication of an existing public sector program, OR if the service is duplicated, the applicant must show why it is not an unnecessary duplication of service.
- 2.4 All applicants shall maintain accounting records that are in accordance with generally accepted accounting practices. The agency must have an independent audit performed at least once every two years.
- 2.5 The agency must have bylaws that define the organization's purposes and functions, its organization and the duties, authority and responsibilities of its governing body and officers.
- 2.6 Governance of the agency should be vested in a responsible and active board that meets at least quarterly and establishes and enforces policies. The board should be large enough and so structured to be representative of the community it serves. It should have a specific written plan for rotation or other arrangements to provide for new members.

- 2.7 The agency must provide for adequate administration of the program to insure delivery of the services. The agency must provide that it has a written job description for each staff position and an organizational chart approved by the board. One individual should be designated as the full time director of the agency.
- 2.8 No less than 85 percent of City funds granted must be used for direct services as opposed to administrative costs.
- 2.9 City grants can represent no more that 20 percent of an applicant's total operating budget.
- 2.10 All recipients agree to actively participate in City efforts to coordinate and to improve human services within the City.
- 2.11 The program described must respond to a verified community need as defined by the City Council:

Disabled. Emphasizes support of programs that will allow the disabled to actively participate in their community and maintain independence from institutional support.

Emergency Assistance and Low Income Support. Emphasizes support of programs that can meet emergency needs for people in crisis such as victims of homelessness, rape, and domestic violence and the basic needs such as food, etc., for low-income residents.

Seniors. Emphasizes support of programs which serve predominantly low income, frail and minority seniors; and those programs which make it possible for seniors to continue to be independent and active community participants.

Youth. Emphasizes support of delinquency prevention services including recreation; crisis and family counseling; substance abuse prevention; child care and acculturation of ethnic minorities.

3. Procedure

Any agency requesting financial assistance must complete the required application and submit it to the Administrative Services Department. The City Council Community Funding Subcommittee is responsible for reviewing all proposals and submitting recommendations for funding to the City Council.

4. Funding

Grants are funded by the General Fund. Each fiscal year, no more than 1.7 percent of general fund property tax will be allocated to the Community Funding Program.

Community Funding Program - funding totals							
Agency/organization name	Fiscal year 2018-19	Fiscal year 2019-20	Fiscal year 2020-21	Fiscal year 2021-22	Fiscal year 2022-23	Fiscal year 2023-24	Percent of agency budget
AbilityPath	*	*	*	\$1,500	\$3,000	\$5,000	2.00%
Acknowledge Alliance	\$20,000	\$18,000	\$16,500	\$17,500	\$16,000	\$16,000	0.64%
AFT(war)DS	*	*	*	\$1,500 *	*	*	
All Five	*	*	\$8,000	\$10,000	\$13,000	\$13,000	0.44%
All Students Matter	*	\$2,000	\$5,000 *	*	*	*	
Avenidas	*	\$3,000 *	*	*	*	*	
Bay Aares The True Light Resources for All	*	*	*	*	*	\$1,000	1.43%
Beyond Barriers Athletic Foundation	*	*	*	*	*	\$7,500	3.75%
Boys & Girls Clubs of the Peninsula	\$15,000	\$15,000	\$15,000	\$15,000	\$10,000	\$10,000	0.03%
Center for Independence of Individuals with Disabilities	\$10,000	\$10,000	\$10,000 *	*	*	*	
Community Equity Collaborative	*	\$3,000 *	*	*	*	*	
Community Overcoming Relationship Abuse (CORA)	\$7,500	\$7,500	\$7,500	\$7,500	\$5,000	\$10,000	0.01%
County of San Mateo Jobs for Youth	\$1,500	\$1,500	\$1,500	\$2,000 *	*	\$4,000	10.00%
East Palo Alto Tennis and Tutoring (EPATT)	*	*	*	\$12,500	\$15,000	\$8,000	0.53%
Eternal Life Church	*	*	*	legal restriction *	*	*	
Family Connections	\$10,000	\$10,000	\$7,500	\$7,500	\$8,000	\$8,000	0.48%
HIP Housing	\$17,500	\$15,000	\$15,000	\$15,000	\$12,000	\$12,000	0.38%
JobTrain	\$10,000	\$10,000	\$8,000	\$10,000	\$10,000	\$10,000	0.10%
Junior League of Palo Alto/Mid Peninsula	*	*	\$10,000 *	*	*	\$7,500	1.35%
Legal Aid Society of San Mateo County	\$6,000	\$7,000	\$7,000	\$8,000	\$8,000	\$8,000	0.15%
LifeMoves	\$17,500	\$20,000	\$20,000	\$20,000	\$16,000	\$15,000	0.02%
Live In Peace, Inc.	*	*	*	\$10,000	\$10,000	\$10,000	0.50%
Menlo Rotary Community Foundation	*	\$1,500	\$1,500	*	\$3,000	\$3,000	1.50%
Midpen Media Center	*	*	*	\$5,000 *	*	*	
MPC (Menlo Park Community) Ready	*	*	*	*	*	\$4,000	16.00%
My New Red Shoes	\$500	\$500	\$500 *	*	*	\$1,000	1.00%
Nature Bloomers	*	*	*	*	*	\$2,500	3.33%
Nuestra Casa de East Palo Alto	\$5,000	\$6,000	\$5,000	\$10,000	\$10,000	\$10,000	0.01%
Ombudsman Services of San Mateo County, Inc	\$2,000	\$2,000 *	*	\$2,500	\$3,000	\$6,500	0.01%
Omniware Networks	*	*	*	*	\$2,000	\$2,000	7.00%
Pacific Art League	*	\$550 *	*	*	*	*	
Pathways Home Health & Hospice	\$7,500	\$7,500 *	*	*	*	*	
Peninsula Conflict Resolution Center	\$25,000	\$20,000	\$15,000 *	*	\$25,000	\$20,000	0.80%
Peninsula Volunteers, Inc.	\$20,000	\$20,000	\$17,000	\$20,000	\$20,000	\$15,000	0.23%
WeHOPE	\$6,000 *	*	\$7,000	\$7,000 *	*	\$10,000	10.00%
Ravenswood Classroom Partners (All Students Matter)	*	*	*	\$10,000	\$15,000	\$15,000	8.00%
Ravenswood Education Foundation	\$10,000	\$10,000	\$10,000	\$10,000	\$15,000	\$7,000	0.07%
Rebuilding Together Peninsula	\$10,000	\$8,000	\$6,500	\$10,000	\$10,000	\$10,000	0.30%
Riekes Center for Human Enhancement	\$8,000	\$8,000	\$8,000 *	*	*	\$8,000	0.19%
S.F. Study Center / Belle Haven Community Dev. Fund	*	*	*	\$8,000 *	*	*	
Samaritan House	\$10,000	\$17,500	\$20,000	\$20,000	\$20,000	\$18,000	0.65%
Service League of San Mateo County	\$3,000	\$3,000	\$2,500	\$2,500	\$3,000	\$3,000	0.10%
So Many Choices Community Project	*	*	*	*	*	\$5,000	0.77%
StarVista	\$35,000	\$30,000	\$25,000	\$25,000	\$25,000	\$22,500	0.002%
Sustainable San Mateo County	*	*	*	\$2,500	*	\$2,500	0.90%
Tha Hood Squad	*	*	*	*	*	\$5,000	4.25%
The Joy Culture Foundation	*	*	*	*	*	\$5,000	1.50%
Upward Scholars	*	*	\$7,000	\$2,500	\$5,000	\$5,000	0.50%
Vista Center for the Blind and Visually Impaired	\$10,000	\$10,000	\$15,000	\$15,000	\$15,000	\$15,000	0.40%
Youth Community Service	\$8,000	\$10,000	\$5,000	\$7,500	\$10,000	\$10,000	1.00%
Total funding	\$275,000	\$276,550	\$276,000	\$295,500	\$307,000	\$350,000	

* = no application received

2023-24 Community Funding Grant Program Application



Submitted on	26 September 2023, 1:09PM
Receipt number	2
Related form version	1

Agency/organization contact information

Agency/organization name	Test organization
Agency/organization street address	Test address
Agency/organization city	Test city
Agency/organization state	CA
Agency/organization zip code	94025
Agency/organization mailing address (if different)	
Agency/organization representative's name	First Last
Agency/organization representative's email	nscasados@menlopark.gov
Agency/organization representative's phone	650-330-6611
Agency/organization executive director/chief executive officer's name	First Last
Agency/organization executive director/chief executive officer's email	first@last.com

Services provided and populations served

Service category/type	Youth/teens
Service description	Ipsum consequat nisl vel pretium lectus. Quam nulla porttitor massa id neque aliquam vestibulum morbi blandit. Mi ipsum faucibus vitae aliquet. Cursum turpis massa tincidunt dui ut. Mauris in aliquam sem fringilla. Blandit libero volutpat sed cras. Accumsan in nisl nisi scelerisque eu ultrices. Vitae congue mauris rhoncus aenean vel elit scelerisque.
Individuals/families served in the most recently completed fiscal year (number)	100
Menlo Park residents/families served in the most recently completed fiscal year (number)	10
Comments about the service population	Ipsum consequat nisl vel pretium lectus. Quam nulla porttitor massa id neque aliquam vestibulum morbi blandit. Mi ipsum faucibus vitae aliquet. Cursum turpis massa tincidunt dui ut. Mauris in aliquam sem fringilla. Blandit libero volutpat sed cras. Accumsan in nisl nisi scelerisque eu ultrices. Vitae congue mauris rhoncus aenean vel elit scelerisque.

Agency/organization structure and funding request

Nonprofit status ID#	123-456-78
Year incorporated	2023
Governing board size (number)	10
Governing board meeting frequency	Quarterly
Full-time employees (number)	50
Part-time employees (number)	10
Total employees (number)	60
Volunteers (number)	5
Total monthly volunteer hours (number)	40
FY2023-24 Community Funding monies requested from Menlo Park (number)	15000
Percentage of FY2023-24 agency/organization budget represented by this funding request (%)	15
FY2023-24 funding received from other agencies (number)	130000
Funding received from Menlo Park for the most recently completed fiscal year (number)	0

Agency/organization narrative answers

1. Please provide a brief statement of your agency/organization purpose.	Ipsum consequat nisl vel pretium lectus. Quam nulla porttitor massa id neque aliquam vestibulum morbi blandit. Mi ipsum faucibus vitae aliquet. Cursus turpis massa tincidunt dui ut. Mauris in aliquam sem fringilla. Blandit libero volutpat sed cras. Accumsan in nisl nisi scelerisque eu ultrices. Vitae congue mauris rhoncus aenean vel elit scelerisque.
2. Describe how your agency/organization plans to use the requested funding if awarded.	Ipsum consequat nisl vel pretium lectus. Quam nulla porttitor massa id neque aliquam vestibulum morbi blandit. Mi ipsum faucibus vitae aliquet. Cursus turpis massa tincidunt dui ut. Mauris in aliquam sem fringilla. Blandit libero volutpat sed cras. Accumsan in nisl nisi scelerisque eu ultrices. Vitae congue mauris rhoncus aenean vel elit scelerisque.
3. Describe your reasons for requesting financial assistance from the City of Menlo Park.	Ipsum consequat nisl vel pretium lectus. Quam nulla porttitor massa id neque aliquam vestibulum morbi blandit. Mi ipsum faucibus vitae aliquet. Cursus turpis massa tincidunt dui ut. Mauris in aliquam sem fringilla. Blandit libero volutpat sed cras. Accumsan in nisl nisi scelerisque eu ultrices. Vitae congue mauris rhoncus aenean vel elit scelerisque.
4. Describe how your services or specific program benefits the Menlo Park Community and how it may be uniquely positioned to fill an identified community need.	Ipsum consequat nisl vel pretium lectus. Quam nulla porttitor massa id neque aliquam vestibulum morbi blandit. Mi ipsum faucibus vitae aliquet. Cursus turpis massa tincidunt dui ut. Mauris in aliquam sem fringilla. Blandit libero volutpat sed cras. Accumsan in nisl nisi scelerisque eu ultrices. Vitae congue mauris rhoncus aenean vel elit scelerisque.
5. a) Describe ways in which your agency collaborates, networks and coordinates activities and/or services with other agencies.	Ipsum consequat nisl vel pretium lectus. Quam nulla porttitor massa id neque aliquam vestibulum morbi blandit. Mi ipsum faucibus vitae aliquet. Cursus turpis massa tincidunt dui ut. Mauris in aliquam sem fringilla. Blandit libero volutpat sed cras. Accumsan in nisl nisi scelerisque eu ultrices. Vitae congue mauris rhoncus aenean vel elit scelerisque.

5. b) If there are other agencies providing the same type of service(s) as yours, please describe how your agency collaborates and works together with the other agency(s) to avoid unnecessary duplication of services.

Ipsum consequat nisl vel pretium lectus. Quam nulla porttitor massa id neque aliquam vestibulum morbi blandit. Mi ipsum faucibus vitae aliquet. Cursum turpis massa tincidunt dui ut. Mauris in aliquam sem fringilla. Blandit libero volutpat sed cras. Accumsan in nisl nisi scelerisque eu ultrices. Vitae congue mauris rhoncus aenean vel elit scelerisque.

Projected program revenues and program expenditures for FY2022-23 budget year (current funding year)

Program name	Test program name
Requested from City of Menlo Park (number)	15000
Requested/received from all other sources (number)	130000
Total funding received/requested (number)	\$145000.00
Percentage requested from Menlo Park (%)	10.3448275862
Percentage requested/received from all other sources (%)	89.6551724138
Direct service costs (number)	200000
Administrative costs (number)	20000
Total program expenditures (number)	\$220000.00
Direct service costs percentage (%)	90.9090909091
Administrative service costs percentage (%)	9.0909090909

Projected agency revenues and agency expenditures for FY 2023-24 budget year (number)

Funding requested from Menlo Park (number)	15000
Funding requested/received from all other sources (number)	130000
Total funding requested/received (number)	\$145000.00
Percentage requested from Menlo Park (%)	10.3448275862
Percentage requested/received from all other sources (%)	89.6551724138
Direct service costs (number)	250000
Administrative costs (number)	20000
Total agency/organization expenditures (number)	\$270000.00
Direct service costs percentage (%)	92.5925925926
Administrative costs percentage (%)	7.4074074074

Additional documentation

Please upload any supporting documents

Funding application certification and submittal

Acknowledgement

I understand and agree

COMMUNITY FUNDING AGREEMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620



Agreement #:
<p>COMMUNITY FUNDING AGREEMENT BETWEEN THE CITY OF MENLO PARK AND «ORG»</p>
<p>THIS COMMUNITY FUNDING AGREEMENT ("Agreement") made and entered into at Menlo Park, California, this _____, by and between the CITY OF MENLO PARK, a municipal corporation ("City"), and «ORG», hereinafter referred to as "Recipient."</p>
<p>WHEREAS, Recipient has submitted a Community Funding Program Application to the City to conduct the programs and/or services for residents of City during the fiscal year commencing July 1, 2023, and ending June 30, 2024 and perform the scope outlined in Exhibit A.</p> <p>WHEREAS, City has reviewed said request and desires to allocate to Recipient the sum of \$«Dollars», subject to all terms and conditions of this Agreement.</p> <p>NOW, THEREFORE, the parties hereto do hereby agree as follows:</p>
<p>1. FINANCIAL ASSISTANCE</p>
<p>City shall allocate to Recipient the sum of «SUM» (\$«Dollars») for exclusive use by Recipient during the fiscal year commencing July 1, 2023, and ending June 30, 2024, solely for the purposes described in paragraph 2.</p>
<p>2. USE OF FUNDS</p>
<p>Recipient shall use the funds provided pursuant to paragraph 1 solely for the Program purposes described in the approved Community Funding Program Application, set forth in Exhibit A of this Agreement and incorporated by reference.</p> <p>Except as specifically approved in writing by the City and set forth in Exhibit A, payments shall not be used for administrative costs or overhead of Recipient. Grantee shall not use funding under this Agreement to take any action or carry on any activity not permitted to be carried on by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.</p>
<p>3. CHANGES TO PROGRAM</p>
<p>No changes in the program described in this Agreement which are funded by the financial assistance provided under paragraph 1 shall be made without the prior written consent of City.</p>
<p>4. PAYMENTS</p>
<p>Payments of funds allocated pursuant to paragraph 1 shall be made to Recipient in a lump sum once the Agreement is executed.</p>
<p>5. STANDARD OF SERVICE</p>
<p>Recipient warrants to City that it will perform all Program activities funded hereunder in accordance with the highest standards and shall be responsible for, and hold City harmless from any failure to provide such activities in accordance with such standard. Recipient shall verify that all activities funded hereunder benefit residents within City's corporate limits.</p>
<p>6. ANNUAL REPORT</p>
<p>Recipient shall submit a narrative report to City at the end of the fiscal year describing the activities funded under this agreement. Said report shall include the total number of direct beneficiaries with demographic information regarding ethnicity, age and other data as required by City.</p>

7. RECORDKEEPING; FINANCIAL STATEMENT/ANALYSIS; AUDIT

Recipient shall maintain records regarding the use of funding from this Agreement for a period of 5 years after the end of the Agreement term. Grantee shall maintain adequate records for the Project to enable the City to easily determine how the Agreement funds were expended, consistent with the compliance requirements set forth in the Agreement and the scope of the Project. Grantee's books and records must be made available for inspection by the City or its designee at reasonable times to permit the City to monitor and conduct an evaluation of operations under this Agreement.

Recipient shall make available to City, or the public, upon request, a financial statement and analysis setting forth in detail the manner in which, and the specific purposes for which, the funds paid hereunder were expended to the date of such accounting. In addition to the foregoing, and in any event, Recipient shall submit to City no later than July 31, 2024, a detailed financial statement and analysis setting forth the foregoing information. Said statement and analysis may be combined with the end of the year narrative report submitted pursuant to paragraph 6.

City may audit the records and accounts of Recipient for the purpose of verifying expenditures by Recipient of funds provided hereunder or verifying statements or analyses made or provided by Recipient hereunder. Recipient shall respond to, and comply with, any audit exception made or taken by City relating to Recipient's performance or failure to perform hereunder. Recipient shall pay City the full amount owing to City determined to be owing as a result of any such audit exception.

8. MISCELLANEOUS

- a. The funding provided by City under this Agreement is solely a monetary contribution and not a co-sponsorship of the Recipient's activities or intended to create a partnership with the City.
- b. Recipient shall comply with any applicable regulations and permit requirements as may be required by law for the performance of Recipient's activities under this Agreement.
- c. This Agreement and any of the rights or obligations under this Agreement may not be assigned without the City's prior written consent.
- d. This Agreement is the entire agreement and supersedes any prior oral or written agreements or communications between the parties regarding its subject matter. The provisions of this Agreement are severable so that if any provision is found to be invalid, illegal, or unenforceable, such finding shall not affect the validity, construction, or enforceability of any remaining provision. This Agreement may be amended only by a mutual written agreement of the parties.
- e. This Agreement shall be interpreted, construed, and enforced in accordance with the laws of the State of California.

9. CONTRACTOR'S STATUS

In the performance of the obligations set forth in this agreement, Recipient shall have the status of an independent contractor and shall not be deemed to be an employee, agent or officer of City. Recipient shall be responsible for the manner and means of performance of Recipient's activities.

10. INDEMNIFICATION

To the fullest extent permitted by law, Recipient hereby agrees to defend, indemnify and save harmless City, its Council, officers, boards, commissions, agents, and employees (collectively, "Indemnities") against and from any and all claims, suits or actions of every name, kind and description, which may be brought against Indemnities, or any of them, by reason of any injury to, or death of, any person (including corporations, partnerships and association) or damage suffered or sustained by any such person arising from, or alleged to have arisen from, any act or omission to act, negligent or otherwise, of Recipient, its officers, agents or employees under this agreement.

The duty of Recipient to defend, indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein shall be construed to require Recipient to indemnify Indemnities against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

11. NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Recipient shall be during the term of the Agreement, an equal opportunity employer and agrees to comply with all applicable state and federal regulations governing equal employment opportunity. Consultant will not discriminate against any employee or applicant for employment because of race, age, sex, creed, color, sexual orientation, marital status or national origin. During the performance of this Agreement, Recipient shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, or sexual orientation, either in Recipient's employment practices or in the furnishing of services to recipients. Consultant further acknowledges that harassment in the workplace is not permitted in any form, and will take all necessary actions to prevent such conduct.

Recipient hereby agrees that it will comply with the provisions of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) providing equal access and reasonable accommodations in employment programs and services to persons who are disabled.

12. INTELLECTUAL PROPERTY AND ARTIST RIGHTS

Intellectual property developed by Recipient under this Agreement shall be owned by Recipient, subject to the terms herein. Recipient shall communicate with and cooperate with the City in the identification and protection of all intellectual property developed under the Agreement. The City shall have the opportunity to comment on patent applications or other legal protection with Recipient's reasonable cooperation. Recipient shall grant the City the nonexclusive right to practice all intellectual property rights developed under the terms of this Agreement, as well as the ability to grant licenses for other not-for-profit organizations to practice such intellectual property rights.

If this Agreement involves the placement of artwork on City property, the Recipient shall obtain a waiver regarding artist moral rights from the artist in a form provided by the City. Execution of such document shall not waive any rights of the City to accept or reject a completed artwork in its sole discretion.

13. BREACH AND TERMINATION

The Agreement may be terminated for cause City in the event Recipient breaches any provision of this Agreement, including the failure to provide reports, properly document expenses or contributions, expenditure of Agreement funds in a prohibited manner, or failure to make reasonable progress on completing the programs or services contemplated under this Agreement, upon written notice to the Recipient. In the event the Agreement is terminated for cause, Recipient agrees to promptly return all funds provided by City under the Agreement.

14. INTEREST OF PUBLIC OFFICIALS

No members, officers, or employees or agents of the City of Menlo Park, no member of the City Council and no other public official who exercises any function or responsibility with respect to this agreement or Recipient's Program during his or her tenure, or for one year thereafter, shall have any interest, direct or indirect, in this agreement or a related subcontract agreement, or the proceeds thereof. Recipient shall incorporate in all subcontract agreements hereunder a provision prohibiting such interest.

15. LOBBYING PROHIBITED

Recipient shall ensure that funding under this Agreement is not used for lobbying, carrying on propaganda, or otherwise attempting to influence legislation, or for participating in any political campaign on behalf of any candidate for public office.

16. RELIGIOUS ACTIVITY PROHIBITED

Recipient shall ensure that there shall be no religious worship, instruction or proselytizing as a part of, or in connection with the performance of this Agreement. Recipient shall accept the funding provided by City under this Agreement solely as payment for the costs of providing the programs or services detailed in Exhibit A, and to the extent applicable, shall comply with any legal restrictions on use of funding from the City, including without limitation, restrictions on receipt and use of funds for religious or sectarian purposes in California Constitution Article 16, section 5. Recipient shall not provide, nor require participation in, any religious or sectarian instruction as part of providing any services or programs under this Agreement.

17. PARAGRAPH HEADINGS

Paragraph headings and sub-paragraph headings are used herein are for convenience only and shall not be deemed to alter or modify the provisions of the paragraphs or sub-paragraphs headed thereby.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Recipient:

Signature

Date

Printed Name

Title

«Nonprofit_status_ID»

Tax ID#

APPROVED AS TO FORM:

Nira F. Doherty, City Attorney

Date

CITY OF MENLO PARK:

Justin I. C. Murphy, City Manager

Date

ATTEST:

Judi A. Herren, City Clerk

Date

EXHIBIT A – APPROVED GRANT APPLICATION



July 29, 2024

Mr. Justin Murphy
 Ms. Nicole Casados
 City of Menlo Park, City Manager's Office
 701 Laurel Street
 Menlo Park, CA 94025

RE: Final Report on FY23-24 Grant

Dear Mr. Murphy and Ms. Casados,

Thank you very much for the FY24 grant of \$5,000 from the City of Menlo Park. With your support, adults with developmental disabilities received important instruction to enhance life skills and to create educational, social, recreational, vocational, and volunteer opportunities through participation in 1:1 and group settings provided by AbilityPath both virtually and in-person. Your support made a significant difference to our efforts in promoting independence, empowerment, and community engagement.

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 Anne-Marie Hong, Grants Manager, at 650-250-7130 or ahong@abilitypath.org.

With gratitude,

Kim Malhotra
 Vice President, Marketing & Development
kmalhotra@abilitypath.org

CHIEF EXECUTIVE OFFICER
 Bryan Neider

EXECUTIVE COMMITTEE

Steve Eskenazi, Chair
 Angel investor

Jennifer Wagstaff Hinton, Vice Chair
 Community Leader/HR, Inc. (Retired)

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

Cynthia Owyonog, Secretary
 Breaking Glass Forums

Marc McGeever,
 Via Services Immediate Past Chair
 Community Volunteer

Cassy Christianson, OTR/L, Nominating
 and Governance Committee Chair
 Developmental Specialist

BOARD OF DIRECTORS

Ken Barker
 Finance Consultant

Jeff Brown
 Business Consultant

Alexandria Cabral
 National Housing Trust

Amber Checky
 Inclusion Counts

Jack Easterbrook
 Strategy Law LLP

Carolyn Irvine
 AbilityPath Auxiliary President

Rex Ishibashi
 Originator Inc.

Sara Jungroth
 AbilityPath Auxiliary Vice President

Tyler Kawaguchi
 Follett Corporation at Stanford
 Bookstore

Ishrag Khababa
 Satellite Healthcare

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

Cynthia Maus
 RT Partners

Carole Middleton
 Community Leader
 Philanthropist

Denise Pollard
 CLASS

Suman Prasad
 Google

Mike Reed
 Franklin Templeton Investments

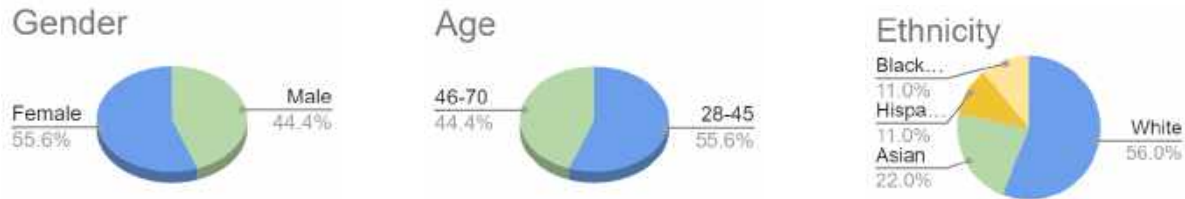
Felicia Stackler
 Luna Innovations Incorporated

Tracy Warman-Gries
 NetApp, Inc.

Sibylle Whittam
 Philanthropic Advisor

AbilityPath FY24 Grant Report to City of Menlo Park

AbilityPath has utilized funding from the City of Menlo Park to provide services for 9 adults with developmental disabilities who are Menlo Park residents. Adult programs have provided 1:1 and group instruction in both in-person and virtual formats to enhance life skills and create community engagement opportunities through educational, social, and recreational activities, employment, and volunteer jobs. All 9 individuals are low- to very-low income and make up the following demographics:



Gender	# of People	Percentage
Male	4	44.4%
Female	5	55.6%

Age	# of People	Percentage
28-45	5	55.6%
46-70	4	44.4%

Ethnicity	# of People	Percentage
Asian	2	22%
Black/African American	1	11%
Hispanic/Latinx	1	11%
White	5	56%

Individualized support from life coaches assisted adults served to work on personal goals of financial literacy and benefits management, meal planning and preparation, hygiene, and household cleaning. Individuals worked on self-care through exercise, both in-person and through virtual classes, along with individual centering and breathing exercises done in-person or via remote support. Instructors continued to support individuals served to re-engage with their community and return to pre-pandemic routines of exercise and social activity by taking walks or going on hikes with a friend. Regular activities such as book club, fitness class, dance parties, and trivia night provided engaging social opportunities.

Adults seeking employment utilized our support to update their resume, search for job opportunities, attend a weekly job club, practice for interviews, and complete an on-boarding process. Employment specialists helped individuals served to navigate needs around transportation to and from their job, access benefits, complete assigned trainings, and communicate scheduling requests. Employment specialists also supported individuals to advocate for themselves and for what will create a successful work environment for them and help them remain satisfied with their work.

Community engagement opportunities were back in full-swing throughout FY24. The hybrid schedules of 2-3 days of in-person/on-site program and 2-3 days of remote or virtual program remained in place as individuals served navigated transportation challenges to the day program. As of June 2024, 90% of the day program had returned to in-person, and approximately 50% were attending in-person 5 days per week. Community outings have included volunteering at community gardens, animal shelters, and local farms as well as visiting local parks and public

AbilityPath FY24 Grant Report to City of Menlo Park

libraries, hiking, going to the gym, and going on museum tours. On-site and community-based classes include fitness, wellness, cooking & kitchen safety, budgeting, social skills, healthy relationships, art, and music. Virtual activities that had been created during the pandemic to keep individuals engaged despite the on-going isolation of the pandemic continued by popular demand, including Trivia Night, Karaoke, and a quarterly dance party via Zoom.

As in-person services resumed, the number of virtual/remote classes and instruction decreased; however, the day program continues to offer up to 5 virtual classes per day to accommodate individuals who wish to remain on a hybrid schedule, who have scheduling/transportation conflicts, or who on occasion may not feel well enough to attend in person. This method has served truly beneficial to individuals as they decide how to build their schedules, rebuild their stamina, and tend to their individual needs. This year, the Day Program continued its Clinical Psychology pilot program to support the mental and emotional wellness of individuals served. We hired 2-3 clinical psychology interns each semester to conduct assessments of those wishing to participate, holding support groups, and providing 1:1 therapeutic support. 100% of those who received an assessment participated in a form of mental health support, and over 15 individuals have participated. Each quarter, we have hired between 3-8 recreation therapy interns to provide skilled instruction and assessments. The skilled intern pipeline is a mutually beneficial arrangement, providing students with practical experience and providing AbilityPath with reliable staffing with relevant skill sets that enhance the program and the experiences of the individuals served.

The grant from City of Menlo Park supported wages for staff in our Adult Services program to ensure high quality programs were delivered. Salaries and benefits were 69% of our organization's total expenses in FY24. *(Please see following page for FY24 financial statement)*

AbilityPath FY24 Grant Report to City of Menlo Park

**Adult Services
FY2023-24**

<u>Accounts</u>	<u>Total</u>	<u>City of Menlo Park</u>
Revenue		
Grants, Events & Donations	2,750,000	5,000
Regional Center & DOR	7,351,138	
Private Pay	145,056	
Enterprise Business Revenue	385,404	
Total Revenue	10,631,597	
Expense		
Salary & Wages	4,784,063	5,000
Employee Benefits	1,499,637	
Direct Expenses	977,238	
Occupancy	876,184	
Indirect expenses	2,901,524	
Total Expense	11,038,647	

*Note: Actuals are unaudited;
the FY24 audit will be
complete by September.*



City of Menlo Park Community Fund Grant Report for 2023-2024

July 22, 2024

Program Outcome Summary

Acknowledge Alliance is grateful for the continued support of the City of Menlo Park towards the Collaborative Counseling Program (CCP) at Menlo-Atherton High School (MA) and the Resilience Consultation Program (RCP) at Beechwood Elementary. Funding from this grant was allocated as described in the proposal to ensure and improve the quality of learning and achievement for students attending MA and Beechwood. CCP continues to provide high-quality, long-term mental health counseling to students in MA and Social Emotional Learning (SEL) lessons and limited mental health counseling to students and teacher consultation at Beechwood. These students are able to rely on consistent individual and group counseling that helps them explore experiences, relationships, and feelings in a safe and confidential setting.

Starting on July 1, 2023, Psychotherapist, Jenna Salinas, MA, MFT, completed her first full year at MA with positive feedback from students and teachers. Jenna is bilingual from a multicultural background and was able to connect with students deeply. Students were so comfortable with Jenna that her rates of drop-ins increased during the second half of the academic year, without these sessions being crisis intervention cases. Students come in due to sadness, anger, or stress and are able to connect with Jenna in meaningful and direct ways. As mentioned, these are not crisis intervention cases and we have seen a decrease in suicidal ideation in MA students, as well as an increase in teachers addressing and supporting students who seem “out of the ordinary.”

While Jenna’s presence was very positive MA students continue to experience high levels of stress and anxiety. Apart from everyday challenges adolescents face, this generation of students is more inclined to be aware of socio-political issues, globally and politically. Since the pandemic, the trend of students feeling unsure of their future and believing that college is no longer a worthwhile investment has increased exponentially due to issues such as the widening socio-economic gap and the dangers of climate change. Students are also struggling with the pressure from parents and teachers to improve academic performances to pre-pandemic levels. Math and reading scores continue to be below average and students are turning to alcohol use and vaping to relieve stress.

We continue to provide uninterrupted, successful services at Beechwood Elementary. RCP’s collaborative partnership with Beechwood has been positive. School leadership has immense trust in our counselors. Requests for services have been steadily increasing, and students have received SEL sessions positively. While RCP is viewed as a needed service at the schools, Sunnyvale School District Beechwood continues to face the same challenges as other schools nationwide. These challenges include staffing shortages, especially from substitute teachers, fear and anxiety around school shootings and gun violence, and academic pressures to return

to normalcy. The anxiety and fear of school shootings continue to affect educators, students, and parents. Educators continue to struggle with a lack of resources and budget, and many have cited the high cost of living in the Bay Area as a constant stressor, with many teachers expressing their desire to move from the area. Like the high school students at MA, elementary students and their teachers are burdened by the demand to improve academic performance to pre-pandemic levels. Learning loss continues to be a challenge for elementary school students with reading and math skills performing below average. There is heavy pressure from administration and parents on students and teachers to improve academically, while also navigating the social and emotional delays from isolated remote learning. While our staff is equipped to discuss these issues and has provided resources to adults on talking with their students and children, this problem stems nationwide.

Student and counselor testimonies will be provided in the final evaluation report, to be released in September 2024.

Number served

CCP provided services to 22 unique Menlo-Atherton High School students. These services include 287 hours of counseling, 9 hours of crisis intervention (a large drop from last year), and 127 hours of case management. The demographics for our students are 91% male, 9% female; 82% Hispanic/ Latinx, 10% Asian/ Pacific Islander, 9% Black/ African American; and an average age of 16 years old.

RCP provided services to 74 unique students and 26 unique educators at Beechwood Elementary. These services include 328 educator consultation sessions, 96 classroom observation sessions, 30 SEL classroom sessions, and 32 hours of student counseling.

Measurable Outcomes

Our measurable objectives are available annually in September. We will send an updated report to provide the outcomes from the 23-24 academic year.

We greatly appreciate the City's support of this important work. With your help, we are reaching some of the most disenfranchised youth in our community, helping them successfully graduate from high school and make lasting changes in their lives.

In gratitude,

A handwritten signature in blue ink that reads "Sharon Navarro". The signature is written in a cursive, flowing style.

Sharon Navarro
Executive Director

Acknowledge Alliance		
July 2023 - June 2024		
	Menlo Atherton High School	Beechwood
Expenditures		
Employee Compensation	\$ 4,100	\$ 125,709
Outside Professional Services	\$ 5,775	\$ 275
Supplies	\$ 213	\$ 317
Other Expenses	\$ 0	\$ 109
Total Expenditures	\$ 10,087	\$ 126,410

Financial statement is preliminary and does not include administrative expenses.

Menlo Atherton expenses do not include program management and clinical supervision. We have also experienced a coding error in compensation. Our finance team is reviewing the compensation allocation with the program director to ensure that true cost is captured.

Complete financial statements will be available fall 2023.



City of Menlo Park Community Funding Program Report July 2, 2024

Grantor Contact: Nicole Casados, Executive Assistant to City Manager
City of Menlo Park, nscasados@menlopark.gov

Grantee: All Five, Carol Thomsen, Founder/Executive Director, *25yr Menlo Park resident*
carol@allfive.org, 650-387-8268

Grant Amount: \$13,000
Grant Period: July 2023 to June 2024
Grant Detail: Speech Language Therapist Support Initiative

NARRATIVE REPORT:

Activities: The City of Menlo Park Community Funding Grant enabled All Five to implement its speech language therapist support initiative by engaging the highly regarded speech language therapist Ashlee Welday. Due to your, and other equity-focused funders, we were able to engage a speech language therapist to support our community's children, their families, and teachers with language and literacy support. Following are the intervention activities the speech language therapist provided.

- Direct support for speech and language with struggling children, 8 hours/day, 1 day/week, 50 weeks/year.
- Parent consultations to provide ideas for home support and for IEP services if needed.
- Teacher support to continue following through on speech and language supports throughout the day, for all children and in all activities.

Direct Beneficiaries:

- 219 total: 78 children, 117 parents/caregivers, 24 teachers & staff

Direct Beneficiaries living in Menlo Park:

- 27 attending children & their families and 10 teachers/staff & their families

Belle Haven community demographics, per RCSD data

- 86% low-income
- 57% non-English-speaking
- 42% homeless or house-insecure

All Five Student Ethnicity/Race

- 54% Latinx
- 14% Black or African American
- 10% Asian or Pacific Islander
- 17% White
- 4% Multiracial
- 1% Other

All Five Teacher/Staff Ethnicity/Race

- 78% Latinx
- 4% Black or African American
- 10% Asian or Pacific Islander
- 4% White
- 4% Multiracial



Impact of Activities

The City of Menlo Park Community Funding Program’s generous \$13,000 grant funding, combined with other funders who also believe socioeconomic status shouldn’t determine a child’s ability to benefit from high-quality education, fully supported All Five’s 2023 - 2024 speech language therapist support initiative.

Menlo Park City leaders investing in All Five’s speech language therapist support initiative enabled kids living in our area’s most challenging circumstances to access the social/emotional and intellectual benefits of our high-quality early childhood education program. These children are more fully prepared so they may enter kindergarten with appropriate verbal and motor skills to be ready to learn and thrive.

Our community’s children are impacted by the generational and current trauma their families experience; and which has caused them to routinely struggle to achieve age-appropriate formative milestones associated with verbal, behavioral, fine and gross-motor skills. By supporting our youngest learners with access to a trained speech therapist we have supported the language development of our community’s toddler, preschoolers, and infants. This past year, we saw the substantial speech and language developmental benefits provided through the early childhood speech language therapist support including how it is particularly effective when provided through a trusted partner such as All Five- the family’s child’s school.

In addition to direct child therapy, All Five’s therapist intervention educated teachers and parents regarding best practices to allow the children and their families to better support children’s language development and thus enabling intellectual growth to flourish.

All Five is committed to building a just society, where each family, no matter their background or income level, has access to high-quality early childhood education and care for their children’s first five years in a nurturing and respectful learning environment. The City of Menlo Park grant enabled All Five to bring holistic ECE equity to “our community” of Belle Haven.



FINANCIAL STATEMENT/ANALYSIS:

Speech language therapist Ashlee Welday’s services were fully funded in substantial part because of the City of Menlo Park’s generous \$13,000 Community Funding Program grant support! Ms. Welday’s work supported our community’s struggling students to enable them to participate in All Five’s highly effective early childhood learning more fully. No portion of the funds was used for All Five overhead charges.

All Five 2023-24 Speech Language Therapist Initiative Budget:

All Five		
Speech Language Therapist Initiative		
July 2023 - June 2024		
Item	Funding Detail	Budget
Speech Language Therapist Initiative	One early childhood education onsite speech language therapist (8 hours per week: 20% FTE)	\$37,500
TOTAL BUDGET:		\$37,500
<i>Sources of Funding</i>	City of Menlo Park Community Funding Program Grant	\$13,000
	Literacy Partners Menlo Park	\$12,495
	General Support Donors	\$12,005

Thank you for your meaningful support of eastern Menlo Park children. Of course, we would LOVE for you to come visit All Five when it can work for you. Seeing the magic of young children being supported, and thriving, in a high-quality education setting is a beautiful way to spend a small part of a day!

All Five is deeply grateful for the City of Menlo Park’s \$13,000 grant funding for speech language therapist support to facilitate highly effective early childhood learning for Menlo Park’s Belle Haven area children!



Bay Aares (Areas) The True Light Resources for All
FY 23-24 Narrative report and financial statement/analysis not received

Beyond Barriers Athletic Foundation
50 Woodside Plaza
Redwood City, CA 94061

August 2, 2024

City of Menlo Park
City Manager's Office
701 Laurel Street
Menlo Park, CA 94025

RE: 2023-2024 Community Funding Grant

NARRATIVE OF SUCCESSFUL RESULTS:

Beyond Barriers Athletic Foundation (BBAF) was the recipient of a 2023-2024 Community Funding Grant from the city of Menlo Park in the amount of \$7,500.

In our application, we explained that the grant funds would be utilized to subsidize quality aquatics programs for children from low income families at the new Belle Haven pool in east Menlo Park. It was our hope that a grant from the City of Menlo Park would help us rebuild our successful aquatic programming for underserved youth.

Belle Haven pool opened in mid-May 2024 and we were able to successfully enroll children in swim lessons in mid-June. We are just analyzing our data, but all children that received subsidized swim lessons in June did meet the criteria of being in a low-income family. Our final numbers for June were as follows for a total of 134 children and 473 lessons subsidized, for which we funded \$8,690. Here is a preliminary breakdown:

Beechwood school, Menlo Park, 49 children, 98 lessons
Hyperlocal residents - Belle Haven area residents, 22 children, 95 lessons
Menlo Park residents, 21 children, 97 lessons
Local cities, including East Palo Alto, Palo Alto, and Redwood City, 42 children, 183 lessons

This community grant allowed us to jump-start our swim lesson programs at Belle Haven. We greatly appreciated this grant to make our first month of swim lessons at Belle Haven a reality. We will continue our swim lessons programs through the end of the summer and into the fall.

Thank you!

Anna Lippi, Treasurer
Beyond Barriers Athletic Foundation

Balance Sheet

Beyond Barriers Athletic Foundation
As of June 30, 2024

Jun 30, 2024

Assets

Current Assets

Cash and Cash Equivalents

BUS COMPLETE CHK 17,755.26

BUSINESS CHECKING ...1673 4,299.61

CHASE BUS TOTAL SAV 9,850.39

Total Cash and Cash Equivalents 31,905.26

Prepayments 4,730.00

Total Current Assets 36,635.26

Total Assets

36,635.26

Liabilities and Equity

Liabilities

Current Liabilities

Accounts Payable 8,690.00

Total Current Liabilities 8,690.00

Total Liabilities

8,690.00

Equity

Current Year Earnings 15,672.73

Retained Earnings 12,272.53

Total Equity 27,945.26

Total Liabilities and Equity

36,635.26

Income Statement (Profit and Loss)

Beyond Barriers Athletic Foundation
For the 6 months ended June 30, 2024

JAN-JUN 2024

Income	
Community Grants	5,000.00
Foundation Grants	50,324.84
Government Grants	7,500.00
Individual Contributions	21,722.25
Interest Income	0.39
Total Income	84,547.48
Gross Profit	
	84,547.48
Operating Expenses	
Accounting & Payroll Fees	341.13
Aquatic Programs	54,690.00
Consultants - Grant Writing	2,475.00
Credit card transaction fees	327.81
Donor Database Fees	761.53
Insurance Expense	100.00
Office Expenses	264.00
Salary	8,342.85
Salary - Payroll Taxes	1,214.68
Web-Hosting Expense	357.75
Total Operating Expenses	68,874.75
Operating Income	
	15,672.73
Net Income	
	15,672.73



FY24 Narrative and Financial Report to The City of Menlo Park

July 13, 2024

Boys & Girls Clubs of the Peninsula (BGCP) is pleased to share highlights of the opportunities and services that were provided to students in Menlo Park during Fiscal Year 2023-24 (July 1, 2023 to June 30, 2024). The generous funding from the City of Menlo Park helps support the broad range of high-quality programs offered to Menlo Park students.

We are thrilled to report that we increased the number of students we served compared to last year. **We served 401 students this year in Menlo Park**, which is a 19% increase over last year’s total of 337. We offered services at Belle Haven Elementary School and our McNeil Family Clubhouse and served students from Pre-K through 8th grade. Students engaged in academic programs, homework assistance, a wide variety of enrichment programs, and social and emotional support programs.

FY2023-24 BGCP Students Served

Grade	Belle Haven Elementary 2023-24	McNeil Family Clubhouse 2023-24
Pre-K	6	n/a
K	17	10
1st	24	30
2nd	25	28
3rd	36	43
4th	18	31
5th	23	45
6th	n/a	36
7th	n/a	19
8th	n/a	10
School Totals	149	252
Total Students Served		401



BOYS & GIRLS CLUBS
OF THE PENINSULA

Program Highlights





BOYS & GIRLS CLUBS
OF THE PENINSULA

Exciting Results for our K-3 Academic Centers

We would like to tell you more about our K-3 Academic Centers and why that was so important. Across all of our sites, we were seeing too many elementary students who do not know all their letter names and sounds or struggled to count to 120. The ability to read by the third grade is a critical determinant of future academic success and even lifetime earning potential. This is a core building block for our students' economic journey upwards. Only 29% of the students at the schools we serve met 3rd grade reading proficiency standards as compared to 73% for other schools in the county.

We launched updated Academic Centers to address these gaps, beginning with our K-3 students. Students rotate to different high-impact learning stations, including daily phonics and math tutoring, online learning programs, Kumon-style tutoring activities and independent reading.

We are thrilled to report that the new K-3 academic model has shown promising results. From September to May, **we observed a remarkable 36% growth in literacy proficiency**, with the percentage of students able to identify letter names and sounds increasing from 20% to 56%. This means that 436 students who previously struggled with these skills can now identify letter names and sounds. (Note that this data is for all of our sites)

In math, **we saw a 38% increase in proficiency**, with the percentage of students able to count from 1 to 120 rising from 29% to 67%. This growth means that 285 students who could not count to 120 in the fall can now do so. These results are particularly noteworthy given the progress among 2nd and 3rd graders. Often, 2nd and 3rd graders will not receive this level of foundational instruction in school because these skills are meant to be mastered in kindergarten, so we know that BGCP is making a measurable impact.

Menlo Park: Enrichment and Sports Programs

BGCP offers a broad array of programs designed to nurture and encourage the “whole” student. Academic support is a foundational part of our program, but it is not enough. We also offer a weekly blend of enrichment programs, fitness and sports, complemented by thoughtful social and emotional programs tailored to students' grade levels. Below are descriptions of the many enrichment and sports programs offered to our Menlo Park students.



BOYS & GIRLS CLUBS
OF THE PENINSULA

Middle School Cooking:

Students master the art of making balanced, mouth-watering meals—all in 60 minutes or less! Cooking class provides an interactive and casual approach to learning about a wide range of culinary techniques and ethnic foods.

Baking Club

Students learn to make cookies, cupcakes, cakes, and much more from scratch. They learn how to measure ingredients, use the ovens, and work as a team to accomplish the dish of the day.

Junior Cooking Class

Junior Cooking Class is a delightful culinary adventure designed for K-3rd graders. In this interactive class, young chefs will embark on a journey of creativity and healthy exploration. Through hands-on activities, engaging stories, and simple recipes, students will develop a lifelong appreciation for nutritious choices while having a blast in the kitchen. Our Junior Cooking Class aims to inspire a love for cooking and instill the importance of making wholesome food choices from an early age.

Garden Club

The Garden Club is a green haven for nature enthusiasts from 3rd to 8th grade! Students cultivate a love for gardening, fostering a deeper connection to the world outside. In our club, members explore the wonders of plants, learn sustainable gardening practices, and share tips for creating vibrant, blooming spaces. Whether you're a seasoned gardener or a budding green thumb, the Garden Club is a nurturing community where you can sow the seeds of friendship and watch them grow alongside your flourishing garden. Students in this club also get to bring home the fruits of their labor to their family and share fresh fruits, vegetables, and leafy greens.

Playworks:

Playworks is an engaging, movement centric program designed for joy and variety. Students engage in a variety of sports and activities, fostering a love for movement and teamwork. From classic games to exciting challenges, Playworks offers a playful environment where students can develop essential physical and social skills.

K-5th Grade Sports League

Our K-5 Sports Leagues offer soccer and basketball, where teams collide in exhilarating matches throughout the season, each vying for the chance to claim the championship and bask in the glory of victory. Designed to accommodate seasoned athletes or newcomers,



BOYS & GIRLS CLUBS
OF THE PENINSULA

our league is a dynamic arena where skill, teamwork, and sportsmanship take center stage.

Middle School Sports League:

Fresh off our inaugural soccer season, we also offered volleyball as well as basketball. What sets our league apart? We not only compete against other talented middle school teams in the area but also embark on thrilling journeys, traveling to play them in BGCP vans. It's not just about the games; it's the adventure, teamwork, and friendships formed on the road to victory.

We want all students to have valuable exposure to the fundamentals of different sports, and cultivate the mindsets, skills and habits gained from participating in athletics that are impactful in every part of our students' lives.

Quality Programs

BGCP spends hundreds of hours planning and reviewing our curriculum and we continue to assess it throughout the year. We survey our students, families, and school partners twice a year. Our program and measurement teams also go on site throughout the year to observe our programs in action, they share their observations with staff, and provide structured training and support to staff throughout the year.

Financial Report

The \$10,000 grant from the City of Menlo Park was used to support direct service costs for our staff at Belle Haven Elementary and the McNeil Family Clubhouse during the 2023-24 school year. Your support ensured that more students from Menlo Park had opportunities to build literacy and academic skills, discover new interests and passions, and access critical physical and mental wellness opportunities.

Community Overcoming Relationship Abuse (CORA)

Final Report to the City of Menlo Park

July 30, 2024

During the July 1, 2023 – June 30, 2024 grant period, the entirety of the City of Menlo Park’s \$10,000 grant award was expended in support of CORA’s 24-Hour Crisis Hotline. On behalf of CORA and those we serve, we sincerely thank the City of Menlo Park for its continued support of domestic violence victims in our community.

Accomplishments

During the last fiscal year (July 1, 2023-June 30, 2024) CORA’s 24-Hour Crisis Hotline received 23 calls from 22 Menlo Park residents in acute crisis. We also received 2,426 anonymous calls, some of which may have come from Menlo Park residents.

CORA’s 24-Hour Crisis Hotline and Emergency Response Program (ERP)

- Last year CORA’s Crisis Support Services (CSS) department responded to 4,202 calls to our 24-hour Crisis Hotline. When they use this important service, callers are provided with access to supportive services and assisted with safety plans as needed.
- CORA Support Services also responded to an additional 2,385 cases which were referred to the CSS Hotline through our Emergency Response Program (ERP).
- CORA provided emergency hotel placements for 51 families.
- CSS provided emergency transportation and emergency food for all motel clients.

Clara called our 24-Hour Crisis Hotline to seek support and a safe place to go. Clara was afraid of her husband as he often threatened to harm her. He constantly called her degrading names and often locked her out of the house. He would refuse to let her have money that her family had sent to her. Clara does not have family in this country. Her marriage was arranged and she came here from Somalia with her husband many years ago. Clara was ready to end the relationship. She was recently hired at a delivery service agency and she was fearful that he would not allow her to keep her paychecks, making it impossible for her to leave. CORA’s crisis counselor listened to Clara’s story, validated her feelings, and told her about our emergency shelter and additional supportive services she could access while at a CORA safe house. The counselor referred her to CORA’s legal services. The crisis counselor and Clara created a safety plan for her to safely leave her home and connect with our safe house advocate. Clara was very grateful for this support. *Name changed to protect client confidentiality.*

Thank you for your support!

CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)

**FINANCIAL STATEMENTS WITH
INDEPENDENT AUDITOR'S REPORT
JUNE 30, 2022 AND 2021**

Mann, Urrutia, Nelson, CPAs & Associates, LLP
1760 Creekside Oaks Drive, Suite 160
Sacramento, California 95833

**CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors and Management
CORA (Community Overcoming Relationship Abuse)
San Mateo, California

Opinion

We have audited the accompanying financial statements of CORA (Community Overcoming Relationship Abuse) (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of CORA (Community Overcoming Relationship Abuse) as of June 30, 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of CORA (Community Overcoming Relationship Abuse) and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about CORA's (Community Overcoming Relationship Abuse) ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of CORA's (Community Overcoming Relationship Abuse) internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about CORA's (Community Overcoming Relationship Abuse) ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited CORA's (Community Overcoming Relationship Abuse) June 30, 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 30, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 29, 2022, on our consideration of CORA's (Community Overcoming Relationship Abuse) internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of CORA's (Community Overcoming Relationship Abuse) internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering CORA's (Community Overcoming Relationship Abuse) internal control over financial reporting and compliance.



Sacramento, California
March 29, 2022

CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)

STATEMENTS OF FINANCIAL POSITION
AS OF JUNE 30, 2022
WITH COMPARATIVE TOTALS AS OF JUNE 30, 2021

	2022	2021 (Restated)
<u>ASSETS</u>		
Current Assets		
Cash and cash equivalents (Note 3)	\$ 950,558	\$ 1,315,329
Grants receivable	1,684,122	1,323,551
Pledges receivable	-	170,000
Accounts receivable	600	600
Investments (Note 4)	2,744,988	3,088,902
Prepaid expenses	<u>93,076</u>	<u>72,561</u>
Total Current Assets	<u>5,473,344</u>	<u>5,970,943</u>
Non-Current Assets		
Property and equipment, net of accumulated depreciation (Note 7)	<u>3,834,286</u>	<u>3,971,303</u>
Total Non-Current Assets	<u>3,834,286</u>	<u>3,971,303</u>
Total Assets	<u>\$ 9,307,630</u>	<u>\$ 9,942,246</u>
<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities		
Accounts payable	\$ 53,812	\$ 116,448
Accrued wages	140,331	91,683
Accrued vacation	156,183	152,076
Client savings account	600	500
Deferred Revenue	59,765	-
Line of credit (Note 8)	200,000	700,000
Current portion of notes payable (Note 9)	<u>980,423</u>	<u>975,269</u>
Total Current Liabilities	<u>1,591,114</u>	<u>2,035,976</u>
Non-Current Liabilities		
Notes payable - less current portion (Note 9)	<u>1,629,301</u>	<u>1,674,825</u>
Total Non-Current Liabilities	<u>1,629,301</u>	<u>1,674,825</u>
Total Liabilities	<u>3,220,415</u>	<u>3,710,801</u>
Net Assets (Note 13)		
With donor restrictions	684,432	775,008
Without donor restrictions	<u>5,402,783</u>	<u>5,456,437</u>
Total Net Assets	<u>6,087,215</u>	<u>6,231,445</u>
Total Liabilities and Net Assets	<u>\$ 9,307,630</u>	<u>\$ 9,942,246</u>

The accompanying notes are an integral part of these financial statements.

**CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)**

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2021**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>	<u>2021 (Restated)</u>
REVENUES				
Government grants	\$ 4,555,072	\$ -	\$ 4,555,072	\$ 4,370,207
Contributions	1,139,247	621,238	1,760,485	1,889,277
In-kind donations	6,819	-	6,819	81,681
Other income	15,379	-	15,379	4,746
Interest and investment (loss) income	(339,456)	-	(339,456)	577,337
Special event income	1,300	-	1,300	-
Net assets released from restrictions	<u>711,814</u>	<u>(711,814)</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>6,090,175</u>	<u>(90,576)</u>	<u>5,999,599</u>	<u>6,923,248</u>
EXPENSES				
Program services	3,785,496	-	3,785,496	4,258,604
Management and general	1,949,477	-	1,949,477	1,801,991
Fund development	<u>408,856</u>	<u>-</u>	<u>408,856</u>	<u>398,547</u>
Total Expenses	<u>6,143,829</u>	<u>-</u>	<u>6,143,829</u>	<u>6,459,142</u>
Change in Net Assets	(53,654)	(90,576)	(144,230)	464,106
Net Assets, Beginning of Year	<u>5,456,437</u>	<u>775,008</u>	<u>6,231,445</u>	<u>5,767,339</u>
Net Assets, End of Year	<u>\$ 5,402,783</u>	<u>\$ 684,432</u>	<u>\$ 6,087,215</u>	<u>\$ 6,231,445</u>

The accompanying notes are an integral part of these financial statements.

CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2021

	Housing Program	Clinical Mental Health	Legal Services	Crisis Intervention Services	Community Education	Children's Services	Community Advocacy Services	Supporting Services		Totals	
								Management & General	Fund Development		
Salaries	\$ 683,009	\$ 663,769	\$ 427,114	\$ 402,052	\$ 88,423	\$ -	\$ -	\$ 614,708	\$ 270,191	\$ 3,149,266	\$ 2,701,129
Benefits	65,483	59,960	31,421	27,850	13,497	-	-	55,697	26,416	280,324	284,832
Payroll taxes	33,838	67,670	39,409	38,513	6,821	-	-	60,639	29,316	276,206	266,218
Total payroll costs	782,330	791,399	497,944	468,415	108,741	-	-	731,044	325,923	3,705,796	3,252,179
Professional fees	6,704	108,734	54,261	10,694	-	-	-	669,952	49,381	899,726	836,010
Rental assistance	581,674	-	-	7,800	-	-	-	-	-	589,474	1,064,053
Emergency housing	22,112	5,055	1,420	21,861	-	-	-	-	-	50,448	177,039
Other client assistance	70,554	9,937	3,697	6,933	-	-	-	-	-	91,121	-
Bad debt expense	-	18,834	-	-	-	-	-	3,523	-	22,357	80,103
In-kind expense	-	-	-	-	-	-	-	6,819	-	6,819	81,681
Depreciation	-	-	-	-	-	-	-	137,017	-	137,017	136,047
Office expense	41,712	22,270	3,706	1,200	436	-	-	108,043	6,335	183,702	240,899
Program supplies	3,654	586	340	254	103	-	-	66	1,554	6,557	61,595
Interest	-	-	-	-	-	-	-	82,903	-	82,903	93,625
Telephone	19,794	13,549	-	4,144	-	-	-	59,954	-	97,441	130,813
Utilities	22,186	278	1,100	-	-	-	-	38,160	-	61,724	58,660
Advertising	900	1,500	-	600	-	-	-	-	20,994	23,994	34,269
Insurance	-	-	-	-	-	-	-	40,394	-	40,394	18,722
Repairs & maintenance	32,972	-	270	-	-	-	-	3,047	-	36,289	19,704
Training	4,938	12,554	1,998	1,216	1,035	-	-	15,911	-	37,652	47,479
Printing	-	98	191	-	-	-	-	2,167	380	2,836	29,968
Meals	-	-	-	-	-	-	-	-	493	493	11,600
Travel	5,115	-	1,230	205	-	-	-	4,579	854	11,983	12,116
Dues & subscriptions	28	-	2,173	-	-	-	-	9,132	260	11,593	44,900
Program activities	-	1,000	-	-	-	-	-	-	-	1,000	1,314
Bank charges	-	-	-	-	-	-	-	11,150	209	11,359	9,533
Postage	31	-	33	-	-	-	-	1,883	482	2,429	2,486
Events	-	200	-	-	-	-	-	-	1,967	2,167	1,544
Miscellaneous	1,485	-	-	1,313	-	-	-	23,733	24	26,555	12,803
TOTAL EXPENSES	\$ 1,596,189	\$ 985,994	\$ 568,363	\$ 524,635	\$ 110,315	\$ -	\$ -	\$ 1,949,477	\$ 408,856	\$ 6,143,829	\$ 6,459,142

The accompanying notes are an integral part of these financial statements.

CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)

STATEMENTS OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2022
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2021

	2022	2021	(Restated)
<u>Cash Flows from Operating Activities</u>			
Change in net assets	\$ (144,230)	\$	464,106
Adjustments to reconcile change in net assets to net cash provided by operating activities:			
Depreciation	137,017		136,047
Adjustment to net present value of notes payable	-		4,730
Net realized and unrealized (gain) loss	339,456		(577,337)
Decrease (Increase) in:			
Grants receivable	(360,571)		(175,405)
Pledges receivable	170,000		226,897
Accounts receivable	-		(600)
Prepaid expenses	(20,515)		22,416
Deposits	-		54,215
Increase (Decrease) in:			
Accounts payable	(62,636)		(75,914)
Accrued wages	48,648		26,216
Accrued vacation	4,107		17,783
Client savings account	100		-
Deferred revenue	59,765		-
Net Cash Provided by Operating Activities	171,141		123,154
<u>Cash Flows from Investing Activities</u>			
Proceeds from sale of marketable securities	4,458		75,000
Purchase of property and equipment	-		(32,670)
Net Cash Provided by Investing Activities	4,458		42,330
<u>Cash Flows from Financing Activities</u>			
Borrowing on line of credit	-		700,000
Payment on line of credit	(500,000)		-
Payments on notes payable	(40,370)		(36,784)
Net Cash Provided by (Used for) Financing Activities	(540,370)		663,216
Net (Decrease) Increase in Cash and Cash Equivalents	(364,771)		828,700
Cash and Cash Equivalents, Beginning of Year	1,315,329		486,629
Cash and Cash Equivalents, End of Year	\$ 950,558	\$	1,315,329

The accompanying notes are an integral part of these financial statements.

CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022 AND 2021

NOTE 1: ORGANIZATION

CORA (Community Overcoming Relationship Abuse) ("CORA") is a California nonprofit public benefit corporation incorporated on November 22, 1977. The current agency name was adopted following a merger, completed in 2004, of the Center for Domestic Violence Prevention ("CDVP") and Sor Juana Ines for Abused Women ("SJI"). The current name reflects a central tenet of CORA's work, that it takes a community, working together, to end domestic violence.

CORA's mission is to provide safety, support, and healing to individuals who experience abuse in an intimate relationship and to educate the community to interrupt the intergenerational cycle of domestic violence. CORA's Board of Directors is comprised of fifteen individuals who govern the agency.

CORA provides the following services for victims of domestic violence and their children:

- Emergency safe house, including temporary hoteling, on a twenty-four hours a day, seven days a week, 365 days a year;
- A 24-hour support line and emergency response to referrals from all of San Mateo County law enforcement's 911 domestic violence related calls;
- Transitional housing and support services;
- Individual mental health counseling and support groups;
- Legal assistance obtaining restraining orders and court representation for victims of domestic violence, as well as a legal information line;
- Referral systems to ensure provision of medical care, legal assistance, counseling, and information regarding education, job counseling and training programs, housing referrals and other available social services.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A summary of the significant accounting policies applied in the preparation of the accompanying financial statements is as follows:

Basis of Presentation – The accompanying financial statements have been prepared on the accrual basis of accounting.

Net Assets – Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Without Donor Restrictions. Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

With Donor Restrictions. Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue Recognition – All contributions are considered available for CORA's general programs unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor are reported as support with donor restrictions and increase the respective class of net assets. Net assets are released from restriction when donor restrictions are met through passage of time or as qualifying expenditures are incurred.

Contract and grant revenues are recognized as the related services are provided. Payments under such contracts are generally received on a cost-reimbursement basis.

Cash and Cash Equivalents – CORA has defined cash and cash equivalents as cash in banks and money market funds in a securities institution.

CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022 AND 2021

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Grants Receivable – Grants receivable are primarily receivables from government entities and other established organizations. These amounts are deemed fully collectible as they are primarily related to contracted services. Therefore, no allowance for doubtful accounts has been provided. Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at fair value, which is measured as the present value of their future cash flows. Conditional promises to give are not included as support until the conditions are substantially met.

Investments – Investments in marketable securities with readily determinable fair values and all investments in debt securities are classified as available-for-sale and reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains/losses restricted by a donor are reported as increases/decreases in net assets without donor restrictions if the restrictions are met in the same reporting period as the income is recognized.

Fair Value Measurements – Generally accepted accounting principles provide guidance on how fair value should be determined when financial statement elements are required to be measured at fair value. FASB Accounting Standards Codification ASC 820 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. ASC 820 establishes a fair value hierarchy that prioritizes inputs to the valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to measurements involving significant unobservable inputs. The applicable level of the fair value hierarchy is as follows:

- | | |
|---------|---|
| Level 1 | Quoted prices in active markets for identical assets or liabilities. Valuations for assets and liabilities traded in active exchange markets. Valuations are obtained from readily available pricing sources for market transactions involving identical assets or liabilities. |
| Level 2 | Inputs other than quoted prices within Level 1 that are observable, either directly or indirectly. Valuations for assets and liabilities traded in less active dealer or broker markets. Valuations are obtained from third party pricing services for identical or similar assets or liabilities. |
| Level 3 | Inputs are unobservable. Valuations for assets and liabilities that are derived from other valuation methodologies, including option pricing models, discounted cash flow models and similar techniques, and not based on market exchange, dealer, or broker traded transactions. Level 3 valuations incorporate certain assumptions and projections in determining the fair value assigned to such assets and liabilities. |

CORA is required to measure its investments, pledged contributions, and in-kind contributions at fair value. The specific techniques used to measure the fair value for these financial statement elements are described in the notes below.

Concentration of Credit Risks – CORA places its temporary cash investments with high-credit, quality financial institutions. At times, such investments may be in excess of the Federal Deposit Insurance Corporation insurance limit. CORA has not incurred losses related to these investments.

The primary receivable balance outstanding at June 30, 2022, consists of government contract receivables due from county, state, and federal granting agencies. Concentration of credit risks with respect to trade receivables are limited, as the majority of CORA's receivables consist of earned fees from contract programs granted by governmental agencies.

Property and Equipment – Property and equipment are recorded at cost if purchased or at fair value at the date of donation if donated. Depreciation is computed on the straight-line basis over the estimated useful lives of the related assets. Maintenance and repair costs are charged to expense as incurred. Property and equipment are capitalized if the cost of an asset is greater than or equal to one thousand dollars and the useful life is greater than one year.

CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022 AND 2021

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Donated Materials and Services – Contributions of donated non-cash assets are measured on a non-recurring basis and recorded at fair value in the period received. Contributions of donated services that create or enhance non-financial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at fair value in the period received.

Income Taxes – CORA is exempt from taxation under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d.

Generally accepted accounting principles provide accounting and disclosure guidance about positions taken by an organization in its tax returns that might be uncertain. Management has considered its tax positions and believes that all the positions taken by CORA in its federal and state exempt organization tax returns are more likely than not to be sustained upon examination. CORA's returns are subject to examination by federal and state taxing authorities, generally for three and four years, respectively, after they are filed.

Functional Allocation of Expenses – Costs of providing CORA's programs and other activities have been presented in the Statement of Functional Expenses. During the year, such costs are accumulated into separate groupings as either direct or indirect. Indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit. CORA uses full-time equivalents to allocate indirect costs.

Use of Estimates – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reported amounts of assets, liabilities, revenues, and expenses as of the date and for the period presented. Actual results could differ from those estimates.

Comparative Totals – The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with CORA's financial statements for the year ended June 30, 2021, from which the summarized information was derived.

Subsequent Events – Management has evaluated subsequent events through March 29, 2022, the date which the financial statements were available for issue. No events or transactions have occurred during this period that appear to require recognition or disclosure in the financial statements.

CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022 AND 2021

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Recent Accounting Pronouncements

ASU 2020-07 – Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets (Topic 958):

Under the new guidance, not-for-profit entities that receive contributed nonfinancial assets will be required to provide enhanced presentation and disclosures regarding the type and valuation of the receipts of nonfinancial assets. The requirements in the ASU require presentation of the receipt of nonfinancial assets as a separate line item in the statement of activities. The ASU also requires additional disclosures regarding qualitative information about the monetization or utilization of the nonfinancial assets, any donor-imposed restrictions on the use of the nonfinancial assets, and a description of the valuation techniques and inputs used to determine the fair value on the date the nonfinancial assets were received. The Organization adopted this new accounting guidance for its June 30, 2022 year-end. There was no impact to the Organization's financial statements as a result of adopting this standard.

Future Accounting Pronouncements

ASU 2016-02 - Leases (Topic 842):

Under the new guidance, a lessee will be required to recognize assets and liabilities for leases with a term of more than 12 months. Unlike current GAAP, which requires only capital leases to be recognized on the balance sheet, ASU No. 2016-02 will require both operating and finance leases to be recognized on the balance sheet. Additionally, the ASU will require disclosures to help investors and other financial statement users better understand the amount, timing, and uncertainty of cash flows arising from leases, including qualitative and quantitative requirements. The new requirements are effective for the Organization's June 30, 2023 year end. Management has not yet determined the impact of this accounting standard on the Organization's operations or cash flows.

NOTE 3: LIQUIDITY AND AVAILABILITY OF RESOURCES

CORA regularly monitors liquidity required to meet its operating needs and other contractual commitments via cash flow projections, management, and review by the Finance Committee of the Board of Directors.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, CORA considers all expenditures related to its ongoing activities and the pattern of income from grants, contracts, fundraising, and services. The Finance Committee reports to the full CORA Board at every board meeting, assess risk, and makes recommendations for changes as needed.

In addition to financial assets available to meet general expenditures over the next 12-months, CORA operates with an approved budget that has sufficient revenue along with the resources below to cover general expenditures not covered by donor-restricted resources.

As of June 30, 2022, the following financial assets could readily be made available within one year of the Statement of Financial Position date to meet general expenditures:

Cash and cash equivalents	\$ 950,558
Grants, pledges, and accounts receivable	1,684,722
Investments	<u>2,744,988</u>
Total financial assets	5,380,268
Less: Donor restricted funds - time and purpose	<u>684,432</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 4,695,836</u>

CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022 AND 2021

NOTE 4: INVESTMENTS

Investments as of June 30, 2022 consisted of the following:

Equities	\$ 1,477,362
Fixed Income	613,183
Money market	390,310
Alternative investments	206,593
Real assets	<u>57,540</u>
	<u>\$ 2,744,988</u>

NOTE 5: FAIR VALUE MEASUREMENTS

The table below presents the balances of assets measured at fair value as of June 30, 2022 on a recurring basis:

	Level 1	Level 2	Level 3	Total
Fixed income:				
Government obligations	\$ -	\$ 185,220	\$ -	\$ 185,220
International mutual funds	219,563	-	-	219,563
Domestic mutual funds	81,971	-	-	81,971
International mutual funds	126,429	-	-	126,429
Equities:				
International equities	60,095	-	-	60,095
Domestic mutual funds	450,811	-	-	450,811
Information technology	213,376	-	-	213,376
International mutual funds	324,296	-	-	324,296
Health care	122,633	-	-	122,633
Financials	94,156	-	-	94,156
Consumer discretionary	92,018	-	-	92,018
Consumer staples	43,040	-	-	43,040
Industrials	31,309	-	-	31,309
Energy	38,248	-	-	38,248
Materials	7,380	-	-	7,380
Alternative investments:				
Alternative investment funds	206,593	-	-	206,593
Real Assets:				
Real assets funds	<u>57,540</u>	<u>-</u>	<u>-</u>	<u>57,540</u>
Total assets at fair value	<u>\$ 2,169,458</u>	<u>\$ 185,220</u>	<u>\$ -</u>	<u>\$ 2,354,678</u>

The fair value of investments has been measured on a recurring basis using quoted prices for identical assets in active market (Level 1 inputs).

CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022 AND 2021

NOTE 6: IN-KIND CONTRIBUTIONS

CORA receives donated services from various individuals to assist with operations. Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise not be performed by the organization. CORA recognizes in-kind contribution revenue and a corresponding expense in an amount approximating the estimated fair value of labor at the time of the services. In-kind services valued at \$6,819 have been recognized in the accompanying statement of activities for the year ended June 30, 2022.

NOTE 7: PROPERTY AND EQUIPMENT

Property and equipment as of June 30, 2022 consisted of the following:

Building	\$ 3,734,263
Land	1,571,690
Furniture and equipment	484,663
Research and development	49,474
Vehicles	59,847
Leasehold improvements	\$ <u>11,779</u>
	5,911,716
Less: accumulated depreciation	<u>(2,077,430)</u>
Total property and equipment	<u>\$ 3,834,286</u>

Depreciation expense for the year ended June 30, 2022 was \$137,017.

NOTE 8: LINE OF CREDIT

CORA has a line of credit with a financial institution, in the amount of \$700,000, bearing interest at the greater of floating index rate or floor rate of 3.25%. The line of credit is secured by one of CORA's buildings. The outstanding balance as of June 30, 2022 was \$200,000. The line of credit is scheduled to mature in April 22, 2023.

**CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022 AND 2021**

NOTE 9: NOTES PAYABLE

Notes payable as of June 30, 2022 consisted of the following:

Note payable to a financial institution, secured by real property, with 18 monthly consecutive principal and interest payments of \$7,964 each, beginning March 22, 2018, with interest calculated on the unpaid principal balance 4.00%; 48 monthly consecutive principal and interest payment of \$8,000 each beginning September 22, 2019 with interest rate of 5.25%; 233 monthly consecutive principal and interest payments of \$7,995 each beginning October 22, 2021 with interest rate of 4.25% on the loan amount of \$1,500,000.	\$ 1,309,337
Note payable to California Department of Housing and Community Development, secured by real property. Payments on the note are deferred for 10 years bearing interest at 3% simple interest, due March 2024. The loan will be forgiven upon completion of the original loan term as long as the property has been used as an emergency safe house during the entire loan term. The accrued interest through June 30, 2022 is \$281,258. This interest has not been recorded on CORA's books.	937,527
Note payable to the City of San Mateo, secured by real property. Payments on the note are deferred for 20 years bearing interest at 3% simple interest, due July 2026. The accrued interest through June 30, 2022 is \$68,850. This interest has not been recorded on CORA's books.	153,000
Note payable to the County of San Mateo, secured by real property. Payments on the note are deferred for 30 years bearing interest at 3% simple interest, due July 2043. The accrued interest through June 30, 2022 is \$35,370. This interest has not been recorded on CORA's books.	131,000
Interest-free note payable (see Note 10) to the County of San Mateo, secured by real property, with no monthly payments (deferred), due October 2043.	37,498
Note payable to the City of San Mateo, secured by real property, with monthly payments of \$250, including interest at 5%, due September 2033.	21,763
Interest-free note payable (see Note 10) to the County of San Mateo, secured by real property, with no monthly payments, due December 2047.	<u>19,599</u>
Total notes payable	2,609,724
Less current portion	<u>(980,423)</u>
Total notes payable - less current portion	<u>\$ 1,629,301</u>

Annual principal payments to maturity as of June 30, 2022 are as follows:

2023	\$ 980,423
2024	44,770
2025	46,727
2026	48,768
2027	50,900
Thereafter	<u>1,539,801</u>
Face amount of note payments	2,711,389
Less: Unamortized discount	<u>(101,665)</u>
Present value of note payments	<u>\$ 2,609,724</u>

CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022 AND 2021

NOTE 10: NON-INTEREST-BEARING NOTES

CORA has two non-interest-bearing notes payable to the County of San Mateo. To reflect the time value of money, the liability recorded in the financial statements reflects future payments discounted at an imputed interest rate of 4.4%, which was the prevailing rate for similar transactions at the October 2013 and December 2018 inception of the notes. The notes are payable in a single payment of \$100,000 in October 2043 and \$58,762 in December 2047 respectively.

NOTE 11: COMMITMENTS AND CONTINGENCIES

Contracts

CORA's grants and contracts are subject to inspection and audit by the appropriate governmental funding agency. The purpose is to determine whether program funds were used in accordance with their respective guidelines and regulations. The potential exists for disallowance of previously-funded program costs. The ultimate liability, if any, which may result from these governmental audits cannot be reasonably estimated.

Contingency

The World Health Organization declared the worldwide coronavirus (COVID-19) outbreak a public health emergency on January 30, 2020 and officially declared it as a pandemic as of March 11, 2020. Management has performed an evaluation of certain financial statement line items such as cash and cash equivalents, pledges and accounts receivable, investments, property and equipment, and notes payable to determine whether valuation or impairment adjustments should be made. Management has determined that the amounts reported on the financial statements are properly valued as of June 30, 2022. However since the duration and full effects of the COVID-19 outbreak are yet unknown, there could be future negative impacts to the financial condition of the Organization.

NOTE 12: EMPLOYEE BENEFIT PLAN

CORA has a 403(b) Retirement Savings Plan available to substantially all employees who have completed twenty or more hours of service. Employees may contribute any whole percentage of annual compensation provided that it does not exceed maximum amounts as permitted by law. For the year ended June 30, 2022, CORA's matching contributions of up to 3% of an employee's annual earnings were \$29,429.

**CORA
(COMMUNITY OVERCOMING RELATIONSHIP ABUSE)
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022 AND 2021**

NOTE 13: NET ASSETS

Net assets without donor restrictions by time or purpose at June 30, 2022 consisted of the following:

Undesignated	\$ 1,568,497
Investment in property and equipment	<u>3,834,286</u>
Total net assets without donor restrictions	<u>\$ 5,402,783</u>

Net assets with donor restrictions by time or purpose at June 30, 2022 consisted of the following:

Crisis	\$ 177,916
Non-cash contribution	109,649
Mental health programs	100,833
Housing	218,415
Other	<u>77,619</u>
Total net assets with donor restrictions	<u>\$ 684,432</u>

For the year ended June 30, 2022, net assets released from restrictions were \$711,814 which consisted of \$541,814 released from purpose restrictions and \$170,000 from time restrictions.

NOTE 14: PRIOR PERIOD RESTATEMENT

During the fiscal year ending June 30, 2022, management performed a full review of their previous grant billings. The review resulted in additional back billings in the amount \$101,939. This required additional grant revenue and the corresponding grant receivable to be recognized as of June 30, 2021.

The effect of the restatement on the change in net assets without donor restrictions and financial position as of and for the year ended June 30, 2021 was as follows.

	<u>As previously reported</u>		<u>Corrections</u>		<u>Restated</u>
Grants receivable	\$ 1,221,612	\$	101,939	\$	1,323,551
Total Assets	9,840,307		101,939		9,942,246
Total Net Assets	6,129,506		101,939		6,231,445
Grant Revenue	4,268,268		101,939		4,370,207
Total Revenue	6,821,309		101,939		6,923,248
Change in Net Assets	362,167		101,939		464,106



2024 JFY Al Tegli Scholars Overview



The 2024 City of Menlo Park Sponsored Scholars

The Jobs for Youth Scholarship Committee, composed of staff and volunteers, selected 20 inspiring youth to receive the 2024 JFY Al Tegli Scholarships. The 2024 INTO THE BEYOND Scholars have continuously shown resiliency and hope. Receiving the Jobs for Youth Al Tegli Scholarship is just one stellar accomplishment these youth will achieve on their journey. The City of Menlo Park’s \$4,000 grant sponsors two of these Scholars: Jared Gutierrez & Aleyah Hernandez. We are pleased to share the bios and thank you notes from each Scholar.



A Junior at Woodside High School, Jared is a first-generation student with galactic aspirations. A member of the California Scholarship Federation, Jared’s accomplishments go beyond the classroom. Jared is an avid soccer player, having played competitively for over ten years and supporting youth to play at Palo Alto Soccer Club. Jared dreams of one day becoming an immigration lawyer to be able to serve people going through similar experiences that his family went through to provide him the opportunities he has today. We are so fortunate to have Jared as a member of the 2024 JFY Scholar cohort!

Dear City of Menlo Park,

I can only say I am grateful, honored, and blessed to be given this opportunity. I wanted to express my sincerest gratitude for your generous support in regard to this scholarship program. Your investment has given me new opportunities, and so much support. The support has provided me with a helping hand on my path to college and post-secondary. I live in a family that has always fought to support me, yet not always know the answer to how to do this. Your generosity has not only provided me with ease and support but also supported them by relinquishing some stress regarding the finances of college.

This support has given me a greater opportunity to become a lawyer in the future. Similar to the support you have given me, I seek to become an immigration lawyer, to support an underrepresented community. Help them, and support them to help them find the comfort and stability that many people have in our country. With your support, I’m closer to this life and career. Your help and support have pushed me and given me greater opportunities to help others as well.

I promise to take full advantage of the possibilities you have generously provided for me while I pursue my studies. I’m committed to working hard, taking advantage of every chance for development, and eventually having a positive influence both within and outside of my field of study.

I am forever grateful for the support that you, the City of Menlo Park, have given me through this program. Your generosity has truly made a difference in my life. I look forward to repaying and supporting someone in the way you have supported me. Thank you for all your heartfelt support.

Sincerely,

Jared Gutierrez



Aleyah is a Senior at Sequoia High School, who is passionate about pursuing a career as a Registered Nurse. Aleyah has experience as an intern through the KP Launch program, which gives youth a feel for various types of careers within the medical field. Aleyah is also involved with the Vital program, which supports high school students in receiving their pharmacy tech certification. We are so proud to welcome Aleyah to the 2024 JFY Scholar cohort and watch her soar to even greater heights!



Dear City of Menlo Park,

I hope this letter finds you well. I am grateful for receiving this scholarship toward paying for my university's tuition. Receiving this scholarship has helped lift this financial burden off me and allows me to focus on my studies in nursing. This scholarship is significant to my education as a first generation student. Since being a first generation Mexican-American student, I've always worked my hardest to receive a good education even with the many challenges I faced. Growing up as an only child, in a single-parent household, was a unique experience. Due to growing up in a low-income family, my mother and I had to learn the true meaning of resourcefulness. I learned how to adapt to new environments and was taught to be independent. My independence is strongly shown in how I took care of myself and would find programs such as AVID, Vital Program, and Boys and Girls Club to further me into my education. With all these resources available I was able to further my education in highschool and beyond. Your support and investment helps many students like me succeed in college and future careers. Your support means more to me than what I can put into words. I am committed to making the most of this opportunity and to continue working my hardest towards my academic/career goals. I will also honor this by giving back to my community. Thank you from the bottom of my heart for believing in students like me and for investing in my future.

With sincere gratitude,
Aleyah Hernandez

Thank you City of Menlo Park!



2023-24 FY AI Tegli Scholarship Fund Overview

Activity as of **6/30/2024**

	23-Jul	23-Aug	23-Sep	23-Oct	23-Nov	23-Dec	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	TOTALS
Beginning Balance	\$246,878.96	\$253,578.96	\$249,578.96	\$243,078.96	\$255,076.21	\$258,076.21	\$258,946.28	\$256,705.18	\$256,995.04	\$253,673.34	\$260,435.05	\$271,026.75	
Donations/Grants	\$8,200.00	\$1,500.00	\$ -	\$10,000.00	\$4,000.00	\$870.07	\$758.90	\$ 289.86	\$678.30	\$7,761.71	\$10,591.70	\$ -	\$44,650.54
Interest				\$1,997.25									\$1,997.25
Adjustment													\$0.00
Disbursements	\$1,500.00	\$5,500.00	\$6,500.00	\$ -	\$1,000.00	\$ -	\$3,000.00	\$ -	\$4,000.00	\$1,000.00	\$ -	\$2,000.00	\$24,500.00
Ending Balance	\$253,578.96	\$249,578.96	\$243,078.96	\$255,076.21	\$258,076.21	\$258,946.28	\$256,705.18	\$256,995.04	\$253,673.34	\$260,435.05	\$271,026.75	\$269,026.75	

Beginning Balance as of 7/1/2023	\$246,878.96
TOTAL Donations/Grants	\$44,650.54
TOTAL Interest Received	\$1,997.25
TOTAL Adjustments	\$0.00
TOTAL Net	\$293,526.75
TOTAL Disbursements	\$24,500.00

2023-24 Jobs for Youth Financial Statements

2023-24 Donations/Grants (6/30/2024)

DATE	Transaction	CREDIT	BALANCE
JULY	\$8,200.00		
7/1/2023	GRANT: PG&E	\$8,000.00	\$8,000.00
7/25/2023	PAYPAL: Molly Lai (Genentech)	\$100.00	\$8,100.00
7/27/2023	DONATION: Loida Reyes	\$100.00	\$8,200.00
AUGUST	\$1,500.00		
8/1/2023	GRANT: City of Burlingame	\$1,100.00	\$9,300.00
8/3/2023	DONATION: SMCCCD	\$400.00	\$9,700.00
SEPTEMBER			
OCTOBER	\$10,000.00		
10/11/2023	GRANT: Woodlawn Foundation	\$10,000.00	\$19,700.00
NOVEMBER	\$4,000.00		
11/13/2023	GRANT: Town of Colma	\$4,000.00	\$23,700.00
DECEMBER	\$870.07		
12/17/2023	PAYPAL: Susan Loftus	\$193.73	\$23,893.73
12/18/2023	PAYPAL: Donna Vaillancourt	\$676.34	\$24,570.07
JANUARY	\$758.90		
1/3/2024	DONATION: Tom Huening	\$300.00	\$24,870.07
1/3/2024	DONATION: Katherine Leong	\$20.00	\$24,890.07
1/3/2024	PAYPAL: Mark Olbert	\$242.28	\$25,132.35
1/10/2024	PAYPAL: Donna Vaillancourt	\$96.62	\$25,228.97
1/30/2024	PAYPAL: American Online Giving Foundation	\$100.00	\$25,328.97
FEBRUARY	\$289.86		
2/6/2024	PAYPAL: Jaime Zapata	\$96.62	\$25,425.59
2/7/2024	PAYPAL: Nasiha Rahman	\$96.62	\$25,522.21
2/10/2024	PAYPAL: Donna Vaillancourt	\$96.62	\$25,618.83
MARCH	\$678.30		
3/10/2024	PAYPAL: Donna Vaillancourt	\$96.62	\$25,715.45
3/11/2024	PAYPAL: Table in Honor of Hal (Craig Olofson)	\$387.95	\$26,103.40
3/12/2024	PAYPAL: Vinh Nguenyn	\$193.73	\$26,297.13
APRIL	\$7,761.71		
4/1/2024	PAYPAL: James Pockett	\$23.79	\$26,320.92
4/1/2024	EVENT TABLE: Donna Vaillancourt	\$400.00	\$26,720.92
4/1/2024	EVENT TABLE: Erika Dugay	\$400.00	\$27,120.92
4/1/2024	EVENT TICKET: Julie Goebel	\$50.00	\$27,170.92
4/2/2024	PAYPAL: Linda Gomes	\$72.34	\$27,243.26
4/2/2024	EVENT TICKET: Janelle Deguzman's Sister	\$50.00	\$27,293.26
4/4/2024	EVENT TICKET: Valerie Miller	\$50.00	\$27,343.26
4/10/2024	PAYPAL: Donna Vaillancourt	\$96.62	\$27,439.88

2023-24 Jobs for Youth Financial Statements

4/11/2024	EVENT TICKETS: John Kevranian	\$100.00	\$27,539.88
4/15/2024	EVENT TICKETS: Molly Lai	\$100.00	\$27,639.88
4/15/2024	DONATION: Leslie Lowe	\$2,000.00	\$29,639.88
4/17/2024	DONATION: Carling Luk	\$50.00	\$29,689.88
4/17/2024	EVENT TICKETS: Tanya Beat	\$200.00	\$29,889.88
4/22/2024	GRANT: City of Menlo Park	\$4,000.00	\$33,889.88
4/24/2024	DONATION: Michael Carignan	\$145.17	\$34,035.05
4/27/2024	DONATION: Lawrence Tsai	\$23.79	\$34,058.84
MAY	\$10,591.70		
5/1/2024	DONATION: Juan Raigoza	\$727.83	\$34,786.67
5/2/2024	Event Ticket: Joan Dentler	\$50.00	\$34,836.67
5/2/2024	Event Ticket: Gina Quiney	\$50.00	\$34,886.67
5/8/2024	DONATION: Betty Ajoy Hom	\$200.00	\$35,086.67
5/8/2024	Event Ticket: Alicia Gorgani	\$50.00	\$35,136.67
5/9/2024	Event Table: Rubie Macaraeg (Office of Ed)	\$400.00	\$35,536.67
5/9/2024	Event Ticket: Jordan Filerman	\$48.06	\$35,584.73
5/10/2024	DONATION: Donna Vaillancourt	\$96.62	\$35,681.35
5/15/2024	Event Ticket: Sandra Murtagh	\$48.06	\$35,729.41
5/20/2024	Event Tables: Kaiser Permanente	\$800.00	\$36,529.41
5/21/2024	Event Ticket: Mark Reichardt	\$48.06	\$36,577.47
5/22/2024	DONATION: San Mateo County Office of Education	\$28.64	\$36,606.11
5/23/2024	DONATION: Kesha Weekes	\$193.73	\$36,799.84
5/23/2024	DONATION: Julie Goebel	\$145.17	\$36,945.01
5/23/2024	DONATION: Lidia Carter	\$30.64	\$36,975.65
5/23/2024	DONATION: Noah Lai	\$145.17	\$37,120.82
5/23/2024	DONATION: Mike Callagy	\$96.62	\$37,217.44
5/23/2024	DONATION: Diane Webster	\$23.79	\$37,241.23
5/23/2024	DONATION: Donna Vaillancourt	\$145.17	\$37,386.40
5/23/2024	DONATION: David Canepa	\$970.61	\$38,357.01
5/23/2024	DONATION: Jaqueline Rigoni	\$96.62	\$38,453.63
5/23/2024	DONATION: San Mateo County Office of Education	\$96.62	\$38,550.25
5/23/2024	DONATION: Ron Kahn	\$96.62	\$38,646.87
5/23/2024	DONATION: John Barrett	\$145.17	\$38,792.04
5/29/2024	GRANT: Sares Regis Foundation	\$4,000.00	\$42,792.04
5/30/2024	DONATION: Hal & Syliva Kataoka	\$100.00	\$42,892.04
5/30/2024	Event Tables: HR Department	\$800.00	\$43,692.04
5/31/2024	DONATION: Dana Faataui & Roblox	\$958.50	\$44,650.54

2023-24 Jobs for Youth Financial Statements

2023-24 Disbursements *(Revised 6/30/2024)*

JULY				
7/19/2023	2021 Scholar (full scholarship)	\$ 1,500.00		\$1,500.00
AUGUST				
8/7/2023	2022 Scholar (half scholarship)	\$ 1,000.00		\$ 2,500.00
8/23/2023	2023 Scholar (half scholarship)	\$ 1,000.00		\$ 3,500.00
8/31/2023	2023 Scholar (full scholarship)	\$ 2,000.00		\$ 5,500.00
8/31/2023	2023 Scholar (full scholarship)	\$ 2,000.00		\$ 7,500.00
SEPTEMBER				
9/7/2023	2021 Scholar (full scholarship)	\$1,500.00		\$9,000.00
9/13/2023	2023 Scholar (full scholarship)	\$2,000.00		\$11,000.00
9/26/2023	2022 Scholar (half scholarship)	\$1,000.00		\$12,000.00
OCTOBER				
10/5/2023	2021 Scholar (full scholarship)	\$1,500.00		\$13,500.00
NOVEMBER				
11/8/2023	2023 Scholar (half scholarship)	\$1,000.00		\$14,500.00
DECEMBER				
JANUARY				
1/6/2024	2023 Scholar (half scholarship)	\$1,000.00		\$15,500.00
FEBRUARY				
2/29/2024	2022 Scholar (full scholarship)	\$2,000.00		\$17,500.00
MARCH				
3/14/2024	2022 Scholar (full scholarship)	\$2,000.00		\$19,500.00
3/18/2024	2022 Scholar (full scholarship)	\$2,000.00		\$21,500.00
APRIL				
4/22/2024	2023 Scholar (half scholarship)	\$1,000.00		\$22,500.00
MAY				
JUNE				
6/12/2024	2024 Scholar (full scholarship)	\$2,000.00		\$24,500.00



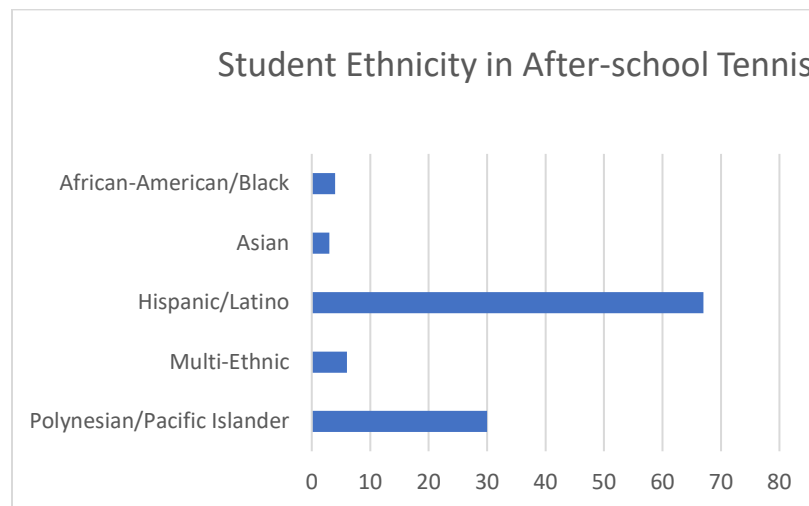
**East Palo Alto Tennis and Tutoring
FY2023-24 Grant Report to the City of Menlo Park**

People are often intrigued by our name and ask, "Why tennis?" The answer lies in the sport's unique benefits. Tennis is a fun, safe, contact-free activity that encourages students to play with others. After a long day at school, kids appreciate getting off screens, going outside, being active, and *playing*. Our coaches incorporate life lessons into their instruction, teaching students leadership, teamwork, and discipline. Many people don't realize that tennis tops all other sports in increasing life expectancy, adding an average of 9.7 years. (See <https://pubmed.ncbi.nlm.nih.gov/30193744/>.) In East Palo Alto, where the average life expectancy is 13 years less than the San Mateo County average of 75 years, tennis is helping to close that gap. (See [City of EPA Report](#).)

EPATT has spent nearly 36 years introducing tennis to new generations of youth from economically vulnerable communities. Our coaches teach PE tennis at Cesar Chavez Ravenswood Middle School (CCRMS). PE is often a student's first exposure to the sport. Those who enjoy PE tennis are excited to play more tennis after school with EPATT alongside students who attend other schools.

Tennis is available only to those with access to tennis courts, coaches, and other resources necessary to play. Unlike other team sports requiring hefty fees to join a club team, EPATT's after-school tennis program is available at no cost to local K-12 youth. Thanks to the financial support of the City of Menlo Park and other funders, EPATT is able to make tennis inclusive by providing these resources to students from the community.

In the 2023-24 academic year, we offered after-school tennis instruction to 110 local K through 12th graders five days a week, from 3:45 to 5:15 PM (except on minimum days – Wednesdays - which run from 1:30 to 5:15 PM). We had 54 boys and 56 girls in the program. 19% were from Menlo Park. Students were predominantly Hispanic (67%) and Pacific Islander (27%).



Students received a minimum of 1.5 hours of tennis instruction two to three times per week. (They attended Monday/Wednesday or Tuesday/Thursday with optional practice on Fridays). Twenty-

seven joined EPATT's traveling tournament team, and over 21 participants played on their school tennis teams! 13 students competed in USTA-sponsored tournaments around the Bay Area. Forty students are participating in our summer program. Additionally, 38 tennis students enrolled in our impactful academic program, which provides no-cost one-on-one tutoring, educational support, parent coaching, and enrichment, helping to ensure students graduate high school ready for college and career.

Thanks to \$8,000 from the City of Menlo Park, we were able to hire an additional tennis coach. The funding covered Coach Uriel Rivera's salary for four months.

EPATT's Record of Expenditure
for City of Menlo Park
\$8,000 Grant Funds

Month	Check Date	Name	Hours	Gross Pay	Employer Taxes	Total Expense	Cumulative
1	12/1/2023	Rivera, Uriel G	7.70	215.60	21.89	237.49	237.49
	12/15/2023	Rivera, Uriel G	11.05	309.40	31.41	340.81	578.30
	12/29/2023	Rivera, Uriel G	21.25	595.00	60.40	655.40	1,233.70
2	1/17/2024	Rivera, Uriel G	14.05	393.40	39.93	433.33	1,667.03
3	2/1/2024	Rivera, Uriel G	42.62	1,193.36	121.12	1,314.48	2,981.51
	2/15/2024	Rivera, Uriel G	38.31	1,072.68	108.88	1,181.56	4,163.07
4	3/1/2024	Rivera, Uriel G	48.73	1,364.44	138.49	1,502.93	5,666.00
	3/15/2024	Rivera, Uriel G	85.29	2,388.12	242.39	2,630.51	8,296.51
			269.00	7,532.00	764.51	8,296.51	



City of Menlo Park
Annual Report & Financial Statement/Analysis FY23-24

Annual Report

Family Connections continues to be grateful for the ongoing support from the City of Menlo Park in helping us sustain our family learning community and continue to support our children and families in our community. With your support, our programs were able to adapt to meet the needs of our families, and in partnership, we accomplished so much in FY 23-24. We have outlined highlights below for your review.

Program Activity Highlights:

Evolving into a Family Resource Hub

Throughout the history of our organization, Family Connections has utilized our early learning classes as a gateway for families to access our full array of family support services, forming our holistic approach to promoting healthy child development. While this single-access-point approach has had a tremendous impact on the thousands of families we served over the years, feedback from participating families and our community has shown the needs for improved access to services have expanded. For this reason, we have evolved from a single-access-point model to a multiple-access-point model known as a Family Resource Hub. The Family Resource Hub model reduces barriers to entry by affording families the opportunity to access any of the services Family Connections offers without requiring enrollment in our early learning programs if the educational needs of their children are being met elsewhere. This model not only affords us the ability to provide our assortment of services to more families, but also allows us to work more collaboratively with other partner agencies supporting families with young children and reduce duplication of services. Additional access points include caregiver/child playgroups, parent education, community workshops, and mental health services that are available to all families.

Enhancing our Early Learning Classes

For our 23/24 school year, we made some shifts to our Early Learning Classes to better support the implementation of developmentally appropriate activities for families. The first shift was adding a second teacher to all of our sites and reduced our class size from 18 families to 12. This change was made to address the need for more individualized support for both parents and children given that many families were sharing that they had an increased level of concern for their child's developmental trajectory. The second shift to our classes was to add an afternoon class to each site to serve more families and help with the increased demand for early learning programming. Because of this shift we were able to increase the capacity of families we serve in our classes by 33%.

Providing critical information to our families

We conducted developmental screenings, more specifically the Ages & Stages Questionnaire (ASQ-3) and Ages & Stages Questionnaire - Social Emotional (ASQ-SE), for 97% of our enrolled families. 88% of these families received follow-up appointments to review the results. Our Family Services Coordinators played a pivotal role in achieving this high assessment completion rate. With this information we shape our lesson plans, family workshops, and offer individualized support which has been transformational for families and ensures they are able to access the critical services they need to support their child's healthy development.

Offering support to families with the youngest of learners

Acknowledging the unique needs of parents with infants, the Family Service Coordinators established a new caregiver support group called "Babies in Bloom." The program caters to expectant families and caregivers with children from birth to 12 months old. The team conducted outreach campaigns to raise awareness of the program within the community. To ensure that all families could access support in their vicinity, the group is offered at all three of our locations (Redwood City, East Palo Alto, and Daly City). Through participation in this support group, families were also able to participate in infant massage classes facilitated by one of our in-house mental health clinicians.

Offering Year Round Programming

Due to the success of our summer programming and because of the feedback given to us by our caregivers, this year we have shifted to a year round model. Offering our classes for families has been very well received by our families with a majority of our classes running at full capacity. By offering year round programming it also helps address the impact of learning loss on our youngest learners, which is a significant challenge for the communities we serve. Additionally, we are also able to use the summer as a transition point for many of our families who will be graduating to our preschool class or to a program within the district.

Early Childhood Mental Health Consultation Expansion

This year, Family Connections partnered with Izzi Early Education to provide Early Childhood Mental Health Consultation services in three different districts throughout San Mateo County, including Ravenswood in East Palo Alto. Through this partnership, Family Connections promotes positive outcomes for infants and young children by helping caregivers, teachers, and school staff develop the attitudes and skills necessary to effectively support the young children's social-emotional development in their care. This is accomplished by observing and focusing on the interactions between infants and caregivers and engaging with caregivers and staff in reflective practices to build self-awareness and increase caregiver and staff capacity to respond in developmentally appropriate and meaningful ways.

Moving into a new site in East Palo Alto

After three years of having a classroom at the Los Robles Ronald McNair Academy in East Palo Alto, in January of 2024, we were informed by the principal of the school that due to renovations happening at their school we will no longer have a classroom as of June 10, 2024. As a result of this, in May of 2024 we signed the lease of our new site at the Girls Club in East Palo Alto. While we are excited about being able to continue to offer programming to our families living in East Palo Alto and the surrounding communities, we are now actively working towards raising funds to cover this new expense.

Year-End Report Data

From data we collected at the end of the year, our data demonstrates:

- 92% of families reported an increased ability to communicate about their challenges.
- 95% reported an increased ability to “pull together” during times of stress.
- 92% of families reported having identified family and community supports to access in a crisis or time of stress.
- 97% of families reported increased parenting skills & knowledge related to children, and parenting has improved.
- 97% of families reported increased confidence in knowing how to keep their children safe and help them learn.
- 98% of families reported an increase in closeness to their children.
- 95% of families report an increased ability to soothe their children when they are upset.
- 97% of families reported an increase in spending time with their children doing activities they enjoy.
- 95% of families reported feeling a strong sense of community at Family Connections.
- 86% of families reported that Family Connections staff are sensitive to their racial & cultural background.
- 97% of families reported that Family Connections communicates in ways they understand.
- 90% of families reported that Family Connections is helping them achieve their goals.
- 97% of families reported overall satisfaction with Family Connections.
- 98% of families reported that they would recommend Family Connections.

Total Participants served from Menlo Park (all programs):

Family Connections is proud to have served 54 participants from the City of Menlo Park.

Total Number of Direct Beneficiaries with Demographic Information

*In FY 23-24, Family Connections served **54 direct beneficiaries** from the City of Menlo Park.

Age	Race	Primary Language
37% Ages 0-5 years	74% Hispanic/Latinx	37% English
23% Ages 20-29 years	11% American Indian/Alaska Native	63% Spanish
19% Ages 30-39 years	15% Unknown	
7% Ages 40-49 years		
7% Ages 50+		
7% Unknown		

Financial Statement/Analysis

Personnel Expenses	Total Costs	Description
Nurturing Families Teachers	\$3,500	Teachers lead instruction and activities in our classrooms, for children one to 3 years old, and their caregivers.
Preschool Teachers	\$3,500	Teachers lead instruction and activities in our classrooms, for children 3 to 5 years old, and their caregivers.
Program Expenses	Total Costs	Description
Materials	\$1,000	Materials and supplies for Learning Kits for learning and engagement at home and in the classroom
Total Expenses	\$8,000	



July 29, 2024

Ms. Nicole Casadas
Executive Assistant to the City Manager
City of Menlo Park
701 Laurel Street
Menlo Park CA 94025

Dear Nicole,

HIP Housing's mission is to invest in human potential by improving the housing and lives of people in San Mateo County. Since 1972, HIP Housing has supported individuals and families in our community seeking to find or remain in affordable housing. What started as a small social service agency has become a multifaceted organization, providing brick-and-mortar housing and innovative direct service programming to low-income individuals and families facing displacement and homelessness.

HIP Housing takes a holistic, trauma-informed approach to housing assistance and support services to address the unique needs of San Mateo County's low-income communities. Our programs work in tandem to 1) prevent displacement and homelessness, 2) connect people to housing and housing resources, 3) maximize and preserve existing housing stock, and 4) equip individuals with the support they need to overcome economic inequities and stabilize their housing and financial situation.

The City of Menlo Park's support of our work is significant. It allows us to achieve our mission of assisting Menlo Park residents and those who work in Menlo Park while also expanding services in San Mateo County. Below is a summary of the activities accomplished in Menlo Park and Countywide during FY 23.24.

MENLO PARK HIGHLIGHTS

- 66 Inquiry calls were received from Menlo Park residents who contacted HIP Housing to learn more about our programs as well as to discuss affordable housing opportunities in San Mateo County. This number represents a 35% increase over FY 22.23.
- 32 residents participated in our new Housing Readiness Program and received affordable housing resources and follow-up support. Five of the individuals were older adults who benefited from case management to guide them through the process of applying for subsidized or affordable housing resources.
- 13 individuals who live or work in Menlo Park participated in the 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. Individuals who worked in Menlo Park were employed with Life Moves, Safeway, and Impact Kickboxing.
- 1 family in Menlo Park participated in the Self-Sufficiency Program (1 adult and 1 child)

- Outreach in Menlo Park:
 - Outreach materials are sent monthly to local faith communities, Menlo Park School Districts, Libraries, Senior Centers, Menlo Park-based non-profits.
 - Distributed outreach flyers to local Menlo Park businesses on Santa Cruz Avenue
 - Set up a resource table at the Menlo Park Farmers Market which we hope will be a recurring, monthly outreach activity
 - Tabled at the Menlo Park Housing Fair
 - Presented information to the staff of Job Train
 - Networked with:
 - Menlo Park Senior Center
 - Peninsula volunteers/Little House
 - Belle Haven Community Center
 - Menlo Park School District
 - Menlo College
 - Menlo School
 - Junior League of the Mid-Peninsula

COMMUNITY OUTREACH

Staff, volunteers, and interns increased awareness in the community about our services by establishing partnerships, conducting presentations, and developing marketing materials in multiple languages. Outreach activities included:

Ads/Articles/flyering: city e-newsletters, Daily Journal, Electronic billboards in San Carlos and Foster City, KHMB, Coastside Buzz, Senior newsletters, Pacifica Voice, Ravenswood School district newsletter, KLove radio station, Belle Haven Community Center, Belmont e-newsletter, The Almanac.

Marketing material distribution to CORE Community Centers, 39 San Mateo County Libraries, Child Care Providers, Therapists, School Districts, Senior Centers, non-profit organizations, San Mateo County departments, faith community.

Networking meetings: Age Forward Coalition, Assistance League, BHRS, HOPE Interagency Council, Immigrant Inclusion Network, New Beginnings Coalition, Pacifica Collaborative, Redwood City Interagency Forum, San Mateo/Foster City school district partners, Sequoia Hospital Community Health Advisory Committee, Westcoast Home Sharing Collaborative, Menlo School, Menlo College, Hillsborough School District, Crystal Springs/Uplands School District, Nueva School, Menlo Park School District.

Presentations: American Association of University Women, San Mateo County library presentations, Town of Atherton, Town of Hillsborough, HOPE IAC Committee, South San Francisco Senior Center, Burlingame Rotary, Crystal Springs School, In-Home Supportive Services, Foster City Rotary, Samaritan House.

Social Media posts on Craigslist, HIP Housing's Social media channels, Nextdoor.com, and Patch.

Tabling Events: Atherton Earth Day, PRIDE, Celebration of the Arts, South San Francisco Senior Center, Millbrae Senior Center, CSM Farmers Market, Menlo Park Farmers market, Colma Community Fair, Daly City Health and Wellness Fair, Foster City Senior Health Fair, Hillsborough Neighborfest, Hillsborough Memorial Day event, Make it Main Street, Pacifica Farmers market, OYE/Latin X conference, San Carlos Hometown Days, San Mateo County Disaster Preparedness, Transition to Independence fair.

HOME SHARING PROGRAM HIGHLIGHTS

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

- Average age of Home Providers was 67, and Home Seekers 51.

- Fifty-nine percent of the Home Seekers were homeless or at risk of homelessness
- Twenty-two percent of applicants were living with a disability.
- Trends: Challenges in applying for affordable housing with lengthy application paperwork and income eligibility requirements; discrepancy between what Home Providers are charging for rent and what Home Seekers can afford; inability to find low-cost assisted living and Home Seekers needing more care at home; hoarding issues; setting realistic expectations for what to charge for an ADU.

24 home sharing matches were arranged for 49 individuals.

- Before having a housemate, Home Providers spent 42% of their income on housing expenses, and Home Seekers spent 26% on housing costs. After a housemate moved in, Home Providers were able to reduce their housing costs to 18% of their income, while Home Seekers were able to find a new housing arrangement and keep their housing costs at 26% of their income.
- An additional 266 applicants remained in their home sharing match made before the fiscal year.

Additional highlights:

- The Housing Readiness Program team hosted a Lunch and Learn hour. Over 100 community members registered.
- Home Sharing clients are sent a survey to provide feedback about their interview and application experience. 86% said our staff is friendly and courteous; 87% said the process was clearly explained, and 90% indicated they would recommend HIP Housing to someone in need of housing support.

HOUSING READINESS PROGRAM

During FY 23.24, HIP Housing’s staff provided housing and community resource information to 2,774 individuals, a 29% increase over the last fiscal year. Whether connecting callers to our programs or answering questions about navigating the affordable housing landscape, we aim to share as much information as possible so that the caller understands the available resources. Our vision has always been to take one more step in providing support, thus, we created the Housing Readiness Program.

We have been working with older adults with very low incomes, technology challenges, or language barriers. The case management support activities include helping individuals apply to affordable housing waiting lists, including the Department of Housing’s subsidized RentCafe portal, while also assessing community resources such as CalFresh or organizations that assist with move-in costs. The program’s goal is to prepare individuals better to understand how to access affordable housing and help them gain lodging. The population of older adults is growing at historic rates. The Harvard Joint Center for Housing Studies projects that households headed by adults 80 and older will double by 2040, and UCSF reports the seniors are the fastest growing homeless population, indicating that there will be an extensive need for interventions to keep seniors from becoming homeless.

During Fiscal Year 23-24, we provided case management support to 123 older adult residents to help them navigate the complex housing landscape in San Mateo County. As a result of initial efforts, eleven individuals who received assistance found affordable housing through the HRP.

PROPERTY DEVELOPMENT

In addition to our programmatic offerings, HIP Housing’s Property Development and Management division has allowed us to preserve and expand the available affordable rental housing in San Mateo County. We partner with local municipalities, private funders, banks, and other institutions to purchase and preserve multi-family residential properties. We acquire, deed restrict, and rent our properties at below-market rates to income-qualified tenants, preserving the integrity of the affordability of these properties in perpetuity. We currently own, operate, and manage 501 affordable units home to 722 low-income families and individuals.

Resident Services at the Senior Properties (Edgewater Isle, Rotary Hacienda, Rotary Floritas)

HIP Housing's Resident Services Coordinator facilitates social and information-sharing events for all three of its senior housing portfolios: Edgewater Isle (92 units), Rotary Hacienda (82 units), and Rotary Floritas (50 units), home to over 230 low-income, older adults.

During the year, the following events were hosted:

- Edgewater Isle hosts a twice-a-month Farmers market with items donated by Second Harvest.
- Rotary Hacienda organizes a weekly food distribution event with items donated by Trader Joes.
- Peninsula Family Services hosts Get-Appy Bingo monthly and teaches technology classes in English and Mandarin.
- Art Bias facilitated art classes and was funded by Dragonfly, a local non-profit that reached out to HIP Housing to create monthly courses for seniors at all three properties. An article about HIP Housing's Collaboration with Art Bias was featured in the Daily Journal.
[Art Bias partners with HIP Housing for fine art classes for seniors | Local News | smdailyjournal.com](#)
- Dragonfly also expanded their activities to include a partnership with Kohl Mansion's music series. A monthly musical recital will be performed at each property.
- Through the generous contributions of donors, every senior was given a \$25 gift card to Target, Safeway, or Trader Joe's during the Holiday Season.
- The City of San Mateo offers reduced transportation for qualified residents based on their income through their Get Around Program. Many residents participate in the Get Around Program and receive \$2/trip rides to get essential daily living items.

Compliance/Property Management projects:

- Greystar completed a 39-unit affordable housing complex in Redwood City and HIP Housing began leasing up all of the units during the fiscal year. HIP Housing is a partial owner of the development and will manage the units.
- Over 30 housing units will break ground in San Carlos in 2025. The Planning Commission and City Council have approved the project that HIP Housing and Eden Housing will develop.
- In early 2024, HIP Housing purchased an office space in downtown San Mateo that will be a home of our own for our Programs and Administrative staff. For over 50 years, HIP Housing has rented office space. With owning our building and getting out from over \$200,000 of rent, we now have more financial resources to support the three social service programs.

SELF SUFFICIENCY PROGRAM (SSP)

The Self Sufficiency Program empowers low-income families and Transitional Age Foster Youth to break the cycle of poverty and transition to financial security by helping them find and secure affordable housing, develop skills that will lead to sustainable employment, and gain financial literacy and life skills needed to realize independence and success. During the fiscal year, fifty-three families representing 60 adults and 93 children were provided support through the program. Highlights included:

- Ten fathers have received fatherhood services through monthly support groups, individual coaching, and/or other fatherhood program activities. As a result of their participation, six partners and twenty children, for a total of thirty-eight individuals, have been touched by the services provided.
- HIP Housing partnered with Balance to provide financial literacy coaching free of charge to SSP families.
- HIP Housing and Mid-Peninsula Housing partner to refer SSP clients to Mid-Pen's Sweeney Lane housing project in Daly City. Mid-Pen sets aside four affordable housing properties for HIP Housing's SSP clients.
- High school-aged students volunteered to tutor youth in Math and Science.
- Cake4Kids, a non-profit group of volunteers who are home-bakers, baked birthday cakes for the youth in SSP.
- Holiday Adopt family donors provided gifts to 82 adults and 113 kids in SSP and 245 seniors in HIP Housing's properties.
- The Activity Fund helped pay for medical, athletic, and educational activities for the youth in SSP.

- The City of San Mateo donated 75 free movie passes for SSP families.
- Listen 4 Good is an organization that the Sobrato Foundation introduced HIP Housing. [Listen4Good](#) focuses on increasing nonprofits' capacity to collect and use client feedback to inform organizational decision-making and make services more client-centered. We designed a survey for SSP clients to provide feedback on their experience in SSP and working with our staff. SSP clients gave us a 76 net promoter score in expressing how likely they would refer someone in their same situation to HIP Housing.

DEI and TRAUMA-INFORMED SYSTEMS CHANGE

DEI strategies are important to HIP Housing both internally and externally. In terms of our internal efforts, HIP Housing has an active DEI Council to whom we pay a stipend for their outstanding efforts, and we have developed a robust DEI Guidebook for our agency. With the help of the Council, we are also updating our Employee Handbook to better reflect DEI practices in our policies. We have removed unnecessary job requirements, like degrees, in job postings and replaced them with “Degree or Job Experience Equivalence” as a way to widen our candidate pool for job openings. We dedicate one staff meeting a month for topics related to DEI. Recent analysis of our Board and staff have identified that we also benefit from an exceptionally diverse mid-level managers team, 91% of whom represent the BIPOC community. The mid-level manager structure provides a vital pathway for advancement opportunities for all staff. Approximately, 70% of our combined Board and Staff identify as part of a BIPOC community and many have lived experience with affordable housing.

We are also increasingly focused on the impact that trauma has on our clients and that movement toward a truly inclusive environment requires us to recognize trauma and adjust our approach through a trauma-informed lens. Over 60% of the population has experienced the kind of trauma that impacts their ability to make good decisions and maintain stable housing. Among our clients, the percentage is closer to 90%. By acknowledging and addressing trauma, we can help our clients and staff to move past this barrier. We have an agency-wide strategic priority to approach everything we do from a trauma-informed lens. Our efforts to cultivate safe, trauma-informed spaces and a self-aware, trauma-informed staff, are instrumental to our housing initiatives and to a healthier, more resilient San Mateo County.

VOLUNTEER PROGRAM

During the year, thirty-four individuals and five interns volunteered to support outreach activities, tutor youth in the Self-sufficiency Program, engage with older adult residents at our three senior housing properties, and assist with office administrative projects. Social Work interns add to our capacity to serve more clients in our Housing Readiness Program as the interns participate in case management, developing content for a weekly resource-sharing email, and updating an affordable housing spreadsheet that HIP Housing created.

HIP Housing partners with the following organizations to host interns:

- Bank of America
- Cal State East Bay
- Eastside Prep School in East Palo Alto
- High Schools, including Notre Dame Belmont, Hillsdale, Aragon, and Palo Alto
- San Jose State’s Social Work program

THANK YOU

This is a significant period of growth for HIP Housing. We are excited to deepen our community impact with our new Housing Readiness Program and are eager to add more tenant opportunities to our housing portfolio.

Equally important, albeit challenging, is attending to our clients' and staff's mental health and well-being. The US Surgeon General has called loneliness a public health crisis, and San Mateo County recently became the first county in

the nation to declare loneliness a health emergency. We are hopeful about our Housing Readiness Program's potential to help seniors facing housing instability, often for the first time, combat loneliness and isolation.

We are also moving our office to facilitate our growing programs better and allow us to incorporate trauma-informed principles into our physical environment.

We thank the City of Menlo Park for supporting our mission and work in San Mateo County. We look forward to providing housing and resources to residents and persons who work in and around Menlo Park and County-wide.

Sincere regards,

Laura Fanucchi
Director of Programs



Housing Readiness Program client with keys to her new home



Tabling at an outreach event in San Mateo



Art Bias art courses



HIP Housing volunteers at Rotary Hacienda

City of Menlo Park Financial Details for HIP

Housing

FY' 2023-2024

Grant Award Amount: \$12,000

Budget Item	Actual Expenditures
<i>Personnel</i>	
Home sharing Program staff salaries	\$10,000
Benefits for Home sharing program staff	\$2,000
<i>Total Personnel</i>	\$12,000
<u>Grand Total</u>	\$12,000



City of Menlo Park FY24 Final Report 7/30/24

Summary of Grant Purpose

The purpose of this grant was to support the activities of JobTrain’s Supportive Services Center, Career Resource Center, and Client Supportive Services Team, all located at JobTrain’s Menlo Park headquarters. The goal of this grant was to deliver these intensive wraparound services to Menlo Park residents, empowering low-income youth and adults in the city with the services and resources they need to improve their lives.

With the support of the City of Menlo Park during FY24:

- JobTrain’s Supportive Services Center continued to help low-income Menlo Park residents to enroll in Public Benefits such as CalFresh and Healthcare, while also connecting them to resources for housing, legal, financial, and family support providers.
- Our Career Resource Center provided residents with an array of job readiness services, helping clients to upgrade their skills and secure employment.
- JobTrain’s Client Supportive Services provided residents with access to critical resources to help them remain stable as they focus on their studies and improving their skills. Resources included transportation vouchers, childcare assistance, and referrals to food, legal, and additional community resources.

Grant Allocation

The City of Menlo Park’s generous grant of \$10,000 for FY24, was allocated as follows:

- 92% was used to provide direct program support and services to Menlo Park residents.
- 8% was used to conduct targeted outreach to Menlo Park residents.

Number of Beneficiaries & Description of Services Provided

During FY24, **158** Menlo Park residents contacted JobTrain for assistance. With your support during the grant period, JobTrain provided direct services (using both in person and remote channels) to **127** of these Menlo Park residents, through our Supportive Services Center, Career Resource Center, and Client Supportive Services Team.

Supportive Services Center:

92 Menlo Park residents received Supportive Services. Staff helped clients to:

- Apply for Emergency Financial Assistance through JobTrain’s Crisis Relief Fund
- Enroll in Medi-Cal and other healthcare services
- Enroll in CalFresh and access other food resources
- Access Public Benefits, including TANF and General Assistance
- Connect to vital resources for housing, legal services, and childcare

Client Supportive Services:

JobTrain staff provided clients with resources to attend training and/or get to work, including: transportation vouchers and supplies needed to help clients succeed in the classroom and/or the workplace.

Career Resource Centers:

62 Menlo Park residents benefited from **250** Career Resource Services. Through Career Centers, clients received:

- Access to computers for job searches
- Referrals to free or low-cost resources such as: free computer rental, low-cost laptops, free or no cost internet
- Rapid Employment Services
- Career Guidance and Job Readiness Services
- Support with job applications, creating a professional resume and interview preparation, and online workshops
- Career guidance and the opportunity to enroll in Skills Upgrade and Career Training Classes

Additional Program Services Provided to Menlo Park Residents in FY24:

In addition to the services delivered with this funding to Menlo Park residents through Supportive Services, Client Supportive Services and Career Resource Centers, **16** Menlo Park residents enrolled in JobTrain’s full time Career Training Programs:

- 81% Successfully completed their training program to date.
- 43% of graduates obtained employment (many students are still in class or just graduated; we expect this rate to increase to 75% within 6 months).
- The average starting wage was \$25.04 per hour.

In addition, 22 City of Menlo Park residents benefitted from Skills Upgrades classes.

Population Served - Demographics

Thanks to the support of the City of Menlo Park in FY24, JobTrain was able to continue targeting vital programs and services to low-income individuals living in areas with the highest rates of poverty and unemployment, both in Menlo Park, and throughout San Mateo and Santa Clara Counties.

Many of the people we served had long been excluded from the economic mainstream. These individuals needed additional services and support to achieve their goals, which is why the “whole person” approach used by JobTrain is so critical to their long-term success.

Of the **3,920** individuals served by JobTrain’s programs and services last year, **7%** were residents of Menlo Park:

- 91% low-income or extremely low-income
- 8% did not finish high school
- 66% were unemployed
- 11% were formerly incarcerated
- 6% were homeless
- 52% Male
- 48% Female
- 74% Hispanic
- 18% Black/African American
- 3% White

JobTrain has been serving the Menlo Park community since 1965. With our headquarters in east Menlo Park our programs and services are easily accessible to Menlo Park residents. When Menlo Park residents come to JobTrain for assistance, they are welcomed into an environment where the dignity and worth of every individual is respected – a place where our staff reflects the diversity of the communities we serve, fostering a welcoming place for our clients to learn, grow and thrive.

Targeted Outreach Activities

To ensure that JobTrain continues to connect to the Menlo Park residents who will benefit from our programs and services, staff conducted extensive outreach during the grant period. Listed below are some of the San Mateo County businesses and community organizations that were targeted through outreach activities last year:

Date	Event	Location
July 2023	Daly City Partnerships Family Resource Day	Daly City
July 2023	South San Francisco Farmers Market	South San Francisco
July 2023	New Sweet Home Church of God in Christ Women’s Resource Fair	East Palo Alto
August 2023	VA Palo Alto Health Care System Career Fair	Menlo Park
August 2023	Women’s Leadership Conference	South San Francisco
August 2023	Sequoia Adult School ESL Class Presentation	Menlo Park
September 2023	Fellowship of Faith Community Event	East Palo Alto
September 2023	KIPP Excelencia Community Prep Fall Festival	East Palo Alto
September 2023	Rocketship School Our LatinX Heros Night	Redwood City
September 2023	San Mateo Adult School Job Fair	San Mateo
October 2023	Sequoia Adult School ESL Class Presentation	Menlo Park
November 2023	Renaissance Entrepreneurship Center “Passion for Profit” Event	East Palo Alto
December 2023	St. Anthony’s Catholic Church Dia de Guadalupe Event	Menlo Park
December 2023	The Primary School Winterfest Resources Fair	East Palo Alto
December 2023	Renaissance Entrepreneurship Center Winter Market Event	East Palo Alto
December 2023	Rocketship School Posada Event	Redwood City
February 2024	Sequoia Adult School ESL Class Presentation	Menlo Park
February 2024	San Mateo County Office of Education Transition Fair	San Mateo

March 2024	Capuchino High School Career Fair	San Bruno
March 2024	East Palo Alto Academy Education Fair	East Palo Alto
March 2024	County of San Mateo Immigrant Forum Mixer	San Mateo
March 2024	Sequoia Adult School Presentation in Spanish to Beginning ESL Class	Menlo Park
May 2024	Baden High School Spring Job and Resource Fair	South San Francisco
May 2024	El Camino High School Event for Graduating Seniors	South San Francisco
May 2024	College Track Spring Showcase and Community BBQ	East Palo Alto
June 2024	San Mateo Pride Event	San Mateo
June 2024	El Concilio of San Mateo County Mural Event	Redwood City
June 2024	Renaissance Entrepreneurship Center Career and Resource Fair	Redwood City

In Conclusion

The Bay Area community, for many people, is a place of prosperity. However, within this prosperity, too many residents have been left behind, and the COVID pandemic only exacerbated the economic disparities in the region, particularly for the low-income residents of Menlo Park.

More than ever the work JobTrain does is critically important for the full economic recovery of the entire region and ensuring that everyone is included in that recovery. JobTrain remains committed to delivering high performing programs and wraparound supportive services that empower clients to transition from poverty to a sustainable career, and ultimately achieve full economic mobility.

Last year, thanks to the generosity and support of the City of Menlo Park, JobTrain was able to deliver an array of programs and supportive services that directly address the challenges faced by low-income youth and adults in Menlo Park, empowering these individuals with the skills, the opportunity, and the resources they need to be successful.

During FY24, 158 Menlo Park residents contacted JobTrain for help. With your support through this generous grant, JobTrain directly impacted the lives of 127 Menlo Park residents, through our Supportive Services Center, Career Resource Center, Skills Upgrade Classes and Career Training Services.

An example of the impact of JobTrain’s programs comes from what graduates say:

“I’m no longer living on a meager salary; I have a stable income. I can save money, and it’s comforting knowing I have a purpose. I know I belong helping others. JobTrain completely turned my life around. I love my job. It’s given me a sense of satisfaction and pride in what I’m doing.”

-Alejandra, recent graduate of JobTrain’s Medical Assistant Career Training Program

On behalf of JobTrain clients living in Menlo Park whose lives have been impacted by this grant – Thank You. Your generosity and support are changing lives in the long-term.

JobTrain's Supportive Services Program Budget

JobTrain (formerly OICW)

Budget

FY24

REVENUE

Individual Contributions	91,774
Special Events	0
Corporate	0
Foundation Grants	10,000
Government Grants	95,700
Earned Revenue	0
Other Revenue	<u>0</u>
	<u>197,474</u>

EXPENSES

Payroll	130,600
Payroll Costs	32,997
Client Support	11,100
Training and Educational	1,500
Employee Training and Travel	1,900
Taxes, Insurances and Fees	1,556
Repairs and Maintenance	0
Lease Charges	3,657
Supplies and Services	4,997
Utilities	9,168
Equipment, Furniture and Fixtures	0
Fundraising	0
Other Expenses	<u>0</u>
	<u>197,474</u>

JobTrain (formerly OICW)
Statement of Revenues and Expenditures - FY19 Summary
From 7/1/2022 Through 6/30/2023

JobTrain - Supportive Service Center (7/1/23-6/30/24)

	<u>Actual</u>	<u>City of Menlo Park</u>
REVENUE		
Individual Contributions	145,960	0
Foundation Grants	10,000	10,000
Other Revenue	<u>0</u>	<u>0</u>
Total REVENUE	<u>155,960</u>	<u>10,000</u>
EXPENSES		
Payroll	102,862	6,595
Payroll Costs	32,772	2,101
Training and Educational	719	46
Employee Training and Travel	62	4
Taxes, Insurances and Fees	2,980	191
Repairs and Maintenance	182	12
Lease Charges	3,910	251
Supplies and Services	3,671	235
Utilities	8,793	564
Other Expenses	<u>9</u>	<u>1</u>
Total EXPENSES	<u>155,960</u>	<u>10,000</u>

Project Mindfulness in Menlo • Junior League of Palo Alto•Mid Peninsula

The Junior League of Palo Alto•Mid Peninsula’s mission is to advance women’s leadership for meaningful community impact through volunteer action, collaboration, and training. The Junior League of Palo Alto•Mid Peninsula focuses on improving the well-being of its community through programs and community partnerships that address the impacts of systemic poverty on the physical and mental health of individuals and families, including the lack of sufficient housing, food, and provisions.

We aim to serve elementary-aged students (grades K-5) of diverse ethnic backgrounds by providing social-emotional learning (SEL) and wellness packs to select Menlo Park City School District students. We plan to distribute 37 SEL packs, 4 times per academic year, including mindfulness, wellness, SEL activities, and healthy snacks. Due to many students and administration being on Summer break, we are currently in the preparation phase of this program, aiming to have the first distribution in Fall 2024 once school is back in session.

Sara Gee spoke with the Oak Knoll principal, Alicia Payton-Miyazaki, on June 4, 2024 about distributing the social-emotional learning and wellness packs to Menlo Park City School District students who would most benefit from these materials during the 2024-2025 academic year. We’ve established this connection with Oak Knoll and are in the process of confirming with the other two schools (Encinal and Laurel) in hopes that they will also be part of Project Mindfulness. The plan is to have the elementary school counselors determine which students would most benefit from these materials and distribute them directly to those students to respect student privacy rights. Please refer to the distribution list below as well as the detailed invoices for more information on materials included in these packs.

Project Mindfulness in Menlo Distribution List

Distribution #1: Theme: "Intro to Mindfulness & Power of Affirmations"

- “Mindful Eating” Healthy snacks for children to choose from
- Big Life Journal (Growth Mindset, goal planner)
- Pencils
- Watercolors
- Watercolor paper pads (place painter's tape border around the first page of the book)
- Textured sensory stickers for desk
- Fidget rings
- Mental Health Resources Directory / Sensory Regulation Resources guide

Distribution #2: Theme: “Mindfully Creative”

- “Mindful Eating” Healthy snacks for children to choose from
- Mindful Affirmations and Activities Guidebook

- Dot Art Activity Sheets
- Sticker by Number activity books
- Sketch Book
- Craft Bucket
- Stickers
- Mental Health Resources Directory / Sensory Regulation Resources guide

Distribution #3: Theme: “Mindfully Unplugged + The Power of Building”

- “Mindful Eating” Healthy snacks for children to choose from
- Small Lego kits
- Bulk Legos to divide into smaller bags (creativity)
- Lego base plate
- Mindfulness patterns coloring books
- Colored pencils
- Mental Health Resources Directory / Sensory Regulation Resources guide

Distribution #4: Theme: “Mindfully Active + Ready for Summer”

- “Mindful Eating” Healthy snacks for children to choose from
- “Yoga and Meditation for Children” card deck
- Jump Rope (unpack)
- Blow Up Ball (have them blown up already)
- Bubbles
- Mental Health Resources Directory / Sensory Regulation Resources guide

Project Mindfulness in Menlo Supplies Spending Tracker

Vendor	Amount of Purchase
Target order # 1	\$ 228.03
Target order # 2	\$ 21.84
Target order # 3	\$ 1,195.00
Costco order	\$ 496.97
Amazon order #1	\$ 4,955.72
Amazon order #2	\$ 606.40
Total	<u>\$ 7,503.96</u>

Deliver to Sara Menlo Park 94025

All Search Amazon

Hello, Sara Account & Lists Returns & Orders 99+

All Medical Care Prime Video Household, Health & Baby Care Pharmacy Coupons Livestreams Tomorrow: The WNBA is back



Thank you for being a Prime member. Get \$100 off: pay \$4,885.05 \$4,985.05 upon approval for Prime Visa.

Find out how

Shopping Cart

Deselect all items

Price

Skillmatics Art & Craft Activity - Foil Fun Animals, No Mess Art... has been moved to Saved for Later.

Subtotal (274 items): \$4,965.09

This order contains a gift

Proceed to checkout



Nature's Bakery Fig Bar Minis, Raspberry, Whole Grain,

\$30.84

by Nature's Bakery

Save 5% now with Subscribe & Save

In Stock

Two-Day

FREE delivery Fri, May 17

This is a gift Learn more

Flavor Name: Raspberry

Size: 60 Count

Qty: 1 Delete Save for later

Compare with similar items Share



Nature's Bakery Whole Wheat Fig Bar, Vegan + Non-GMO,

\$9.98

by Nature's Bakery

Save 5% now with Subscribe & Save

FREE delivery for Prime members

This is a gift Learn more

Flavor Name: Apple Cinnamon

Size: 12 Count (Pack of 1)

Qty: 4 Delete Save for later

Compare with similar items Share



Kibo Chickpea Chips - High Protein/Fiber, Plant-Based,

\$21.99

by KIBO FOODS

Save 10% now with Subscribe & Save

In Stock

One-Day

FREE delivery Tomorrow, May 16

This is a gift Learn more

Flavor Name: Variety Pack

Qty: 4 Delete Save for later

Compare with similar items Share

Explore frequently repurchased items



MadeGood Granola Minis Chocolate Chip ...

3,066

\$20.75

Add to Cart



Mission Meats Kids Beef Sticks - 100% Grass F...

1,032

\$24.99

Add to Cart



MadeGood Healthy Snacks Variety Pack (...)

6,010

\$29.99

Add to Cart



Bare Baked Crunchy Fruit Variety Pack, 0.5...

12,093

\$16.98

Add to Cart



Sensible Portions Veggie Straws Multi-Pack, Sea Salt

\$10.99

by Sensible Portions

Save 5% now with [Subscribe & Save](#) >

In Stock

One-Day

FREE delivery **Tomorrow, May 16**

This is a gift [Learn more](#)

Flavor Name: Sea Salt & Ranch

Size: 7.5 Ounce (Pack of 1)

Qty: 4 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



Stretch Island Black Forest Fruit Strips, Variety Pack,

\$19.19

by Stretch Island

Save 5% now with [Subscribe & Save](#) >

#1 Best Seller in Fruit Leathers

In Stock

One-Day

FREE delivery **Tomorrow, May 16**

This is a gift [Learn more](#)

Style: Variety

Size: 48 Count

Qty: 2 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



JOYIN 4-Pack Crafts for Kids Ages 4-8 Sticker Painting

\$17.09

In Stock

Exclusive Prime price

One-Day

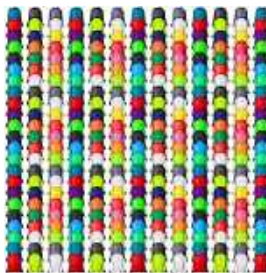
FREE delivery **Tomorrow, May 16**

FREE Returns

This is a gift [Learn more](#)

10 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



Kuhome 300Pcs Drawstring Backpacks Bulk String Bag

\$159.99

In Stock

Two-Day

FREE delivery **Fri, May 17**

FREE Returns

This is a gift [Learn more](#)

Color: Multicolor

Number of Items: 300

Qty: 1 [Delete](#) [Save for later](#) [Share](#)



60 Pack Dandy Decor Rainbow Confetti Balloons w/Ribbon |

\$9.95

In Stock

Two-Day

FREE delivery **Fri, May 17**

FREE Returns

This is a gift [Learn more](#)

Qty: 1

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

[Share](#)



HOMZ Durabilt 15 Gallon Capacity Flip Lid Stackable

\$151.99

Only 8 left in stock - order soon.

Shipped from: [Spreetail](#)

Two-Day

FREE delivery **Fri, May 17**

FREE Returns

Climate Pledge Friendly

Gift options not available. [Learn more](#)

Size: 6 PACK

Qty: 2

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

[Share](#)



48 Pack Bubble Bottle with Wand Attached to the Cap (8

\$27.98

In Stock

One-Day

FREE delivery **Tomorrow, May 16**

FREE Returns

This is a gift [Learn more](#)

Qty: 2

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

[Share](#)



Libima 72 Pieces Anxiety Sensory Stickers Anxiety

\$15.99

In Stock

One-Day

FREE delivery **Tomorrow, May 16**

FREE Returns

This is a gift [Learn more](#)

Color: Classic Color

Qty: 1

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

[Share](#)



Sensory Toys Fidget Rings for Kids 36Pack: Anxiety Rings for

\$16.99

In Stock

One-Day

FREE delivery **Tomorrow, May 16**

FREE Returns

This is a gift [Learn more](#)

Style: 36pcs

Coupon Clipped
Save 10%

Qty: 2 [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)



JOYIN Rainbow Beach Balls(12 Pack), 12" Inflatable **\$9.99**

#1 Best Seller in Beach Balls
In Stock

One-Day
FREE delivery **Tomorrow, May 16**
FREE Returns

This is a gift [Learn more](#)

Qty: 4 [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)



GRAWUN 12 Pack Jump Rope For Kids,Soft Beaded Jump **\$29.99**

In Stock

One-Day
FREE delivery **Tomorrow, May 16**
FREE Returns

This is a gift [Learn more](#)

Color: 12 Pack

Qty: 4 [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)



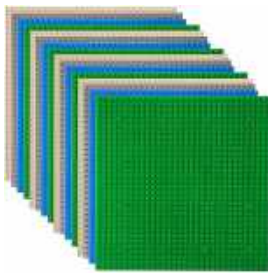
LEGO Classic Large Creative Brick Box 10698 Building Toy **\$33.12**

In Stock

One-Day
FREE delivery **Tomorrow, May 16**
FREE Returns

This is a gift [Learn more](#)

Qty: 3 [Delete](#) [Save for later](#)
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LVHERO 16 Pcs Classic Baseplates Building Plates for **\$26.99**

In Stock

One-Day
FREE delivery **Tomorrow, May 16**
FREE Returns

This is a gift [Learn more](#)

Color: Multicolored

Qty: 3 [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)



LEGO Classic Medium Creative Brick Box 10696 Building Toy

\$21.42

In Stock

One-Day

FREE delivery Tomorrow, May 16

FREE Returns

This is a gift [Learn more](#)

Qty: 3

[Delete](#)

[Save for later](#)

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[Share](#)



Big Life Journal - Second Edition: A Growth Mindset

\$26.50

In Stock

One-Day

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FREE Returns

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50

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

[Share](#)



LEGO Creator Vehicle Pack 66777 Collectible Car Set with

\$24.99

In Stock

Two-Day

FREE delivery Fri, May 17

FREE Returns

This is a gift [Learn more](#)

10

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

[Share](#)



4PCS Crafts for Kids Ages 4-8 Sticker Books - Includes

\$18.99

In Stock

One-Day

FREE delivery Tomorrow, May 16

FREE Returns

This is a gift [Learn more](#)

10

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

[Share](#)



Skillmatics Art Activity - Dot It Unicorns & Princesses, No

\$14.97

#1 Best Seller in Kids' Scrapbooking Kits

In Stock

One-Day

FREE delivery Tomorrow, May 16

FREE Returns

Climate Pledge Friendly

This is a gift [Learn more](#)

Style: 1. Unicorns & Princesses

50 [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)



Mindful Affirmations and Activities: A Kid's guide with **\$10.84**

by Pragma Tomar

Paperback

In Stock

Two-Day

FREE delivery **Fri, May 17**

FREE Returns

This is a gift [Learn more](#)

50 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



JOYIN 432 Count Colored Pencils Bulk, Pre-sharpened **\$37.99**

In Stock

One-Day

FREE delivery **Tomorrow, May 16**

FREE Returns

This is a gift [Learn more](#)

Qty: 3 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)

[Save more with
Subscribe &
Save >](#)



Mindfulness Patterns: Coloring Book with Creative **\$7.99**

by Vivi Tinta

#1 Best Seller in Digital Art

Paperback

In Stock

Two-Day

FREE delivery **Fri, May 17**

FREE Returns

This is a gift [Learn more](#)

50 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)

Your Items

Saved for later (7 items)

[Buy it again](#)

Craft kits (1)

Books (3)

Sewing stabilizers (1)

Hair claws (1)

Stuffed animals & teddy bears



Details for Order #112-6079453-2058661

Print this page for your records.

Order Placed: May 20, 2024

Amazon.com order number: 112-6079453-2058661

Order Total: \$4,955.72

Not Yet Shipped

Items Ordered

	Price
2 of: <i>48 Pack Bubble Bottle with Wand Attached to the Cap (8 Colors), Bubbles Bulk Set for Kids Party Favors, Blower Bubbles Refill Toy for Toddler Summer Outside, Birthday Gift, Goody Bag Stuffers Supplies</i> Sold by: MAPIXO (seller profile) Supplied by: Other Condition: New	\$27.98
1 of: <i>Libima 72 Pieces Anxiety Sensory Stickers Anxiety Textured Stickers Fidget Stickers Mindfulness Sticker School Counselor Supplies Adult Sensory Items Anxiety Relief for Kids, 9 Styles (Classic Color)</i> Sold by: Zacolinc (seller profile) Supplied by: Other Condition: New	\$15.99
2 of: <i>Sensory Toys Fidget Rings for Kids 36Pack: Anxiety Rings for Stress Relief - Stretchy Calming Toys for Autism - Bulk Fidgets for Students Classroom Prize</i> Sold by: KLT Online (seller profile) Supplied by: Other Condition: New	\$16.99
3 of: <i>LEGO Classic Large Creative Brick Box 10698 Building Toy Set for Back to School, Toy Storage Solution for Classrooms, Interactive Building Toy for Kids, Boys, and Girls</i> Sold by: Amazon.com Services, Inc Supplied by: Other Condition: New	\$33.12
3 of: <i>LEGO Classic Medium Creative Brick Box 10696 Building Toy Set - Featuring Storage, Includes Train, Car, and a Tiger Figure, and Playset for Kids, Boys, and Girls Ages 4-99</i> Sold by: Amazon.com Services, Inc Supplied by: Other Condition: New	\$21.42
4 of: <i>JOYIN Rainbow Beach Balls(12 Pack), 12" Inflatable Swimming Pool Toys for Summer Water Games Kids Birthday Party Supplies Combo Set Include Inflatable Beach Balls</i> Sold by: JoyinDirect (seller profile) Supplied by: Other Condition: New	\$9.99
10 of: <i>4PCS Crafts for Kids Ages 4-8 Sticker Books - Includes Dinosaur Llama Turtle and More Animal Designs Gift Party Create 40 Pictures</i> Sold by: jilmart (seller profile) Supplied by: Other Condition: New	\$18.99
50 of: <i>Skillmatics Art Activity - Dot It Unicorns & Princesses, No Mess Sticker Art for Kids, Craft Kits, DIY Activity, Gifts for Boys & Girls Ages 3, 4, 5, 6, 7, Travel Toys</i> Sold by: Skillmatics USA (seller profile) Supplied by: Other Condition: New	\$14.97
50 of: <i>Big Life Journal - Second Edition: A Growth Mindset Guided Journal for Children - Interactive Journal and Goal Planner for Kids - Guided Journal for Kids with Prompts, Big Life Journal</i>	\$26.50

Sold by: Big Life Journal ([seller profile](#))

Supplied by: Other

Condition: New

4 of: *Sensible Portions Veggie Straws Multi-Pack, Sea Salt and Zesty Ranch Flavor, Gluten-Free Chips, Individual Snacks, 0.75 Ounce Bag, 10-Pack* \$10.99

Sold by: Amazon.com Services, Inc

Supplied by: Other

Condition: New

2 of: *Stretch Island Black Forest Fruit Strips, Variety Pack, Cherry, Apple, Raspberry, Grape, Strawberry, Apricot, 0.5ounce Strips (Pack of 48)* \$19.19

Sold by: Amazon.com Services, Inc

Supplied by: Other

Condition: New

50 of: *Mindfulness Patterns: Coloring Book with Creative Pattern Designs for Stress Relief and Relaxation, Tinta, Vivi* \$7.99

Sold by: Amazon.com Services, Inc

Supplied by: Other

Condition: New

50 of: *Mindful Affirmations and Activities: A Kid's guide with 50 Positive Mantras and Activities to Manage Emotions, Grow Mindful, Strong and Confident, Tomar, Pragya* \$10.99

Sold by: Amazon.com Services, Inc

Supplied by: Other

Condition: New

1 of: *Nature's Bakery Fig Bar Minis, Raspberry, Whole Grain, Vegan Friendly, Kosher, Non-GMO, 10 Ounce (Pack of 6)* \$30.84

Sold by: Amazon.com Services, Inc

Supplied by: Other

Condition: New

1 of: *Kuhome 300Pcs Drawstring Backpacks Bulk String Bag Cinch Sack Pack Storage Knapsack Polyester Gift Bags Sports Drawstring Bags for Trip Gym Party Bags(20 Colors)* \$159.99

Sold by: Nichuang US ([seller profile](#))

Supplied by: Other

Condition: New

2 of: *JOYIN 432 Count Colored Pencils Bulk, Pre-sharpened Colored Pencils for Kids 4+, Bulk Coloring Pencils School Supplies for Teachers, Classroom Prizes (12 Assorted Colors, Individual Pack of 36)* \$39.99

Sold by: JoyinDirect ([seller profile](#))

Supplied by: Other

Condition: New

3 of: *LVHERO 16 Pcs Classic Baseplates Building Plates for Building Bricks 100% Compatible with All Major Brands-Baseplate, 10" x 10" (Multicolored)* \$26.99

Sold by: Little Valentine ([seller profile](#))

Supplied by: Other

Condition: New

4 of: *GRAWUN 12 Pack Jump Rope For Kids,Soft Beaded Jump Rope,Adjustable Length Tangle-Free Segmented Soft Beaded Skipping Rope,for Women, Men and Kids Keeping Fit,Workout and Weight Loss* \$29.99

Sold by: VOISEN.STORE ([seller profile](#))

Supplied by: Other

Condition: New

10 of: *JOYIN 4-Pack Crafts for Kids Ages 4-8 Sticker Painting Book Gift Party Favor Creations 40 Pictures - Mess-Free Art Play for Kids' Creative Adventures at Home and While Traveling* \$18.99

Sold by: JoyinDirect ([seller profile](#))

Supplied by: Other

Condition: New

2 of: *EOOUT 24pcs Mesh Zipper Pouch Bags, A4 Zipper Bags for Organizing Storage, Waterproof Zipper Pouches, Letter Size, File Bags for School, Toys, Puzzle, Board Games and Office Supplies* \$12.99

Sold by: EOOUT (seller profile)

Supplied by: Other

Condition: New

1 of: *60 Pack Dandy Decor Rainbow Confetti Balloons w/Ribbon | Rainbow Balloon | Party Balloons | Helium Balloons | Multi Colored Balloons | Birthday Balloons | Globos para Fiestas | Bright Balloons* \$9.95

Sold by: Dandy Decor by Ko & Co (seller profile)

Supplied by: Other

Condition: New

10 of: *LEGO Creator Vehicle Pack 66777 Collectible Car Set with Buildable Car Toys, Great Party Favors for Goodie Bags or Stocking Stuffers for Boys, Girls and Kids Ages 8 and Up* \$24.99

Sold by: Amazon.com Services, Inc

Supplied by: Other

Condition: New

Shipping Address:

Sara M Gee
1745 STANFORD AVE
MENLO PARK, CA 94025-5758
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

American Express ending in 1015

Billing address

Sara Gee
1745 STANFORD AVE
MENLO PARK, CA 94025-5758
United States

Item(s) Subtotal:	\$4,551.72
Shipping & Handling:	\$0.00
Promotion Applied:	-\$6.00
Buy more, save 8%:	-\$2.08
Your Coupon Savings:	-\$1.70
Your Coupon Savings:	-\$1.14

Total before tax:	\$4,540.80
Estimated tax to be collected:	\$414.92

Grand Total:	\$4,955.72

To view the status of your order, return to [Order Summary](#).

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English United States

[Help](#)



Sara Gee <sarakuwabara@gmail.com>

Your Costco.com Order Number 1115236893 is Confirmed.

orderstatus@costco.com <orderstatus@costco.com>
Reply-To: orderstatus@costco.com
To: sarakuwabara@gmail.com

Tue, May 28, 2024 at 3:23 PM



Order Confirmation

Thank you for ordering from [Costco.com](https://www.costco.com). Please note, Costco will send multiple emails; (1) when product(s) are ready for pickup at your selected warehouse location or, (2) when product(s) are shipped for delivery to your selected address.



(98)2100000001115236893

Order Number	Order Placed	Membership Number
1115236893	May 28, 2024	111969076832
View or Change Order		

2-Day Delivery

Shipping Address

Sara Gee
1745 STANFORD AVE
MENLO PARK, CA 94025-5758
sarakuwabara@gmail.com



BIC Grip 4 Color Ball Pens with 3 Color + Pencil Set, 10-count
Item #1551551
\$12.99
Quantity 4



Nature's Garden Organic Trail Mix Snack Packs, Variety Pack, 1.2 oz, 24-count
Item #1123591
\$14.99
Quantity 2



Annie's Organic Bunny Snack Pack Baked Crackers and Graham Snacks, 1.07 oz, Variety Pack, 36-count
Item #1690089
\$16.99
Quantity 4



Kirkland Signature, Organic Applesauce, 3.17 oz, 24-Count
Item #897971
\$12.99
Quantity 2



That's it Mini Fruit Bars, 24-count
 Item #1361170
 \$15.99
 Quantity 4



Newtons Fig Cookies, 2 oz, 24-count
 Item #767083
 \$12.99
 Quantity 2



BelVita Breakfast Biscuits, Blueberry, 1.76 oz, 30 count
 Item #1229303
 \$17.99
 Quantity 2



Ziploc Seal Top Freezer Bag, Gallon, 38-count, 4-pack
 Item #921279
 \$19.99
 Quantity 3



Clif Kid Organic ZBar, Variety Pack, 1.27 oz, 36-count
 Item #986292
 \$26.99
 Quantity 3



Avery Easy Peel Address Labels, 4200-count
 Item #579419
 \$39.99
 Quantity 1

Shipping & Terms

Two day transit is included in the quoted price.

The delivery time is 2 business days from the day of order if ordered before 12:00 noon local time.

Order by Noon	Delivered By
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday
Saturday	Tuesday
Sunday	Tuesday
Holidays	2 business days after the holiday

Subtotal	\$ 482.73
Shipping & Handling	\$ 0.00
2-Day Delivery Fee	\$ 0.00
Estimated Tax	\$ 14.24
Total	\$ 496.97

Ship to 94025

Redwood City



What can we help you find?

Orders / 902001738001458

Order details

#902001738001458

Placed at 1:45 PM yesterday



Fix an issue

Get help with missing or damaged items and more



Start a return

Return to a store or print a free return label



Get help

Find relevant help content or contact us



Preparing to ship

Scheduled to arrive Thu, May 30



9"x12" Heavywei...

\$3.00 each

Qty 2



9"x13" Circular A...

\$5.00

Qty 1



Delivering to

174***

Menlo Park, CA 94025

\$1195.00



Subtotal (173 items) **\$1092.57**

Shipping Free

Tax \$102.43

SALES TAX \$102.43

Total \$1195.00



American Express

*1015



Arriving Fri, May 31

On time



LEGO Classic M...

\$21.49 each

Qty 3



FedEx Target.com
Order placed

Track package

Delivering to

174***

This order earned you:



Target Circle
Votes

5



Menlo Park, CA 94025



Cosmic Bucket o...

\$10.00 each
Qty 3



Puffy Sticker Pac...

\$5.00 each
Qty 10



9"x13" Shapes A...

\$5.00 each
Qty 2



Scotch Blue Mult...

\$4.49 each
Qty 3



9"x12" Heavywei...

\$3.00 each
Qty 6



Arriving Thu, May 30

On time

FedEx Target.com
Order placed



360ct Address La...

\$5.99
Qty 1



Track package



273pc Jungle Bu...

\$10.00 each
Qty 3



Delivering to

174***
Menlo Park, CA 94025



Ticonderoga #2 ...

\$4.39 each

Qty 3



157ct 3D Puffy St...

\$5.00 each

Qty 13



LEGO Classic La...

\$33.49 each

Qty 3



9"x13" Circular A...

\$5.00 each

Qty 4



8ct Washable Wa...

\$1.75 each

Qty 10



Arriving Thu, May 30

On time

FedEx Target.com
Order placed



273pc Jungle Bu...

\$10.00 each

Qty 17



[Track package](#)

Delivering to

174***

Menlo Park, CA 94025



Arriving Fri, May 31

On time

FedEx Target.com
Order placed

[Track package](#)



Cosmic Bucket o...

\$10.00 each

Qty 17



Delivering to

174***

Menlo Park, CA 94025



Arriving Fri, May 31

On time



Order placed



157ct 3D Puffy St...

\$5.00 each

Qty 5



Track package



Puffy Sticker Pac...

\$5.00 each

Qty 10



Delivering to

174***

Menlo Park, CA 94025



9"x13" Shapes A...

\$5.00 each

Qty 6



9"x12" Heavywei...

\$3.00 each

Qty 10



9"x13" Circular A...

\$5.00 each

Qty 8



8ct Washable Wa...

\$1.75 each

Qty 10



Arriving Fri, May 31

On time



Order placed



157ct 3D Puffy St...

\$5.00

Qty 1



Track package

Delivering to

174***

Menlo Park, CA 94025



9"x13" Circular A...

\$5.00 each

Qty 7



Arriving Thu, May 30

On time



Target.com

Order placed



157ct 3D Puffy St...

\$5.00

Qty 1



Track package

Delivering to

174***

Menlo Park, CA 94025



Arriving Fri, May 31

On time



Target.com

Order placed



9"x13" Shapes A...

\$5.00 each

Qty 12



Track package

Delivering to

174***

Menlo Park, CA 94025



Arriving Thu, May 30

On time



Target.com

Order placed



9"x12" Heavywei...

\$3.00 each

Qty 2



Track package

Ship to 94025

Redwood City



What can we help you find?

[Orders](#) / 902001738001459

Order details

#902001738001459

Placed at 1:45 PM yesterday



Get help

Find relevant help content or contact us



Preparing to ship

Scheduled to arrive Mon, Jun 3



Bright Creations ...

sold and shipped by

[JUVO+](#)

\$9.99 each

Qty 2



Delivering to

174***

Menlo Park, CA 94025

\$21.84



Subtotal (2 items) **\$19.98**

Shipping **Free**

Tax **\$1.86**

Local Sales and Use Tax **\$0.66**

Sales and Use Tax **\$1.20**

Tax **\$1.20**

Total \$21.84



American Express

*1015

Common Questions

[All FAQs](#)

General questions

✓ Can I change my shipping address?

✓ How do I get 2-day shipping?

Ship to 94025

Redwood City



What can we help you find?

Orders / 912001738001460

Order details

#912001738001460

Placed at 1:48 PM yesterday



Fix an issue

Get help with missing or damaged items and more



Start a return

Return to a store or print a free return label



Get help

Find relevant help content or contact us



Preparing to ship

Scheduled to arrive Thu, May 30



9"x13" Circular A...

\$5.00 each

Qty 2



9"x13" Circular A...

\$5.00 each

Qty 11



Delivering to

174***

Menlo Park, CA 94025

\$228.03



Subtotal (63 items) **\$208.47**

Shipping **Free**

Tax **\$19.56**

SALES TAX **\$19.56**

Total \$228.03

American Express
*1015



Arriving Fri, May 31

On time



9"x13" Circular A...

\$5.00 each

Qty 7



Grimes, IA
ORIGIN

[Track package](#)

Delivering to

174***

This order earned you:

Target Circle Votes **2** [>](#)

Menlo Park, CA 94025



9"x12" Heavywei...

\$3.00 each

Qty 14



8ct Washable Wa...

\$1.75 each

Qty 15



Arriving Fri, May 31

On time

FedEx Target.com
Order placed



9"x12" Heavywei...

\$3.00 each

Qty 6



Track package



8ct Washable Wa...

\$1.75 each

Qty 5



Delivering to

174***

Menlo Park, CA 94025



Scotch Blue Mult...

\$4.49 each

Qty 3



Common Questions

[All FAQs](#)

General questions

✓ Can I change my shipping address?

✓ How do I get 2-day shipping?

✓ My order was marked as delivered. Where are my packages?

**Legal Aid Society of San Mateo County's
City of Menlo Park FY23-24 Community Funding Grant Report**

In FY 23-24, the Legal Aid Society of San Mateo County received an \$8,000 Community Funding Grant from the City of Menlo Park to provide direct legal services to low-income residents in the areas of housing, health care, income maintenance, special education, domestic violence, immigration, and elder abuse. During the year, funding from the City of Menlo Park was utilized, in combination with other funding from public and private sources, to provide a variety of direct legal services to Menlo Park residents.

Between July 1, 2023, and June 30, 2024, Legal Aid SMC provided direct legal services to 61 Menlo Park households, impacting 162 individuals. Several of these households faced multiple legal issues. Legal Aid SMC opened 57 new cases and continued work on 10 cases that had been opened before the start of the grant period. These cases covered a range of legal needs including housing, immigration, health care affordability, special education access, and safety net benefits.

The most common legal issue facing low-income Menlo Park residents continues to be housing. 39% of the cases we handled this past year were due to housing issues. Legal Aid SMC's housing team continues to offer regular in-person housing clinics in accessible locations throughout the county to address this ongoing community need.

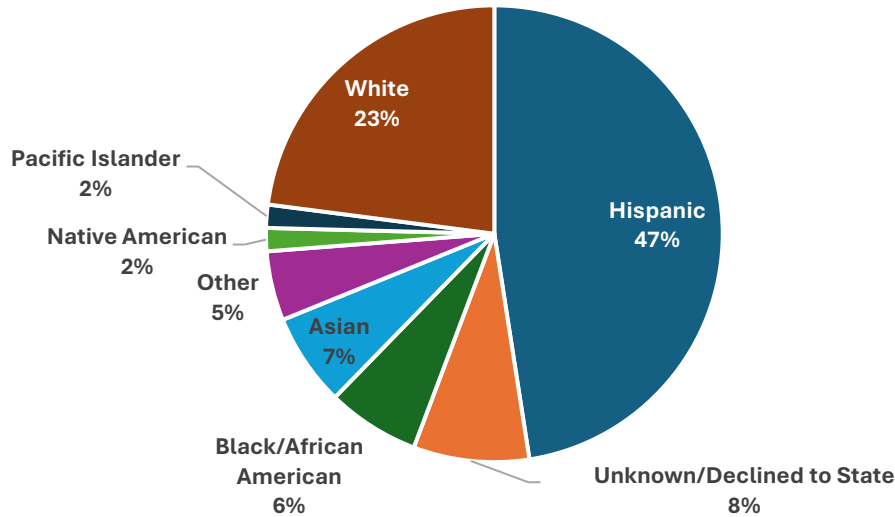
“Mario”, a veteran, has a HUD-VASH subsidized housing voucher, which makes it possible for him to afford to live in his Menlo Park apartment complex on his limited income. Mario had fallen behind on his rent and had tried to access rental assistance but was unsuccessful. He received an Unlawful Detainer (eviction lawsuit) for nonpayment of rent and was one day late responding to the UD. As a result, Mario lost the case by default.

Legal Aid SMC's housing team met with Mario, contested the default, and were able to have the case reopened. Legal Aid SMC attorneys then negotiated a settlement with the landlord's attorney to allow Mario to remain in his affordable housing. As part of the settlement, Legal Aid SMC provided rental assistance, funded by another source, to help Mario catch up on the rent, remain in his home, and keep his housing voucher.

In addition to housing, Legal Aid SMC saw an increase in special education cases for Menlo Park families. We opened 11 special education cases during the grant period. This is nearly double the number of special education cases we reported last year (6 cases in 22-23). Most of these students were struggling to receive evaluations, placements or services in school that would support their learning. Our education attorney continues to work with school districts to address individual cases, and with health providers and the Regional Center to address systemic issues that keep kids from learning in school. This work is ongoing.

Client Demographics:

Race/Ethnicity for Menlo Park Cases in FY23-24



Language:

English: 69%

Spanish: 28%

Another Language/Unknown: 3%

Gender of Primary Client:

Female: 69%

Male: 21%

Declined to State: 10%

Median Household Income:

\$24,000

Median Household Size:

2

Age of Client

Under 18: 2% *

18 – 59: 74%

60 and older: 25%

*Note that for special education cases, the parent is listed as the client in our database. Of the 11 special education cases for Menlo Park residents that we handled this year, a child under the age of 18 was the subject of each case.

Financial Statement and Analysis:

Attached.

Most Recent Audited Financial Statement:

Attached

Note: Legal Aid SMC has completed its FY24 audit, but the report has not yet been finalized. We expect a final report in the fall. We're attaching our FY23 audited financial statement to this report and can send our FY24 report when it is finished, upon request.



July 31, 2024

City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025-3483

Financial Statement & Analysis

Community Funding awarded to Legal Aid Society of San Mateo County

July 1, 2023 – June 30, 2024 \$8,000

These funds were used to pay the following expenses:

Salaries:	\$5,671
Taxes/Benefits:	\$1,829
Occupancy, Supplies and Other Direct Costs:	<u>\$ 500</u>
Total:	<u>\$8,000</u>

Allison Marseille
Director of Operations



**FINAL REPORT TO THE CITY OF MENLO PARK
JULY 2024**

In July 2024, the City of Menlo Park generously awarded LifeMoves a grant of \$15,000 to support the operating costs (staff salaries and programmatic costs) of Haven Family House, our interim family shelter located in Menlo Park.

We are extremely pleased to report that in fiscal year 2023-24, 94% of the families who exited Haven Family House successfully returned to stable housing. LifeMoves sincerely thanks the City of Menlo Park for your continued support of our programs for families experiencing homelessness at Haven Family House.

POPULATION AND NUMBERS SERVED AT HAVEN FAMILY HOUSE

During the 2023-24 fiscal year, with the help of the City of Menlo Park's generous funding, LifeMoves served 50 families consisting of 185 individuals, more than half of whom (101 individuals) were minor children.

Of the total clients served, 46% identified as ethnically Hispanic. Clients identified racially as follows: 18% White, 8% Native Hawaiian/Pacific Islander, 23% Black, 2% Asian, with the remaining 43% reporting a multi-racial background. Additionally, 100% of clients were extremely low-income; 26% reported having a disabling condition; and 28% of the adult clients were Veterans.

Of those families we served at Haven Family House, 3 (three) families reported Menlo Park as their last place of residence. LifeMoves staff were instrumental in providing the supportive services these clients needed to get back on their feet. LifeMoves sincerely thanks the City of Menlo Park for your continued support of our programs for families experiencing homelessness at Haven Family House.

HAVEN FAMILY HOUSE UPDATE

LifeMoves is pleased to share the following updates on activities at Haven Family House during the past year:

Increase in Connection to Services:

At Haven Family House, LifeMoves has seen an increase in clients being connected to CalWORKs, as well as an increase in households being matched with vouchers such as HUD's

Emergency Housing Voucher program and rental subsidy programs such as Rapid Re-Housing. In addition to housing programs, 70% of Haven Family House clients are connected to therapy either through LifeMoves or outside agencies.

Partner and Client Engagement:

We are grateful for increased support from our Support Committee, who have supplied arts and crafts materials along with a projector and snacks for family movie and game nights. Menlo Church continues to provide Sunday breakfast twice a month for families, as well as hosting drives to donate linens, bedding, towels, and supplies. The Palo Alto Women’s Club also continues to be a consistent presence, coming once a month to donate items and organize our donation closets. As a result of all these efforts, we are excited to see increased client engagement at many of our events, including house meetings, Sunday Breakfast, BBQ’s, family nights and events, and workshops, as well as an increase in teen group participants.

Client success story:

On August 31, 2022, a mother and her two children joined the Haven Family House program with a determination to restore their self-sufficiency. The program provided her with a therapist, in-depth case management, access to the on-site Child Development Center, a housing fund, and enrollment in the Abode Rapid Re-housing program. Throughout her stay, the client demonstrated gratitude and adherence to program expectations and guidelines. She maintained her full-time employment and communicated her hesitations and concerns transparently. Her confidence and ability to advocate for her family improved significantly, and she even attended her first house viewing. After numerous hours of searching and viewing, she secured housing in Millbrae in February 2023, achieving independence and a home for her and her children.

LIFEMOVES OVERVIEW

LifeMoves is the largest and most innovative nonprofit organization committed to ending the cycle of homelessness for families and individuals in San Mateo and Santa Clara Counties. As a financially stable and results-driven organization, our mission, since 1987, has been to end homelessness by providing interim housing, support services, and collaborative partnerships. LifeMoves envisions thriving communities where every neighbor has a home. Last year, with 400 employees and support from 12,000 volunteers, LifeMoves provided 7,075 homeless individuals, including hundreds of families with minor children, with food, clothing, comprehensive supportive services, and more than 307,000 nights of shelter. Most importantly, our therapeutic model is effective:

In FY24, 92% of families and 66% of all individuals who engaged with LifeMoves’ transitional housing programs successfully returned to stable housing and achieved self-sufficiency. 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. We continue to credit this service model for making the difference in the outcomes we have been able to achieve. We are deeply grateful to funders like the City of Menlo Park for making these accomplishments possible.

ORGANIZATIONAL UPDATES

- The Homekey Palo Alto groundbreaking event took place on October 31, 2023, joining an entourage of 250 Project Homekey developments in the state of California. This state-of-the-art modular village boasting 88 rooms is slated to open in early 2025.
- Our Spring Benefit Luncheon hosted over 500 community guests and raised over \$1M.
- A year after opening in May of 2023 San Mateo County Navigation Center is a success story in pioneering a rapid response to homelessness.
- LifeMoves Welcomed four New Board Members this past fiscal year: Ajwang Radding, Carrie Owen Plietz, Danielle Fontaine, and Laura Green, and their extraordinary leadership, unique perspectives, and lived experiences.

FINANCIAL STATEMENT/ANALYSIS

City of Menlo Park			
FY23-24 Expenditures			
	Budget	Actuals	Percentage
Direct Service Costs	\$15,000	\$15,000	100%
Administrative Costs	\$0	\$0	0%
Total:	\$15,000	\$15,000	100%

Like all of our shelters, Haven Family House operates at a deficit year-over-year, and as a result, we rely heavily on community support to continue to operate all of our facilities. Thus, the generous contribution from the City of Menlo Park goes directly to supporting this valuable community resource.

CONCLUSION

As San Mateo County and Santa Clara County continues to face increases in the number of people experiencing homelessness and a continued shortage of affordable housing, we are more grateful than ever for partners like the City of Menlo Park. Thank you for your steadfast

support of LifeMoves over the years, and for helping to keep our neighbors experiencing homelessness safe, healthy, and inspired to transform their lives.

If you have any questions or there is any additional information we can provide, please do not hesitate to contact Joel Hanson, Director of Grants and Contracts, at jhanson@lifemoves.org.

We look forward to continuing to work together to help families experiencing homelessness make the moves they need to transform their lives, regain stable housing, and achieve long-term self-sufficiency.



EMPOWERING OUR YOUTH AND YOUNG ADULTS TO RECLAIM THE VISION FOR THEIR FUTURE

Throughout this grant period, we have continued to adapt and adjust our programs to meet the various and ever-changing needs of our students and community. Our work specifically in our SWAG program continues to set records while major funding has been sunset, making your support all the more valuable and appreciated. During the spring of 2024, we celebrated 22 high school graduations, bringing the total number of SWAG graduates to 284. This is especially significant as many of these students were not on a path toward graduation, oftentimes heading in the exact opposite direction, when we started working with them. Yet we have seen resilience and perseverance unlike any other in our students and a willingness to put in the hard work and sweat, and the class of 2024 is a shining example of the results.

The ultimate goal of our SWAG program is that our students have a vision for their life path, and our ability to stay with people long-term is key. One student in particular stands out. Wendy is going to be a senior at KIPP Esperanza this fall and has followed in the footsteps of both of her older sisters in joining our SWAG program. While quiet and somewhat shy, Wendy has taken advantage of our tutoring hours, programs, and family night where she has become a vital member of our Live In Peace family, and more importantly created a vision for her life. Last summer Wendy, with Live In Peace support, attended an internship at UCLA for her medical degree trajectory and this summer she attended one at Stanford. These have been an invaluable part of her educational journey as she starts her senior year of high school. Her oldest sister is at UCLA as a part of our college initiative program and we hope to see Wendy continue with these goals.

We have continued to see our SWAG students become highly engaged in our Bike Shop. Our Bike Shop trains young people to work on bikes and hires apprentices and has expanded its partnership with the City of Menlo Park this year. We host weekly bike classes at the new Belle Haven community center for youth to learn bike repair, we have hosted community rides specifically for the Menlo Park community to the library and for Black History month, and have continued our bike repair pop-ups throughout the city. Also, our bike racing team continued with seven students racing. Not only does this allow students to participate in a sport they might otherwise not have access to, but it provides incentive for staying in school, keeping their grades up, and being connected with their life coaches and reaching towards their goals. Our programs provide wrap-around support to ensure students are thriving in all areas of their lives and the bike shop and racing team has been a celebrated addition for many.

Lastly, this year we weathered our co-worker and husband of the Executive Director nearly losing his life to a massive heart attack. During the grueling time that he was in the ICU and she was by his side, our organization continued stronger than ever—graduating seniors from high school and college, celebrating those successes, keeping family nights going as a way to keep our students and extended Live In Peace family connected, partnering with our community in the healing of young people and their families, and creating opportunities for pathways to living wages through trades. He has returned home, is miraculously healing and nearly back working with us, and we made it through, together.

Thank you for your support this past year for our SWAG program. Our program has continued to grow and provide new opportunities for our students and with partners like you during yet another unprecedented year, we are proud of the work we've done and the impact we've made.

Live In Peace

Balance Sheet

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	\$321,822.43
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
120 Accounts Receivable	108,076.84
121 Loan to YCS	0.00
150 Prepaid Expenses/Deposits	0.00
151 Prepaid Insurance	0.00
153 Security Deposit	16,750.00
Total 150 Prepaid Expenses/Deposits	16,750.00
158 Undeposited Funds	0.00
Total Other Current Assets	\$124,826.84
Total Current Assets	\$446,649.27
Fixed Assets	
183 Office Furniture and Equipment	37,007.57
192 LIP Van	70,258.52
193 Music Instrument	2,933.25
194 Affordable Housing Building Poplar Ave	459,772.55
195 Accumulated depreciation	-109,703.74
196 Land Poplar Ave	383,679.50
Total Fixed Assets	\$843,947.65
TOTAL ASSETS	\$1,290,596.92
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable (A/P)	4,000.00
Total Accounts Payable	\$4,000.00
Other Current Liabilities	
201 Other Current Liabilities	0.00
208 Accrued Expenses	0.00
210 Loan Payable	0.00
212 PPP	0.00
Total 210 Loan Payable	0.00
258 Deferred Revenue	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$4,000.00

Live In Peace

Balance Sheet

As of June 30, 2024

	TOTAL
Long-Term Liabilities	
250 Long Term Liabilities	
251 City National Bank Loan	446,325.27
Total 250 Long Term Liabilities	446,325.27
Total Long-Term Liabilities	\$446,325.27
Total Liabilities	\$450,325.27
Equity	
300 opening balance equity	69,872.44
301 Retained Earnings	1,865,474.03
Net Income	-1,095,074.82
Total Equity	\$840,271.65
TOTAL LIABILITIES AND EQUITY	\$1,290,596.92

Live In Peace

Profit and Loss

July 2023 - June 2024

	TOTAL
Income	
400 Income	
401 Individual & Corp Contributions	1,034,200.78
402 Foundation Contributions	617,367.07
410 County Income	172,184.75
420 Fund Raising	-1,059.67
421 Rental Income	32,354.45
Total 400 Income	1,855,047.38
500 Program Revenue	73,480.14
520 Government Grants	18,500.00
520.1 County of San Mateo	124,632.79
Total 520 Government Grants	143,132.79
Total Income	\$2,071,660.31
GROSS PROFIT	\$2,071,660.31
Expenses	
700 Personnel Expenses	17,993.77
701 Executive Payroll	596,948.12
702 Professional Payroll	74,336.83
703 Administrative Payroll	81,514.45
704 Program Wages	25,642.69
713 Medical Expenses	98,224.22
714 Retirement/Pension Plan	29,796.36
721 Payroll Taxes	242,350.26
724 Workers Comp Insurance	23,429.66
725 Staff Development	2,621.34
Total 700 Personnel Expenses	1,192,857.70
800 Office/General Administrative Expenses	1,369.79
805 Accounting	38,010.00
810 Office Supplies	9,122.58
815 Marketing	7,020.00
820 Phone&Internet	1,258.47
825 Utilities	14,511.29
830 Postage	1,225.60
835 Insurance	39,599.22
Insurance - D&O	283.95
Insurance - property	1,698.00
Total 835 Insurance	41,581.17
840 Printing	1,021.77
845 Subscriptions	3,554.06
850 Bank and Other Service Charges	15,099.67
Total 800 Office/General Administrative Expenses	133,774.40

Live In Peace

Profit and Loss

July 2023 - June 2024

	TOTAL
890 Program Activities	56,200.95
890.1 Student Stipend	72,164.29
890.4 College Travel	5,852.66
890.5 Program Supplies	103,192.77
890.6 Program Activities- Other	55,168.61
890.7 Food	84,340.70
890.8 Outside Services	44,983.02
891 Travel	1,581.82
891.1 Fuel and Car Wash	12,172.56
891.2 Lodging and Flight	8,854.00
891.4 All Other Vehicle Expenses	14,523.19
Total 891 Travel	37,131.57
894 Scholarships	991,196.27
896 Fundraising Expense	117.44
897 Grant Expense	25,318.41
Emergency Fund	10,998.00
Total 890 Program Activities	1,486,664.69
900 Facilities	
905 Facilities Maint	51,444.19
915 Occupancy Expense	1,248.70
915.1 Mortgage Interest	18,506.15
915.2 Rent	164,084.70
Total 915 Occupancy Expense	183,839.55
920 Maintenance	4,736.00
920.2 Maintenance Supplies	569.37
Total 920 Maintenance	5,305.37
925 Property Tax Expense	13,877.98
Total 900 Facilities	254,467.09
985 ask my accountant	98,991.92
Total Expenses	\$3,166,755.80
NET OPERATING INCOME	\$ -1,095,095.49
Other Income	
987 Interest Earned	0.31
998 Other Miscellaneous Income	0.36
Total Other Income	\$0.67
Other Expenses	
Reconciliation Discrepancies	-20.00
Total Other Expenses	\$ -20.00
NET OTHER INCOME	\$20.67
NET INCOME	\$ -1,095,074.82

Rotary Menlo Park

ANNUAL REPORT- FY2023/2024

The Rotary Club of Menlo Park Foundation reports that the grant money received from the City of Menlo Park has been disbursed in its entirety (\$3000) to cover water and insurance.

The Club held two community work days, one in Fall (9/30/23) and one in Spring (4/20/24). In addition to Rotarians and community members who are plot holders, students from the M-A Service Learning group and students from the Rotaractors club joined forces to help clear paths and perform garden maintenance.







Narrative Report for Community Grant of \$4K
Author: Lynne Bramlett, President, MPC Ready

Date Submitted: June 30, 2024

OVERVIEW

The MPC (Menlo Park Community) Ready organization was awarded a \$4K grant from the City’s Community Funding Grant program. The financial statement and analysis report will be submitted by the July 31, 2024 deadline. We spent the 4K by June 30, 2024.

MPC Ready applied for the \$4k grant to establish a pilot program for a Neighborhood Gathering Place, with supplies, to which neighbors could assemble following a disaster. We used the money to purchase 8 wheeled Duffle Bags (containers) that we stocked with carefully curated supplies. Because we ordered some items in bulk, we have leftover materials that we will use to prepare more wheeled bags/supplies based on obtaining additional funding. We did not use the money for any other purpose.

The Block Coordinator would use the wheeled duffle bag/supplies to set up a Neighborhood Incident Command Post, at the Neighborhood Meeting Place, in a post disaster situation. We consider the neighborhood Duffle Bag/Supplies to be a “loan” and not a gift. They will be tracked and Block Coordinator recipients will be asked to return the stocked duffle bag should they exit the Block Coordinator Program and cannot find a replacement for their role within their “block.”

The grant money, and related discussions, also enabled MPC Ready to develop stronger ties with existing and prospective Block Coordinators. Working on this program led to important clarifications regarding the Block Coordinators role in a post disaster situation, along with sharpening MPC Ready’s strategic priorities. We also see other benefits, such as it paving the way for increased neighborhood-level preparedness across Menlo Park.

NEIGHBORHOOD MEETING POINT	
What it is...	What it is NOT
<p>A safe place where neighbors can gather after a disaster to help each other.</p> <p>A safe place for residents living in homes, apartments or condominiums.</p> <p>Each reflects the unique character of the residents it serves and may look different from location to location.</p>	<p>A CERT deployment meeting location next to CERT cache of supplies</p> <p>An “Emergency Shelter” or a “Community Emergency Hub” organized by a non-government entity.</p> <p>A City of Menlo Park officially established Emergency Assembly/Evacuation Point.</p>

DIRECT BENEFICIARIES LIVING IN MENLO PARK

The below chart includes the initial recipients for the 8 duffle bags. The MPC Ready focus area includes the unincorporated San Mateo County Areas part of the Menlo Park Fire Protection District (MPFPD) Response Area. One listed household lies within the unincorporated county areas within the MPFPD. We plan to “tighten” the numbers in our financial statement/analysis report based on additional data.

Recipients	District	Households	Numbers & Demographics
BC 1	2	260 homes	750 people (estimated). Large percentage of families with children and retirees.
BC 2	3	56 units	119 People: <ul style="list-style-type: none"> • 40 children • 79 adults • Pets • 5 non-native speakers • Population Includes: foreign born. Asians. Blacks. LGBTQ.
BC 3	3	One Apartment Complex with 30 units across one- and two-bedroom units. Also 3 townhomes sharing ingress/egress.	About 60 people, which includes: <ul style="list-style-type: none"> • Children • No retirees • Latino. Black. White and Asian. Additional notes: Complex is a “soft-story” complex that suffers from under maintenance and structural and environmental hazards. New Apartment manager on board with assisting with disaster preparedness.
BC 4	3	33 homes	About 91 people, including: <ul style="list-style-type: none"> • Seniors • Children and teenagers • Seniors and women living alone • A blind person (no vision) • Foreign born • Asians
BC 5	4	12 homes	Estimated 33 people

Recipients	District	Households	Numbers & Demographics
BC 6	5	97 Units	<p>Estimated 194 people</p> <ul style="list-style-type: none"> • Mostly 65+ • About 15% live alone • Non-Native Speakers • About 15% do not drive or own a vehicle
BC 7	5	23 townhomes and 65 condos	<p>123 people:</p> <ul style="list-style-type: none"> • 4 children • 85% seniors (65+) • About 30 hard of hearing or deaf • Many without a vehicle/ability to drive • Demographics include: Latinos. Indian. Asian. Middle Eastern. Greek.
BC 8	North Fair Oaks	100 (approximately)	<p>Approximately 275 people, which Includes seniors, children, Latinos, etc. Location within the Menlo Park Fire Protection District response area.</p>

SOME CAPABILITIES PILOT PROGRAM BUILT

- Increased collaboration with stakeholders and their engagement;
- Closer relationships with people on our mailing lists, that we had not met before, and more information about their blocks;
- Actual plan to add neighborhood preparedness;
- Increased confidence in MPC Ready from local government officials;
- Increased clarity as to the role for Block Coordinators in a post disaster situation; role expectations may evolve further, but it’s a start;
- Start of a Radio Communication Plan. Working group started to compile and develop a report that documents the “status quo” as a step forward for a broader effort; and
- New Block Coordinator Welcoming and Onboarding Committee to provide more support for those who want to meet neighbors, and get connected.

DEFINITION OF TERMS

The City of Menlo Park’s Community Funding Policy included terms that we define as it pertains to our approach to developing the pilot program. We also define “Pilot Program.”

Term	Definition
Pilot Program	A pilot program, also called a feasibility study or experimental trial, is a small scale, short-term experiment that helps an organization learn how a large-scale project might work in practice. (Definition accessed via internet on April 21, 2024)
“Highest Standards”	We researched local best practices and modeled our program on the successful Burlingame Neighborhood Network “cache” program. Later, we expect to add a similar neighborhood practice on an annual basis. The City of Berkeley has a similar program (currently on hold). Disaster preparedness by neighbors is considered a best practice by FEMA and disaster researchers. Our program design included a strong focus on a collaborative approach with our stakeholders.
“Most in Need”	MPC Ready works across the 94025 Menlo Park Zip code, which includes District 1/Belle Haven and North Fair Oaks. Our general population area includes renters, seniors, disabled, and non-native English speakers. We hoped to recruit Block Coordinators from the Belle Haven Community. However, prospective ones instead promoted the idea of having supplies in four community locations. That approach is currently outside our focus on residents and their neighborhoods. To move this forward, we are working to recruit a Belle Haven residing Board Member, and increase partnerships. .
“Ready”	We focused on existing block coordinators, some board members, and prospective block coordinators who have built social ties across a block but who might not define themselves a block coordinator. To be considered, the person would need to be known to at least one Board Member, preferably more, and to complete an application.

Related Milestones

Feb 7, 2004 – Kick off planning committee meeting in anticipation of receiving grant. Committee members then met additional times and worked outside of meetings on project.

March 13, 2004. MPC Ready Board meeting. Discussed grant and next steps.

April 10, 2024. MPC Ready Board Meeting. This included discussing April 27 Pancake Breakfast/Listening Session and initial ideas for Drill event.

April 24, 2024. Special MPC Ready Board meeting. We re-reviewed the City's Community Funding Grant requirements and received input from two stakeholders. We also discussed our plan for the April 27 Listening Session.

April 27, 2004: Invitational Listening Session Over a Pancake Breakfast. We invited 100 Block Coordinators, or equivalent, via personalized emails to interest them in attending. About 32 attended. Moderated discussions generated much interest in working with MPC Ready. We formed two additional committees based on the input. The breakfast was served by Scout Troops 206 and 4205, which led to stronger ties with their Scout Masters.

May 25, 2024: Community meeting. We showed an example Duffle Bag & Supplies, along with Quick Start Guide and related forms. Meeting kicked off the Duffle Bag Application process, which we also promoted via the MPC Ready newsletter, and at our website.

June 12, 2024: MPC Ready Board Meeting. We finalized the Duffle Bag Contents and approved the purchase of the supplies for 8 stocked duffle bags. The leftover supplies, as we ordered some items in bulk, will be used to create future bags.

June 22, 2024: MPC Ready Community Meeting. We displayed an example of the Duffle Bag and Supplies and had planned to review these with the broader group of attendees present. However, Brandon Bond, the City's new Emergency Preparedness Coordinator, spoke at greater length than we anticipated and we ran out of time.

June 30, 2024. Volunteers assembled the bags with the purchased items. Additional supplies will be added, such as forms and the Quick Start Guide. Bags will then be distributed.

August 24, 2024. Community Meeting. We plan to show an example bag and then focus the meeting on post disaster communication training in using FRS radios.

September 28, 2024. Placeholder date for a possible neighborhood-level practice where Block Coordinators use the duffle bag & supplies in their neighborhood. This will be a separate, but related, program to encourage neighborhood capability building.

A separate, but related goal, will be to promote the program as we obtain funding to purchase and supply more duffle bags/supplies.

APPENDIX ITEMS FOLLOW

Please Join the MPC Ready Board
for a **listening session**
over a *free*
Pancake Breakfast



Please join us for a hosted pancake breakfast and neighbors talking preparedness for disasters. We want to hear your ideas for how neighbors could be better prepared to help each other until outside help can arrive. After a very brief presentation, table groups will hold directed discussions to build connections and to share ideas. (Scout Troops 206 and 4206 will cook the breakfast.)

Date: Saturday, April 27, 2024

Time: 9 am -- 10: 30 a.m.

**Location: Angus Hall. Trinity Church Campus.
330 Ravenswood Avenue, Menlo Park**

Space is Limited.

Please RSVP by April 25 at 5 PM.

Questions? Please contact lynne@mpcready.org
or 650-380-3028.





Neighborhood Gathering Place Wheeled Duffle Bag/Supply Program

Overview

The Menlo Park City Council approved a \$4K grant to MPC (Menlo Park Community) Ready for the purposes of establishing a pilot program for post-disaster neighborhood gathering sites with supplies.

The pilot program is intended for the “most in need” and “ready” Block Coordinator who live on blocks with a mix of neighbors representing a range of population characteristics.

MPC Ready plans to use the \$4K to purchase duffle bags and supplies to help a Block Coordinator, following a disaster, to establish a Neighborhood Command Post. The supplies will enable neighbors to help one another, in the immediate aftermath of a disaster, without having to scramble for what’s needed to set up a Neighborhood Command Post.

Each duffle bag kit will be worth approximately \$350.00. Kits will be considered property of MPC Ready and on loan to Block Coordinators based on an application process.

Neighborhoods are responsible for safeguarding and maintaining their duffle bags. Each year, a responsible party on the block will complete a Location Tracker form confirming the stored location. Storage should address weather conditions and ease of access. An annual duffle bag review, using the Inventory Checklist, will identify any expired or missing items.

Distribution

The initial distribution will go to those Block Coordinators with a track record of successfully organizing neighbors with a roster, annual social traditions and perhaps more. The Block Coordinators should also engage in disaster preparedness activities and training, including MPC Ready monthly community meetings, and first aid training.

Process

To receive a free duffle bag, we invite block coordinators to apply. You may apply online at <https://mpcready.com/neighborhood-gathering-place/> or find the paper application there.

If awarded a duffle bag, the Block Coordinator will identify a safe storage location. This could be at the Block Coordinator’s residence or at another neighbor’s residence. At least 2-4 neighbors should be aware of the location and be able to access it should the Block Coordinator or “bag custodian” be out of town when disaster strikes.

Getting Neighbors Interested in Neighborhood Preparedness

To Begin...Ask at least 1-2 neighbors to....

Walk your “block” to identify potential hazards, ranging from natural ones to human caused. Note any block-specific concerns such as creeks, heavy overhead tree canopies, industrial sites, train lines. Note the address of 1-2 potential safe meeting locations along with a brief description of why.

Invite neighbors to a meeting to discuss the idea of a neighborhood post-disaster plan. Don't be discouraged if only a few initially respond. Interest will likely grow over time.

At the meeting, discuss...

- Establishing a **Neighborhood Gathering Site** where able neighbors can gather after a disaster. The Site will then become the Neighborhood Command Post. Choose a visible, accessible, secure and covered space that's away from hazards.
- Establishing a **Neighborhood Care Site** where children and people with special needs can be cared for, if necessary, after a disaster. Recognize that evacuation might not be possible. Individuals may need to “shelter” in place, or with a willing neighbor, with neighborhood support.
- Make a list of neighbors willing to share specialized skills, such as CPR, First Aid, plumbing, communications (Ham/radio), ability to shut off natural gas or operate a chain saw. Find out who is already “household” prepared to shelter in place for at least 72 hours. *Please see MPC Ready Household Survey.*
- Develop, distribute and practice your plan. Follow practice with a fun social activity! Our friends with the Burlingame Neighbors Network find that practice “drills” with socials following help neighbors to meet more neighbors.

Additional Ways to Help Neighbors Before & After Disasters

Some of your neighbors may need help in getting ready. You can help them prepare by running errands, securing outdoor items, clearing drains, filling and placing sandbags, or helping them to “harden” their home to protect from earthquakes and fires.

If evacuation orders are given, some of your neighbors may need a ride. Find out ahead of time if they would like transportation help. If so, please establish a process where multiple neighbors are aware of the need in case one of you is out-of-town when the disaster strikes.

If you evacuate and return home sooner than others, you can check on your neighbors' properties and relay status via pictures of the damage so they can start the process.



Neighborhood Gathering Point Duffle Bag & Supplies Program

Application Form

Name _____

Address _____

Phone # _____

Email: _____

Duffle Bag Qualification Activities

For the purposes of the City of Menlo Park \$4K pilot program, duffle bags are for the “most in need” and “ready” block coordinators who serve the broadest populations and resident diversity.

General criteria:

- Block Coordinator (BC) has established at least 72-hours of household preparedness with water, food and other essentials.
- Block Coordinators have held at least two block activities in recent years that promote neighbor acquaintances, such as a block party, driveway social, safety/crime meeting, or National Night Out gathering.
- Block Coordinator regularly attends, or plans to start doing so, MPC Ready community meetings (at least 50% considered minimum).
- Block Coordinator serve a block of at least 15 households that include residents in the general category of “vulnerable populations,” such as elderly, children, disabled, racial or ethnic minorities and others who might find it difficult to evacuate and/or shelter-in-place following a disaster without support from neighbors.
- Block Coordinators represent diversity including geographical location, living situation (own, rent, multi-family, etc.), personal demographics, professional background, etc.

Block Activities (planned or prior)

Activity description _____

Date _____

Activity description _____

Date _____

Any other event or comment:

Block Roster

1. Does your block have a basic neighbor directory that is kept current? Yes No In progress
2. Do you keep it current? Yes No

Block Coordinator Skills

1. Have you taken CERT within past 2 years? Yes No In progress
2. Are you a HAM radio operator? Yes No
3. Have you taken CPR/First Aid and Stop the Bleed within past 2 years? Yes No

BLOCK INFORMATION

For the purposes of the \$4K grant from the City of Menlo Park, we are required to collect demographic and participation numbers.

Please add these additional details, estimating as needed:

1. Number of Households on your block _____
2. Street and address range of your block, from _____ to _____

Numbers & Characteristics

3. Total number of people living on your block: _____
 - # of Children (17 or younger): _____
 - # Adults 65+ _____
 - # Pets: _____
 - # Blind or Vision impaired _____
 - # Deaf and/or extremely hard of hearing _____
 - # Without a vehicle and/or ability to drive _____
 - # in the general category of "racial or ethnic" diversity _____

Signature _____

Date _____

Thank you. Please email this form to: info@mpcready.org and someone from MPC Ready will respond within 10 days. You may also mail the printed form to: Lynne Bramlett, 1410 Mills Court, Menlo Park, CA 94025. For more information, visit MPC Ready's Website at <https://mpcready.com>.



Neighborhood Gathering Place: Duffle Bag & Supplies Program Coordinator

Role Overview (June 30, 2024)

The MPC Ready Duffle Bag & Supplies Program awards a duffle bag storage container and equipment for use by Block Coordinators and their neighbors to foster an organized neighborhood-based response in a post-disaster situation.

The program aims to encourage the building of neighborhood-level preparedness capabilities following a disaster when residents may be on their own for days, weeks or longer until outside help can arrive and services are restored. A separate, but related, program will be one aimed at encouraging regular neighborhood-based practice with the duffle bag and supplies.

NOTE: Every resident and household should be prepared with emergency supplies that enable sheltering in place for at least one week and FEMA recommends two weeks or longer. The duffle bag/supplies are in addition to basic household preparedness expectations that all residents take responsibility to prepare emergency kits with enough food, water, medicines and any other needed supplies for at least 72 hours, preferably 14 days or longer.

The Duffle Bag/Supply Program Coordinator will help prepare, distribute, track and re-supply the duffle bags, along with related support based on time and interest.

Key Responsibilities

- **Bag & Supplies Distribution:** Distribute the bags to residents who successfully applied to receive one. Develop a form that recipients sign to acknowledge receipt of the supplies, that they will be stored in a safe space, and the block coordinator will conduct an annual inventory by an established date.
- **Location Tracking:** Prepare and keep current a record that tracks the bag/supplies and their locations across the 94025 zip code area.
- **Onboarding & Support.** As needed or requested, help individual block coordinators, or a group of BCs, to use the bag and its contents. Methods may include helping to build community across recipients via encouraging their sharing of contact information with each other, and adding to the duffle bag contents. Later, help encourage their use by Block Coordinators during a focused neighborhood drill effort.
- **Communications & Advocacy:** Serve as a spokesperson for MPC Ready, articulate our mission, programs and impacts to a variety of audiences. Help to advocate for the program with prospective recipients, funding partners and government policy makers.

MPC Ready Neighborhood Gathering Place Program
Duffle Bag & Supplies Inventory – Checklist for Bag # _____

Block Coordinators agree to inventory their Duffle Bag Supplies annually by a specified date. Please complete this form and indicate any expired items requiring replacement. Then, submit it to the designated MPC Ready Neighborhood Gathering Place Program Coordinator by the deadline. Refresh items will be provided as per program funding obtained.

Initial Supplies (from \$4K Grant)

- Wheeled Duffle bag 35L (1)
- Headlamp (1)
- Lantern (1)
- Emergency Weather Radio (1)
- AA Batteries (9)
- AAA Batteries (3)
- Caution Tape (1 roll)
- Duct Tape (1 roll)
- Multi Tool (1)
- 3-ring binder (BC Start Up Guide) (1)
- Binder Dividers (BC Start-up Guide) (1 set)
- Clip Boards (4)
- Note Pads 8.5” x 11” (4)
- Expanding File, 7 pocket (for forms) (1)
- Expanding File, 4 pocket (forms) (1)
- Pencil Pouch (1)
- Pencils (6)
- Pens (6)
- Permanent Markers (1)

Other Supplies (from in-kind donations)

- Quick Start Guide
- BC Name Badge
- Form Sets
- Reflective vest, MPC Ready branded
- BC Name Tag
- Blank Name Tags

Supplied after training

- First Aid Kit
- FRS Radios (pair)

Block Team Roles

Key Roles	Day of Disaster	Longer Term
Block Coordinator Incident Commander	Set up Neighborhood Command Center at Gathering Site. Add a chart/easel for recording information, chairs and a resource table. As people arrive, assign roles.	
Scribe	As teams return, collect forms. Record updates on Status Board.	
Communications Local AM Radio Stations: 740 and 810	Monitor the emergency AM radio station listening especially for information relevant to your neighborhood. Share relevant information with the block coordinator(s). <i>Local FM Stations: 88.5 and 106.9 (FM).</i>	
Utility and Safety Team (buddy system)	Check neighborhood for physical hazards (small fires gas, water, downed power lines); document and respond as possible.	Continue regular safety patrols. Once block is stabilized, gather neighborhood resources to share as needed: food, water, fire extinguishers, flashlights, batteries, camping gear, etc. Continue regular wellbeing checks.
Neighbor Wellbeing Team (buddy system)	Check wellbeing of neighbors (people and pets). Use form and provide to scribe.	
First Aid Team (buddy system)	Set up First Aid Station. Aid injured using basic First Aid and emotional support.	Report updates to Scribe.



Block/Neighborhood Coordinators

Quick Start Guide

Steps to Take After Disaster Strikes

Stay Informed. Subscribe to MPC Ready newsletter at:

<https://mpcready.com>

Updated 30 June 2024

Steps – Immediately Following Disaster

At Home...

Step 1	Put on personal protection. A bicycle helmet or hard hat protects from falling debris. Put on sturdy shoes, heavy clothes, mask, and leather gloves.
Step 2	Take care of your loved ones. Check for injuries and make sure they are dressed for safety as well
Step 3	Evacuate if you feel unsafe. You may have only minutes to get out. Keep your vehicles ready with supplies & tanks/charges at least half full.
Step 4	Address hazards. Extinguish small fires. If you smell gas, turn it off. If you see water leaking, turn it off after first filling up containers if you need water.
Step 5	Communicate. Put an OK or Help sign in front window. As able, inform your out-of-area designated contact of your status.

Your Block

Step 6	Set up Neighborhood Command Post. Bring duffle bag and additional supplies with you. Set up resource table, chairs and radio. As neighbors and spontaneous volunteers arrive, assign teams.
Step 7	Shifts. As additional volunteers arrive, establish shifts. Each shift needs a shift-change briefing; also notify all volunteers of the staffing change.
Step 7	Take Care of Yourself/Others. Plan for any needed shelter operations with neighbors.

Atherton and East Palo Alto Channels

Atherton Areas	Channel	Back Up	EPA Areas	Channel	Back Up
1	1	18			
2	2	16	31	1	18
3	3	7	32	2	16
4	4	19	33	3	7
5	5	17	34	4	19
6	6	21	35	5	17
7	7	3	36	6	21
8	15	22			
9	16	2			
10	17	5			
11	18	1			
12	19	4			
13	20	15			
14	21	16			

MPC Ready Area Channels

Please see Net Control instructions on page 10. If you are the person starting Net Control, and no-one comes in from your Area, you may switch to another Area's channel to communicate with a block, neighborhood or area coordinator in that Area.

MP Areas	Channel	Back Up	SMC Areas	Channel	Back Up
20	6	21	40	20	15
21	5	17	41	1	18
22	20	15	42	2	16
23	3	7	43	3	7
24	18	1	44	4	19
25	15	22	45-1	18	21
26	2	16	45-2	19	4
27	1	18	45-3	20	1
28	16	2	46	19	4
29	17	5			

The backup channels are in case the primary one is getting interference.

Neighborhood Plan of Action & Neighborhood Gathering Place/Command Post

In a disaster, your neighbors will be your closest source of help. Social bonds are the foundation for neighborhood resiliency. However, a neighborhood plan of action will keep you all safer following a disaster. Studies show that practicing your plan helps to:

- Save lives, and reduce the severity of injury, and loss of life;
- Decrease property damage;
- Reduce the burden on first responders;
- Hasten the community's overall recovery.

Block Coordinator Role in a Disaster

Following a disaster, a Block Coordinator's primary role is to provide the overall coordination for the neighborhood's disaster response. However, the first neighbor at the Neighborhood Gathering Site can assume the initial responsibility.

Ideally, the block coordinator and neighbors have practiced setting up the Neighborhood Command Post. However, most of the tasks are simple and volunteers without training can be assimilated into command post operations.

1. First person to arrive should begin setting up the Neighborhood Command Post. Set up what's needed for receiving, recording, posting and processing information.
2. As other neighbors arrive, send pairs to check residences using the Damage Assessment Form. Start with the homes farthest away from the Gathering Place and work back in.
3. As damage, injuries or other neighborhood problems are reported, prioritize the response and assign teams.
4. As possible, start reporting information to the designated "next level up" via FRS radios, runners, walkers.

Our Neighborhood Gathering Place is at:

Wheeled Duffle Bag & Supplies – Initial List

- Wheeled duffle bag** – provides room for kit to grow
- Reflective vest** – Identification & Safety
- FRS radios** (4) and batteries – for team communication with Command Post Base
- First Aid Kit** – for basic first aid
- Headlamp and lantern** – Backup in case Block Coordinator’s personal kit is inaccessible
- Battery backups** – for lighting
- Emergency radio** – real-time information to community and ability to charge items (will need device cords)
- Block Coordinator (BC) Binder** – BC Quick Start Guide, local maps, block contacts, etc.
- Expanding file folder** – holds forms
- Clipboards** -- for Safety/Wellbeing and First Aid Teams
- Notepads** – For team use
- Pencil pouch** – pencils, pens and permanent markers
- Caution tape** – Communicate hazards
- Duct tape** – Useful for many situations
- Multi tool** – useful for cutting caution and duct tape, battery changes, simple repairs.
- Also:** Quick Start Guide. Name Tag. Form Sets. Reflective vest with MPC Ready branding. Blank Name tags.

After you take the training, you will receive a First Aid Kit and a pair of FRS radios. You will also need a table and some chairs.

Menlo Fire (MPFPD) Response Areas



List locations for other Block Coordinators in your Area or nearby:

Block Coordinator	Address	Mobile Phone

Review -- Basic Radio Etiquette Rules

- The international radio language is English except in cases where you are licensed to speak in some other language.
- When using a two-way radio, you cannot speak and listen at the same time as you can with a phone.
- Check that the correct channel is set.
- Listen first for a brief period to make sure others are not pausing during a conversation.
- Press the Push to Talk (PPT) button and pause slightly to avoid clipping.
- Release PPT as soon as you finish speaking.
- Emergency communication: Speak **ONLY** if necessary.
- Speak Accurately, Briefly, Clearly, and Slowly.
- Speak in a normal tone of voice. Do not yell.
- Avoid personal information, sensationalism, slang, or codes.
- Use the NATO phonetics alphabet when necessary.
- Keep messages short and to the point.
- Stay calm and remain “professional” at all times.
- Be aware that the channels are open to anyone listening.
- For communication directly with another person,

YOU: <Their ID>, this is <Your ID>

Duffle Bag Contents



Forms (give completed forms to Scribe)

Role/Teams	Forms & Color
Net Control	Communications log—Net Control (buff)
Block Coordinator	Neighbors/volunteers Check in (purple)
Scribe	Communication Coordinator (green) Fire/Police Station Report (yellow)
Utility & Safety Team	Damage Assessment (blue)
Neighbor Wellbeing	Neighbor Wellbeing Check (pink)
First Aid	First Aid Record Sheet (gold)

How to use the FRS Radio

1. **Turn it ON.** Turn the knob until you feel a click. knob to adjust



2. **Push to Talk (PTT).** Press & hold the PTT on the side.
3. **Release to hear.** When done talking, release the PTT.

HOLD FRS Radios 3-6 INCHES FROM MOUTH

This will allow your voice to be heard clearly.

Typical Radio Conversation

- **You:** Papa November One, Papa November One. This is Papa November Nine. Come in, Over. (PN1 is their call sign. PN9 is your call sign.)
- **Recipient:** Papa November Nine. This is Papa November One. Go Ahead. Over.
- **You:** Say Your message and then say: "Over"
- **Recipient:** Roger Wilco. Over
- **You:** This is Papa November Nine. Over and Out.

Long Messages Tips

Use the word "BREAK" for long messages.

Speak in groups of about 5 words, pause, say "BREAK" and listen for the receiving station to tell you to continue.

Net Control -- is one station controlling and managing all communication flow. The Block Coordinator (BC) Incident Commander is Net Control. The BC may also designate a volunteer to be "Net Control".

Utility/Safety, Neighbor Wellbeing, First Aid Teams

- Always check in with Net Control, and check out when you leave the Net.
- You respond to Net Control when called.
- Communication dialog:
 - **YOU:** "Net Control, this is <Your ID>"
 - Wait for an acknowledgment from Net Control.
 - NET: "<Your ID>, go ahead"
 - **YOU:** "Your ID>, your message, <Your ID>"
 - The person who initiated the call ends it.
 - You must call Net Control to get permission to call anyone else directly.

Urgent Communications: Say rapidly "BREAK. BREAK. BREAK." ("PRIORITY MESSAGE" OR "EMERGENCY" okay too). all these terms mean you have an urgent message.)

- **YOU:** "Break. Break. Break."
- **Response:** "Breaking station, identify and proceed with your message. All other stations, stand by."
- You must wait for receiving station to acknowledge you before you continue.

Relay is an intermediate station (maybe you) forwarding a message when two stations, trying to communicate, are out of range with each other.

Using FRS Radios -- Getting Started

- Turn radio on.
- Press **MENU** button once. Channel number will blink.
- Set channel if it has not been set (see pages 14-15)
- Use + or – to select Channel.
- Press **PPT** button to save channel setting. Tone should be at 0.
- To lock settings, hold the **MENU** button in until the padlock icon is on. Hold MENU button again to unlock.

NATO Phonetic Alphabet

The standard "NATO" phonetic alphabet (actually the International Radio Telephony Spelling Alphabet) is:

Letter	Phonetic Word	Pronunciation	Letter	Phonetic Word	Pronunciation
A	Alpha	<i>al fah</i>	N	November	<i>no vemm ber</i>
B	Bravo	<i>bra vo</i>	O	Oscar	<i>oss kar</i>
C	Charlie	<i>tchar li</i>	P	Papa	<i>pah pah</i>
D	Delta	<i>del ta</i>	Q	Quebec	<i>kwe bek</i>
E	Echo	<i>ek o</i>	R	Romeo	<i>ro may o</i>
F	Foxtrot	<i>fox trott</i>	S	Sierra	<i>si err rah</i>
G	Golf	<i>golf</i>	T	Tango	<i>tan go</i>
H	Hotel	<i>ho tell</i>	U	Uniform	<i>you ni form</i>
I	India	<i>in di ah</i>	V	Victor	<i>vik tor</i>
J	Juliette	<i>djou li ett</i>	W	Wiskey	<i>ouiss key</i>
K	Kilo	<i>ki lo</i>	X	X-ray	<i>ekss ray</i>
L	Lima	<i>li mah</i>	Y	Yankee	<i>yang key</i>
M	Mike	<i>ma ik</i>	Z	Zulu	<i>zou lou</i>

Speaking The Language

Radio Communication “Pro-Words” are shorthand uses for clear and concise communications.

Pro Words	Meaning
Radio Check	What is my signal strength? Can you hear me?
Go Ahead	You are ready to receive the transmission
Stand-by	You acknowledge the other party, but I am unable to respond immediately.
Roger or Ten-Four	Message received and understood
Affirmative	Yes (avoid yes or nope as they are difficult to hear)
Negative	No
Say Again	Re-transmit your message.
Over	Your message is finished; expect a reply
Out	All conversation is finished; do not expect a reply
Break, Break, Break	You are interrupting in the middle of communication because you have an emergency

Pro Words	Meaning
Read you Loud and Clear	Response to “Radio Check.” Means your transmission signal is good. Also, use “Read you 5-by-5”
Come in	You are asking the other party to acknowledge they hear you.
Copy (see 10-4)	You understood what was said
Relay	I have a message you did not hear
Repeat	Used before you repeat something. Example “I require 2, repeat 2 FRS radios. Over.”
Correction	Error has been made in this transmission; make or give the correction.
Speak Slower	Reduce speed of transmission.

Call in Priority 1 and Priority 2 messages ONLY. Document and carry in all other messages.

If it is not written down...it didn't happen.



Financial Analysis Report: MPC Ready Community Grant

Lynne Bramlett, President, MPC Ready
July 31, 2024

Organizational Information

MPC (Menlo Park Community) Ready focuses on helping to build GREAT neighborhoods across the 94025 Menlo Park zip-code. They are great in these ways:

- **Disaster Survival.** Inhabitants can survive, respond to, adapt and recover from the effects of a disaster. Neighbors know each other and their skills, and who might need extra support. Neighbors have taken steps to work together following a disaster.
- **Disaster Recovery.** Pre-disaster housing mitigation means fewer displacements.
- **Social Connections.** Neighborhood is organized, cohesive, inclusive and socially connected with contact information shared and a few social traditions.
- **Safety Net.** Neighbors are aware when something does not look right and they feel comfortable checking on neighbors and asking for and/or offering help.
- **Reduced Social Isolation and Loneliness.** Neighbors look out for neighbors, include them in social activities and are more likely to provide support.
- **Less Crime.** Neighbors provide informal Neighborhood Watch keeping properties looked “lived in” despite travels.
- **Neighborhood Issue Resolution.** Neighbors work together to fix issues they can collectively fix, and bring attention to ones that need outside help to solve.
- **Beautification.** Neighbors who know neighbors are more likely to keep their “front yards/doors” inviting, which adds to Menlo Park’s general beautification.

Role in Building Disaster Prepared Neighborhood Communities

MPC Ready has several important roles in building disaster prepared neighborhood communities. We accomplish this in multiple ways:

- Offering monthly community meetings with educational topics that extend hazard and preparedness knowledge, while providing a low-barrier-to entry point.
- Newsletter with engaging topics that also supports government agency efforts.
- Encouraging neighbors to meet neighbors.
- Promoting the taking of first aid classes, the Community Emergency Response Team training, and achieving one’s HAM radio license.
- Outreach at major and small community events, and block parties or HOA events.
- Training in use of FRS (hand-held) radios at the neighborhood level.
- Specific programs, such as block coordinator recruitment, mentoring and support.
- Social Capital relationship building across and within the volunteer community.

Our other primary task is to foster collaboration, coordination and communication with our local government partners, counterpart organizations, and other community groups (stakeholders) that will be active following a disaster. In this role, we also advocate for policies that follow the FEMA foundational principle of a collaborative “whole community” approach to building community disaster resilience.

MPC Ready volunteers are typically engaged in other aspects of our community. This fosters the taking of the message of preparedness into more parts of the “whole” community.

Grant Agreement & Reporting Guidelines

We were awarded a \$4K grant from the City’s Community Funding Grant program. Thank you for your generous gift to our program. We submitted our Narrative Report on June 30, 2024. This report focuses on the Financial Statement and Analysis Report.

Description of organizational impact on Menlo Park Community

The grant allowed MPC Ready to establish a pilot program for 8 Block or Neighborhood Coordinators to be able to quickly set up a Neighborhood Gathering Place, and to use the supplies in the Duffle Bag to help coordinate a neighborhood response. The Block or Neighborhood Coordinators live in a variety of neighborhoods, including HOA communities, an apartment complex, a street with duplexes, and blocks of single-family homes. One lives in the known and established community of Suburban Park.

As part of the grant, we started working on a plan for neighborhood-level radio communications in a post disaster situation.

General numbers served:

- 619 Households across a mix of condos, townhomes, duplexes, apartments and single-family homes.
- 1645 people, including seniors, children, disabled.
- Demographics include: hard of hearing/deaf, blind, non-native English speakers, seniors living alone, Latinos, Blacks, Asians, Whites and mixed heritage.

The following financial statements provide more details:

- **MPC Ready Financial Statement 2023-2024.**
- **BC Pilot Duffle Bag** – Detailed spreadsheet showing what we purchased. We have some supplies left over, due to ordering some items in bulk quantities. We will use the leftover supplies to help stock additional duffle bags.

MPC Ready Financial Statement

FY 2023-2024

Fiscal Year July 1 through June 30

July 1, 2023-
June 30, 2024

Income	
City of Menlo Park Grant	\$4,000
Jim and Karen Lewis	\$500
Menlo Park Fire Protection District -- In Kind	\$173
Trinity Church -- In Kind	\$983
Friends of the Board	\$60
Board Members	\$18,590
TOTAL INCOME	\$24,306
Overhead Costs	
Technology & Communications	\$1,303
Website	\$1,317
Printing	\$1,500
Canopy (for events)	\$172
General Supplies	\$200
Equipment (Mobile Sound System)	\$227
Professional Affiliations	\$407
Overhead Sub-total	\$5,126
Program Costs	
NFPA 1660 Standards	\$110
Newsletter	\$1,055
Booth in a Box Program (Signs, Display Easels, etc.)	\$400
Pilot Program -- Summer BC Socials (4)	\$400
Holiday Thank you Gifts -- Board & Friends of Board	\$200
Laminated Sign -- Neighborhood Coordinator Support	\$73
Pancake Breakfast/Listening Session	\$614
Community Meetings (10)	\$1,500
Love the Earth Event	\$310
Pilot Program -- Neighborhood Gathering Place & Supplies	\$4,035
Program Sub-total	\$8,586
TOTAL EXPENSES	\$13,712.38
NET INCOME	\$10,593

Monte Park Grant: Pilot Project
 Block Coordinator Rolling Bags: 8 total
 Cost Source: Amazon
 Date: June 11, 2024 (costs current as of date)

Item	Item Description	#/Bag	Total	Proposed Supplier	Proposed Cost 04/29/24	Items Per Order	Cost Per Item	Proposed Cost Per Bag	Number to Order	Proposed Total Cost	Sample (Collection) 05/14/24	Total Sample Cost	Current Cost 06/11/24	Number to Order	Total to Order	Total Cost
1	Wheeled Duffle 35L	1	8	Amazon Basics Ripstop, blue (m) (black now cheaper)	89.99	1	89.99	89.99	8	719.92	1	89.99	97.07	7	683.69	773.68
2	Headlamp	1	8	Eveready LED Pro-200 IPX water resistant (3 AAA batteries incl) (S	19.99	5	4.00	19.99	2	39.98	1	19.99	23.99	1	23.99	43.97
3	Lantern	1	8	Etekcity ABS, water resistant (3 AA batteries incl) (4 pak)	22.50	4	5.63	22.50	2	45.00	0	0.00	27.99	2	55.98	55.98
4	Emergency Weather Radio	1	8	Fospower Model AG, 5200mAh (multi-charge, 3 AA batteries not in	31.46	1	31.46	31.46	8	251.68	1	31.46	34.99	7	244.93	276.39
5	AA Batteries	9	72	Amazon Basics, 10 year shelf life, for FR, Brite/Liam LED lantern	23.37	100	0.23	23.37	1	23.37	1	27.14	26.49	0	0.00	27.14
6	AAA Batteries	3	24	Amazon Basics, 10 year shelf life, for Headlamp (3-12 paks - 36 tot	14.29	36	0.40	14.29	1	14.29	0	0.00	14.29	1	14.29	14.29
7	Caution Tape	1	8	Qletooth 3"x1000' polyethylene (9 pak)	65.99	0	7.33	65.99	1	65.99	1	66.99	66.99	0	0.00	65.99
8	Duct Tape	1	8	Lockport 2"x90' heavy duty waterproof (24 pak)	67.31	24	2.80	67.31	1	67.31	1	69.99	90.99	0	0.00	67.31
9	Multitool	1	8	Gerber Gear Truss 17-in-1 (upgraded from original spec) (see)	12.97	1	12.97	12.97	8	103.76	0	0.00	30.70	8	317.60	317.60
10	3-Ring Binder (BC Startup G	1	8	Cardinal 2" white, pocket (12 pak)	48.66	12	4.06	48.66	1	48.66	0	0.00	49.09	1	49.09	48.66
11	Binder Dividers (BC Startup C	1	16	Paper Plan 3 Ring, 5 Tab, 11 pt plastic edge (20 pak)	19.47	20	0.97	19.47	1	19.47	0	0.00	22.75	1	22.75	22.75
12	Clip Boards	4	32	Hankas 12.5"x9" (32 pak)	34.99	32	1.09	34.99	1	34.99	1	34.99	34.99	0	0.00	34.99
13	Note Pads 8.5"x11"	4	32	Amazon Basics Note Pads (12 pak)	13.27	12	1.11	13.27	3	39.81	1	13.27	13.27	2	26.54	39.81
14	Expanding File, 7 pocket (For	1	8	Ritein 12.9"x9.45" waterproof (3 pak)	0.99	3	3.33	9.99	1	9.99	1	9.99	9.99	0	0.00	9.99
15	Expanding File, 5 pocket (For	1	8	Chopula 12.9"x9.45"x.79" water proof envelope style (5 pak)	17.99	5	3.60	17.99	1	17.99	1	17.99	18.99	0	0.00	17.99
16	Pencil Pouch	1	8	Smarpou 9.3"x4.7" waterproof mesh (24 pak)	11.99	24	0.50	11.99	1	11.99	1	11.99	11.99	0	0.00	11.99
17	Pencils	6	48	Amazon Basics presharpener w/eraser (150 pak)	16.42	150	0.11	16.42	1	16.42	1	17.27	16.42	0	0.00	17.27
18	Pens	6	48	Bic Ballpoint (60 pak)	5.30	60	0.09	5.30	1	5.30	1	5.99	4.99	0	0.00	5.99
19	Permanent Markers	2	16	Amazon Basics (24 pak)	13.54	24	0.56	13.54	1	13.54	1	14.20	13.54	0	0.00	14.20
SubTotal					539.49		170.23	539.49		1,540.46		451.24	616.12		1,438.06	1,890.10
Purchases for distribution after training																
20	First Aid Kit	1	8	Thera d 330 premium waterproof compact trauma kit	45.99	1	45.99	367.92	8	367.92	1	45.99	45.99	7	321.93	367.92
21	Radio Pair***	2	16	Motorola Talkabout T275 (replaces T205) incl case & headset (3 AA	80.00	1	80.00	1,280.00	16	1,440.00	0	0.00	90.00	16	1,440.00	1,440.00
SubTotal					125.99		125.99	1,647.92		1,807.92		45.99	135.99		1,761.93	1,807.92
Provided by Lynne Bramlett																
22	Quick Start Guide	1	8		0.00	1	0.00	0.00	8	0.00	8	0.00	0.00	8	0.00	0.00
23	NAPIC Mount Form Sets	1	8		0.00	1	0.00	0.00	8	0.00	8	0.00	0.00	8	0.00	0.00
24	Reflective Vest, MPO Brands	1	8		0.00	1	0.00	0.00	8	0.00	8	0.00	0.00	8	0.00	0.00
25	BC Name Tag	1	8		0.00	1	0.00	0.00	8	0.00	8	0.00	0.00	8	0.00	0.00
26	Blank Name Tags	50	400		0.00	1	0.00	0.00	400	0.00	8	0.00	0.00	8	0.00	0.00
SubTotal					0.00		0.00	0.00		0.00		0.00	0.00		0.00	0.00
Total					665.48		236.22	2,187.41		3,357.38		497.23	754.11		3,200.79	3,698.02
Tax (9.00%) & Shipping (0.00)					62.42		27.79	206.18		314.92		46.64	70.74		300.23	346.67
Total incl Tax					727.90		324.00	2,393.59		3,672.30		543.87	824.85		3,501.02	4,044.69

Leftover material

Headlamp	2	11.25
AA Batteries	28	6.04
AAA Batteries	12	4.76
Caution Tape	1	7.33
Duct Tape	16	44.87
3 Ring Binder (BC Startup G	4	16.22
Binder Dividers (BC Startup C	4	3.89
Note Pads 8.5"x11"	4	4.42
Pencil Pouch	16	7.99
Pencils	102	11.17
Pens	12	1.08
Permanent Markers	8	4.51
SubTotal		124.03
Tax (9.38%) & Shipping (0.00)		11.63
Total		135.67

Your Amazon.com order of 7 x "Amazon Basics Ripstop..." and 49 more items.

1 of 12 pages

Amazon.com <auto-confirm@amazon.com>
Reply-To: no-reply@amazon.com
To: colleen@colleenforaker.com

Wed, Jun 12, 2024 at 10:12 PM



Hello Colleen,

Thank you for shopping with us. We'll send a confirmation when your items ship.

Order Confirmation

Arriving:

**Wednesday, June 19 -
Friday, June 21**

Ship to:

**colleen
menlo park, CA**

Order #

112-3978691-0296229

[View or manage order](#)



Motorola Solutions, Portabl...

Qty : 16



330 Piece First Aid Kit, Pr...

Qty : 7



Amazon Basics Wide Ruled Li...

Qty : 2



3 Ring Binder Dividers with...

Qty : 1



Gerber Gear Truss 17-in-1 N...

Qty : 8



FosPower Emergency Weather ...

Qty : 7



Etekcity Camping Lanterns f...

Qty : 2



Amazon Basics Ripstop Wheel...

Qty : 7



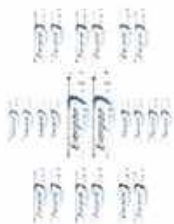
EVEREADY LED Headlamps Pro2...

Qty : 1



Energizer AAA Batteries, Ul...

Qty : 1



24x Energizer AA Lithium Ba...

Qty : 3



Cardinal Economy 3-Ring Bin...

Qty : 1

Order Total:

\$3,827.69

Customers Who Bought Items in Your Order Also Bought



Amazon Basics
TSA Accepted
Cable...
\$15.19



REDCAMP
85L/120L/140L
Foldable
Duffle...
\$69.99

The payment for your invoice is processed by Amazon Payments, Inc. P.O. Box 81226 Seattle, Washington 98108-1226. If you need more information, please contact (866) 216-1075

By placing your order, you agree to Amazon.com's [Privacy Notice](#) and [Conditions of Use](#). Unless otherwise noted, items sold by Amazon.com are subject to sales tax in select states in accordance with the applicable laws of that state. If your order contains one or more items from a seller other than Amazon.com, it may be subject to state and local sales tax, depending upon the seller's business policies and the location of their operations. Learn more about [tax and seller information](#).

Items in this order may be subject to California's Electronic Waste Recycling Act. If any items in this order are subject to that Act, the seller of that item has elected to pay any fees due on your behalf.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.



Your Amazon.com order of "Amazon Basics Ripstop..." and 3 more items.

[View the order page](#)

Amazon.com <auto-confirm@amazon.com>
Reply-To: no-reply@amazon.com
To: colleen@colleenforaker.com

Wed, Jun 12, 2024 at 11:12 PM



Hello Colleen,

Thank you for shopping with us. We'll send a confirmation when your items ship.

Your purchase has been divided into **3** orders.

Order Confirmation

You will receive an e-mail about your Prime membership shortly.

Applied to:
colleen@colleenforaker.com

Order #
[112-2205886-6513806](#)

[View or manage order](#)



Qty : 1

Order Total:

\$0.00

Order Confirmation

Arriving:

Friday, June 14

Ship to:

colleen

menlo park, CA

Order #

112-1444224-1407445

[View or manage order](#)



330 Piece First Aid Kit, Pr...

Qty : 2

Order Total:

\$100.60

Order Confirmation

Arriving:

Wednesday, June 19

Ship to:

**colleen
menlo park, CA**

Order #
112-9537154-7141836

[View or manage order](#)



Amazon Basics Ripstop Wheel...

Qty : 1

Order Total:

\$106.53

Customers Who Bought Items in Your Order Also Bought



Amazon Basics
TSA Accepted
Cable...
\$15.19



REDCAMP
85L/120L/140L
Foldable
Duffle...
\$69.99

The payment for your invoice is processed by Amazon Payments, Inc. P.O. Box 81226 Seattle, Washington 98108-1226. If you need more information, please contact (866) 216-1075

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2023 -2024 Grant Report to the City of Menlo Park

Background:

My New Red Shoes (MNRS) works to meet the basic needs of struggling families and caregivers while strengthening our social safety net by helping community partners to build their capacity. Since 2006, MNRS has reduced the clothing, confidence and inclusion gap for tens of thousands of students through strategic partnerships with local school programs and child-serving agencies.

My New Red Shoes used funding received from the City of Menlo Park to connect 150 children and families experiencing financial hardship to:

- Turkeys for Thanksgiving
- Winter Clothing and Shoes
- Personal Care Items

We did this through a combination of services including directly funding requests for household essentials and by sustaining the work of the “Giving Center” serving students at Ravenswood School District. The support of My New Red Shoes was critical to preserving the program which was at risk of closure.

“Support from My New Red Shoes not only saved the Family Support program from almost certain closure, but also enhanced its capacity to serve the community more effectively.” –Maria Chavez, Family and Student Support Services Manager

Demographics:

100% of the K – 12th grade students that My New Red Shoes serves live in poverty. Roughly half are female and half are male. The demographics of the children and youth we served by this grant mirror the demographics of the general population of Belle Haven:

- African American – 18%
- Asian – 3%
- Caucasian – 4%
- Latino/a – 69%
- Asian/Pacific Islander – 3%
- Other – 3%

My New Red Shoes

Profit & Loss

January through June 2024

Jan - Jun 24

Income	
40000 · Contributed Support	
40400 · Civic, Comm, & Religious Groups	
40410 · Government Contracts	1,000.00
Total 40400 · Civic, Comm, & Religious Groups	<u>1,000.00</u>
Total 40000 · Contributed Support	<u>1,000.00</u>
Total Income	<u>1,000.00</u>
Gross Profit	1,000.00
Expense	
70000 · Personnel expense	
72000 · Salaries	
72015 · Non Director Salaries	1,000.00
Total 72000 · Salaries	<u>1,000.00</u>
Total 70000 · Personnel expense	<u>1,000.00</u>
Total Expense	<u>1,000.00</u>
Net Income	<u><u>0.00</u></u>

Narrative Report for City of Menlo Park Community Funding

Organization: Nature Bloomers

Grant Period: FY 2023-24 (July 1, 2023 – June 30, 2024)

Submission Date: [July 31, 2024]

1. Organization Purpose and Overview

Nature Bloomers, a 501(c)(3) nonprofit organization based in Menlo Park, California, is dedicated to promoting mental and Physical health as well as nature conservation. Our mission is to enhance well-being by connecting people to nature, fostering an appreciation for the environment, and organizing educational activities that promote individual health and environmental well-being through nature immersion.

2. Use of Funding

The funding received from the City of Menlo Park has been strategically allocated to support initiatives that align closely with our mission and were stated in the grant application documents. Key areas of expenditure include:

- **Educational Programs:** Development and expansion of workshops and seminars to raise awareness about the connection between mental health and nature.
- **Community Outreach:** Organization of community events and outdoor activities to engage a broader audience.
- **Partnerships:** Collaboration with other organizations, schools, and healthcare institutions to extend the reach and impact of our programs.
- **Capacity Building:** Training and resourcing staff and volunteers to enhance their effectiveness in organizing events.

3. Activities and Impact

Throughout the grant period, Nature Bloomers successfully conducted activities that directly benefited the Menlo Park community. These activities not only promoted mental health and well-being but also helped foster a deeper connection with nature among participants. Specific events included educational outdoor events, guided nature walks and hikes, promoting wellness via connection to nature and tabling at fairs. Each event was designed to be inclusive, engaging participants from diverse backgrounds and demographics.

4. Beneficiary Impact

A significant portion of our activities focused on inclusivity and community engagement. We have reached a diverse group of participants, including various age groups and ethnicities, contributing positively to the community's overall well-being. Our programs have shown measurable impacts in reducing stress, anxiety, and depression among participants, reaffirming the importance of nature in promoting mental health.

5. Financial Statement and Analysis

Attached to this report is a detailed financial statement that outlines the specific expenditures for outlined activities funded by the grant. The statement includes a breakdown of costs, and detailed descriptions of how each portion of the grant was utilized.

6. Compliance and Future Plans

We aim to expand our programs, reaching even more residents and continuing to contribute to the community's health and sustainability. We have lots of great plans and ideas coming up to create and strengthen a community of nature lovers who can learn and improve their lifestyles.

Our future plans include:

- **Trail Maintenance and Invasive Species Eradication:** We are undertaking extensive projects to preserve and enhance our local trails in collaboration with the San Mateo County Parks to eradicate invasive species, such as persistent brooms, that threaten the natural ecosystem. (August & December 2024)
- **Enriching Educational Partnerships:** By partnering with other non-profit organizations, such as Beyond Celiac, we aim to provide comprehensive education to community members on maintaining overall health and wellness. (October 2024)
- **Collaborative Initiatives with YMCA and Palo Alto:** We plan to engage in outreach programs at community fairs, in collaboration with YMCA and the City of Palo Alto, we will be promoting awareness and educational opportunities on the vital importance of mental well-being and its impact on overall health. (September 2024)
- **Volunteer and Staff Development Retreat:** Hosting a meticulously organized camping retreat for our dedicated volunteers and staff, where they will participate in advanced training sessions and gain valuable resources to further enhance their capabilities and effectiveness in promoting our mission. (September 2024)

These initiatives are part of our broader effort to build a stronger, more informed community dedicated to enhancing their health and the environment through nature-connected activities.

Event Date	Activity	Goal	Number of participants	Ethnicity	Age Range
July 9, 2023	Hiking	Community Building and Social Connection	19	Mixed	18-50
Jul 16, 2023	Hiking	Community Building and Social Connection	10	Mixed	18-50
Jul 23, 2023	Hiking	Social Connection	17	Mixed	18-50
July 30, 2023	Backpacking	Enhancing Physical Health	12	Mixed	25-45
August 13, 2023	Hiking	Community Well-being	27	Mixed	18-50
August 20, 2023	Hiking	Community Building and Social Connection	14	Mixed	18-50
Aug 27, 2023	Hiking	Community Building and Social Connection	12	Mixed	18-50
Sep 3, 2023	Potluck in Nature	Community Building	32	Mixed	18-50
Sep 17, 2023	Hiking	Community Building and Social Connection	10	Mixed	18-50
Sep 25, 2023	Hiking	Community Building and Social Connection	12	Mixed	18-50
October 1, 2023	Hiking	Community Building and Social Connection	25	Mixed	18-50
October 8, 2023	Visiting Orchards (Apple Picking)	Experiential Education and Community Building	14	Mixed	10-50
October 22, 2023	Hiking	Mindfulness and Meditation	11	Mixed	18-50
Oct 29, 2023	Full Moon hiking	Community Building and Social Connection	16	Mixed	18-50
Nov 12, 2023	Hiking	Community Building and Social Connection	15	Mixed	18-50
Nov 19, 2023	Hiking	Experiential Education and Meditation	32	Mixed	18-50
Nov 26, 2023	Hiking	Promoting Mental Well-being	25	Mixed	18-50
Dec 3, 2023	Hiking	Community Building and Social Connection	15	Mixed	18-50
Jan 21, 2024	Snowshoeing	Capacity Building; Educational Resources for Staff and Volunteers	12	Mixed	30-40
Jan 27-28, 2024	Multiday Tour in Lake Tahoe	Community Building	12	Mixed	25-40
Feb 11, 2024	Hiking	Social Connection and Building Community	17	Mixed	18-50
Feb 18, 2024	Hiking	Mindfulness and Meditation	32	Mixed	18-50
Feb 25, 2024	Hiking	Community Well-being	30	Mixed	18-50
March 3, 2024	Hiking	Social Connection and Building Community	12	Mixed	18-50
March 10, 2024	Hiking	Educational Programs on Reducing Impacts of Climate Change at household scale w/ Guest Speaker	26	Mixed	18-50
March 17, 2024	Hiking	Social Connection and Building Community	23	Mixed	18-50
March 24, 2024	Hiking	Community Well-being	20	Mixed	18-50
April 7, 2024	Hiking	Building Community and Social Connection	31	Mixed	18-50
April 13, 2024	Tabling at "Love Our Earth" Day Event	Collaboration w/ Local Organizations on Raising Awareness on Climate Change	60	Mixed	7-80
April 21, 2024	Hiking	Promoting Mental Health	23	Mixed	18-50
April 28, 2024	Hiking	Improving Physical Health of the Community	25	Mixed	18-50
May 5, 2024	Hiking	Community Engagement on Microclimates and Well-being	20	Mixed	18-50
May 12, 2024	Hiking	Educational Programs on the Impacts of Climate Change on Mental Health w/ Guest Speaker	30	Mixed	18-50
May 19, 2024	Hiking	Community Building and Mental Well-being	10	Mixed	18-50
May 25-27, 2024	Multiday Tour in Eastern Sierra	Partnerships and Educational Programs on Environment and Climate Change	14	Mixed	10-40
Jun 2, 2024	Hiking	Connecting People to Nature	15	Mixed	18-50
Jun 9, 2024	Biking	Promoting Physical Health	11	Mixed	18-50
Jun 16, 2024	Cherry picking and visiting local orchards	Experiential Education and Community Building	20	Mixed	10-50
Jun 23, 2024	Hiking	Mental Health and Well-being	10	Mixed	18-50
Jun 30, 2024	Rafting	Partnership w/ Local Organizations	43	Mixed	7-45
July 7, 2024	Biking	Promoting Public Health	9	Mixed	18-50
July 14, 2024	Hiking	Community Well-being; Refreshing the Mind and Body	15	Mixed	18-50
July 21, 2024	Full Moon Walk	Social Connection	18	Mixed	13-50
July 28, 2024	Hiking	Promoting Mental Well-being	20	Mixed	18-50

Activity	Cost (\$)
Community Building and Social Connection- guided hiking, group mindfulness and meditation, visiting local orchards	390
Community Outreach - Health and wellness fair	580
Educational Programs - Materials, Snakcs, Drinks	450
Educational Programs - Speakers	300
Capacity Building - Training and resources for volunteers	410
Organizing and running outdoor events - MISC (Transportation, Parking	370
Total	2500



**Final Report
July 2024**

Recipient shall submit a narrative report to City at the end of the fiscal year describing the activities funded under this agreement. Said report shall include the total number of direct beneficiaries with demographic information regarding ethnicity, age and other data as required by City. AND Financial Statement.

As proposed, we expended funds from the City of Menlo Park to support staffing costs related to our Community Outreach program for residents of eastern Menlo Park/Belle Haven. Funds supported 400 hours of promotora time to conduct community outreach in eastern Menlo Park/Belle Haven. During Fiscal Year 2024 (July 1, 2023 - June 30, 2024), our promotoras distributed 8,228 flyers to Belle Haven residents.

In terms of community outreach, our promotoras spent a great deal of time in Belle Haven this past fiscal year informing residents about numerous topics and programs, including

- Medi-Cal
- CalFresh
- Housing Assistance
- Immigration Support
- Peninsula Clean Energy and energy discount programs
- Opportunities for education and leadership development with Nuestra Casa's programs in housing in environmental justice

In total, they distributed 8,228 flyers to residents of Belle Haven through door-to-door, supermarket, and tabling outreach. We do not collect any resident demographic information during outreach.

During outreach, promotoras engage one on one with community members by giving an overview of what we offer, and then focusing on the specific needs or interests of each person. Instead of giving community members every single flyer we have to offer, promotoras spend time getting to know each resident, asking them about their needs, and honing in on programs that can support that individual or their family. They give community members specific flyers that that person actually needs or wants and gather their contact information to connect them to those services.



Nuestra Casa

Financial Reporting Package

Q3 - Quarter ending 03/31/2024 FY 23-24

Prepared by: ARIGHTCO

A VISUAL FINANCIAL REPORT

The information contained in this report is provided for informational purposes only and is not intended to substitute for obtaining accounting, tax, or financial advice from a professional accountant. Any tax advice contained in this report is not intended to be used for the purpose of avoiding penalties under tax law. While we use reasonable efforts to furnish accurate and up-to-date information, we do not warrant that any information contained in or made available through this report is accurate, complete, reliable, current or error-free. We assume no liability or responsibility for any errors or omissions in the content of this report or delivered information.



Page M-1.176

Financial Highlights

Q3 FY 23-24 vs Q3 FY 22-23

Revenue:

Q3 Revenue is slightly lower this fiscal year compared to previous fiscal year by -1.52%. We received a total of \$233,043 in grant funds , \$5,051 in Individual and small business donations, \$105,170 in Corporate contributions and \$34,578 in Govt Agency contracts.

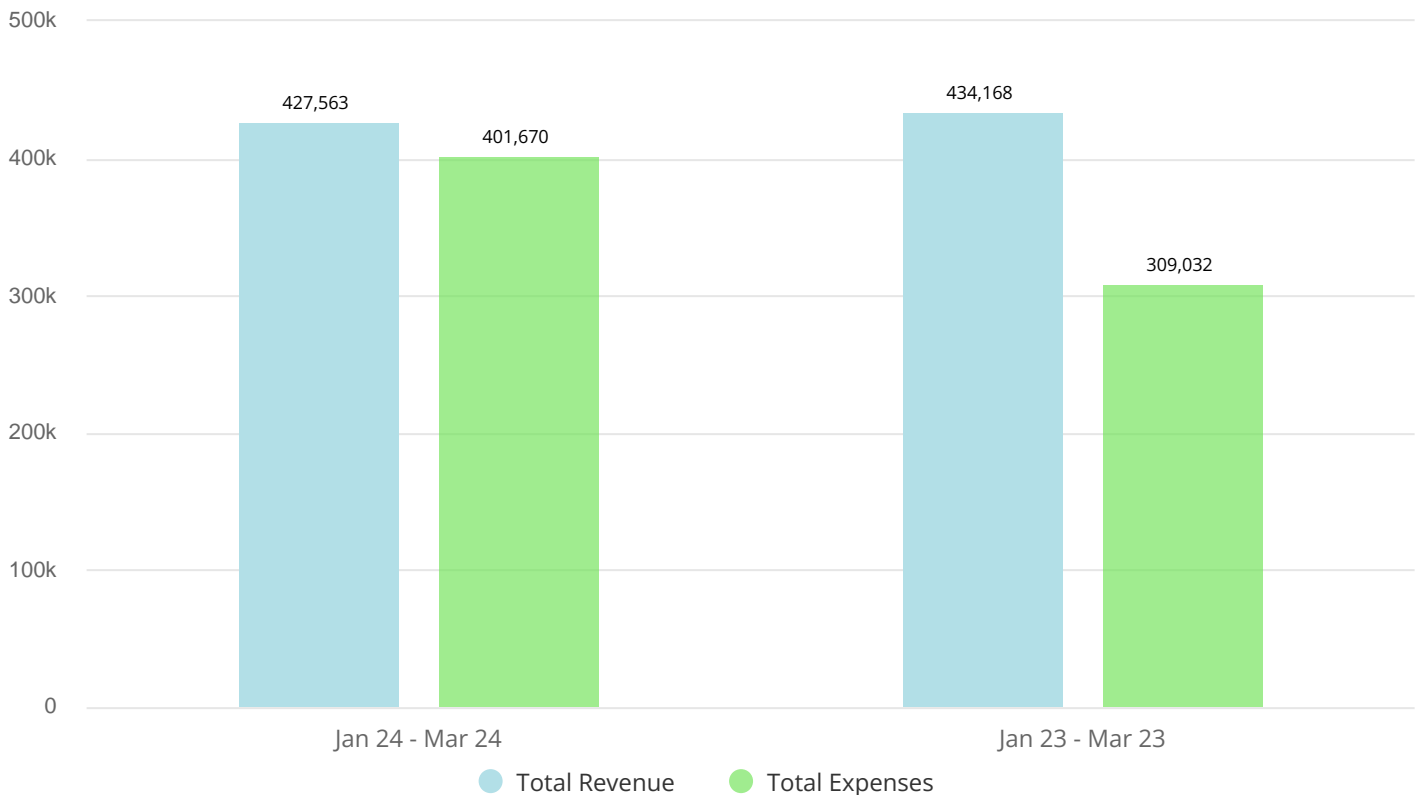
Expenses:

Q3 Expenses are higher this fiscal year compared to previous fiscal year by 29.98%. Top three largest expenses are \$288,002 for personnel expenses, \$37,289 for outside service expenses and \$22,971 for travel and meeting expenses.

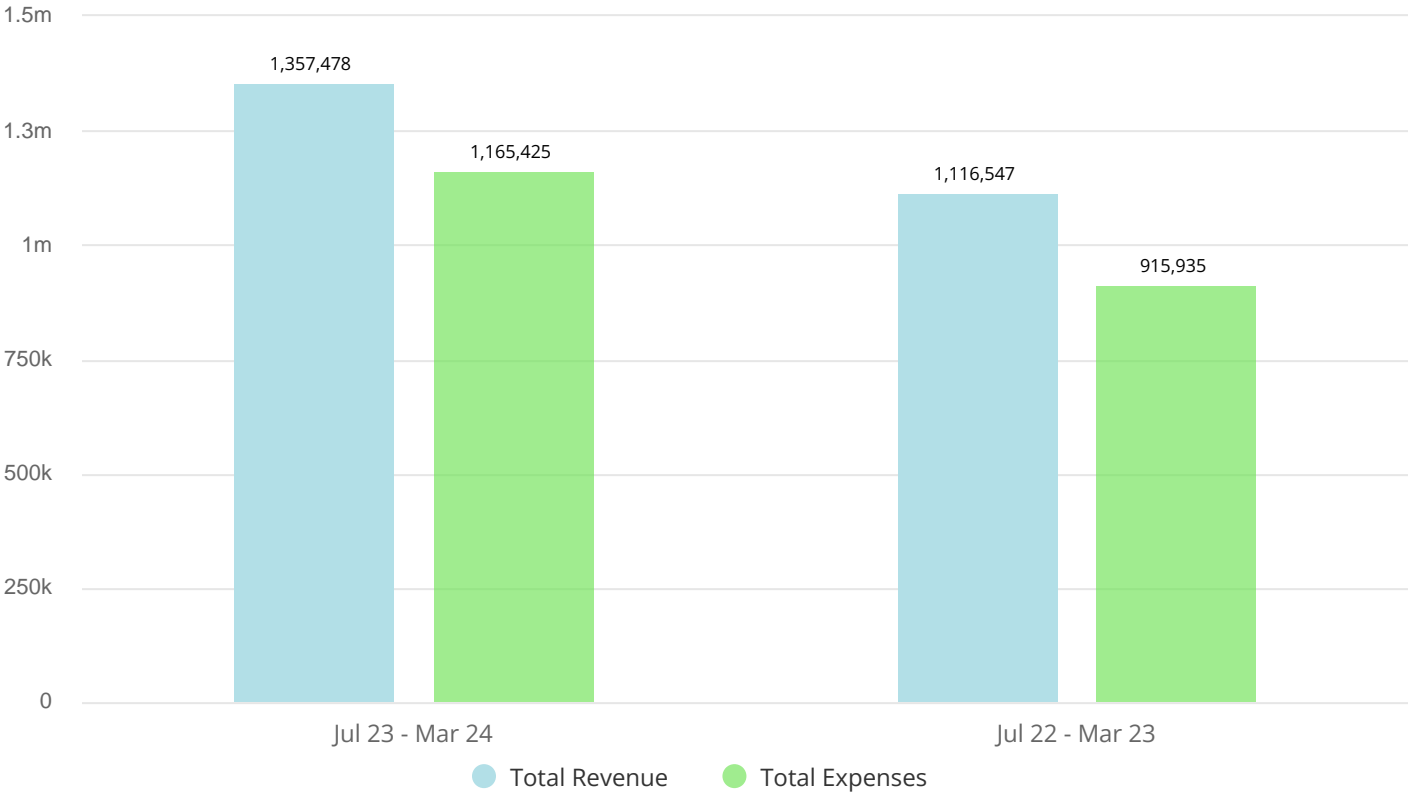
Net Income:

Q3 Net income of \$23,624 is lower this fiscal year compared to previous fiscal year by -81.12%.

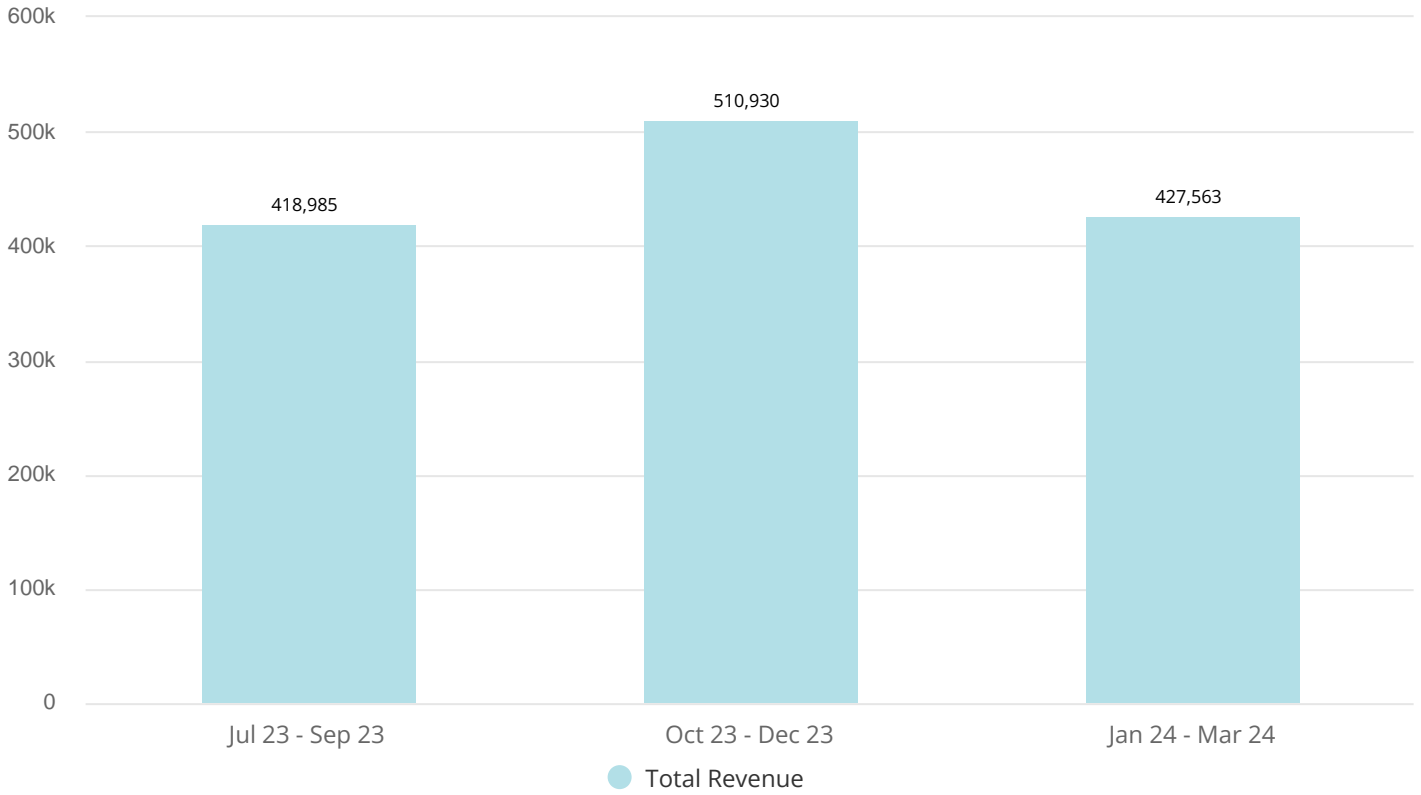
Revenue and Expenses Q3 FY 23-24 vs Q3 FY 22-23



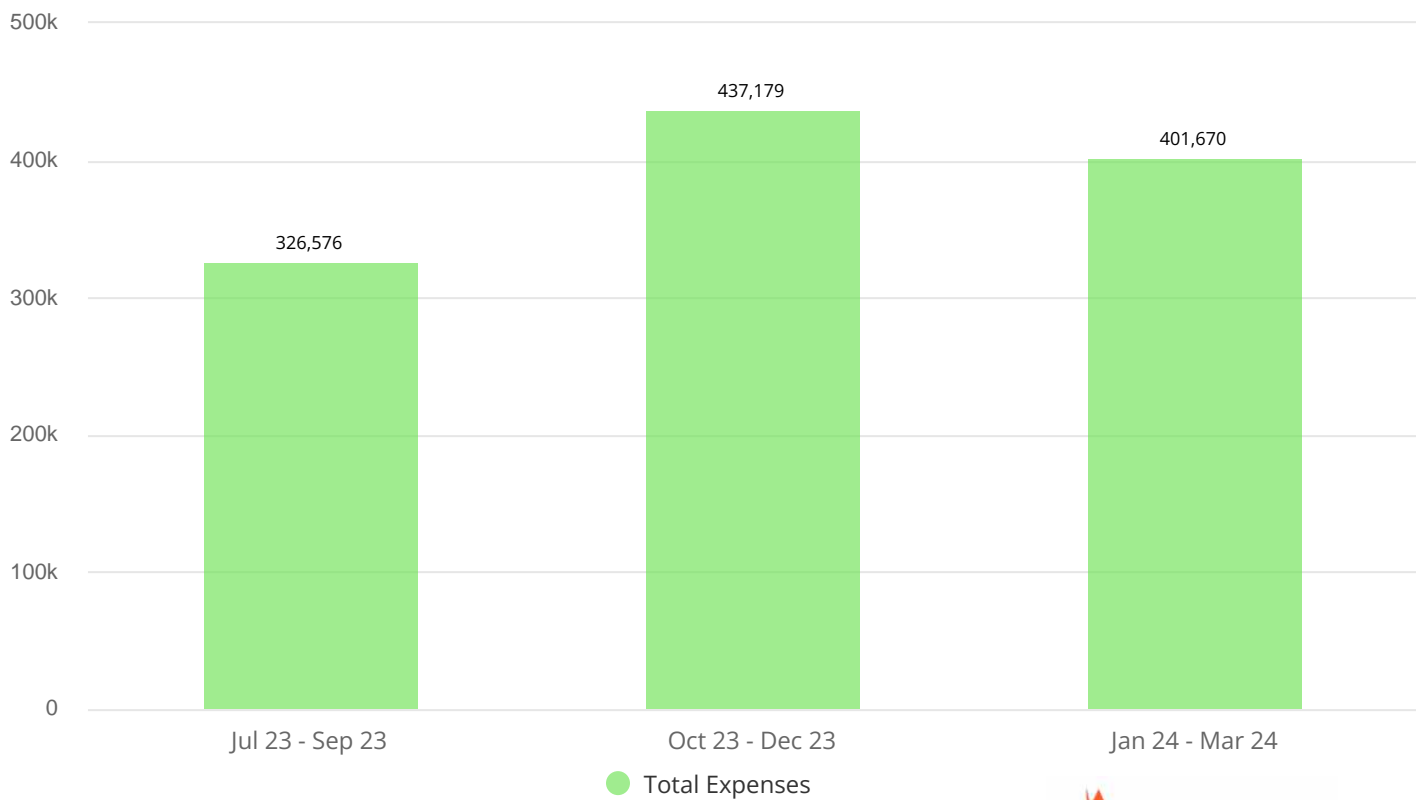
Revenue and Expenses FY 23-24 vs FY 22-23



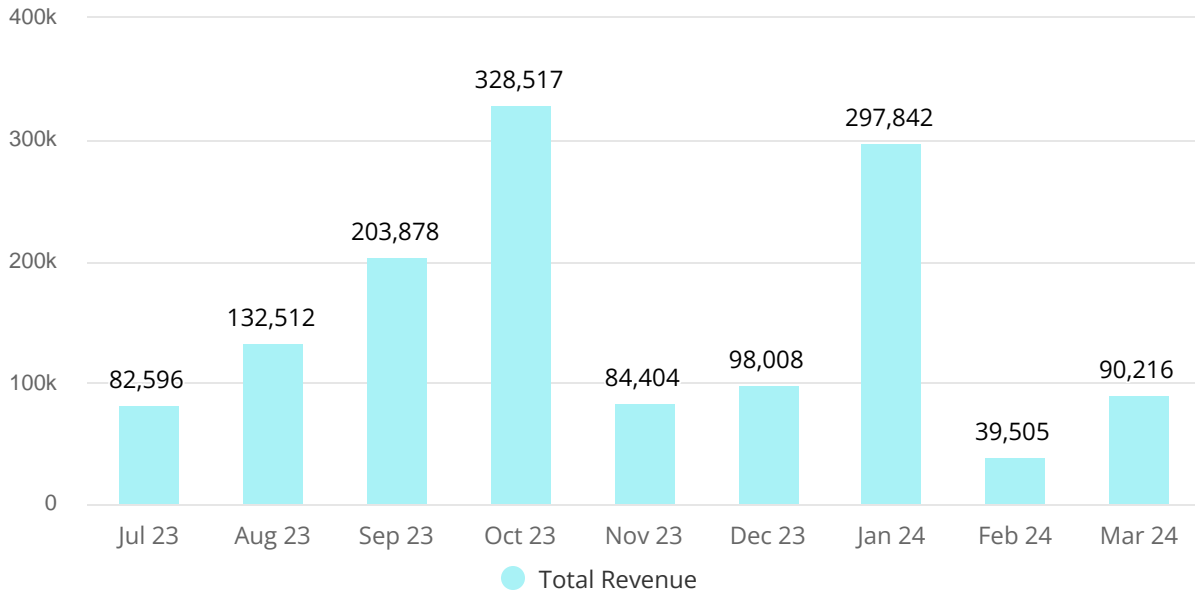
Fiscal Year Revenue by Quarter



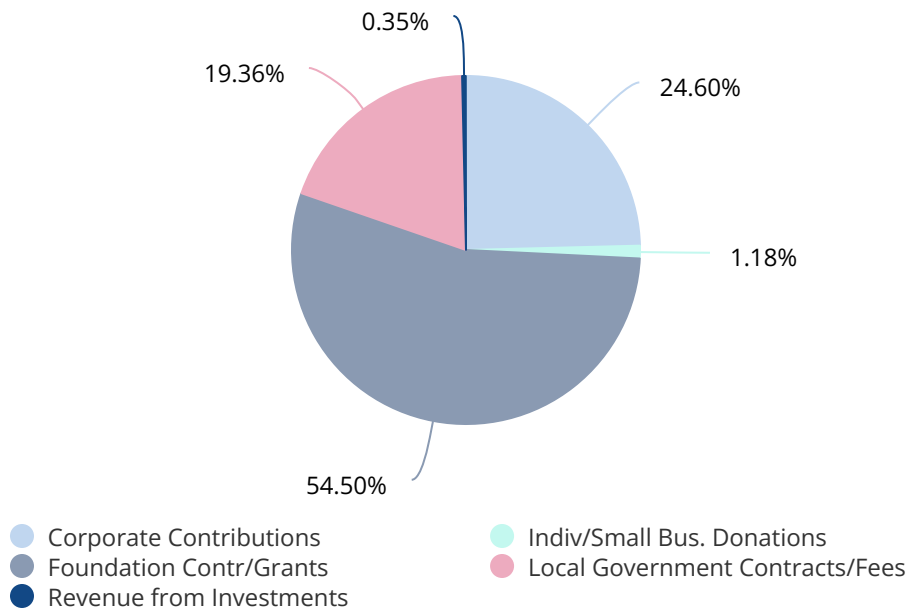
Fiscal Year Expenses by Quarter



Fiscal Year Revenue by Month



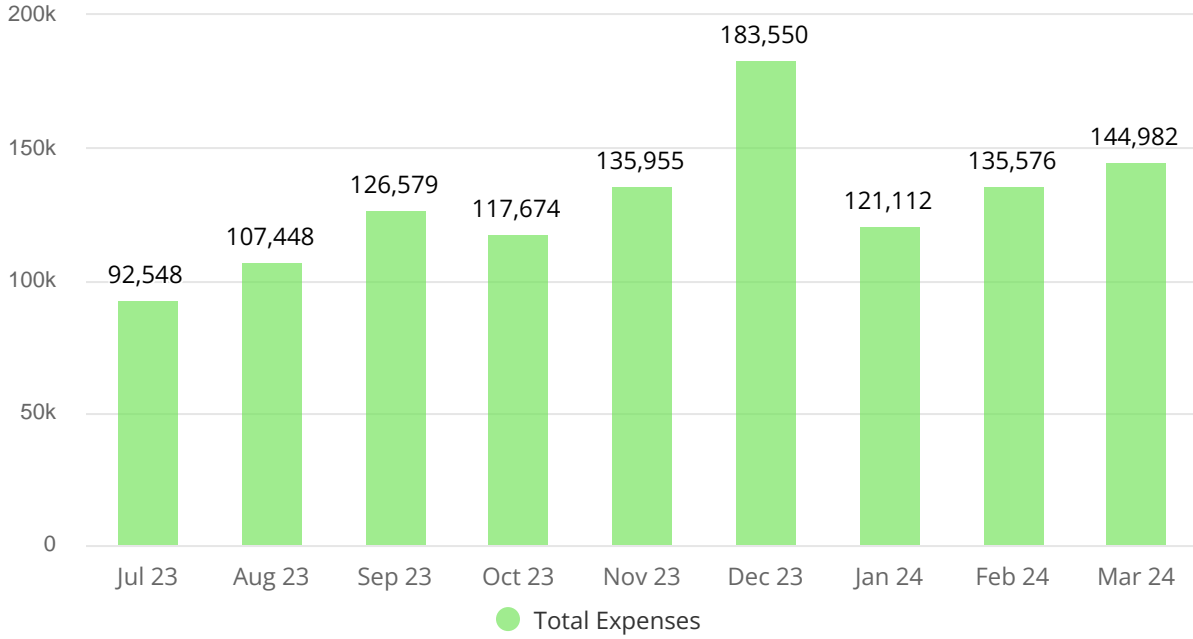
FY Q3 Revenue Concentration



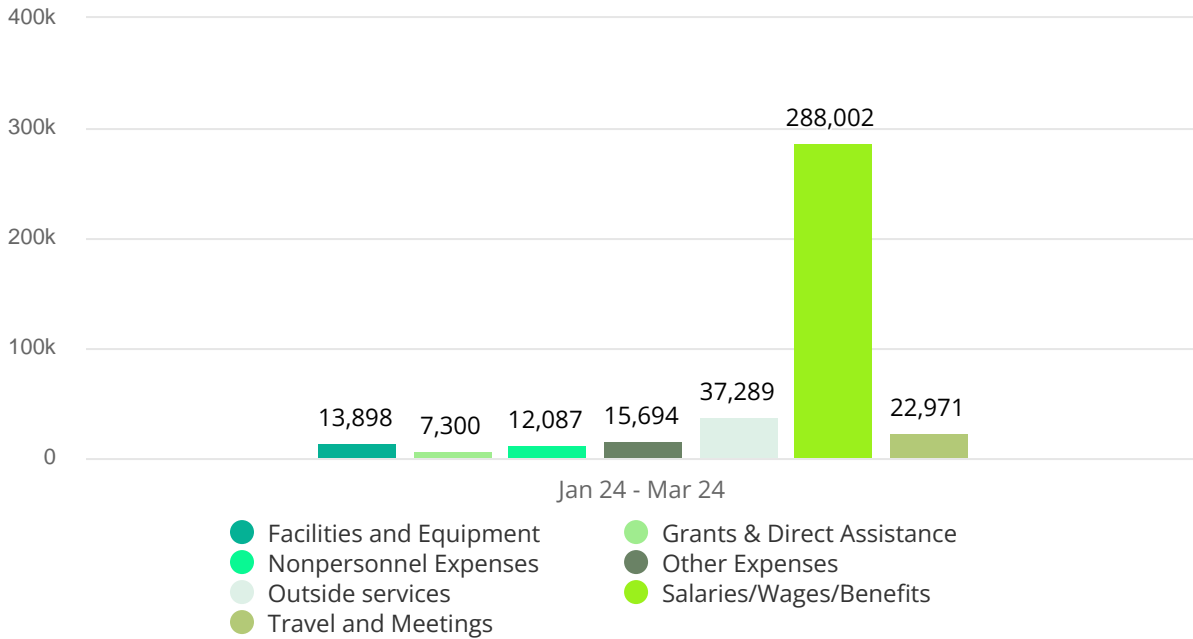
Fiscal Year Revenue Detail

	Jul23 - Sep 23	Oct 23 - Dec 23	Jan24 - Mar 24	Total
Income				
Direct Donations Revenue				
Corporate Contributions	15,000	6,400	105,170	126,570
Indiv/Small Bus. Donations	54,806	15,664	5,051	75,521
Total Direct Donations Revenue	69,806	22,064	110,221	202,091
Non- Government Grants Revenue				
Foundation Contr/Grants	249,539	410,000	233,043	892,582
Total Non- Government Grants Revenue	249,539	410,000	233,043	892,582
Revenue from Gov't Agencies				
Federal Government Contracts	9,340			9,340
Local Government Contracts/Fees	89,235	77,802	82,782	249,819
Total Revenue from Gov't Agencies	98,575	77,802	82,782	259,159
Revenue from Investments				
Interest- Checking	104	107	102	312
Interest- Savings	962	956	1,415	3,334
Total Revenue from Investments	1,066	1,063	1,517	3,646
Total Income	418,985	510,930	427,563	1,357,478

Fiscal Year Expenses by Month



Fiscal Year Q3 Expenses by Categories



Cash Highlights

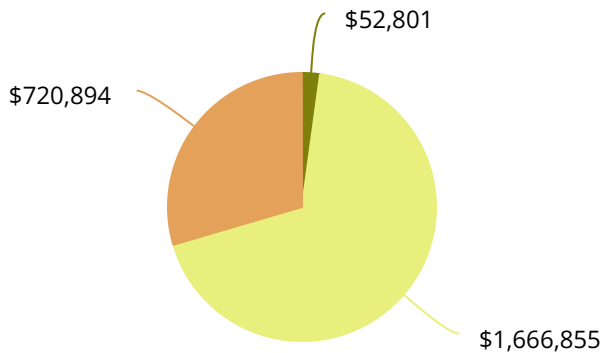
FY 23-24 vs FY 22-23

Total Cash:

March 2024 Cash is higher compared to March 2023 by 36.02%.

Cash Analysis

March 2024 Cash



- Secondary Checking 3319
- Primary checking 8005
- Savings 2337

12 Month Average Burn Rate
(Expenses only)
Cash Runway (Months)

\$118,850
22

Statement of Financial Position

Nuestra Casa de East Palo Alto

	Mar 24	Mar 23
Assets		
Current Assets		
Bank Accounts		
Expensify Clearing Account	-554	
Online Check Writer Wallet		30,408
Primary checking 8005	1,666,855	1,426,122
Savings 2337	720,894	300,411
Secondary Checking 3319	52,801	36,897
Total Bank Accounts	2,439,996	1,793,839
Accounts Receivable	129,672	30,000
Other Current Assets		169,713
Total Current Assets	2,569,668	1,993,552
Fixed Assets	129,488	108,582
Other Assets		
Total Other Assets		
Total Assets	2,699,157	2,102,134
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	4,870	12,664
Total Accounts Payable	4,870	12,664
Credit Card	2,766	7,162
Other Current Liabilities	31,115	23,429
Total Current Liabilities	38,752	43,255
Long- Term Liabilities		
Total Long- Term Liabilities		
Total Liabilities	38,752	43,255
Equity	2,660,405	2,058,879
Total Liabilities and Equity	2,699,157	2,102,134

The information contained in this report is provided for informational purposes only and is not intended to substitute for obtaining accounting, tax, or financial advice from a professional accountant. Any tax advice contained in this report is not intended to be used for the purpose of avoiding penalties under tax law. While we use reasonable efforts to furnish accurate and up-to-date information, we do not warrant that any information contained in or made available through this report is accurate, complete, reliable, current or error-free. We assume no liability or responsibility for any errors or omissions in the content of this report or delivered information.

Statement of Financial Position by Month

Nuestra Casa de East Palo Alto

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
Assets									
Current Assets									
Bank Accounts									
Expensify Clearing Account			-554						-554
Primary checking 8005	2,241,273	2,171,223	1,666,855	2,240,160	2,153,027	2,074,615	2,241,273	2,171,223	1,666,855
Savings 2337	303,299	303,558	720,894	302,362	302,680	302,979	303,299	303,558	720,894
Secondary Checking 3319	91,398	76,606	52,801	109,122	98,256	95,611	91,398	76,606	52,801
Total Bank Accounts	2,635,969	2,551,388	2,439,996	2,651,643	2,553,963	2,473,205	2,635,969	2,551,388	2,439,996
Accounts Receivable	86,448	86,448	129,672	43,224	43,224	86,448	86,448	86,448	129,672
Other Current Assets					51,350				
Total Current Assets	2,722,417	2,637,836	2,569,668	2,694,867	2,648,537	2,559,653	2,722,417	2,637,836	2,569,668
Fixed Assets	125,214	125,214	129,488	124,425	124,425	124,425	125,214	125,214	129,488
Other Assets									
Total Other Assets									
Total Assets	2,847,631	2,763,050	2,699,157	2,819,292	2,772,962	2,684,078	2,847,631	2,763,050	2,699,157
Liabilities and Equity									
Liabilities									
Current Liabilities									
Accounts Payable									
Accounts Payable	8,829	11,970	4,870	9,509	16,286	7,514	8,829	11,970	4,870
Total Accounts Payable	8,829	11,970	4,870	9,509	16,286	7,514	8,829	11,970	4,870
Credit Card	1,990	6,961	2,766	11,399	4,558	2,819	1,990	6,961	2,766
Other Current Liabilities	25,710	29,088	31,115	28,822	30,586	36,963	25,710	29,088	31,115
Total Current Liabilities	36,529	48,019	38,752	49,730	51,430	47,296	36,529	48,019	38,752
Long- Term Liabilities									
Total Long- Term Liabilities									
Total Liabilities	36,529	48,019	38,752	49,730	51,430	47,296	36,529	48,019	38,752
Equity	2,811,102	2,715,031	2,660,405	2,769,562	2,721,532	2,636,781	2,811,102	2,715,031	2,660,405
Total Liabilities and Equity	2,847,631	2,763,050	2,699,157	2,819,292	2,772,962	2,684,078	2,847,631	2,763,050	2,699,157

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Statement of Activity

Nuestra Casa de East Palo Alto

Jul 23 - Mar 24

Jul 22 - Mar 23

Income		
Direct Donations Revenue	202,091	308,417
Non- Government Grants Revenue	892,582	505,604
Revenue from Gov't Agencies	259,159	301,858
Revenue from Investments	3,646	619
Program Income		49
Total Income	1,357,478	1,116,547
Expense		
Business Expenses	19,919	56
Facilities and Equipment	33,496	26,609
Grants & Direct Assistance	25,565	37,996
Nonpersonnel Expenses	44,045	35,186
Other Expenses	61,314	48,728
Outside services	88,002	339,084
Salaries/Wages/Benefits	859,897	425,736
Travel and Meetings	33,187	2,539
Total Expense	1,165,425	915,935
Other Income	2,224	
Net Profit	194,277	200,613

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Statement of Activity by Month

Nuestra Casa de East Palo Alto

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Total
Income										
Direct Donations Revenue	22,825	28,610	18,371	1,625	2,550	17,889	71,983	15,349	22,889	202,091
Non- Government Grants Revenue	45,000	103,539	101,000	303,500	81,500	25,000	225,500	2,543	5,000	892,582
Revenue from Gov't Agencies	14,408		84,167	23,017		54,785		21,318	61,464	259,159
Revenue from Investments	363	363	340	375	354	333	359	295	863	3,646
Total Income	82,596	132,512	203,878	328,517	84,404	98,008	297,842	39,505	90,216	1,357,478
Expense										
Business Expenses	6,386	1,000		1,150	5,000	1,954	260	3,641	528	19,919
Facilities and Equipment	222	5,537	2,912	2,744	3,480	4,704	2,713	7,392	3,794	33,496
Grants & Direct Assistance	350	1,910	1,355	3,983	3,517	7,150	2,400	2,400	2,500	25,565
Nonpersonnel Expenses	3,180	3,493	6,915	5,341	9,549	3,479	2,786	3,318	5,983	44,045
Other Expenses	10,752	9,594	10,314	2,872	7,076	5,013	4,818	6,295	4,582	61,314
Outside services	1,884	1,500	4,544	13,445	22,358	6,982	4,874	10,982	21,433	88,002
Salaries/Wages/Benefits	73,771	83,711	92,138	86,008	83,222	153,045	102,005	90,755	95,242	859,897
Travel and Meetings	-3,996	704	8,401	2,131	1,753	1,223	1,257	10,793	10,922	33,187
Total Expense	92,548	107,448	126,579	117,674	135,955	183,550	121,112	135,576	144,982	1,165,425
Other Income	33	107	22	19	3,520	792	-2,409		140	2,224
Net Profit	-9,920	25,170	77,321	210,862	-48,030	-84,751	174,321	-96,071	-54,626	194,277

Cash Flow Statement

Nuestra Casa de East Palo Alto

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
Operating Activities	-9,015	17,079	32,333	221,559	-46,330	-132,109	163,554	-84,581	-107,118
Investing Activities	-5,609			-5,609			-789		-4,274
Financing Activities									
Net Cash Increase For Period	-14,624	17,079	32,333	215,950	-46,330	-132,109	162,765	-84,581	-111,392
Cash at Beginning of Period	2,400,905	2,386,281	2,403,360	2,435,693	2,651,643	2,605,313	2,473,205	2,635,969	2,551,388
Cash at End of Period	2,386,281	2,403,360	2,435,693	2,651,643	2,605,313	2,473,205	2,635,969	2,551,388	2,439,996

Ombudsman Services of San Mateo County

FY 23-24 Narrative report and financial statement/analysis not received

Menlo Park Community Fund Grant Report - Fiscal Year 2023-2024 By Omniware Networks

Description of the project completed by 6/30/2024:

Event 1:

We hosted a senior social well-being information session for about 200 seniors and offered complimentary well-being goodie boxes for Menlo Park seniors in July 2023 to educate and encourage them to have an active lifestyle and keep social connections to maintain their mental health. (about 40% white, 40% Asian and 20% other).



Impact:

Our information session and goodie boxes provided seniors practical information and pleasant goodies to take care of their physical and mental well-being.

Seniors appreciated us thinking of them. They like the well-being items to keep them whole self well, and the well-being tips to reduce negative mental chatter, improve physical and mental health.

Event 2:

We organized a summer BBQ, complimentary to Menlo Park seniors to celebrate National Senior Day with international culture themes in August 2023. About 60 seniors participated in this event (about 35% white, 40% Asian and 25% other).



Impact:

Senior appreciated an opportunity to socialize with each other, enjoyed the good weather and food, sensed mental pleasure and physical energy.

Seniors appreciated us spending time with them and bringing social and mental joy to them and felt they were loved and respected by the community.

Event 3:

We organized a Lunar New Year cultural celebration in Feb 2024. About 60 seniors participated in our activities (about 20% white, 50% Asian and 20% other).



Impact:

We successfully achieved the goals as our activities and services improved the seniors' physical and mental well-being, helped them to get more social connections with the community, and gained more exposure / experience of international culture.

Event 4:

We organized a senior talent show and spring social gathering in May 2024.

Seniors took turns to show their talents - dance, music, chorus, etc and had a good time to socialize with each other. This event was held at Crane Place, an affordable retirement residence for more than 200 seniors aged 62 or older (about 40% white, 40% Asian and 20% other) in downtown Menlo Park.



Impact:

Seniors told us that they loved it - it is a rare opportunity for them to demonstrate and show off their talents. They felt our event boosted their self-confidence, improved their

physical and mental health. They expressed their desire for us to come back to provide more of such services in the future.

Fund usage:

Senior well-being service program - Financial Statement
 By Omniware Networks
 July 1, 2023 - June 30, 2024

Revenue

Grant from Menlo Park Community Fund	\$2,000.00
Self-funding	
In-kind contribution (value of volunteer time of 40 hours at \$38/hour)	\$1,520.00
Total Operation Revenue	\$3,520.00

Expenses


1 Program banners, flyers and marketing fees	\$774.85	}	Item 1 to 3 were funded by Menlo Park grant
2 Program materials / supplies	\$925.14		
3 Program food and beverage	\$303.69		
4 Staff / volunteer preparation, orientation and appreciation	\$520.00	}	Item 4, 5, 6 were self-funded by Omniware Networks
5 Transportation and communication	\$400.00		
6 Program administration, IT, legal and accounting services	\$600.00		
Total Operating Expenses	\$3,523.68		

* volunteer time value is based on Independent sector report of 2023 data of California State.

Receipts of \$2000 funded by Menlo Park Grant (receipts of self-funded portion were not included)

1. Marketing, flyers, banners, printing/mailling \$774.85

- \$129.92 banners



INVOICE
#US3080241131705795837
Date: 21-Jan-2024

555 Old Hoskins Road,
Suite G, Livermore, CA
94550 United States

Billing Information	Shipping Information
[Redacted]	[Redacted]
page: just drag it.) T: 925-298-1133	United States T: 925-298-1133
Payment Method VISA Visa	Shipping Method Estimated delivery Mon, Feb 19, 2024 - Super Saver

Items	Qty	Subtotal
Outdoor Banners SKU: BBRW001	2	\$56.66

Page Title: Upload Your Artwork, Order
Size (W x H): 9 x 3 (FT) | S3663
Choice Material: Vinyl
Printing Options: No graphics:
Estimated delivery Mon, Feb 19, 2024
Comments: 15 Landscaps LE, HD. Please allow north the design before printing if as the
related preview is not available


Subtotal	\$56.66
Vault Amount	\$0.00
Discount (S838)	-\$11.72
Tax	\$1.20
Shipping	\$5.99
Grand Total	\$52.13

LIMITED TIME ONLY! BUY TODAY AND SAVE 35% OFF BANNERS! + SHIPS IN 24 HRS!


BANNERS ON THE CHEAP (877) 710-1826

Custom Banners | Step & Repeat | Mesh Banners | Retractable Banners | Flags | Fabric Banners | K-Banners | Tablecloths | Yard Signs | More Products

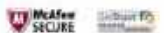
Shopping Cart

update	Product(s)	Description	Price	Qty.	Total
Edit Design Change Contents Copy Design Remove	 Front Side  Back Side View Proof	3R x 6R Vinyl Banner Double Sided (do not need a protective coating) Graphics in all 4 corners (already have a way to hang my banner)	\$73.76	1	\$73.76

Your Purchase is 100% Secure



100% Satisfaction Guaranteed




Original Total	*****
From: C/M	You Saved \$39.71
Sub-Total:	\$73.76
Cart Total:	\$73.76

● \$10.89 grommet tool kit

Order Details

Ordered on February 4, 2024 | Order# 114-0020402-8968260

[View or Print Invoice](#)

Shipping Address	Payment method	Order Summary
 United States page, just drag it.)		Item(s) Subtotal: \$9.98 Shipping & Handling: \$0.00 Total before tax: \$9.98 Estimated tax to be collected: \$0.91 Grand Total: \$10.89

 Earned 5% back with your Prime Visa.
[See terms and conditions.](#)

▼ Transactions

Delivered Feb 6, 2024

Your package was left near the front door or porch.



150 Sets Grommet Tool Kit: 1/2 Inch, Gold Grommets; Metal Grommet Kit with Installation Tools for Leather, Fabric, Curtain, Canvas

Sold by: Junky Direct
Return window closed on Mar 7, 2024
\$9.98

[Write a product review](#)

 Buy it again

- \$22.95 custom table cloth

Order Details

Ordered on September 16, 2023 | Order# 113-7715664-9092262

[View or Print invoice](#)

<p>Shipping Address</p> <p>[Redacted Address]</p> <p>OR use this space to add a note to the order. (e.g. "Please use this space to add a note to the order." place this text box on the page. just drag it.)</p>	<p>Payment method</p> <p>visa Visa ending in 0387</p>	<p>Order Summary</p> <table border="0"> <tr><td>Item(s) Subtotal:</td><td>\$14.99</td></tr> <tr><td>Shipping & Handling:</td><td>\$7.99</td></tr> <tr><td>Promotion Applied:</td><td>-\$0.75</td></tr> <tr><td>Your Coupon Savings:</td><td>-\$1.20</td></tr> <tr><td>Total before tax:</td><td>\$21.03</td></tr> <tr><td>Estimated tax to be collected:</td><td>\$1.92</td></tr> <tr><td>Grand Total:</td><td>\$22.95</td></tr> </table> <p>See tax and seller information</p>	Item(s) Subtotal:	\$14.99	Shipping & Handling:	\$7.99	Promotion Applied:	-\$0.75	Your Coupon Savings:	-\$1.20	Total before tax:	\$21.03	Estimated tax to be collected:	\$1.92	Grand Total:	\$22.95
Item(s) Subtotal:	\$14.99															
Shipping & Handling:	\$7.99															
Promotion Applied:	-\$0.75															
Your Coupon Savings:	-\$1.20															
Total before tax:	\$21.03															
Estimated tax to be collected:	\$1.92															
Grand Total:	\$22.95															
<p>▼ Transactions</p>																

	<p>AXKEUDO Personalized Customized with Logo Stretch Spandex Table Cloth 4FT 6 FT 8 FT Table for Tradeshow Events Birthday Wedding Anniversary Tradeshow Mantel Polyester 36"X72"</p> <p>Sold by: AXKEUDO Return window closed on Oct 26, 2023 \$14.99</p> <p>Customizations: Your Design Here and 2 more</p>	<p>Problem with order</p> <p>Write a product review</p>
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- \$23.97 Custom stickers / labels

<p>ORDER PLACED August 2, 2023</p>	<p>TOTAL \$23.97</p>	<p>SHIP TO JIE SHEN</p>	<p>ORDER # 113-5406227-4820263 View order details View invoice</p>
<p>No image available</p> 	<p>The sticker Cartel Labels Your Custom Personalized Label Stickers Insert Text Name Image and Photo Ideal Decals for Stock and Gifts and Christmas Presents Contains 100 Custom Labels.</p> <p>Return window closed on Sep 6, 2023</p> <p>Customizations: Custom Stickers and 5 more</p> <p>View your item</p>	<p>Write a product review</p>	

- \$264.99 CityPark marketing fee

You paid \$264.99 USD to CitySpark, Inc.

Create a PayPal account for fast, secure checkouts at millions of merchants.

[Activate PayPal Now](#)

Your purchase details

Your Transaction ID:
9L062806WB1264700

Merchant Transaction ID:
5V2806521E190151P

Purchase Date:
March 11, 2024

Payment to:
CitySpark, Inc.
support@cityspark.com

Payment from:
Jie Shen

Invoice ID:
117621

Subtotal	\$264.99 USD
Total	\$264.99 USD

- \$15 cityspark posting

Hello, FENGDI XU



You paid \$15.00 USD to CitySpark, Inc.

[View or Manage Payment](#)

Transaction ID

[1T0196293X418620W](#)

Transaction date

July 23, 2023

Merchant

CitySpark, Inc.

support@cityspark.com

+1 801-673-3286

Want some rewards?

Have your friends join PayPal.

Offer may be cancelled or modified at any time. Terms apply.

[Invite Your Friends](#)

Subtotal	\$15.00 USD
Total	\$15.00 USD
Payment	\$15.00 USD

- \$94.2 banner

Billing Information:

Name: Judy Xu
Phone: 6505398919

Shipping Information:

Name: Judy Xu
Phone: 6505398919



Product(s)

Name	Price	Qty	Total
78" x 33" Retractable Banner Material Single Sided Standard Stand • Padded Carrying Case Included!	\$66.99	1	\$66.99

Sub-total: \$66.99
Shipping: \$19.99
Tax: \$7.94
Order total: \$94.92

- \$119.27 FedEx



Thank you for choosing FedEx Office. This email confirms that we have received your order. Please retain this email for your records.

If you need to cancel this order, please contact us at **1.800.GoFedEx** 1.800.463.3339 as soon as possible. For your reference, your order number is 2010590570491476. Please note that most jobs go into production within 15 minutes of receipt. Orders cancelled after going into production may be subject to a charge.

If you have any other questions concerning your order, please contact the FedEx Office store that will be producing your order at 10061 S De Anza Blvd Cupertino CA 95014 US

ORDER – SUMMARY DETAILS

Order Number: 2010590570491479

Order Price

Subtotal: \$108.95

Tax: \$10.32



Total: \$119.27

|

- Mail \$39.55

 UNITED STATES POSTAL SERVICE.			
CUPERTINO 21701 STEVENS CREEK BLVD CUPERTINO, CA 95014-9998 (800)275-8777			
07/28/2023			04:07 PM
Product	Qty	Unit Price	Price
USPS Grnd Advtg	1		\$14.90
Galesburg, IL 61401 Weight: 2 lb 8.50 oz Estimated Delivery Date Wed 08/02/2023 Tracking #: 9534 6107 2431 3209 7276 30			
Insurance			\$0.00
Up to \$100.00 included			
Total			\$14.90
USPS Grnd Advtg	1		\$17.65
Galesburg, IL 61401 Weight: 4 lb 12.70 oz Dimensions: 75x4x4 Estimated Delivery Date Wed 08/02/2023 Tracking #: 9534 6107 2431 3209 7276 54			
Insurance			\$0.00
Up to \$100.00 included			
Nonstd Length			\$7.00
Item over 30"			
Total			\$24.65
Grand Total:			\$39.55
Credit Card Remit			\$39.55
Card Name: VISA			

2. Program materials and supplies \$925.14

Order summary		
Order ID :	PO-211-03409310792313983	
Order time:	Dec 20, 2023	
Item(s) total:	\$90.66	
Subtotal:	\$90.66	
Shipping:	FREE	
Sales tax:	\$8.27	
Order total:	\$98.93	
This is a partial refund for this order. Refund amount: \$10.86(Credit)		
View refund details >		
Shipping address		
Jen Shen +1 (650)539-8919, 26872 Almaden Ct, LOS ALTOS HILLS, CA 94022-4316, United States		
Payment method		
<input checked="" type="checkbox"/> Temu is committed to protecting your payment information. We follow PCI DSS standards, use strong encryption, and perform regular reviews of its system to protect your privacy.		
 PayPal j**c@excite.com	\$98.93	
Paid on Dec 20, 2023		
Item details (17)		
	14pcs/set Spring Festival New Year's Day Drago... multicolored	\$4.98 x5

Order summary

Order ID:	PO-211-15478237911673983
Order time:	Oct 27, 2023
Item(s) total:	\$49.99
Item(s) discount:	\$21.79
Subtotal:	\$17.24
Shipping:	FREE
Sales tax:	\$1.57
Order total:	\$18.81

Shipping address

Jen Shen - 1 (605)39-9919, 26072 Alvarado Ct, LOS ALTOS HILLS, CA 94022-4316, United States

Payment method

Amazon is committed to protecting your payment information. We follow PCI DSS standards, use strong encryption, and perform regular reviews of its system to protect your orders.

 PayPal ****@esite.com Paid on Oct 27, 2023	\$17.84
 PayPal ****@esite.com Paid on Oct 27, 2023 by one-click pay	\$0.97

Item details (6)

 Thin & Soft Purple Stickers, Confr... Round, Block by  Wickemery LLC	\$2.81 x 1
 2pc pair Self-Heating Insoles Foot Massage Wh... Insole Pad x 2	\$1.52 x 1

- \$28.26 gift bags

Order Details

Ordered on February 26, 2024 Order# 114-8049492-6212228

[View or Print Invoice](#)

Shipping Address [Redacted]	Payment method [Redacted]	Order Summary
Upgrade just drag it.]		Item(s) Subtotal: \$25.99
Earned 5% back with your Prime Visa. See terms and conditions.		Shipping & Handling: \$0.00
Transactions		Total before tax: \$25.99
		Estimated tax to be collected: \$2.37
		Grand Total: \$28.36

Delivered Feb 28, 2024

	RACETOP White Paper Bags with Handles Bulk 8"x4.5"x10.8" 100Pcs Gift Bags Medium Size,White Gift Bags with Handles,Gift Bags Bulk,Retail Bags,Party Bags,Shopping Bags Sold by: Amazon.com Services, Inc Return window closed on Mar 29, 2024 \$25.99	Write a product review
		

Order summary

Order ID:	PO-211-13073124296313983
Order time:	Dec 18, 2023
Item(s) total:	\$479.93
Item(s) discount:	-\$106.69
Subtotal:	\$72.81
Shipping:	FREE
Sales tax:	\$5.94
Order total:	\$79.45

Shipping address

Jie Shen +1 (650)539-8919, 26872 Almaden Ct, LOS ALTOS HILLS, CA 94022-4316, United States

Payment method

Terms: Committed to protecting your payment information. We follow PCI DSS standards, use strong encryption, and perform regular reviews of its system to protect your privacy.

PayPal: j***c@escite.com	\$79.45
Paid on Dec 18, 2023	

Item details (10)

	Epic Sun Moon Mountain River Paint By Number Sun And Moon By M. MULLIN	\$13.98 x2
	12/24 Colors Acrylic Paint Set, Watercolor Pigments 12 Colors/pigments+3brush+1palette By S. Kulechik	\$4.39 x4

ORDER PLACED February 26, 2024	TOTAL \$28.36	SHIP TO JIE SHEN	ORDER # 114-8049492-6212228 View order details View invoice
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Delivered Feb 28, 2024



RACETOP White Paper Bags with Handles Bulk 8"x4.5"x10.8" 100Pcs Gift Bags Medium Size,White Gift Bags with Handles,Gift Bags Bulk,Retail Bags,Party Bags,Shopping Bags
Return window closed on Mar 29, 2024

[Buy it again](#) [View your item](#)

[Write a product review](#)

- \$101.95+\$9.32 tax – event supplies

11/20/2023 10:26 AM EST

Order Placed: November 20, 2023
Amazon.com order number: 113-9587813-3428218
Order Total: \$22.15

Shipped on November 20, 2023

Items Ordered	Price
2 of: <i>Yeeqee 4 Pcs Linocut Soft Linoleum Block Carving Blocks Gray for Engraving Art Project Printmaking Studio 9x12Inch</i>	\$21.99
<small>Sold by: QeeQing (seller profile)</small>	
<small>Supplied by: QeeQing (seller profile)</small>	
<small>Condition: New</small>	

Shipping Address:



United States
 page, just drag it.]

Shipping Speed:
 FREE Prime Delivery

Shipped on November 20, 2023

Items Ordered	Price
2 of: <i>Speedball Linoleum Cutter Kit Assortment #1 - Linocut Carving Tools for Block Printing, Includes 5 Blades</i>	\$13.99
<small>Sold by: Speedball Art Products (seller profile)</small>	
<small>Supplied by: Speedball Art Products (seller profile)</small>	
<small>Condition: New</small>	
1 of: <i>Speedball Super Value Block Printing Starter Kit - Includes Ink, Brayer, Lino Handle and Cutters, Speedy-Carve</i>	\$29.99
<small>Sold by: Speedball Art Products (seller profile)</small>	
<small>Supplied by: Speedball Art Products (seller profile)</small>	
<small>Condition: New</small>	

Shipping Address:



United States
 page, just drag it.]

Shipping Speed:
 FREE Prime Delivery

Payment information

Payment Method:
 Prime Visa ending in 7473
 Earns 5% back
 Amazon gift card balance

Item(s) Subtotal:	\$101.95
Shipping & Handling:	\$0.00

Total before tax:	\$101.95
Estimated tax to be collected:	\$9.32

ORDER PLACED
August 3, 2023

TOTAL
\$8.72

SHIP TO
JIE SHEN ▾

ORDER # 113-6572858-5842600
[View order details](#) | [View invoice](#)

Arriving tomorrow by 10 PM



100 Pieces Ocean Waves Cellophane Treat Bags Under the Sea Blue Ocean Party Goodie Candy Bag with 100 Twist Ties for Beach Pool Birthday Summer Mermaid Party Decoration Baby Shower Supplies

Buy it again

[Track package](#)

[View or edit order](#)

[Ask Product Question](#)

ORDER PLACED
August 2, 2023

TOTAL
\$32.73

SHIP TO
JIE SHEN ▾

ORDER # 113-5335561-6748259
[View order details](#) | [View invoice](#)

Arriving tomorrow by 10 PM



Creative Kids Rainbow Splash Bulk Washable Watercolor Paint Set - 40 Palettes w/ 8 Assorted Water Color Paints & Wooden Brush - Perfect for Back to School and Kindergarten - Classroom Bulk Paint

Buy it again

[Track package](#)

[View or edit order](#)

[Ask Product Question](#)



Now just sit back while we get to work. We'll reach out soon to let you know your order is ready for pickup.

Order total
\$17.24

You saved
\$0.15

[Visit order details](#)

Processing for in-store pickup

Your pickup store:

San Jose Westgate Target store - 1600 Saratoga Ave, San Jose, CA 95129-5101



12ct Colored Pencils - Mondo Llama™

Qty: 20

\$0.50 / ea

Processing



24ct Crayons Classic Colors - Mondo Llama™

Qty: 20

\$0.25 / ea

Processing

Order Summary

Subtotal (50 items)	\$15.00
Discounts Target Circle Earnings	-\$0.15
Delivery	Free
Estimated Taxes	\$1.39
Total	\$17.24



Order #: 317585296-001

Hi Jie, your order is ready for pick up.

Pickup Location:

OfficeMax
Store #869
910 EL MONTE AVE



MOUNTAIN VIEW, CA
94040
(650) 954-8249

Monday	08:00AM	09:00PM
Tuesday	08:00AM	09:00PM
Wednesday	08:00AM	09:00PM
Thursday	08:00AM	09:00PM
Friday	08:00AM	09:00PM
Saturday	09:00AM	07:00PM
Sunday	10:00AM	06:00PM

Pickup Options:

Ordered by: Jie Shen
Authorized to Pick Up: Jie Shen

When you arrive at the store:



For Curbside Pickup, park in a spot near the front of the store and click "I'm Curbside" from your e-mail or mobile app. An associate will be outside shortly.

I'm Curbside



For In-Store Pickup, look for our Online Order Station. When you find your order, pick & go. If you need assistance, click the button near the Online Order Station. An associate will be with you shortly.

I need assistance

Thank you for your purchase

Need something else to complete your purchase?

Use the

\$10 off your \$30 regularly priced purchase

coupon that will be attached to your order when you pick it up at the store

Exclusions apply. Details below

Store Pickup:

Order #: 317585896-001

Status: Completed Awaiting Pickup

	<p>Post-it® Super Sticky Ease! Pad, 25" x 30", White, Pad Of 30 Sheets</p> <p>Item #618017</p> <p>Unit Price: \$39.79/pad</p> <p>Qty Ordered: 2</p> <p>Qty Ready: 2</p>	\$79.58
---	---	---------

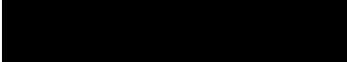
	<p>25% Off Qualifying Purchase</p> <p>Item #24875371</p> <p>Unit Price: (\$19.90)</p> <p>Qty Ordered: 1</p>	(\$19.90)
---	---	-----------

Subtotal	\$79.58
Tax	\$5.45
Discounts	(\$19.90)
Order Total	\$65.13

Shipped on February 27, 2024

Items Ordered **Price**
6 of: *Nicoeden 6 Pack Wooden Tea Cups, 5 Oz Japanese Tea Cups Handmade Natural Wood Water Cup for Drinking, Wine, Milk, Coffee, (100-200ML)* \$20.69
Sold by: Bjoy (seller profile)
Shipped by: Bjoy (seller profile)
Condition: New

Shipping Address:



Shipping Speed:

Delivery in fewer trips to your address

Payment information

Payment Method:
Amazon Visa ending in 7473
Earns 5% back
Amazon gift card balance

Item(s) Subtotal:	\$162.18
Shipping & Handling:	\$0.00
Buy more, save 6%:	-\$6.21

Total before tax:	\$175.97
Estimated tax to be collected:	\$16.64
Gift Card Amount:	-\$23.09

Grand Total:	\$167.52

Billing address



Credit Card transactions

Visa ending in 7473: February 27, 2024:	\$129.27
Visa ending in 7473: February 27, 2024:	\$38.25

Shipped on February 6, 2024

Items Ordered **Price**
8 of: *Nicoeden 6 Pack Wooden Tea Cups, 5 Oz Japanese Tea Cups Handmade Natural Wood Water Cup for Drinking, Wine, Milk, Coffee, (100-200ML)* \$20.69
Sold by: Bjoy (seller profile)
Shipped by: Bjoy (seller profile)
Condition: New

Shipping Address:



Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:
Amazon Visa ending in 7473
Earns 5% back

Item(s) Subtotal:	\$165.52
Shipping & Handling:	\$0.00
Buy more, save 5%:	-\$6.21

Total before tax:	\$159.31
Estimated tax to be collected:	\$15.12

Grand Total:	\$174.43

Billing address



Credit Card transactions

Visa ending in 7473: February 6, 2024:	\$174.43
--	----------

Shipped on March 5, 2024

Items Ordered

1 of: VANVENE 20 pcs Delicate Cherry Blossom Design Silk Folding Hand Fan Wedding Favors Gifts Japanese Party
Sold by: VANVENE Summer Store (seller profile)
Shipped by: VANVENE Summer Store (seller profile)

Price

\$22.99

Condition: New

Shipping Address:



United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Amazon Visa ending in 7473
Earns 5% back

Billing address



United States

Credit Card transactions

Item(s) Subtotal:	\$22.99
Shipping & Handling:	\$0.00

Total before tax:	\$22.99
Estimated tax to be collected:	\$2.10

Grand Total:	\$25.09

Visa ending in 7473: March 5, 2024: \$25.09

Order summary

Order ID:	PO-211-18184077455993983
Order time:	Feb 5, 2024
Item(s) total:	\$71.19
Item(s) discount:	-\$0.48
Subtotal:	\$70.71
Shipping:	FREE
Sales tax:	\$6.46
Credit:	-\$10.86
Order total:	\$66.31

Shipping address

[Redacted Address] states

Payment method

✔ Temu is committed to protecting your payment information. We follow PCI DSS standards, use strong encryption, and perform regular reviews of its system to protect your privacy.

👉 1 refund(s)(\$9.11 credit) have been issued. >

 PayPal j***c@excite.com \$66.31
Paid on Feb 5, 2024

You have applied **\$10.86**  Credit on this order

Item details (51)



1pc Paper Fan Japanese Style Folding Fan Ancie... \$1.39
The Wind Will Clear Quickly x20
By  Happy Rhythms



1pc Paper Fan Japanese Style Folding Fan Ancie... \$1.39
WOMAN x30
By  Happy Rhythms

Order summary

Order ID:	PO-211-19257874575993983
Order time:	Nov 21, 2023
Item(s) total:	\$61.38
Item(s) discount:	-\$35.84
Subtotal:	\$25.54
Shipping:	FREE \$2.99
Sales tax:	\$2.34
Order total:	\$27.88

Shipping address



Payment method

Teram is committed to protecting your payment information. We follow PCI DSS standards, use strong encryption, and perform regular reviews of its system to protect your privacy.

 PayPal j***c@excite.com	\$27.88
Paid on Nov 21, 2023	

Item details (12)

	1pc Multi-functional Clothes Hanger With 9 Hol... Gray Nine Holes	\$0.96 ×10
By  monia		

	Stylish Plastic Desk Organizer - Perfect For Offic... Blue	\$0.96 ×1
By  Colored life		

	5/10/20/32 Packs Hand Cream Gift Set-Hand Lo... 20 Random Models	\$14.98 ×1
By  JIZKO		

Shipped on July 15, 2023

Items Ordered

1 of: Moretoes White Gift Boxes 20pcs 8x6x4 Inches Paper Gift Box with Lids for Wedding Present Bridesmaid Proposal Gift Graduation Holiday Birthday Party Favor Engagements and Christmas Day \$10.99
Sold by: tatata (seller profile)
Shipped by: tatata (seller profile)

Condition: New

Shipping Address:



Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Visa ending in 3046

Billing Address:



United States

Credit Card transactions

Item(s) Subtotal:	\$10.99
Shipping & Handling:	\$0.00

Total before tax:	\$10.99
Estimated tax to be collected:	\$1.00

Grand Total:	\$11.99
Visa ending in 3046; July 15, 2023:	\$11.99

3 food and beverage \$303.69





MOUNTAIN VIEW #143
1000 N RENGSTORFF AVE
MOUNTAIN VIEW, CA 94043



21014320401122307141424

Member 111808598022

E	24311	VAR. MUFFIN	9.99 N
		SUBTOTAL	9.99
		TAX	0.00
		**** TOTAL	9.99

XXXXXXXXXXXX1003

CHIP read

APPROVED - PURCHASE

AMOUNT: \$9.99

07/14/2023 14:24 143204 112704

COSTCO WHOLESALE

Mountain View #143
1000 N Rengstorff
Mountain View, CA 94043
(650) 988-1841

SELF-CHECKOUT

HY Member 111808598022
E 1763983 HNYDEW MOCHI 8.99
E 1763983 HNYDEW MOCHI 8.99
E 957330 KS SNACK NUT 14.99
E 957330 KS SNACK NUT 14.99
E 521658 FERRERO 48CT 14.99
E 521658 FERRERO 48CT 14.99
E 1535755 CALIFORNIA 9.99
E 1123591 ORGHEALTHMIX 12.99
E 1123591 ORGHEALTHMIX 12.99
E 1123591 ORGHEALTHMIX 12.99
SUBTOTAL 126.90
TAX 0.00
**** TOTAL **126.90**

XXXXXXXXXXXX8437 CHIP Read
AID: A000000031010
Seq# 207443 App#: 50787C
Costco Visa Resp: APPROVED
Tran ID#: 413300207443....

APPROVED - Purchase
AMOUNT: \$126.90
05/12/2024 18:14 143 207 259 707

Costco Visa 126.90
CHANGE 0.00



SUNNYVALE #423
 150 LAWRENCE STATION RD
 SUNNYVALE, CA 94086



21042301301222312301158

Member 111808598022

E	36946	BEEF BULGOG	22.72	N
E	47035	TIRAMISU	18.99	N
	1773119	**CHARMIN**	29.99	Y
	319112	/1773119	6.50-	
E	1407434	TONKOTSU RA	10.99	N
	319493	/1407434	3.60-	
E	1111889	ORG BIN BIN	8.99	N
		SUBTOTAL	81.58	
		TAX	2.14	
		**** TOTAL	83.72	

XXXXXXXXXXXX5706

CHIP read

APPROVED - PURCHASE

AMOUNT: \$83.72

12/30/2023 11:58 423 13 122 93



PCRC

PENINSULA CONFLICT RESOLUTION CENTER

**City of Menlo Park Community Grant Report
Narrative Report | Financial Statement Analysis
Grant Period FY 2023-24
Prepared By: Monique Wright-Gory
Director of Programs, PCRC**

City of Menlo Park | Community Grant
End of the Year Narrative Report
FY 2023-2024

PCRC's Restorative Justice Practices Program (RJP) is designed to increase effective student engagement strategies, establish a sustainable restorative culture, and reduce punitive and racially disproportionate disciplinary practices. PCRC can help the Menlo Park Community through sustainable restorative justice cultural practices in schools. Measurable impact that we have seen in our Menlo-Atherton High School program includes:

- Reduced violence and bullying
- Reduction in/alternatives to suspension and expulsion (addresses school to prison
- Pipeline; Addresses racial disproportionality)
- Improved relationships and attitudes among students, teachers, administrators and parents.
- Positive and inclusive school climate and culture (less punitive, more restorative)

We believe that Restorative Justice programs, especially programs like ours that include community building and conflict resolution principles/practices, enrich communities, repair harm, restore relationships and create safe and inclusive spaces for the most vulnerable young people in our community. This has a ripple effect in our communities.

For the past 3 years, the Peninsula Conflict Resolution Center has served the Menlo Park community through its Restorative Justice Practices Program (RJP). We serve all 2,500 students plus staff and partners to support a shift in campus culture to be more restorative.

Leadership Development Opportunities

PCRC's goal to support and build vibrant campus communities is by offering Leadership Development for both students and staff. We believe that we can work with campus leadership to motivate staff in applying restorative practices in their classrooms and teaching students to peer restorative practitioners and mediators.

- RJP offers youth the tools to empower themselves by creating opportunities for them to learn, lead and give back to their communities.

It includes encouraging young people to be empathetic, communicate effectively, and express themselves creatively. The goal is to achieve lasting change that enhances and builds relationships between students, faculty, staff and parents, improves student behavior, reduces violence, which creates a vibrant community.

- PCRC's **Building Empathy and Respect** initiative works with youth and campus staff to develop leadership and communication skills, cultural identity, volunteerism, and self-advocacy. Our "whole school community" approach increases family engagement and student success while restorative practices improve teacher-student relationships and school climates. For in-risk youth, this means encouraging participation in processes to resolve problems peacefully rather than resorting to violence. This also allows partnerships with other youth-focused agencies to improve vibrant communities.

In this FY 23-24 school year at Menlo Atherton, we were asked to work in a different capacity. School leadership was interested in PCRC supporting the newcomer Latinx youth with mediation, conflict management/resolution and restorative justice. As the students try to understand and navigate the American (foreign to them) school system, a lot of challenges and conflict arise. While still implementing our RJP and BER work on campus, the focus has been the ELD/Newcomer youth.

- Provided Restorative Circle keeping with students including but not limited to mediation and other forms of communication
- Trained students on RJ practices and meditative strategies to address on-going challenges for students
- Also providing leadership workshops to help acclimate students to new educational system
- Provide on-going support and coaching to both students and staff of ELD/NewComer class
- Worked with parents and guardians of ELD/Newcomer students to provide information, access to resources, guide them through school processes and conflict- in language.

Direct Beneficiaries: 190 Youth

Interactions: 1,677

Ethnicity: 100% Latino/ Latina/LatinX

Ages: 14-18

Teacher/Administration Training

PCRC believes that in order for a school to see the results of a more restorative and community-infused campus, that training staff, students, and parents will contribute to that change. It is not uncommon to train staff and youth on different topics that can enhance their learning environment but an often overlooked but important element is, to train parents. When all 3 are trained and utilize the skills learned, students have an increased opportunity to be successful.

Training teachers and school staff is paramount to a restorative campus and can be the most difficult. Unfortunately, there are competing priorities and resources are not always available.

In FY 23-24 PCRC provided the following capacity building for teachers, staff and administration:

Menlo Atherton High School (3 Trainings):

- Building Community Through Restorative Practices
- De-escalation
- All Staff Professional Development Training - Restorative Conversations

Prep Time: 10 hours total
 Attendees: 495
 Ethnicity Data: Not collected

Grant Period Financial Statement/Analysis

Peninsula Conflict Resolution Center
 Expenditures from 2023/2024 Budget
 Year

EXPENDITURES FY 203/2024	PROGRAM Family, Youth and Children		AGENCY Peninsula Conflict Resolution Center	
	\$ AMOUNT	% OF TOTAL BUDGETED EXPENDITURES	\$ AMOUNT	% OF TOTAL BUDGETED EXPENDITURES
Direct Service Costs	20,000	80%	1,805,315.85	87%
Administrative Costs	5000	20%	318,585.15	15%
Total	25,000	100%	2,123,901.00	100%

**City of Menlo Park Community Funding Annual Report
2023-2024 Fiscal Year
Peninsula Volunteers Inc (PVI)**

Now in our 76th year operation, Peninsula Volunteers Inc. (PVI), continues to lead the field in the care and enhancement of senior lives. PVI's mission of enabling senior to age in place was greatly supported by the City of Menlo Park Community Funding grant of \$15,000 for the 2023-2024 fiscal year. PVI allocated the City's generous funding to our senior activity center (Little House, the Roslyn G. Morris Activity Center) and transportation program (RIDE PVI).

Health & Wellness and Life Enrichment Programs at Little House serve as a hub for older adults who desire to find a caring, compassionate, and vibrant community that values their wisdom and experiences. Members are welcome to spend the day socializing and engaging in a wide variety of programs to improve their physical, mental and social well-being. \$7500 of the Menlo City grant was used to subsidize the following programs for seniors:

- The fitness programs at Little House combine socialization with health and wellness to help seniors maintain and improve their physical fitness and function, including toning, flexibility, balance and mobility. Certified instructors lead all programs. Our programs include weekly group exercise classes, mind-body programs such as Tai Chi and Yoga, and one-on-one personal training in the gym.
- In order to maintain intellectual stimulation, Little House offers a variety of cultural artistic, and educational courses (ceramic and arts classes, regular lectures on travel, history, science, healthy aging and other engaging topics).
- Continued efforts to bridge the digital divide via classes and one-on-one tutoring sessions so seniors can proficiently navigate ever-changing technology, enabling them to perform daily online tasks and functions, and stay connected to family and friends.
- Weekly movies, book clubs, card and memory games provide much needed socialization for our clients to combat isolation and loneliness, offering the opportunity to engage in conversation and meaningful interaction with other seniors. Recently, live music from local musicians (pianist, guitarists, flutists) who play in the front lobby area in a small, intimate setting have been especially popular. Music reengages memory pathways and fosters community.
- Our on-site cafeteria, which offers high-quality meals at an affordable price (\$5.00 for entrée, side, and beverage) rounds out the offerings to ensure seniors thrive and remain healthy.

TRANSPORTATION – RIDE PVI

\$7,500 of the Community Funding grant was expended to provide over 380 on-demand rides to Menlo Park seniors, which account for over 55% of the total ridership. The majority of visits were to vital medical/health related appointments. Being able to easily and affordably keep appointments are essential to maintaining positive health outcomes, and overall well-being. Trips to senior activity centers continued to increase as well, as more seniors take advantage of valuable wellness programming.

Grocery store and pharmacy constituted the remainder of essential destinations. RIDE PVI provides an alternative from relying on family and friends for transportation, returning independence and mobility to their lives. Having a live person to speak with when requesting a ride and knowing that RIDE PVI staff are monitoring the ride from inception to destination is important to seniors who value person-to-person customer service, patience and security.

The average cost per ride is \$19.50 (including Lyft/Uber ride share and administrative cost). Riders received subsidized rides of \$8.00 per ride or at no-cost, depending on their financial ability. Continued funding from the Sequoia Healthcare District and the County of San Mateo along with the City of Menlo Park help make the program accessible to senior clients in need.

Ongoing referrals from other local senior centers help PVI ensure as many seniors as possible learn of the program.

Member Impact Story:

Mary had been a member of Little House for several years, taking ceramics and fitness classes. Over the past year, staff noticed she was experiencing cognitive and memory decline . Due to this mental impairment, it was no longer safe for her to drive. Her daughter now arranges rides through RIDE PVI to both Little House and Rosener House Adult Day Center, where she engages in therapeutic activities to help delay further cognitive decline. As the rides are monitored by RIDE PVI staff from Mary's residence to her destination, both the client and daughter feel reassured that Mary will arrive safely. The ride subsidy make the weekly rides affordable, fitting within Mary's limited budget.

Impact of the City of Menlo Park Grant

The City of Menlo Park Grant played a pivotal role in helping to ensure that PVI continues to serve older adults in the community and to meet the evolving needs of seniors. The funding assisted Little House's ability to maintain and expand its current range of essential services, social engagement, health and wellness programs, educational workshops, and other activities that contribute to the well-being and enrichment of older adults. The funding allowed RIDE PVI more capacity to serve senior with rides to their essential appointments as well as cover a small portion of the RIDE PVI ride coordinator position. The grant funding from the City of Menlo Park enabled PVI to continue its vital mission of serving older adults and ensuring their well-being, engagement, and fulfillment in the community.

Demographics

During FY23-24 (July 1 – June 30), PVI served over 65 seniors residing in Menlo Park and the surrounding regions. Over 45% of PVI Little House and RIDE PVI clients reported incomes of less than \$55,000 annually. The ethnic breakdown is as follows: White 62% Asian 26% Hispanic 5% African American 2% Middle Eastern 3% Other 2%. Future networking efforts will include outreach to the seniors at the new Belle Haven Center with its diverse population to offer the RIDE PVI program to and from the center.

PVI thanks the City of Menlo Park for their continued support and generous funding of PVI programs as we continue to promote and foster the well being of Menlo Park seniors.

Peninsula Volunteers, Inc.
 Manager Report - PVI by Program
 As of Date:

06/30/2024

	LH - City of Menlo Park Year To Date 06/30/2024 <u>Actual</u>	Ride PVI - City of Menlo Park Year To Date 06/30/2024 <u>Actual</u>
Operating Expenses		
Personnel		
Salary and Wages		
7225 - Salaries & wages - Other Employees	0	1,125
Total Salary and Wages	<u>0</u>	<u>1,125</u>
Total Personnel	<u>0</u>	<u>1,125</u>
Prof Fees - Ind Contr - Ther / Instr / Dietician		
7545 - Professional Fees - Program	7,500	0
Total Prof Fees - Ind Contr - Ther / Instr / Dietician	<u>7,500</u>	<u>0</u>
Professional Fees		
7540 - Professional Fees	0	6,375
Total Professional Fees	<u>0</u>	<u>6,375</u>
Total Operating Expenses	<u>7,500</u>	<u>7,500</u>



Submitted By:

Angie Holman
Executive Director of Ravenswood Classroom Partners
(650) 714-2095, angie@ravenswoodclassroompartners.org

Project Description – Expansion of a High-Dosage Literacy Tutoring Program for Ravenswood City School District Students

Ravenswood Classroom Partners (RCP) has partnered with the Ravenswood City School District for over 15 years to deliver in-person individualized and small group tutoring support. In fall 2022, with funding from the City of Menlo Park Community Fund, RCP expanded support for our high-dosage tutoring model to provide deeper one-on-one and small group engagement for students and support academic recovery in the district. Volunteer tutors have been working in-person with students in multiple tutoring sessions per week and cover content that links back to what is being taught in the regular classroom. The impact of the program has been significant. 100% of RCP students demonstrated growth or mastery of one or more concepts covered between pre- and post-assessments for the tutoring period. On average students in the youngest grades increased their letter and sound recognition by 33.3%. Students we tutored in grades 2-5 increased their reading and sight word abilities by 3.2 levels, faster than those not receiving tutoring support by two times on average.

Your grant made a difference and helped students in our community who face unprecedented challenges. 86% of Ravenswood students are economically disadvantaged and over 44% are homeless or housing insecure. The student body is ethnically diverse with 84% identifying as Latinx, 8% as Pacific Islander, 5% African American and 3% other races. Over 90% of the families qualify for free and reduced lunch.

How Funds were used – Ravenswood Classroom Partners used the City of Menlo Park Community Fund Grant to expand our high-dosage literacy tutoring program. Your \$15,000 funding was used to:

\$8,000 – Program Design Modifications:

- Collaborate with District Leadership to discuss modifications to the 2022-23 curriculum pilot including lesson plans, teaching tips and materials for working with students
- Implement any necessary database and website modifications
- Survey volunteers from three separate sources to create a larger volunteer tutor cohort to support more students
- Modify volunteer training and schedule and train volunteers
- Work with the Ravenswood teaching team to assess students and select those who are 6 months to 2 years below grade level in literacy skills for tutoring support
- Match students and volunteer tutors to create tutor teams
- Communicate with tutor teams and district teams on placement and scheduling

\$4,000 – Program Implementation:

- Implement the SIPPS tutoring program in all Ravenswood elementary school classrooms



- Manage initial pre-program assessment for students
- Monitor progress, assess and summarize the results with volunteers and the district curriculum team
- Schedule ongoing check in meetings with tutors to offer feedback and guidance

\$3,000 – Program Support:

- Continue to recruit new volunteers
- Train new volunteers including initial training and ongoing development
- Monitor and assess progress with monthly meetings
- Survey teachers and volunteers
- Assess students post-program
- Summarize program metrics and impact and adjust program as needed

With your support, we were able to deliver over 7,500 one-on-one tutoring sessions to over 450 Ravenswood City School District students who otherwise could not afford it!

Thank you for sponsoring our high-dosage tutoring program. We are so grateful for your support!



City of Menlo Park Grant Report

Grantor Contact: Nicole Casados, Executive Assistant to City Manager
City of Menlo Park, nscasados@menlopark.gov

Grantee Name: Ravenswood Education Foundation (REF)

REF Contact: Jenna Wachtel Pronovost, Executive Director
jenna@ravenswoodef.org, 650-329-2800; 60162

Grant Amount: \$7,000

Grant Period: July 2023 to June 2024

Grant Purpose: Belle Haven Elementary School Discretionary Fund

NARRATIVE REPORT:

Grant Focus: Belle Haven Elementary School Discretionary Fund

This generous grant made the following critical activities possible:

- Support for move due to renovations
 - Storage shed, safety cones, banners
- Community Engagement
 - Food and supplies for after school events including Open House, Family Game Nights, Belle Haven Carnival and more
- Staff Appreciation Initiative
 - Delivered lunches, customized items, cards

Direct Beneficiaries:

- 380 Belle Haven Elementary School students and their families.
- 75 Belle Haven Elementary School staff members including Reading Room Volunteers and BGCP staff.

- Ravenswood City School District Demographics
 - 80% Socioeconomically Disadvantaged
 - 60% English Learners
 - 47% Housing Insecure or Homeless
 - Grades: TK-5
 - Ages 4-11

- Ravenswood City School District Ethnicity/Race
 - 80% Latinx
 - 9% Hawaiian or Pacific Islander
 - 6% Black or African American
 - 5% Other



City of Menlo Park Grant Report

Overview

With the support of REF's generous donor community, including City of Menlo Park, the Ravenswood City School District provides all school principals with a special budget to address their school's most pressing needs throughout the school year. This unique opportunity allows school administrators to direct funds to areas they deem most critical for their community, unrestricted by budgetary constraints.

For Belle Haven Elementary School located in eastern Menlo Park, Principal Michelle Masuda has allocated their discretionary fund to show appreciation to her staff to boost morale and staff retention, build community amongst the families and staff, and make Belle Haven Elementary School a functional and special campus amid the exciting renovations that are underway.

Indicators of Discretionary Fund Effectiveness at Belle Haven Elementary School

In preparation for the upcoming renovations, Belle Haven Elementary School had to relocate to a temporary facility before the start of the 2023-2024 school year. Teachers, staff members, and volunteers worked tirelessly to make sure this temporary space they will call home for the next two years was ready to welcome students on the first day of school. With such changes comes unexpected expenses to make the space a welcoming and functional environment for the students and families of eastern Menlo Park who attend Belle Haven Elementary School. Purchases made from this fund to support the successful opening of the school include orange safety cones to put by the bus parking area for student safety, a shed to store playground equipment, and a banner to put outside the school gate to let the community know the main entrance to the school.

Amid the construction, the staff at Belle Haven Elementary School continued to hold their traditional events to engage the community such as after school carnivals, multicultural days, and parent university meetings. Principal Masuda used this fund to encourage participation with pizza, drinks, games, or prizes for the fall and winter carnivals, coffee and donuts for parent meetings, and even a special popsicle treat for the promoting 5th grade class. This budget line is essential in supporting meaningful community events that support Belle Haven students.

Belle Haven Elementary School administrators also leveraged this fund to acknowledge the hard work of their staff. One way Principal Masuda did this was to provide a meal on special days such as when staff members and volunteers came to campus before the first day of school to get ready for the school year, or when teachers stayed until late in the evening to accommodate families' schedules so they could attend parent-teacher conferences. She also used this budget to buy special gifts (awards, frames, gift cards) as a token of appreciation for her staff's hard work and commitment to the Ravenswood community.

This meaningful and impactful budget line makes a great difference in the Ravenswood community. Thank you for investing in the students, families, teachers and staff of Belle Haven Elementary School in eastern Menlo Park.



City of Menlo Park Grant Report

FINANCIAL STATEMENT/ANALYSIS; AUDIT:

The generous grant from the City of Menlo Park has been used to fund Belle Haven Elementary School's discretionary fund with no portion of the funds being used for REF overhead expenses.

2023-24 Belle Haven Elementary School Discretionary Budget:

Ravenswood Education Foundation		
BELLE HAVEN ELEMENTARY SCHOOL		
Discretionary Fund		
July 2023 - June 2024		
Initiative	DETAIL	BUDGET
Belle Haven School Discretionary Fund	Expenses related to campus relocation due to renovations, community engagement and staff appreciation initiative	\$7,000
TOTAL BUDGET:		\$7,000



The Ravenswood Education Foundation is deeply grateful for the support of the City of Menlo Park. Together we are ensuring Belle Haven Elementary School staff are appreciated and families are supported to create a successful and connected community.



July 31, 2024

Contact Information:

Melissa Lukin
Executive Director
Rebuilding Together Peninsula
P: 650-366-6597 x222
E: Melissa@RebuildingTogetherPeninsula.org

Nicole S. Casados
Executive Assistant to the City Manager
City of Menlo Park
P: 650-330-3311
E: nscasados@menlopark.gov

Final Report for FY 2023-2024:

Thank you for supporting Rebuilding Together Peninsula (RTP) as we continue to repair the homes of our local neighbors in need. During the grant award period, a total of 10 Menlo Park residents across five homes benefitted from our free home repair program. While this falls shy of our goal of eight homes as stated in our application, the cost of repairs continue to rise and this grant allowed us to meet more of our clients' repair needs and make sure that their homes are safe and healthy.

The \$10,000 in funding from the City of Menlo Park was leveraged with City of Menlo Park BMR funding, sponsorships, CDBG funding from the County of San Mateo and in-kind donations, which allowed RTP to complete repairs with resources not supported by other funds and supplies that could not be leveraged from in-kind donors. This gave us the capacity to ensure each homeowner received the full range of critical health and safety repairs needed in their homes. The total cost across all five homes surpassed \$67,030.

Of the five Menlo Park homes that RTP rehabilitated and modified this year, all of the homeowners had incomes that ranged from low to extremely-low per HUD standards. Four of the five households had at least one elderly resident, all five had a resident with a disability, and all of the households had BIPOC residents.

Repairs include replacing uneven or damaged flooring, painting, removing debris, removing hazardous trees, installing new appliances, replacing rotting kitchen cabinets, replacing electrical panels, repairing bathrooms, installing safety devices (smoke detectors, carbon monoxide detectors, fire extinguishers, GFI outlets in kitchen and bathrooms), installing a new vanity and sink/faucet, adding assist bars at front door and grab bars in shower, adding adequate lighting, and more!

We are including information about the costs of the services at the end of this report.

Demographic Data:

Household	# of Household Members	Ethnicity	Gender	Age 62+	HUD Income level	Disabled
23911	1	Black	F	Yes	Extremely Low	Yes
24001	4	Multi-ethnic	3 M 1 F	No	Low income	Yes
24002	1	Black	F	Yes	Extremely Low	Yes
24901	2	Black	1 F 1 M	Yes	Extremely Low	Yes
24906	2	Black	1 F 1 M	Yes	Extremely Low	Yes

Impact:

The results of our homeowner surveys allow us to thoroughly evaluate how the repairs we make impact the lives of the residents we serve. In addition, the results allow us to find ways to improve and evolve the structure of our services to make sure we meet as many of our clients' needs as possible.

For RTP satisfaction survey participants surveyed over the last year:

- 100% reported RTP performed quality work in their home;
- 100% reported feeling safer in their home since repairs were completed;

- 90% believe the repairs will allow them to age in place in their home (before 61% expected to do so); and
- 94% reported being less likely to fall in their homes since repairs were completed (or state N/A).

In addition, RTP's work has proven to extend beyond repairs and renovations; we impact lives and communities across six domains:

- Safety: The homes and community facilities we repair are safer structures that have reduced hazards and are better prepared for outside dangers.
- Physical health: RTP focuses on improved functionality of homes as well as creating a home that promotes personal hygiene and a homeowner's overall health.
- Mental health: After repairs are complete, homeowners report improved feelings of overall well being, increased pride in homes, and improved ability to cope with life's stressors.
- Independence: Homes renovated by RTP offer our vulnerable neighbors increased physical mobility, improved ability to take care of the home, and the ability to age in place.
- Economic security: Repaired homes decrease the cost of maintaining the home and improve property value – both essential to economic security for our low-income neighbors.
- Community: Safe and healthy homes also improve homeowners' relationships with their neighbors and repaired community facilities increase a nonprofit's ability to serve our community.

Sometimes the best way to understand what makes our free home repair programs special and worth sustaining is through the words from our clients:

- *"Thank you again. We all appreciate you for all the hard work you do to make our homes better, which improves our lives and well-being!"*
- *"Thank you and your staff for all that you have done to make my home habitable again. Without the help from your organization, I would have remained in serious difficulties, but thanks to you, all is well...thank you for all you have done for me."*
- *"This has been the best thing that could have happened to me. I am so grateful for all the volunteers and Rebuilding Together for everything. Everyone was great, and I love my house now."*
- *"I can't thank you enough for all the things you have done for our home. The project was done with utmost care and efficiency. You are simply amazing!"*
- *"I can't stop admiring all the things done to my home. I always smile from the minute I open the door to turning on the lights."*

- *“We are really glad that we found out about this program. We are really satisfied with the good work they did. We feel safe now.”*

Expenses and Scopes of Work:

To date, Rebuilding Together Peninsula has spent \$67,030 on materials, subcontractors, staff time directly related to the projects, and mileage for the five Menlo Park residences discussed in this report. Expense reports (with homeowner and staff names removed) for each site follow.

Conclusion:

Thank you for supporting our free home repair program. The program provides repairs for dozens of local low income homeowners every year, the majority of whom are seniors, people with disabilities, or veterans. Your support allowed RTP to be flexible and respond to the pandemic while remaining committed to our mission of repairing homes, revitalizing communities, and rebuilding lives.

Your commitment to supporting our mission aids us in meeting our vision of safe homes and communities for everyone. Thank you again for providing us with the resources we need to make a significant and long-lasting impact in the lives of our neighbors in need. If you have any questions or require further documentation, please contact Melissa Lukin, Executive Director, at 650-366-6597 x222 or Melissa@RebuildingTogetherPeninsula.org.

23911MEN - Reporting Summary
1123 Carlton Ave

Scope of Work

- Interior: - Carpet in the Den (27.4' x 15.7') | & hallway (24') needs to be cut and removed. (Possible suitable flooring under/ Homeowner unsure)
- Assess flooring; if it needs covering, please install Laminate flooring in the Den and hallway.
- Kitchen Shelving in the cabinet is warped and needs additional support.
- Drywall repair near the door and behind the cabinets. An entry for Mice.
- Troubleshoot/Replace Garbage Disposal
- Replace Kitchen Lighting.
- GFCI replace as needed
- Bathroom Repair: - Recaulk Toilet
- Guest/Hallway Bathroom has a cracked pedestal sink that needs to be replaced.
- Linoleum flooring is peeling and needs quarter-round or replaced with laminate flooring. (4.9' x 9')
- Exterior: - Remove Debris from the garage, two rooms, and exterior parameters of the home. (approx 40 YD Debris Box) - Exterior light can be switched out with a cover and brighter light. (All on a switch/Hardwire) - Hardscaping in front w/ some mulch.
- Remove the Oak tree near the fireplace damaging the Home foundation.
- Kitchen Appliances do not work. The Dishwasher needs to be replaced, and the gas stove.
- Replace Thermostat

Total Expenses = \$16,331

See attached report

24001MEN - Reporting Summary
1440 Hill Ave

Scope of Work

- Remove bathroom vanity and replaced
- Repair washroom subfloor while vanity has been removed; replace flooring with laminate VCT and trim out baseboards after vanity has been reinstalled.
- Remove kitchen lower cabinets and countertop; leave tile backsplash in place.
- Repair kitchen subfloor while cabinets have been removed; replace flooring with laminate VCT

- and trim out baseboards after cabinets have been reinstalled.
- Install new laminate countertop after cabinets have been installed.
 - Install new sink and faucet

Total Expenses = \$24,468

See attached report

24002MEN - Reporting Summary
1107 Hollyburne Ave

Scope of Work

- Install Smoke Detectors in every bedroom as needed
- Install Carbon Monoxide detectors near gas-producing appliances.
- Install FireExtinguisher near Kitchen
- Replace Glass sliding door w/ In-Kind Donation
- Replace Window in Kitchen (27 x 29) w/ In-Kind Donation
- Replace (1) Man Door in garage
- Replace (2) Storm Doors. Backyard and garage
- Install 8" Grab bars at exterior ingress of backyard man door
- Install new 4' Planter Box + soil and fresh plants + Soil and fresh plants to old planter box at
- Homeowner's Discretion - Repair/Replace (2) Sections of Fence.
- Exterior Powerwash and paint

Total Expenses = \$6,555

See attached report

24901MEN - Reporting Summary
340 Ivy Dr

- Install Smoke Detectors near every bedroom
- Install Carbon Monoxide Detector near gas-producing appliances.
- Bathroom Repair - Replace the Leaking Shower Valve or repipe the on/off valve for the walk-in shower
- Bathroom Repair: - Replace Toilet - Replace Vanity with more minor and w/ storage (Allows toilet to be 15" on Center)
- Repair/Replace Drywall behind Toilet (Approx 4' section)

- Replace all outlets 4' of water source with GFCI's Outlet.
- Install a Grab bar near the Front entrance.
- Troubleshoot or Replace Thermostat
- Repair/Replace Doorbell
- Fence Repair (Approx 11 sections) - Demo Fence boards, stringers, and posts
- Dig and set the new post in concrete and anchor additional post
- Frame Stringers and Kick plates and Inst
- Install solar Lighting - Repair/replace Hardwire Exterior Lighting.
- Replace Crawlspace Vent/screens Install downspout extensions to direct water away from the structure.
- Kitchen Repair:
- Repair/Replace Range Hood fan (Mechanical)
- Repair Kitchen cabinet Hinges and Door for proper close
- Replace all outlets 4' of water source with GFCI's Outlet.
- Replace Dim light bulbs and install new LED Light bulbs as needed.
- Repair/Replace Doorbell
- Exterior: Install solar Lighting

Total Expenses = \$10,370

See attached report

24906MEN - Reporting Summary

1308 Madera Ave

Scope of Work

- Replace electrical panel
- Install new 4' LED light fixture
- Only one exterior light in the backyard coming off a J-box with a GFI in it. GFI makes noise when something is plugged into it.
- Remove debris
- Build Fence

Total Expenses = \$9,306

See attached report

REBUILDING TOGETHER PENINSULA
Transaction Report
July 2023 - June 2024

Date	Num	Name	Memo/Description	Amount	Customer
08/27/2023	08/27/2023	Seven King's Stump Grinder Tree Service	tree and stump removal	\$	900 23911-MEN
09/15/2023	9328817	EMSL Analytical, Inc. / LA Testing	lead testing	\$	26 23911-MEN
09/19/2023	237543	Redwood Debris Box Service	box services for SP site	\$	662 23911-MEN
09/20/2023	10/02/2023	Lowe's Business Acct/GEMB	materials inv 999919 - LSWDYO, site 23911-MEN	\$	169 23911-MEN
09/20/2023	10/02/2023	Lowe's Business Acct/GEMB	materials inv 901447 - LSWDYL, site 23911-MEN	\$	867 23911-MEN
09/20/2023	10/02/2023	Lowe's Business Acct/GEMB	materials inv 999919 - LSXCNP, site 23911-MEN	\$	62 23911-MEN
09/21/2023	6024	Silicon Valley Flooring, Inc.	flooring labor and materials	\$	5,128 23911-MEN
09/22/2023	237648	Redwood Debris Box Service	box services for SP site	\$	662 23911-MEN
09/28/2023	09/28/23	Home Depot Credit Services	materials 23911-MEN	\$	1,288 23911-MEN
10/11/2023	10/11/2023_JW	First National Bank Omaha (josh)	FedEx split multiple sites 23911-MEN - SEPTEMBER	\$	11 23911-MEN
10/11/2023	10/11/2023_RS	First National Bank of Omaha (robert)	iPromoteU: signage for sponsor 23911-MEN	\$	88 23911-MEN
10/11/2023	10/11/2023_RS	First National Bank of Omaha (robert)	Boudin: lunch for volunteers 23911-MEN	\$	693 23911-MEN
11/08/2023	385BA1CAA688E45D0AB44	THE HOME DEPOT	Jesse R Leandro The Home Depot RTP Site expenses	\$	12 23911-MEN
12/06/2023	10265	Maldonado General Contractor Inc.	labor and materials 23911-MEN	\$	3,400 23911-MEN
12/12/2023	238035	Redwood Debris Box Service	toilet services 23911-MEN	\$	234 23911-MEN
			RTP admin fee 15%	\$	2,130
			TOTAL	\$	16,331

REBUILDING TOGETHER PENINSULA
Transaction Report
 July 2023 - June 2024

Date	Num	Name	Memo/Description	Amount	Customer
07/06/2023	2145	BG Plumbing	work for NRD site	2,500.00	24001-MEN
07/11/2023	2148	BG Plumbing	work for NRD site	7,500.00	24001-MEN
08/09/2023	235452	Redwood Debris Box Service	box services for NRD site	435.00	24001-MEN
08/11/2023	236103	Redwood Debris Box Service	box services for NRD site	41.04	24001-MEN
08/28/2023	08/28/2023	Home Depot Credit Services	materials for NRD	732.10	24001-MEN
08/29/2023	237131	Redwood Debris Box Service	sink/toilet services for NRD site 1440 Hill Ave New Service	206.53	24001-MEN
09/25/2023	237658	Redwood Debris Box Service	box services for NRD site	435.00	24001-MEN
09/28/2023	09/28/23	Home Depot Credit Services	materials 24001-MEN	605.19	24001-MEN
10/01/2023	09/11/2023_JL_late	First National Bank of Omaha (Jesse)	FGY for 24001-MEN	2,545.36	24001-MEN
10/01/2023	239154	Redwood Debris Box Service	toilet services 24001-MEN	174.00	24001-MEN
10/05/2023	239155	Redwood Debris Box Service	toilet services 24001-MEN	65.39	24001-MEN
10/11/2023	10/11/2023_JW	First National Bank Omaha (josh)	Airport Appliance 24001-MEN	912.13	24001-MEN

10/11/2023	10/11/2023_JL	First National Bank of Omaha (Jesse)	FGY Corp for 24001-MEN	33.00 24001-MEN
10/11/2023	10/11/2023_JL	First National Bank of Omaha (Jesse)	Hassett Hardware purchase and return	0.00 24001-MEN
10/27/2023	10/27/2023	Home Depot Credit Services	materials 24001-MEN	123.59 24001-MEN
12/12/2023	237938	Redwood Debris Box Service	box services excess tons 24001- MEN	45.36 24001-MEN
04/29/2024	5369023F5968BB14DF68A		Virginia Avila Boudin Catering RTP Site expenses	239.96 24001-MEN
04/29/2024	6E75A979CB980C33EF469		Virginia Avila Boudin Catering RTP Site expenses NRD Provided lunches for volunteers	239.96 24001-MEN
05/10/2024	249109	Redwood Debris Box Service	box services 24001-MEN CJ Marbely Bayside Blding Mat RTP Site expenses Prep tools for Juan Louie and Grabowski.	735.00 24001-MEN
05/11/2024	0AF838F2FA26CD003EC05		24001MEN & 24026SAM Robert Skelton Soleska Market RTP Site expenses Drinks for 24001MEN lunch volunteers	32.87 24001-MEN
05/13/2024	386F4CC9B969D0C59EE42		Robert Skelton Starbucks RTP Site expenses Breakfast coffee for 24001MEN (Volunteer Captain did not appear at site)	44.00 24001-MEN
05/13/2024	0F4536384AD9191788A44		CJ Marbely The Home Depot RTP Site expenses Material for 24001MEN Juan Louie project site	55.31 24001-MEN

05/13/2024	2115F629FAC6CF1CD0D0B		Virginia Avila Boudin Catering RTP Site expenses 24001MEN NRD - Volunteer Lunch order	362.60 24001-MEN
05/23/2024	C9CF5C6C7EC35ABDBA64F		Edward J Woodruff Redwood Debris Box Servi RTP Site expenses Split per addresses on receipt	344.00 24001-MEN
06/04/2024	25362	Timberline Tree Service, Inc.	tree work 24001-MEN	2,025.00 24001-MEN
06/11/2024	33337622	EMSL Analytical, Inc. / LA Testing	lead testing 24001-MEN	27.00 24001-MEN
06/14/2024	250797	Redwood Debris Box Service	box services 24001 MEN	500.00 24001-MEN
06/15/2024	BDED10C3E8346D8498CF6		Robert Skelton Costco RTP Site expenses Food snacks for volunteers at 24001MEN	56.15 24001-MEN
06/16/2024	FD7DE35DD376EEB567FA5		Robert Skelton Starbucks RTP Site expenses Coffee for 24001MEN volunteers	22.00 24001-MEN
06/30/2024	12610	Redwood Debris Box Service	services 24001-MEN	214.00 24001-MEN
			RTP admin fee 15%	\$ 3,191
			TOTAL	\$ 24,468

REBUILDING TOGETHER PENINSULA
Transaction Report
 July 2023 - June 2024

Date	Num	Name	Memo/Description	Amount	Customer
08/28/2023	08/28/2023	Home Depot Credit Services	materials for NRD	561.86	24002-MEN
09/15/2023	9328818	EMSL Analytical, Inc. / LA Testing	lead testing	25.70	24002-MEN
09/28/2023	09/28/23	Home Depot Credit Services	materials 24002-RWC	209.92	24002-MEN
10/11/2023	1118-00000941895	Kelly-Moore Paint Co. (LA remit)	materials 24002-MEN	657.98	24002-MEN
10/14/2023	1118-00000942229	Kelly-Moore Paint Co. (LA remit)	materials 24002-MEN	139.22	24002-MEN
10/14/2023	1118-00000942218	Kelly-Moore Paint Co. (LA remit)	materials 24002-MEN	230.95	24002-MEN
10/24/2023	239214	Redwood Debris Box Service	toilet services for 24002-MEN	234.00	24002-MEN
10/27/2023	10/27/2023	Home Depot Credit Services	materials 24002-MEN	244.72	24002-MEN
10/27/2023	10/27/2023	Home Depot Credit Services	RETURN materials 24002-MEN	-84.53	24002-MEN
11/09/2023	11/09/2023_RS	First National Bank of Omaha (robert)	Boudin: lunch for volunteers 24002-MEN	576.05	24002-MEN
11/09/2023	11/09/2023_VA	First National Bank of Omaha (Virginia)	Safeway: supplies for volunteer lunch	23.72	24002-MEN

11/15/2023	B3D54F71AF27461CEB9B2	CAZUELA	Frank Tijerina Cazuela RTP Site expenses Lunch for 4 volunteers, Sebastien and myself.	109.73 24002-MEN
11/16/2023	B95AE63ED34E57B9775FB	THE HOME DEPOT	Frank Tijerina The Home Depot RTP Site expenses	212.50 24002-MEN
11/17/2023	CCB0976C8F6A68A0B78C3	THE HOME DEPOT	Frank Tijerina The Home Depot RTP Site expenses	295.20 24002-MEN
12/02/2023	12/02/2023	Lowe's Business Acct/GEMB	965376 -LZEAOL for site 24002-MEN	1,137.04 24002-MEN
12/05/2023	2507	Colores Painting Co. Inc.	paint services 24002-MEN	950.00 24002-MEN
01/12/2024	064C4F5E30CE552297F40		Frank Tijerina Costco Gas RTP General expenses Gas for Ram Truck	57.44 24002-MEN
01/12/2024	BFD841B09D9668DB3690A		Frank Tijerina Costco Gas RTP General expenses Gas for Ram Truck	45.47 24002-MEN
01/12/2024	9844FD318CD920D26692C		Frank Tijerina Costco Gas RTP General expenses Gas for Ram Truck	2.40 24002-MEN
01/12/2024	57E58F933F880DCB36397		Frank Tijerina Costco Gas RTP General expenses Gas for Ram Truck	14.36 24002-MEN
03/06/2024	779C685CECA9BD7E9ED63		Jesse R Leandro The Home Depot RTP Site expenses	56.28 24002-MEN
			RTP admin fee 15%	\$ 855
			TOTAL	\$ 6,555

Date	Memo/Description	Account	Amount	Customer
04/10/2024	Jeff Hendrix The Home Depot RTP Captains 24901MEN	8111 Program Expenses:Materials, Labor, Svcs.:Materials	107.84	24901-MEN
04/10/2024	Jeff Hendrix The Home Depot RTP Captains 24901MEN	8111 Program Expenses:Materials, Labor, Svcs.:Materials	1,055.60	24901-MEN
04/14/2024	Jeff Hendrix The Home Depot RTP Captains Please take photo of receipt of expense for project 24901MEN	8111 Program Expenses:Materials, Labor, Svcs.:Materials	937.35	24901-MEN
04/18/2024	Jeff Hendrix The Home Depot RTP Captains	8111 Program Expenses:Materials, Labor, Svcs.:Materials	84.32	24901-MEN
04/18/2024	Jeff Hendrix The Home Depot RTP Captains	8111 Program Expenses:Materials, Labor, Svcs.:Materials	395.31	24901-MEN
04/18/2024	Jeff Hendrix The Home Depot RTP Captains	8115 Program Expenses:Materials, Labor, Svcs.:Subcontractor	-49.35	24901-MEN
04/23/2024	Jeff Hendrix The Home Depot RTP Captains	8111 Program Expenses:Materials, Labor, Svcs.:Materials	38.32	24901-MEN
04/24/2024	paint materials for 24901-MEN	8111 Program Expenses:Materials, Labor, Svcs.:Materials	626.61	24901-MEN
04/25/2024	Jeff Hendrix The Home Depot RTP Captains	8111 Program Expenses:Materials, Labor, Svcs.:Materials	273.59	24901-MEN
04/26/2024	Jeff Hendrix The Home Depot RTP Captains	8111 Program Expenses:Materials, Labor, Svcs.:Materials	27.59	24901-MEN
04/29/2024	Edward J Woodruff The Home Depot RTP Site expenses	8111 Program Expenses:Materials, Labor, Svcs.:Materials	117.10	24901-MEN
04/29/2024	Leon Marshall The Home Depot RTP Captains 24901MEN	8111 Program Expenses:Materials, Labor, Svcs.:Materials	25.50	24901-MEN
04/29/2024	Leon Marshall The Home Depot RTP Captains 24901MEN	8111 Program Expenses:Materials, Labor, Svcs.:Materials	8.49	24901-MEN
04/30/2024	reimbursement: painter services for NRD site (out of Pocket) and Home depot purchases	8111 Program Expenses:Materials, Labor, Svcs.:Materials	1,327.42	24901-MEN
05/01/2024	box services 24901-MEN	8111 Program Expenses:Materials, Labor, Svcs.:Materials	735.00	24901-MEN
05/09/2024	services for 24901-MEN	8115 Program Expenses:Materials, Labor, Svcs.:Subcontractor	3,995.00	24901-MEN
05/23/2024	Edward J Woodruff Redwood Debris Box Servi RTP Site expenses Split per addresses on receipt	8111 Program Expenses:Materials, Labor, Svcs.:Materials	279.00	24901-MEN
05/23/2024	Gregory J Bernard The Home Depot RTP Site expenses Bathroom light	8111 Program Expenses:Materials, Labor, Svcs.:Materials	8.98	24901-MEN
05/24/2024	Frank Tijerina The Home Depot RTP Site expenses	8111 Program Expenses:Materials, Labor, Svcs.:Materials	241.07	24901-MEN
05/31/2024	Frank Tijerina The Home Depot RTP Site expenses	8111 Program Expenses:Materials, Labor, Svcs.:Materials	36.96	24901-MEN
06/04/2024	Rachel C Poythress Amazon RTP Site expenses	8111 Program Expenses:Materials, Labor, Svcs.:Materials	98.88	24901-MEN
		RTP admin fee	1,555.59	
			10370.58	

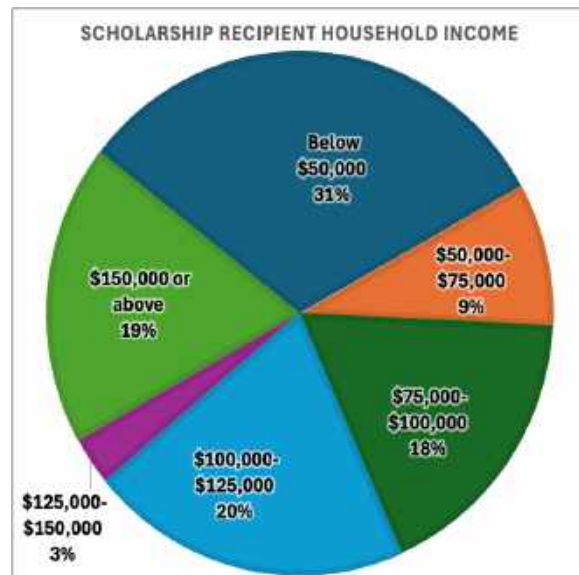
Date	Memo/Description	Account	Amount	Customer
03/11/2024	lead testing 24906-MEN	8115 Program Expenses:Materials, Labor, Svcs.:Subcontractor	32.10	24906-MEN
04/06/2024	Edward J Woodruff Peninsula Debris Box Serv RTP Site expenses 24906MEN V. Jackson - 1308 Madera Ave	8111 Program Expenses:Materials, Labor, Svcs.:Materials	810.00	24906-MEN
04/14/2024	Lawrence HU Bruce Bauer Lumber RTP Captains	8111 Program Expenses:Materials, Labor, Svcs.:Materials	269.09	24906-MEN
04/24/2024	paint materials for 24906-MEN	8111 Program Expenses:Materials, Labor, Svcs.:Materials	1,132.99	24906-MEN
04/25/2024	Lawrence HU The Home Depot RTP Captains 24906MEN	8111 Program Expenses:Materials, Labor, Svcs.:Materials	57.68	24906-MEN
04/27/2024	Edward J Woodruff O K Lumber Company RTP Site expenses	8111 Program Expenses:Materials, Labor, Svcs.:Materials	57.86	24906-MEN
04/28/2024	Frank Tijerina The Home Depot RTP Site expenses	8111 Program Expenses:Materials, Labor, Svcs.:Materials	111.28	24906-MEN
04/28/2024	Virginia Avila Boudin Catering RTP Site expenses	8114 Program Expenses:Materials, Labor, Svcs.:Site-Specific Volunteer Expense	380.39	24906-MEN
04/29/2024	Frank Tijerina The Home Depot RTP Site expenses	8111 Program Expenses:Materials, Labor, Svcs.:Materials	200.79	24906-MEN
05/01/2024	Lawrence HU The Home Depot RTP Captains 24906MEN	8111 Program Expenses:Materials, Labor, Svcs.:Materials	-44.32	24906-MEN
05/01/2024	Edward J Woodruff Peninsula Debris Box Serv RTP Site expenses Debris box removal	8115 Program Expenses:Materials, Labor, Svcs.:Subcontractor	350.00	24906-MEN
05/23/2024	Edward J Woodruff Redwood Debris Box Servi RTP Site expenses Split per addresses on receipt	8111 Program Expenses:Materials, Labor, Svcs.:Materials	344.00	24906-MEN
06/02/2024	materials 24906-MEN	8111 Program Expenses:Materials, Labor, Svcs.:Materials	4,155.25	24906-MEN
06/05/2024	Frank Tijerina The Home Depot RTP Site expenses	8111 Program Expenses:Materials, Labor, Svcs.:Materials	235.59	24906-MEN
		RTP admin fee	1,213.91	
			9306.605	

2023-2024 Menlo Park Community Funding Grant Report
Riekes Center for Human Enhancement

During the 2023-2024 Menlo Park Community Funding Grant Cycle, the Riekes Center provided over \$100,000 in scholarships to 147 participants from Menlo Park. Participants included students ranging from age 8 to 83 years old across programs in Creative Arts, Athletic Fitness, Nature Awareness, and Customized programs. These totals do not include scholarships given to local schools serving Menlo Park residents as we didn't attribute individual scholarship data to each participant within the those programs. Those programs included year-round extracurricular programming for the Summit Prep and Everest Public School Expedition programs as well as a wellness and team-building workshop for the Belle Haven Elementary 5th graders. Those programs were granted over \$50,000 in program scholarships.

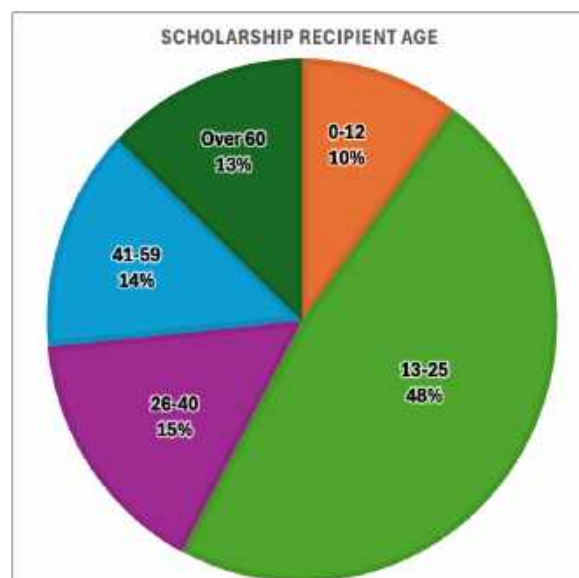
Scholarship Recipient Income:

Over 80% of scholarship recipients had a household income of \$150,000. That income limit aligns with the low-income threshold for a family of four in San Mateo County (\$156,650) as defined by HUD income limits. Furthermore, nearly one-third of participants had a household income below \$50,000 which would qualify for extremely low income by San Mateo County HUD income limits. Again it should be noted that these figures do not reflect students supported through our scholarships for schools. Summit Prep, Everest Public High School, and Belle Haven Elementary reported student enrollment in free lunch programs of 50%, 60%, and 87%.



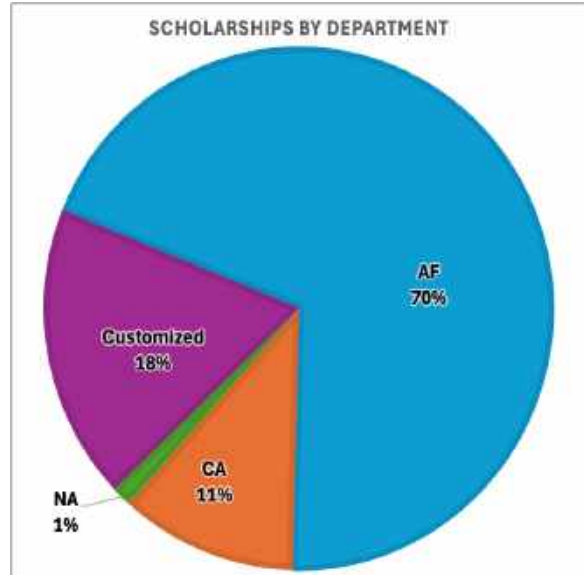
Scholarship Recipient Age:

A majority of the scholarship recipients were adolescents age 13-25 years old. This figure is most likely higher than reported if the school scholarship participants were included. The stratification of ages among scholarship recipients aligns with our general participant demographics. While the Riekes Center has programs across all departments for all ages, there are more offerings for youth participants through after school programs while most adult participants enroll in individual programs.



Scholarships by Department:

A large majority of the scholarships for Menlo Park residents was granted for the Athletic Fitness programs. This correlates to growth in our programs that receive the most scholarship applications and approvals, CORE and SMART. Both of those programs offer guided fitness programs tailored to providing participants the knowledge and confidence to work out independently in a safe, effective, and efficient manner. The low percentage of Nature Awareness scholarships can somewhat be attributed to our nature programs being offered offsite at locations in Monterey, Santa Cruz, San Jose, and Woodside.



Department	Amount	%
AF	\$ 73,500.25	67%
CA	\$ 11,900.00	11%
NA	\$ 4,451.76	4%
Customized	\$ 19,320.00	18%
Total	\$ 109,172.01	



City of Menlo Park Annual Grant Report July 2024

Samaritan House Founder & Visionary



Cora P. Clemons
R.N., M.F.C.C., M.P.H., Ph.D

“Speaking of her now, I can hear her captivating laugh and see her beautiful smile.” - Cora’s grandson, Lionel

Honored as one of *California’s Non-Profits of the Year in 2023* by Assemblymember Diane Papan, Samaritan House commemorates 50 years of leading the fight against poverty in San Mateo County; uniting diverse stakeholders, mobilizing resources, and innovating new solutions, to overcome seemingly insurmountable challenges. We empower our County’s residents with the delivery of emergency and safety net services designed to support housing stability, mitigate food insecurity, promote life stabilization, and foster self-sufficiency.

“For 50 years, we have built on the need identified by our founder, Dr. Cora Clemons, who felt there was a better way to connect struggling community members to vital resources. We’ve come a long way from the days of Dr. Clemons running Samaritan House out of a two-bedroom home in San Mateo, and we look forward to serving our neighbors for the next 50 years and beyond,” shares Samaritan House CEO Laura Bent.

We are grateful for the City of Menlo Park’s generous \$18,000 grant for general operating support of the essential safety net services we provide to our clients as we empower them towards self-reliance. This grant report details the impact of your funding on our programs and services. We deeply value our partnership and look forward to our continued collaboration.

Organization Update

In the face of demand now exceeding peak pandemic levels, fueled by persistent inflation, job insecurity, economic volatility, and an acute housing crisis, we steadfastly uphold our commitment to providing care, empathy, and stability to our community. The social services sector plays a crucial role in supporting our community’s most vulnerable residents, who now more than ever are reliant on Samaritan House’s assistance for their basic survival. As the County’s central anti-poverty organization, Samaritan House serves as the community’s safety net throughout public health crises and beyond; addressing medical fragility, food insecurity, housing instability, and economic insecurity.

Since the onset of COVID, Samaritan House has extended support to 78% more clients, expanded the Food Services program by 355%, tripled Shelter Services with the addition of two shelters, and delivered a staggering 424% surge in financial assistance through the Homelessness Prevention Program, far surpassing pre-pandemic levels. Deepening our reach in South San Mateo County, we partnered with Cummings Park Church to open the Belle Haven satellite office at 531 Pierce Road, East Menlo Park in early 2024. This new office, located within the church, offers vital homelessness prevention services to the community.

In April, 2024, Samaritan House’s Free Clinics’ Medical Director, Dr. Baldeep Singh, was honored with the 2024 Rambar-James Mark Award for Excellence in Patient Care, a testament to the clinic's dedication to exceptional service. Samaritan House was also delighted to receive the Community Appreciation Award from Sutter Health Mills-Peninsula Hospital Foundation during their Hospital Week celebration in May, 2024. This commitment to excellence is also reflected in our comprehensive renovation project at the Free Clinic of San Mateo to fortify structural integrity, modernize facilities, and enhance operational efficiency for an improved experience for both patients and providers. As part of our renovation, we have ventured to expand the Food Pharmacy, as well as modernize the West Wing, which encompasses refreshed exam rooms, dental operatories, a welcoming new reception area, and an updated clinic dispensary. The project is now complete, and we look forward to celebrating our reopening during our ribbon-cutting ceremony in August.

City of Menlo Park Key Partnerships



The hallmark of Samaritan House is its leadership in collaboration, civic engagement and strategic partnerships with local agencies, organizations, the government and private sector. Throughout FY24, our leadership and the mobilization and solidarity of our collective community continue to prove central to increasing access to supportive services, reducing health inequities, strengthening community resilience, ensuring that no one is left behind.

Our partnership with the City of Menlo Park, as well as with our many other partners, ensured that Menlo Park residents were connected with essential safety net services right where they live; helping to increase their level of stability and self-sufficiency while preventing homelessness. These included schools and school districts, food banks and distribution sites, organizations supporting our Free Clinic of Redwood City, and legal assistance for clients experiencing housing challenges, among others. Samaritan House also continued to administer the City's relocation assistance fund for Menlo Park residents.



Cummings Park Church - Home of Samaritan House's Belle Haven Satellite Office (2024)

- Beechwood School
- Cummings Park Church
- Direct Relief/Americares
- Ecumenical Hunger Program
- Fair Oaks Health Center
- Kara - *Grief Support*
- Legal Aid Society of San Mateo County
- LifeMoves
- Office of the City Manager and Police
- Menlo Park College
- Menlo Park Senior Center
- Mental Health Association
- Peninsula Conflict Resolution Center
- Project Sentinel
- Ravenswood City School District
- Ravenswood Family Health Center
- Second Harvest of Silicon Valley
- Sequoia Healthcare District
- Sequoia Hospital
- Stanford University
- Star Vista
- Street Life Ministries
- WeHOPE

City of Menlo Park Achievements (July 1, 2023 - June 30, 2024)

Over the past twelve months, Samaritan House successfully achieved the following results for residents of Menlo Park:

- Served **674** individuals through all programming (**302 households**)
- Provided **\$132,338** in financial assistance to **57** households, including **\$92,548** in direct rental assistance for **39** families
- Served **154** patients with healthcare at the Free Clinic of Redwood City.
- Housed **10** Menlo Park residents through our Shelter Services program and diverted **70** residents from homelessness through CES Services



Your generous support has provided invaluable stability and needed comfort to our clients in times of crises. Thank you!

Tackling Climate Change through Edible Food Recovery

Committed to mitigating climate change, Samaritan House contracted with the County of San Mateo Office of Sustainability's Edible Food Recovery Program, as one of its Food Recovery Organizations, to support California Senate Bill 1383. This legislation mandates a 75% reduction of the landfilling of organic waste by 2025.

The Edible Food Recovery Program mitigates methane emissions, a potent greenhouse gas contributing to climate change, by redirecting surplus edible food from businesses and organizations away from landfills or compost. Recovered food is then distributed to people in need. San Mateo County annually generates 33 million pounds of surplus food, contributing to the 21% of methane emissions originating from wasted food in landfills. Given persistently high rates of adult (7.4% or 39,200) & child (6.8% or 10,300) food insecurity in the County, managing surplus food and organic waste is not only crucial for addressing climate change, but also for meeting the needs of our food-insecure neighbors. Active participation in initiatives like the Countywide Edible Food Recovery Program allows us to make a meaningful impact on both the environment and the lives of our clients. Samaritan House's efforts were celebrated with *California Resource Recovery Association's 2023 Outstanding Edible Food Recovery Program Award* for successfully diverting 1 million pounds of repurposed food from landfills to support our food-insecure neighbors.



Organization Achievements July 1, 2023 - June 30, 2024

Community Support

We are grateful for our dedicated volunteers who broaden the scope of our services & increase the number of clients served.

- FY2023-24 Operating budget: **\$29,557,777**
- **89%** of the agency's budget is spent directly on programs and services
- ~**\$10.7** million in-kind contributions, including clinical services, food, bus passes, travel vouchers, clothing and facilities
- **926** volunteers provided **39,150** hours of service



Core Programs & Services

In FY24, we served **29,103** low-income, San Mateo County individuals (**13,058** families) with essential services, including:

- **4.24+M** meals to **11,098** families (**23,969** individuals) served through the Food Program; **4+ million** pounds of food in groceries and hot meals; **\$1,961** in average savings per household
- **\$3.29+M** distributed in direct financial assistance (**1,141** families, **3,081** individuals)
- **8,775** medical and dental patient visits with the help of **91** volunteer professionals (**4,360** hours) at our Free Clinics; **1,418** mental health visits were provided
- **8,824** children served across all programs
- **3,200** backpacks distributed at the Back-to-School event
- **810** residents served a total of **255,347** services, including **69,422** bed nights through Shelter Services
- **2,445** families, including **4,949** youth, served in the Holiday Program, organized by **585** corporate, community, and individual volunteers who contributed **2,321** hours

Organization Updates, continued

In response to the escalating number of families on the CES waitlist, San Mateo County, in partnership with Samaritan House, implemented a temporary solution to accommodate these families. From October 1, 2023 through June 30, 2024, Samaritan House operated a temporary Shelter Bridge Program based at Pacific Emergency Shelter, Redwood City, providing emergency shelter for families. This Bridge Program served as an interim solution, bridging the gap as the County formulated long-term plans to address the substantial number of families in need of shelter and the insufficient availability of family shelter bed space. As of June 30, 2024 the Bridge Program completed its mission, and Pacific Emergency Shelter will once again pivot to provide temporary shelter to unhoused adults.

We recognize that the work we do is only possible with your tireless support. In partnership, we've risen to meet challenges that no one could have predicted only a few short years ago. Together, we will continue to solve problems and serve our neighbors where they need us.

Ramona and her husband, along with their 8-year-old son and 7-month-old twins (one of whom has a heart condition), were subletting a studio at the rear of a property, when their precarious situation began to unravel. The tenant in the main house on the property was being evicted and the landlord offered the comfortable home to Ramona's family. Ramona sought financial assistance from Samaritan House for her deposit and rental assistance from the Housing Authority, with the landlady requesting direct mailing of the checks. The landlady also asked Ramona to arrange and cover all utility expenses in her name, including payments to PG&E for both the main house and studio. On move-in day, the landlady unexpectedly informed Ramona of her intention to occupy the house herself, and then demanded back-rent for the studio, contrary to previous assurance that such payment would not be required. Knowing she was being mistreated, Ramona contacted Samaritan House and the Housing Authority and asked them to put a stop payment on the deposit and rent checks. At that point, in November 2023, Ramona and her young family of 5 found themselves without a home and resorted to living in their car.

With nowhere else to turn, and distraught by the mistreatment from their landlady, Ramona and her family finally sought shelter thru Samaritan House's Bridge Program at Pacific Emergency Shelter in January 2024. Shelter staff quickly stepped in to assist Ramona and her family with the housing process. Ramona arrived at the shelter with a Move to Work Voucher and a job as a cashier and stock person at Home Depot in East Palo Alto, where she earns \$2,500 per month. Her husband, who is currently unemployed, looks after their three young children due to the high cost of childcare.

Working closely with the Housing Liaison, Ramona was connected with landlords at two different locations. Throughout the process, the housing liaison advocated for Ramona's family, particularly when one landlord attempted to charge a higher rent than advertised, a common occurrence when landlords learn that a client holds a voucher. Ultimately, the housing liaison helped Ramona and her family secure financial assistance from Samaritan House South. This assistance covered their security deposit (\$3,980) and a portion of their first-month's rent (\$3,980), paving the way for their official move into a 3-bedroom house in Menlo Park on March 9, 2024. Through Samaritan House's collaborations with St. Vincent de Paul and Ecumenical Hunger Program, Ramona was also able to source furniture for her family's new home. Grateful to Samaritan House and the Bridge Program at Pacific Emergency Shelter, Ramona and her family finally have hope for a better tomorrow.

Your Unwavering Support, Our Unwavering Commitment: Building Pathways Out of Poverty

Where are we now?

All pandemic supports have disappeared, crisis money and movements are gone, but Samaritan House remains the central pillar in our San Mateo County community, positioned better than ever to help our neighbors out of poverty and into the futures they imagine.

Samaritan House knows that the most important component in offering our services is to reach those most in need of them. **We are, above all, neighbors working together to fight poverty and lift lives within our community.** Through our partnerships and innovative thinking, we continue to capture and care for those whose voices may not be as loud or strong, but carry with them the weight of the world. Drawing from half a century of experience and having successfully integrated crucial COVID-era adaptations into our expanded operations, Samaritan House prioritizes every dollar invested in our organization as if it was the final one that would enable a family to stay housed, a child to be fed, a senior to access necessary medication, and a person to retain their dignity with financial and mental health stability. We serve each one of our neighbors through proven methods of care, and with an added nimbleness and resiliency built out of the demands of the last four years. Samaritan House will continue to listen for the voices of those struggling, serve more clients than at any other point in our agency's history, and be the beacon that brings the community together in service and gratitude.

“Samaritan House is the village that those living in poverty don't always have and our support goes beyond food, shelter, and other essential services. We let clients know they are not alone. - Laura Bent, Samaritan House CEO”

“I feel super grateful for [Samaritan House] because every month I have food, I have clothes, I have a doctor, I have almost everything. I was surprised by the resources available to my family.” - Cynthia, mother, wife, neighbor, Samaritan House client”

Thank you for your generous contribution and partnership; the City of Menlo Park's philanthropy is the action our community needs to rebuild a more enduring society and the empathy our neighbors need to re-stabilize their lives. Whether the crisis is big or small, global or personal, we know what to do, and we are here to offer help, healing, and hope to every client who walks through our door. That is our promise and our plan.

**City of Menlo Park
Clients and Services Provided
FY2022-23**

Performance Measures	FY2023 - 24	
	Households	People
Clients Servied		
Client Services Pacific	70	163
Client Services South	184	390
Medical /Dental Clinics	57	154
Shelter Services	6	10
CES Program (other Core Agency Clients)	32	70
Total Clients Served (Unduplicated)	302	674
Financial Assistance Provided	Households Served	\$ Amount
Homeless Prevention Financial Assistance		
Rental Assistance	39	\$92,548
Security Deposits	9	\$16,365
Utility Payments	2	\$3,826
Car Repair	4	\$13,632
Transportation Services	2	\$967
Mortgage Payment Assistance	1	\$5,000
Shadow Debt Assistnce	0	\$0
Total Financial Assistance	57	\$132,338
Client Demographics	People Served	
Race /Ethnicity)	# of People	
American Indian /Alaskan Native	0	

**City of Menlo Park
Clients and Services Provided
FY2022-23**

Asian	20	
Black or African American	124	
Hispanic /Latino	383	
Native Hawaiian /Philippine Islands	10	
White	66	
Mixed Race	71	
Total People Served	674	
Age Range	# of People	
0-5: Early Childhood	97	
6-12: Youth	153	
13-17: Adolescence	77	
18-24: Young Adult	26	
25-61: Adult	276	
62 Plus: Senior	45	
Total People Served	674	

Client Services
Statement of Activities -Client Services (Unaudited)
Fiscal Year Ended June 30, 2024

	All Other Funding 06/30/2024	City of Menlo Park 06/30/2024	Total
Change in Net Assets Current Period			
Income			
Individual Contributions	582,291		582,291
Business/Corp Contributions	81,700		81,700
Government	3,336,442	18,000	3,354,442
Healthcare Districts	75,000		75,000
Foundations Contributions	249,514		249,514
Community Org Contributions	10,000		10,000
Samaritan House General Funds	131,385		131,385
Total Income	4,466,332	18,000	4,484,332
Total Expenses			
Personnel Expenses			
Salaries & Wages	1,207,253	18,000	1,225,253
Payroll Taxes	92,710		92,710
Employee Benefits	197,964		197,964
Worker's Compensation	8,161		8,161
Shared Personnel	50,235		50,235
Total Personnel Expenses	1,556,323	18,000	1,574,323
Operating Expenses			
Office Supplies	8,174		8,174
Program Supplies	12,877		12,877
Postage & Mail	263		263
Printing & Mailing Services	357		357
Communications/Telephone	42,197		42,197
Utilities	27,673		27,673
Rent	26,191		26,191
Repairs & Maintenance	35,489		35,489
Housekeeping	17,170		17,170
Financial Assistance	2,045,707		2,045,707
Recruitment	5,591		5,591
Travel, Meetings & Conferences	2,438		2,438
License, Dues & Subscriptions	1,531		1,531
Mileage Reimbursement	6,031		6,031
Employee Training	18,194		18,194
Equipment Rental	9,874		9,874
Insurance Expense	4,909		4,909
Fees and Taxes	5,364		5,364
Professional Fees	15,100		15,100
Outside Services	398,577		398,577
Temporary Staffing	115,040		115,040
Depreciation	44,018		44,018
Other Fees & Charges	5,061		5,061
Shared Operating Expenses	62,183		62,183
Total Operating Expenses	2,910,009		2,910,009
Total Expenses	4,466,332	18,000	4,484,332
Net Operations	0	0	0

Funds from the City of Menlo Park were used for wages of homelessness prevention case manager to assist individuals and families seeking services in the Menlo Park area.



727 Middlefield Road, Redwood City, CA 94063 ◊ 650.364.4664 ◊ www.serviceleague.org
Karen M. Francone, Executive Director

July 22, 2024

City of Menlo Park
City Hall - 2nd Floor
Attn: Nicole Casados
701 Laurel Street
Menlo Park, CA 94025

Dear Nicole,

On behalf of the Service League of San Mateo County, I am delighted to provide a report on the services we provided to Menlo Park residents that were funded in FY 23-24, along with the requested financial documents.

During this past fiscal year, we provided 45 release services to 11 Menlo Park residents (an average of 4 services per resident). These individuals were provided a combination of emergency clothing, food from our pantry, Sam Trans bus tokens, Clipper cards, comprehensive backpacks, hygiene kits and referrals for community resources. ***We also provided numerous in-custody and support services to inmates from Menlo Park and to their families, which are not included in this count.*** These services were provided through our Smart Jail system (electronic system used in the jail), from our desk in the lobby of the Sheriff's Office, and from our administrative office in-person, electronically, via mail and phone to ensure that individuals and families could easily access our help.

As evidenced by the attached data, our release services provided basic necessities to those most in need and contributed to their overall well-being. While our agency continues to evaluate and implement cost saving measures, the cost of providing these emergency and post-release services continues to increase. Your ongoing support is essential to offsetting these costs and helping Menlo Park residents get back on their feet.

If we can provide any additional information, please do not hesitate to contact me. Thank you again for your partnership and long-standing support!

Gratefully,

Karen M. Francone
Executive Director

Services By City July 2023-June 2024

Service League of San Mateo

Year	Month	State	City	Last Name Initial	First Name Initial	Sex	Race/Ethnicity	Client Age	Service Date	Services Provided
2024	January	CA	Menlo Park	C	J	M	Hispanic	33	01/06/2024	Clothes
2024	January	CA	Menlo Park	C	J	M	Hispanic	33	01/06/2024	Food Bag
2024	January	CA	Menlo Park	C	J	M	Hispanic	33	01/06/2024	SamTrans Bus Tokens
2024	January	CA	Menlo Park	C	J	M	Hispanic	33	01/06/2024	Hygiene Kit
2024	January	CA	Menlo Park	C	J	M	Hispanic	33	01/06/2024	Community Resources
2024	January	CA	Menlo Park	M	J	M	Hispanic	28	01/07/2024	Clothes
2024	January	CA	Menlo Park	M	J	M	Hispanic	28	01/07/2024	Food Bag
2024	January	CA	Menlo Park	M	J	M	Hispanic	28	01/07/2024	SamTrans Bus Tokens
2024	January	CA	Menlo Park	M	J	M	Hispanic	28	01/07/2024	Hygiene Kit
2024	January	CA	Menlo Park	M	J	M	Hispanic	28	01/07/2024	Community Resources
2024	January	CA	Menlo Park	F	E	M	Some Other Race Alone	34	01/09/2024	Clothes
2024	January	CA	Menlo Park	F	E	M	Some Other Race Alone	34	01/09/2024	Food Bag
2024	January	CA	Menlo Park	F	E	M	Some Other Race Alone	34	01/09/2024	SamTrans Bus Tokens
2024	January	CA	Menlo Park	F	E	M	Some Other Race Alone	34	01/09/2024	Hygiene Kit
2024	January	CA	Menlo Park	F	E	M	Some Other Race Alone	34	01/09/2024	Community Resources
2024	January	CA	Menlo Park	R	J	M	Two or More Races	28	01/17/2024	Clothes
2024	January	CA	Menlo Park	R	J	M	Two or More Races	28	01/17/2024	Food Bag
2024	January	CA	Menlo Park	R	J	M	Two or More Races	28	01/17/2024	SamTrans Bus Tokens
2024	January	CA	Menlo Park	R	J	M	Two or More Races	28	01/17/2024	Community Resources
2024	February	CA	Menlo Park	J	A	M	White Alone	51	02/14/2024	Clothes
2024	February	CA	Menlo Park	J	A	M	White Alone	51	02/14/2024	Food Bag
2024	February	CA	Menlo Park	J	A	M	White Alone	51	02/14/2024	SamTrans Bus Tokens
2024	February	CA	Menlo Park	J	A	M	White Alone	51	02/14/2024	Hygiene Kit
2024	February	CA	Menlo Park	J	A	M	White Alone	51	02/14/2024	Community Resources
2024	February	CA	Menlo Park	A	N	M	Hispanic	42	02/26/2024	Clothes
2024	February	CA	Menlo Park	A	N	M	Hispanic	42	02/26/2024	Food Bag
2024	February	CA	Menlo Park	A	N	M	Hispanic	42	02/26/2024	Clipper Card
2024	February	CA	Menlo Park	A	N	M	Hispanic	42	02/26/2024	Hygiene Kit
2024	February	CA	Menlo Park	A	N	M	Hispanic	42	02/26/2024	Community Resources
2024	March	CA	Menlo Park	L	S	F	Some Other Race Alone	48	03/25/2024	Clipper Card
2024	March	CA	Menlo Park	L	S	F	Some Other Race Alone	48	03/25/2024	Community Resources
2024	March	CA	Menlo Park	R	D	M	White Alone	31	03/25/2024	Clipper Card
2024	March	CA	Menlo Park	R	D	M	White Alone	31	03/25/2024	Community Resources
2024	April	CA	Menlo Park	W	F	M	Black Alone	59	04/29/2024	Clothes
2024	April	CA	Menlo Park	W	F	M	Black Alone	59	04/29/2024	Food Bag
2024	April	CA	Menlo Park	W	F	M	Black Alone	59	04/29/2024	SamTrans Bus Tokens
2024	April	CA	Menlo Park	W	F	M	Black Alone	59	04/29/2024	Hygiene Kit
2024	April	CA	Menlo Park	W	F	M	Black Alone	59	04/29/2024	Community Resources
2024	May	CA	Menlo Park	J	J	M	Black Alone	63	05/15/2024	SamTrans Bus Tokens
2024	May	CA	Menlo Park	J	J	M	Black Alone	63	05/15/2024	Hygiene Kit
2024	May	CA	Menlo Park	J	J	M	Black Alone	63	05/15/2024	Community Resources
2024	June	CA	Menlo Park	F	G	M	Hispanic	45	06/21/2024	Food Bag
2024	June	CA	Menlo Park	F	G	M	Hispanic	45	06/21/2024	SamTrans Bus Tokens
2024	June	CA	Menlo Park	F	G	M	Hispanic	45	06/21/2024	Hygiene Kit
2024	June	CA	Menlo Park	F	G	M	Hispanic	45	06/21/2024	Community Resources

Total Menlo Park Residents: 11

Monthly Totals:

Jul 2023	Jan 2024	4
Aug 2023	Feb 2024	2
Sep 2023	Mar 2024	2
Oct 2023	Apr 2024	1
Nov 2023	May 2024	1
Dec 2023	Jun 2024	1

Services Provided Monthly:

Services Provided:

July 2023	Clothes 1	Community Resources 1				
August 2023	Clothes 1	Community Resources 1				
September 2023	Clothes 0	Community Resources 0	SamTrans Bus Tokens 0	Food Bag 0	Hygiene Kit 0	Clipper Card 0
October 2023	Clothes 1	Community Resources 1	SamTrans Bus Tokens 2			
November 2023	Clothes 1	Community Resources 1	Hygiene Kit 1	Food Bag 1		
December 2023	Hygiene Kit 1	Community Resources 1				
January 2024	Clothes 4	Food Bag 4	SamTrans Bus Tokens 4	Clipper Card 0	Hygiene Kit 3	Community Resources 4
February 2024	Clothes 2	Food Bag 2	SamTrans Bus Tokens 1	Clipper Card 1	Hygiene Kit 2	Community Resources 2
March 2024	Clothes 0	Food Bag 0	SamTrans Bus Tokens 0	Clipper Card 2	Hygiene Kit 0	Community Resources 2
April 2024	Clothes 1	Food Bag 1	SamTrans Bus Tokens 1	Clipper Card 0	Hygiene Kit 1	Community Resources 1
May 2024	Clothes 0	Food Bag 0	SamTrans Bus Tokens 1	Clipper Card 0	Hygiene Kit 1	Community Resources 1
June 2024	Clothes 0	Food Bag 1	SamTrans Bus Tokens 1	Clipper Card 0	Hygiene Kit 1	Community Resources 1

Total: 45

	<u>Jul '23 - Jun 24</u>
Ordinary Income/Expense	
Income	
400 · Contributions	
401 · Individual & Corp Contribution	127,043.76
402 · Foundation Contribution	385,945.00
405 · Church Contribution	12,422.00
Total 400 · Contributions	<u>525,410.76</u>
504 · Rolison Rent	130,011.02
505 · Client Fees	69,010.00
520 · Alcohol and Drug Grant	
520.82 · Drug MediCal	951,549.10
Total 520 · Alcohol and Drug Grant	<u>951,549.10</u>
550 · Government Grants	
550.4 · Redwood City HSFA	10,000.00
550.97 · Housing Authority	85,700.00
550.98 · CCP	95,000.04
552 · Gov't Grants-Other	3,000.00
Total 550 · Government Grants	<u>193,700.04</u>
570 · Sheriff's Office	700,273.00
650 · Investment Income	172,615.23
651 · Unrealized Gain on Investment	2,351.51
652 · In Kind Revenue	835.00
Total Income	<u>2,745,755.66</u>
Expense	
700 · Personnel Expenses	
701 · Executive Payroll	361,517.27
702 · Professional Payroll	894,172.56
703 · Administrative Payroll	183,737.92
704 · Medical Doctor	24,000.00
713 · Medical Expenses	81,227.70
714 · Retirement/Pension Plan	45,556.56
721 · Payroll Taxes	108,988.28
723 · Unemployment Trust Fund	0.00
724 · Workers Comp Insurance	29,292.00
Total 700 · Personnel Expenses	<u>1,728,492.29</u>
801 · Professional Fees	96,901.28
805 · Accounting Services	95,234.06
807 · Personnel Recruitment	2,006.43
810 · Office Supplies	26,076.95
813 · Food Supplies	22,315.81
815 · Equipment Rental	10,783.71
820 · Telephone	66,712.04
830 · Postage	2,745.57
835 · Occupancy Expenses	

	<u>Jul '23 - Jun 24</u>
835.1 · Mortgage Interest	28,362.67
Total 835 · Occupancy Expenses	28,362.67
841 · Maintenance	
841.1 · Repairs	81,709.64
841.2 · Maintenance Supplies	10,882.00
Total 841 · Maintenance	92,591.64
843 · Insurance	35,578.36
845 · Utilities	82,346.88
868 · Fund Raising Expense	18,298.01
870 · Travel	
870.1 · Fuel	2,888.30
Total 870 · Travel	2,888.30
880 · Conference/Staff Appreciation	3,102.21
890 · Program Activities	
890.1 · Library Books/Materials	9,727.08
890.2 · Christmas Program in Jail	3,384.46
890.3 · Jury Clothes	5,057.05
890.4 · Drug Testing	9,159.35
890.5 · Program Supplies	547.93
890.6 · Program Activities - HH	5,321.86
890.7 · Permits/Licenses HH	3,250.00
890.8 · Program Activities-Other	5,978.31
Total 890 · Program Activities	42,426.04
891 · Fin. Assist. Reimbursable	9,270.10
892 · Fin Assist. Non-Reimb.	1,083.31
941 · Hope House Van Expense	1,121.39
942 · Bank and Other Service Charges	1,999.06
945 · Property Tax Expense	31,729.50
981 · Other Equipment/Furnishings	189,488.14
982 · Depreciation Expense	154,868.04
Total Expense	2,746,421.79
Net Income	-666.13

Service League Of San Mateo County
Profit & Loss
July 2023 through June 2024

02 Community
(SL Program)

Expense

700 · Personnel Expenses

702 · Coordinator Wages and Benefits

3,000.00



So Many Choices Community Project
1366 Hollyburne St.
Menlo Park, CA 94025

Expense name	Expenses
Rental Assistance	\$3,000
Administration Fees	500
Rental Space	\$400
Hygiene Kit Supplies	\$790
Computer	\$310
TOTAL	\$5,000

Rental Assistance consist of five recipients receiving housing rental assistance from SMC Community Project in the following disbursement amounts. \$800, \$700, \$500, \$500, \$700. Demographics: Darnell - African American Male, Amena - African American Female, Adriana – African American Female, Prasalda - Latino Female, Jacob – African American Male. Administration Fees consist of two contractors. Ray Webb \$300 (grant writing and business paperwork) and Alicia Smith \$200 (receptionist, mailing, marketing). Rental space fee consists of a monthly cost of \$100 for four months. Rental office space is located at a community-based organization that provides coworking space at discounted rate far below market rent. Hygiene kits consist of 100 kits 50 male and 50 female kits. All kits contain travel size deodorants, toothbrush and toothpaste, lotion, hand sanitizer, two pairs of socks, soap, shaving supplies and one pair of underwear. Gas has been calculated at \$50 a month for a total of 4 months and 48 gallons of fuel used.



**Year-End Report to City of Menlo Park
StarVista's School Based Counseling Services (SBCS) Program
FY2023-2024**

Overview

As we reflect on the end of our recent 2023-2024 fiscal year, we are pleased to share our successes and challenges in leveraging the City of Menlo Park's funding to serve the Menlo Park community.

Over the course of the 2023-2024 fiscal year, our goal was to serve **350** Menlo-Atherton High School students (**140** or **40%** of which we anticipated would be Menlo Park residents). At the conclusion of the year, our data shows that we served a total of **425** MAHS students this fiscal year, and of the 421 youth that provided demographic information, **144** (34%) were **Menlo Park residents**. Additionally, **96.43%** of students served made progress toward one or more of their goals, attesting to the strength, resiliency and determination of the students served as well as the effectiveness of the support provided. Details on the strategies implemented, successes accomplished, impact achieved, challenges encountered, and funding utilized are outlined in the sections below.

Strategies

Mental Health Support for Students and Families

The needs for mental health services and support at Menlo-Atherton High School (MAHS) for students and families remained high this year. As such, our SBCS team continued to receive a high volume of referrals and successfully provided **628** individual sessions and **703** check-in/drop-in sessions to hundreds of MAHS students. Due to the demand for individual services (drop-in/check-in sessions, ongoing individual mental health counseling sessions, etc.), individual services remained our top focus rather than group services.

Crisis Intervention with Stabilization and/or Referrals to Community Resources

The number of students seeking support during times of crisis continued to remain high this year, and our team provided **103** sessions focused on crisis work. Our staff also referred students and their families to additional internal resources (e.g., StarVista's Counseling Center, Crisis Center, San Mateo County Pride Center) and external community resources (e.g., Community Overcoming Relationship Abuse, San Mateo County BHRS, resources to meet basic food/legal/medical needs, private therapists and psychiatrists) as relevant and helpful.

Teacher/Staff Consultations & Classroom Support

In addition to supporting students and their families, our School-based Counseling Services team supported MAHS teachers and school staff as needed to best support their students. In total, **53** teacher/staff consultations and classroom support sessions were provided during the grant period.

Successes

Many successes were achieved during the course of the grant period. Overall, SBCS clinicians addressed a wide range of needs, barriers and challenges MAHS students presented with. Students made notable progress as evidenced by self-report, improved attendance/academic performance, increased self-



STAR VISTA

esteem and self-advocacy, and improved relationships with family and peers. The SBCS team also expressed deep appreciation for how much they learned with and from MAHS students throughout the year, using words like “privileged”, “honored” and “touched” to describe their feelings about their work at the school. SBCS trainees additionally reported that they gained valuable experience and felt much more confident as clinicians after providing services to the MAHS students, families and school staff over the last year, which not only strengthens their ability to serve MAHS in future years but additionally strengthens our local mental health workforce to support Menlo Park and our county at large.

Impact

We used pre- and post- surveys to remotely track program effectiveness and success. This takes place through evaluating a student’s functioning in many areas at the beginning and end of services. Specific areas of functioning measured include Family Functioning, Social Functioning, Depression, Anxiety, and Anger Control. Of the youth who received services over time and completed pre- and post-tests:

- **38** students reported difficulty with **social functioning** at the start of services and **23 (60%)** of them showed stabilization or improvement in their social functioning by the end of services.
- **39** students reported difficulty with **family functioning** at the start of services and **22 (56%)** of them showed stabilization or improvement in their family functioning by the end of services.
- **17** students reported difficulty with **anger control** at the start of services and **10 (58%)** of them showed stabilization or improvement with their anger control by the end of services.
- **51** students reported difficulty with **anxiety** at the start of services and **31 (60%)** of them showed stabilization or improvement in their anxiety symptoms by the end of services.
- **41** students reported difficulty with **depression** at the start of services and **20 (48%)** of them showed stabilization or improvement in their depressive symptoms by the end of services.

Additionally, at the end of treatment, clinicians were asked to assess the totality of each client’s overall progress with the identified goals set forth during services. This assessment is comprised of the progress of identified treatment goals, engagement in the treatment process, observed motivation of change, shifts in behavior or affect, and overall improvement, stagnation, or reduction of clients’ functioning. Of the students who completed pre- and post-tests, **96.43%** reported an improvement in at least one of the goals they set at the beginning of treatment. (Note: Not all clients had formulated treatment goals since some are crisis clients, receive short-term treatment, or receive referrals for other services.)

Challenges

Challenges at Menlo-Atherton reflect the wide range of challenges faced by many of our youth today. The burdens of day-to-day survival experienced by students from some low SES families existed alongside pressure to achieve and be accepted into elite universities among students from some of the more affluent families. Although stemming from different sources, there was a high level of anxiety and depression among the students who sought therapy. In addition, many of the students reported one or more traumatic experiences, and there were twice as many crisis sessions this year, when compared to last year. Clinicians needed to be prepared to address a wide range of challenges faced by students and to work with a very diverse community.



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In addition, towards the end of the year, one of the students at Menlo-Atherton died suddenly. The death of a student has a large impact on an entire school community, and all at the school – SBCS clinicians included – were navigating feelings of grief around this tragedy near the end of the school year amidst final exams and graduation celebrations. MAHS and SBCS clinicians were called upon to help students manage complex and mixed emotions while experiencing such feelings themselves. The staff and clinical team worked together to offer support to students and to one another.

Lastly, as is true with virtually all schools served by our SBCS program, a challenge faced was the number of students wanting/needing therapy exceeding the number of clinicians available to provide therapy. In addition, the needs of some of the students extended beyond what therapy can address (e.g., threat of becoming unhoused, fear that parents will be deported, existential concerns about the future of the planet), and there were not always readily available resources to address these additional needs. Although therapy helped students deal with the emotions associated with their circumstances, there was limited opportunity to help the students modify their circumstances directly.

Funding Utilization

The City of Menlo Park's \$22,500 grant was used in alignment with the budget submitted in our original application. Funds primarily supported staffing for StarVista's School-Based Counseling Services (SBCS) program's clinical counseling services at Menlo-Atherton High School. Additionally, a small portion of funding was utilized to support administrative program needs, ensuring SBCS could function smoothly and seamlessly on the backend and deliver the degree of services needed at the school. The \$22,500 was utilized in full in support of SBCS' proposed services at MAHS across the grant period.

Client Story

Daniel* was referred to StarVista's SBCS therapy services because he was increasingly missing school, his grades were dropping, and when he was present, he often was mean to his friends. In early sessions, he presented with feelings of shame and hopelessness, a lack of motivation, and isolation from peers. His SBCS therapist provided space for him to talk about things that still interested him (e.g., video games and online activities) and as he became more comfortable with therapy and developed trust in his SBCS therapist, he began to open up about stress in his family. His parents were going through a divorce that Daniel was caught in the middle of, with each of his parents telling him not to trust the other. In addition, his father was misusing alcohol, and his mother had recently become pregnant with her new boyfriend, contributing to additional family strain. Daniel reported that his mother was pressuring him to prioritize making money for family over school, which was contributing to his absences.

Therapy was a place where Daniel could process his thoughts and feelings about the changes that were taking place in his family. He gained insight into how his increasing mistrust in his family was negatively affecting his trust in others, including teachers and peers. He realized that he had been isolating himself from others because he had stopped believing that the people around him cared. His therapist normalized his negative feelings towards family members while challenging beliefs that his parents' behavior reflected his value or worth. Towards the end of the school year, the therapist went to get



STAR VISTA

Daniel for his appointment and noticed that he appeared relaxed and focused during class. The therapist reflected this observation and Daniel acknowledged that his attitude towards school had changed. He reported feeling more motivated to study and pass classes, that he had gained self-confidence, and that he felt there was a purpose to his life. His therapist connected him to a local organization, Friends for Youth, to ensure he would still have social support through the summer. Daniel's mentor recently shared that Daniel is thriving and that although he still experiences stress in his family, he has regained belief in himself, has reconnected to others, is engaged in his life, and holds growing hope for his future. *Name changed to protect client confidentiality

Conclusion

As we reflect on the past year and prepare for the beginning of the new school year, we want to express our deep gratitude to the City of Menlo Park for being a long-time supporter of our school-based counseling services at Menlo-Atherton High School. At a time where youth mental health in our county and state remains an increasingly alarming concern with potential to domino into a wide range of long-term and even life-long challenges, it is critical that youth continue to have access to the mental health services, resources and support they need when they need them. Support from the City of Menlo Park enabled us to provide free mental health support to hundreds of MAHS students and the adults who care for them, ensuring youth have access to the means they need to create healthy, successful futures. Should you have any questions on this report or want any additional details, please feel free to contact Lauren Heminez (she/her), StarVista's Senior Grants Manager, at Lauren.Heminez@Star-Vista.org.



Consolidated City/County Subrecipient Performance Summary Report

Program Identification: StarVista School-Based Counseling Services at Menlo-Atherton High School

Sponsor Name: StarVista

Sponsor Address: 610 Elm Street, Suite 212; San Carlos, CA 94070

Sponsor Contact (Name & Phone): Lauren Heminez; 650-591-9623 X121

Reporting Period: July 2023 - June 2024

Jurisdiction (check one)

City of Menlo Park

Gender Data:

Gender	Persons
Female	226
Male	178
Genderqueer/gender nonconforming	6
Unknown	15
Total:	425

Ethnicity Data:

Ethnicity	Persons
African American/Black	27
Asian	18
Biracial/Multiracial	11
Hispanic/Latinx	273
Native American/Alaska Native	5
Native Hawaiian/Pacific Islander	24
North African/Arabian Peninsula/Middle Eastern	0
Other	1
Unknown/Decline to Answer	8
White/Caucasian	58
Total:	425

Age Data:

Age	Persons
9th Grade	227
10th Grade	66
11th Grade	67
12th Grade	51
Not collected	14
Total:	425



MENLO PARK GRANT REPORT

Sustainable San Mateo County

FY 2023-24

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. We are not affiliated with or funded by the county's Sustainability Department, and we depend on Menlo Park and our other 19 local cities and towns for support, notably for funding our "Indicators for a Sustainable San Mateo County Reports" program. These in-depth reports compile information about many interdependent issues into a single source, allowing local decision makers, city leaders and residents to monitor progress toward sustainability goals. Through these Indicators Reports, as well as our other programs, events and our broad 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 and our social media channels for more information about our organization and our positive impact on the ground.

Over the last few years, SSMC has developed - and continues to develop - a suite of highly integrated programs and services to assist Menlo Park and the other San Mateo County cities and towns accelerate their sustainability efforts to reach their ambitious goals, while also becoming more resilient as they increasingly have to address the negative consequences of climate change. These programs include our Indicators Reports program and our Sustainability Dashboard (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 to show what's possible) and our advocacy efforts to promote ordinances, policies and programs in alignment with our vision of a sustainable future for everyone in San Mateo County (focus on implementation).

Our online Indicators Report demonstrates our work throughout the grant year:

- SSMC's [2023 Indicators Report](#) on the Well-Being of Children, Youth and Families provides an overview of many components of this support system. By examining

historical data trends and comparing San Mateo County's performance with state and national metrics, this report sheds light on progress made and persisting challenges. To this end, this report not only offers an analysis of various indicators but also provides real-world examples of successful initiatives and programs that have made a positive impact. These examples serve as inspiration and models for future programs. Providing children and families with a secure, healthy environment now through education, health, housing and child care programs ensures that they have the capabilities, knowledge and resilience to build and support a sustainable society in the future. When children thrive, the whole community benefits.

- For 2024, our key theme will be on EV Charging Infrastructure, which will focus on how local jurisdictions can expand access to EV chargers to accelerate the transition to clean transportation. This is one of the most-requested topics by city leaders. Providing convenient and accessible EV charging options for all residents, including renters and those in multifamily dwellings, can encourage more people to switch to electric vehicles, accelerating the transition to cleaner transportation. By enabling more people to drive EVs, cities can significantly cut down on emissions from traditional gasoline and diesel vehicles. In addition to reducing greenhouse gas emissions, clean transportation would contribute to reducing urban air pollution, leading to healthier living environments and improved public health outcomes.

As in the past, we will also examine this timely and important topic from the perspective 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 an in-person launch event scheduled for October 24th.

- Other past online Indicators Reports can be accessed on our website: <https://sustainablesanmateo.org/home/indicators/archive/> Recent reports can be searched using this tool: <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. Mostly, we plan to share electronic versions of these summaries. We email them to city clerks throughout San Mateo County for distribution to each city's staff, Council Members and commissioners.
- We'd like to take the opportunity to remind you that the latest revisions to the Sustainability Dashboard are [now posted on our website here](#). The Sustainability Dashboard empowers local governments, community organizations, residents and media with comprehensive sustainability metrics for each of San Mateo County's 20 cities and unincorporated areas. These metrics are part of 11 key sustainability areas or dimensions, which touch upon all "3 E's" of sustainability: environment, economy and social equity. In conjunction with our [Sustainability Ideas Bank](#), which provides solutions to increase sustainability, this is a useful tool for city leaders to track their own sustainability performance over time and equips them with the resources to both get

access to and share effective sustainability solutions (policies, ordinances, programs, processes, contracting language and more). The Dashboard is a highly collaborative and evolving project, with a high degree of input from all the cities' sustainability managers. Click [HERE](#) to use the new interactive Sustainability Dashboard tool.

- City funding also supports our outreach, which includes digital newsletters, social media, presentations to groups and elected officials, tabling events and, since April 2020, virtual webinars and “Happy Hours” focusing on a different sustainability topic presented by subject matter experts. 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:** This year we have hosted several public events. On February 23, we launched our Sustainability Ideas Bank at the CZI Community Space where we met with over 40 sustainability government officials, city and county team members, nonprofit leaders and volunteers. On April 10, we held SSMC's 25th Awards Celebration, honoring five San Mateo County sustainability champions and two green building projects. This event included a reception, dinner, live auction and inspiring stories about local sustainability heroes. On April 30, we hosted the 2nd annual virtual Youth for Climate Policy event. On June 18, we hosted an online Happy Hour event called “E-bikes: Transforming Our Cities For Good.”

Below are the numbers of the people who attended our recent events:

- Sustainability Ideas Bank Launch: 52 registered and 45 attendees
- 2024 Annual Awards Celebration: approximately 300 attendees
- Youth for Climate Policy event: 65 registered and 40 unique participants
- E-bikes: Transforming Our Cities for Good: 47 city and nonprofit leaders registered, 22 attended

Our 2023 Indicators Report Fall Launch event took place on October 26, 2023. This was SSMC's 27th Annual Indicators Report launch which revealed some surprising facts about pressures facing families in the county. The event showcased experts, such as County Executive Mike Callagy, discussing the challenges encountered by our youngest residents and their families, and proposing solutions to ensure a better future for them. Other speakers included Simona Vallone, SSMC's Indicators Report Program Manager; Heather Cleary, CEO of Peninsula Family Service; Dr. Kismet Baldwin-Santana, the county's new Health Officer; and Tracy Weatherby, Vice President of Strategy and Advocacy for Second Harvest of Silicon Valley. The event was held at the CZI Community Space in Redwood City. We had 121 registered attendees with about 80 actual attendees.

As a comparison, these numbers are in line with previous numbers and the target we were looking to reach (100 attendees). In 2022, we had 68 attendees with 90 registered.

In 2019, we had 110 attendees (we ended up being above full room capacity) and in 2018 we had about 100 attendees. Launches were held virtually for 2020 and 2021.

In addition to our own events, we continue to seek opportunities for mutually beneficial partnerships, as evidenced by our lining up five cosponsors, all like-minded organizations, for our Youth for Climate Policy event and for tabling at community events. We are happy to be part of our cities' and towns' green festivals and events when time and resources permit and encourage Menlo Park 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, 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 many cities publish our announcements in their 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 staff reviews the responses to continuously improve the report and events.

- **Website and Online Communications:** In addition to posting our Indicators Reports on our website, we share them through our email newsletters and social media channels. We have over 3,100 email subscribers representing over 2,600 households on our mailing list and close to 900 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, Instagram and LinkedIn accounts and are making a deliberate effort to further develop SSMC's social media presence. Our social media followers have continued to grow over the last year and we continuously keep up our efforts to reach younger audiences.

- **Printed Summaries:** Executive summary reports of the Indicators Report were extensively distributed electronically to all our local governments, including Menlo Park, as well as links to the full report listed on our website. Our social media outreach was very robust and we also distributed our links to our key partners (Thrive, Acterra, the Citizens Environmental Council, Chambers of Commerce, etc.). Contacts at several cities have informed us that their staff 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 all of our community outreach and public presentations. For 2023, in addition to the full report, the executive summary report was created as a vehicle to communicate key findings rapidly and easily. All of these documents are available to all for free on our website. We offer presentations to community groups upon request and we describe 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 Report summaries and information at events such as our annual Awards Dinners, at community fairs (such as Earth Day events and sustainability job fairs at local colleges and universities) and sustainability events with partner organizations. Additionally, SSMC regularly participates in several collaborative efforts which help inform our Indicators work, including, but not limited to the Fossil Free Buildings in Silicon Valley campaign (led by local nonprofit Menlo Spark) and C/CAG’s Resource Management and Climate Protection Committee (RMCP).

FUNDING:

Program Budget FY 2023-24

Revenue	FY 2023-24
Local governments	\$56,734
Foundations & Corporations / Event Sponsors *	\$1,765
Individuals *	\$0
Total	\$58,499

Direct Expenses	FY 2023-24 (effective)
Program Staff	\$30,000
ED oversight: **	\$30,000
Website Content and Upgrade	\$3,000
PR material for event	\$1,100
Event (Venue rental, food & drink)	\$350
Total	\$64,450
Indirect Expenses ***	\$15,000

**The 2023 Indicators Report was introduced at a Live Event in October 2023.*

***Executive Director's direct program's oversight (approx. 30% of time) includes: research/content to IR; report editing; event organization; staff management; report distribution & promotion.*

****Indirect Expenses cover Administrative Assistant's time, insurance, payroll processing, general office material and outreach.*

We would like to take the opportunity to express our appreciation to the City of Menlo Park for its steady support of our programs over the past few years. We deeply appreciate Menlo Park'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. We rely upon your support to allow us to broaden and deepen our programs and give sustainability the voice and attention it truly deserves. As we all continue to experience firsthand the increased negative impacts of climate change, it's important that we act now.

We look forward to your renewed, important support for the next fiscal year and to partnering with Menlo Park on future events.

Thank you again.

Sincerely yours,



*Sarah Hubbard
Executive Director, Sustainable San Mateo
County*



*Terry Nagel
Chair, Board of Directors, Sustainable San
Mateo County*



2023

Annual Report

for Sustainable San Mateo County

Who We Are

Sustainable San Mateo County (SSMC) is a nonprofit organization committed to promoting sustainability progress and environmental stewardship in San Mateo County, Calif. Founded in 1992, the organization has been a driving force in raising awareness and implementing initiatives that address critical issues related to the environment, social equity and economic resilience (the “three E’s” of sustainability). SSMC fosters a sustainable and thriving community by engaging local government, residents and businesses in collaborative efforts to create a resilient and environmentally sustainable region.

One of the key strengths of Sustainable San Mateo County is its multifaceted approach to sustainability. The organization conducts research, provides educational resources and facilitates community partnerships to drive positive change. By serving as a valuable resource hub and advocating for sustainable practices, SSMC plays a vital role in shaping the future of the region and inspiring a collective commitment to more sustainable and resilient communities.

Our Vision & Mission

A sustainable future for everyone in San Mateo County

To stimulate action to make San Mateo County more sustainable on economic, environmental and social equity issues through empowering information and advocacy

Letter from the Executive Director

It is with great pleasure and enthusiasm that I present to you the 2023 Annual Report for Sustainable San Mateo County. As a Program Manager who transitioned to the Executive Director role in late 2023, I have been honored to contribute to this dynamic organization and the remarkable progress achieved in 2023.

Since joining the SSMC team, I have been inspired by the dedication and passion exhibited by our staff, Board of Directors, Advisory Council and volunteers, as well as the unwavering support of our community and partners. Together, we have achieved significant milestones that underscore our commitment to fostering sustainability, resilience and positive change in San Mateo County.

Advocacy has been a cornerstone of our work, as we have tirelessly championed policies and practices that prioritize the health of our environment and local communities. By actively engaging with policymakers and advocating for sustainable solutions, we are shaping a more promising future for San Mateo County. Our commitment extends beyond environmental concerns to address the broader spectrum of sustainability, encompassing vital services and support systems such as childcare, affordable housing, health care and food security. We believe that a sustainable community is one that not only safeguards its natural resources, but also ensures the well-being of all its residents, achieving a harmonious balance between environmental stewardship, economic prosperity and social equity.

A highlight of the year has been our strengthened partnerships with local organizations. Collaboration has been key to amplifying our impact, and we are proud to have worked hand in hand with like-minded entities to address shared challenges. Through these partnerships, we have broadened our reach, increased awareness and collectively elevated the profile of sustainable practices in the region.

In collaboration with our Board, we completed a strategic planning initiative during 2023 focused on capacity building and embedding diversity, equity and inclusion principles across our organization. This plan, shaped by diverse perspectives, positions us to strengthen our capabilities and ensures a more inclusive and resilient approach to advancing sustainability in San Mateo County.



I extend my deepest gratitude to our dedicated team, supportive community and invaluable partners for their steadfast commitment to our mission. Together, we will continue to make a lasting impact on the sustainability of San Mateo County.

Sincerely,

A handwritten signature in black ink that reads "Sarah Hubbard". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Sarah Hubbard
Executive Director
Sustainable San Mateo County

Inspiring Change

In the pursuit of fostering a sustainable future, Sustainable San Mateo County (SSMC) remains dedicated to inspiring change within local communities. Through engaging events, educational initiatives and thought-provoking campaigns, SSMC encourages individuals to adopt environmentally conscious practices and contribute to the overall well-being of the county.

Training

SSMC places a strong emphasis on cultivating the next generation of sustainability leaders through its **Internship Program**. By providing hands-on experience and mentorship, the organization equips interns with research and leadership skills as well as a deeper understanding of sustainable practices, empowering them to become advocates for positive change within their respective fields. Since 2019, SSMC has trained 55 interns and introduced them to how policy works in local government. Many have reported that they've changed their career plans to focus on sustainability because of this experience. For the first time, in 2023 SSMC awarded a Youth Sustainability Commendation at its Awards Celebration.

"The **time I spent as an intern at SSMC** was incredibly **inspiring** and had a **profound impact** on the way I view the world. This opportunity gave me the chance to learn more about groundbreaking solutions being implemented by cities and businesses in San Mateo County. **Everything I've learned will drive me to advocate for sustainability and create a positive influence within my community.**"



– Brandon Kahn, SSMC Intern, Summer 2023



Reporting

SSMC continues to help local governments become more sustainable by releasing comprehensive research through its annual **Indicators Report** and online **Sustainability Dashboard**. These serve as valuable tools for tracking progress, showcasing achievements and identifying areas for improvement. Indicators Reports have been published annually since 1997. Recent topics have included the well-being of children, youth and families; building electrification; equitable housing; and renewable energy. The Dashboard, started in 2021, monitors the sustainability progress of local cities and the county with dozens of metrics. By sharing this information with local communities, SSMC ensures that stakeholders are well informed about ongoing sustainability initiatives.

Informing

At the heart of SSMC's commitment to sustainability is the **Sustainability Ideas Bank**. This resource shares innovative and practical solutions that have been successfully implemented. It enables community members and policymakers to access a wealth of proven ideas and strategies that can be implemented quickly to address local sustainability challenges. Most solutions include contact information for someone who has implemented the policy and can answer questions about it.

Collaborating

SSMC actively fosters collaboration between local community groups and government leaders, bridging the gap between grassroots initiatives and policy implementation. By facilitating dialogue and understanding, the organization promotes a holistic approach to sustainability that takes into account the diverse needs and perspectives of community members. For example, eight other local nonprofits cosponsored an SSMC program in October 2023 called “The Climate Fight of Their Lives,” which featured some of the young people who won a lawsuit that claimed the State of Montana violated their constitutional rights to a clean and healthful environment. SSMC teamed up with Stanford researchers and a Peninsula Clean Energy expert to explore ways to accelerate the adoption of electric vehicle charging installations in California in August 2023. SSMC also organizes programs with cosponsors and elected leaders that train young people to advocate for positive change.



Convening

Through various events such as **Happy Hours** and **Roundtables**, SSMC creates opportunities for networking, collaboration and the exchange of ideas. These gatherings provide a platform for community members, business leaders and policymakers to come together, encouraging a sense of unity and shared commitment to sustainable practices.

Championing

SSMC recognizes and celebrates outstanding contributions to sustainability through its annual **Awards Celebration**, which attracts close to 300 attendees each year, including many city and county elected leaders. These popular dinners honor individuals, businesses and organizations that have demonstrated exemplary commitment and leadership in advancing sustainable practices. By shining a spotlight on these champions, SSMC inspires others to follow suit and contributes to the creation of a more environmentally conscious community.

Advancing Equity

Sustainable San Mateo County actively engages in advocating for policies that prioritize environmental justice and equity. It supports measures that specifically target the disproportionate impact of environmental and economic issues on marginalized communities, as well as championing regulations that foster sustainable practices.

Partnerships & Collaboration

SSMC places a strong emphasis on forging partnerships with a diverse range of stakeholders, including community groups, government agencies and businesses. Through collaborative efforts, the organization strives to create more inclusive and comprehensive solutions, taking into account the unique needs and perspectives of various communities in order to advance equity. For example, it actively supports efforts to provide equal access to public transportation and affordable housing, and it

is a key participant in the Campaign for Fossil Free Buildings in Silicon Valley, which advocates for building electrification policies that enable low-income residents to benefit from cleaner, safer energy.

Data Collection & Analysis

In pursuit of its equity-centered objectives, Sustainable San Mateo County conducts thorough research and collects data to gain a deeper understanding of the environmental and social challenges faced by different communities. This robust information forms the basis for tailoring the organization's programs and advocacy efforts to effectively address specific equity issues. For example, SSMC's 2023 **Indicators Report** documented the need for childcare and better access to healthy food and green spaces in low-income neighborhoods.



Addressing Social & Economic Disparities

Sustainable San Mateo County actively integrates strategies into its initiatives to tackle social and economic disparities. This commitment includes initiatives such as supporting local businesses and ensuring that the benefits of sustainability are accessible to all members of the community. Through these efforts, the organization strives to foster a more equitable and inclusive approach to sustainable development. Recent efforts have focused on rebates making electric vehicles affordable for qualified-income residents and advocating with city leaders to build more housing for low- and very low-income residents.

2023 Timeline of Activities

March 22: **HAPPY HOUR** [“The Race to Zero Waste”](#)

March 30: **AWARDS CELEBRATION** SSMC’s [24th Annual Sustainability and Green Building Awards Event](#) celebrated local, inspiring champions

April 21: **“YOUTH FOR CLIMATE POLICY”** State Senator Josh Becker and four former Mayors of local cities coached young people on how to influence local government

June - September: **SUMMER INTERNSHIPS** and **ROUNDTABLE EVENTS** where interns presented new solutions to panels of experts

June 7: **HAPPY HOUR** [“Watts Next?: Sparking Electrification for All”](#)

July: [SUSTAINABILITY IDEAS BANK](#) expanded version launched

August 30: **HAPPY HOUR** [“Overcoming Barriers to EV Charging Expansion”](#)

October 3: **PANEL DISCUSSION** [“The Climate Fight of Their Lives”](#) featured two young plaintiffs and attorney who won a lawsuit that claimed the State of Montana violated their constitutional rights to a clean and healthful environment

October 26: **INDICATORS REPORT LAUNCH** [“The Well-Being of Children, Youth and Families”](#)

November 15: **PROGRAM** [“Calling All Environmental Heroes”](#) invited advocates to brainstorm about ways Peninsula Clean Energy could incentivize more people to electrify homes

Our Impact by the Numbers

80

IDEAS BANK
SOLUTIONS

SSMC's **Sustainability Ideas Bank** gives government and community leaders access to successfully implemented solutions to quickly advance their sustainability goals. It offers policies and programs relevant to the needs of cities in San Mateo County, all carefully researched and vetted.

Since 1999, SSMC has been recognizing pioneers in sustainability with its partners. It has presented **Sustainability and Green Building Awards** to 174

individuals and organizations that have applied their passion and skills to making local communities, the county and the world more sustainable.

174

AWARDS
SINCE 1992

26

INDICATORS
REPORTS
SINCE 1997

SSMC has been tracking sustainability progress in the county since 1997 through its annual **Indicators Report**.

This report provides fact-based information on sustainability indicators and local trends impacting San Mateo County's economy, environment and social equity. Since its inception, the Indicators Report has been welcomed as a valuable source of information by government and business leaders, civic groups and nonprofit organizations that use it to set goals, measure progress and prioritize resource allocation.

When the COVID pandemic made it impossible for Sustainable San Mateo County to hold in-person gatherings, it began hosting interactive **Happy Hours** online to bring the community together and discuss sustainability issues. Each hour-long meeting on Zoom begins with guest speakers setting the stage on a current sustainability topic. In 2023, nearly 200 participants asked questions and explored solutions during these informal networking sessions.

189

HAPPY HOUR
PARTICIPANTS
DURING 2023

18

REACH CODES
ADOPTED

SSMC was instrumental in the adoption of **Reach Codes** by 18 of San Mateo County's jurisdictions. Reach Codes are amendments to the California Green Building Standards Code designed to shift toward an all-electric future and away from reliance on methane gas. They help lower costs, reduce indoor air pollutants that are harmful to human health, eliminate the risk of carbon monoxide poisoning from gas appliances, decrease outdoor air pollution and reduce greenhouse gas emissions. Building electrification is one way to advance

equity in the region, by ensuring that low-income residents receive needed support.

At the end of each summer, **SSMC's interns** host a series of **Roundtable** discussions, inviting sustainability professionals, local leaders and advocates to discuss innovative solutions for improving the sustainability of San Mateo County. In 2023 Roundtables focused on affordable housing, the built environment, energy and social equity.

3

ROUNDTABLE
DISCUSSIONS
DURING 2023



Our Impact in Words



“Sustainable San Mateo County leads our community in creating a green, climate-friendly future for our kids. I’m proud to support them.”

Josh Becker, California State Senator

“SSMC’s sustainability performance metrics and proven solutions are valuable in planning our city’s future and making sure no residents are left behind.”

Deborah Penrose, Council Member, City of Half Moon Bay

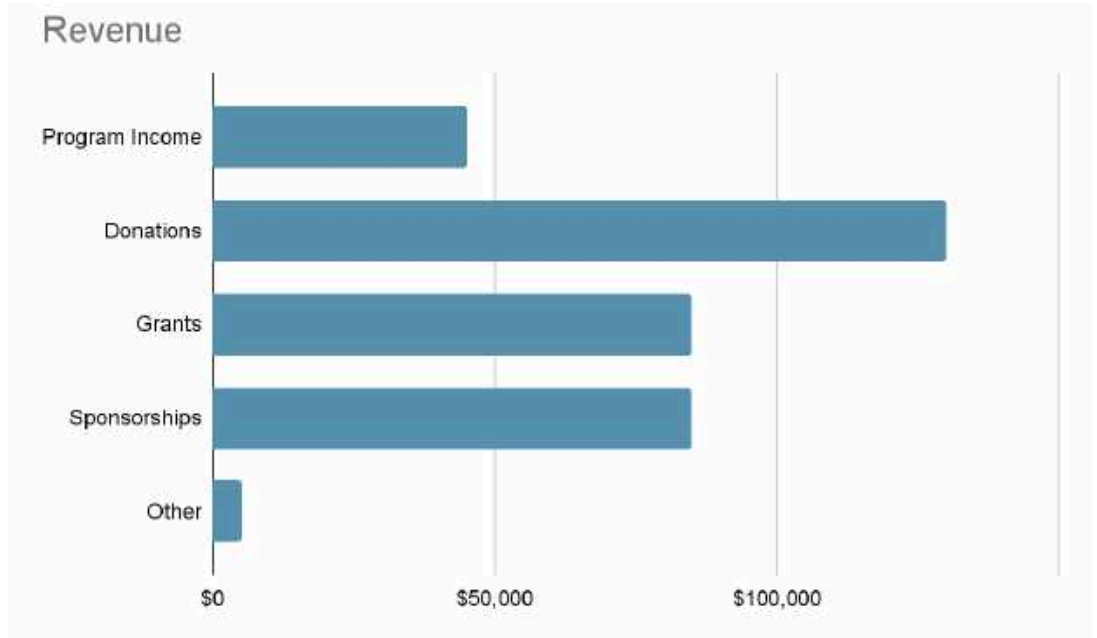


Our Financials

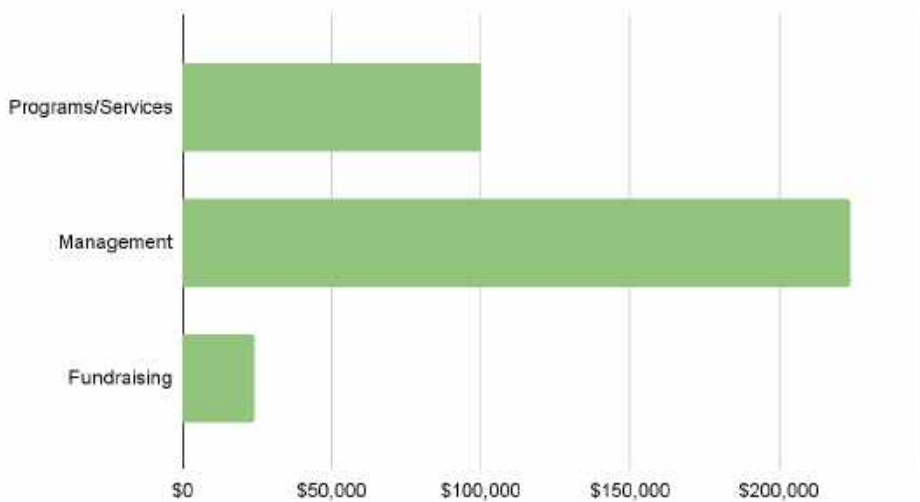
Recent developments have significantly bolstered SSMC’s financial position for future growth. A substantial bequest and a large foundation grant provided vital funding and allowed the organization to add new initiatives. With this influx of resources, SSMC’s primary focus has shifted toward establishing secure and sustainable funding sources for ongoing operations and further increasing its individual donor base. These strategic efforts are essential to continue advancing SSMC’s mission and expanding its impact in local communities.

Positioning SSMC for Growth & Impact

In 2023, SSMC received approximately \$336,000 in funding from a variety of sources, including a generous bequest from a long-time volunteer, sponsorships for the Awards Program, individual donations, and city and community grants to support the Indicators Report. SSMC is thankful to all its sponsors, donors and funders.



Expenses



Thanks to a generous 2022 foundation grant, SSMC was positioned for growth in 2023. It increased staffing and made significant program improvements.

2023 Award Winners

SSMC’s Awards Program is an inspiring celebration and “must attend” event that pays tribute to those working to make San Mateo County truly sustainable. [Learn more about the 2023 Award Winners.](#)

Sustainability Awards	Green Building Award	Green Building Honorable Mentions
Diane Bailey Tom Kabat Redwood High School SEI	Burlingame Community Center	Atherton Library Gilead Sciences’ Wellbeing Center

Sustainability Youth Commendation Alex Wagonfeld

2023 Awards Celebration Sponsors & Contributors

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David Amann, Beth and Raj Bhatnagar, Joanna Cui, Kaia Eakin and Bryan Beck, Georgi LaBerge and Warren Dale, Ricki and Doug McGlashan, Russ Miller & Kirk Pessner, Lisa and Michael Nash, SAMCEDA



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BRONZE

Burlingame
San Mateo County
Office of Education
YSF-Peninsula Family YMCA



**Sustainable
San Mateo County**
Economy. Equity. Environment.

SSMC's 2023 Team

Staff	Board Members	Advisory Board
Sarah Hubbard, Executive Director	John Crowell	Bryan Beck
Jill Reed, Executive Assistant	Veronica Escamez	Kaia Eakin
Simona Vallone, Program Manager	Valerie Fox Carlos	Chris Garrett
Mollie Carter, Communications & Outreach Lead	Georgi LaBerge	George Kreitem
	Russ Miller	Ricki McGlashan
	Mark Olbert	Mark Moulton
Board Officers	Sarah Prescott	Kan Parthiban
Terry Nagel, Board Chair	William Schulte	
Kirsten Keith, Board Vice Chair		
Lori Low, Secretary		
Barbara McHugh, Treasurer		

Contact Us

For further information, please reach out to us at info@sustainablesanmateo.org.

Address: 3182 Campus Drive #153, San Mateo, CA 94403

Phone: 650-918-1992

www.sustainablesanmateo.org

Donate

Sustainable San Mateo County counts on public support to continue accelerating sustainability progress in our county. SSMC is a public charity nonprofit organization with 501(c)(3) status, so your contributions are tax-deductible to the full extent allowed by law. Our EIN is 48-1265207.

Visit sustainablesanmateo.org/donate to learn more.





Sharing **emergency assistance and low-income support** with Menlo Park residents, supplemented by a \$5,000 grant from the City of Menlo Park Community Fund, March 2024 - June 2024

Tha Hood Squad's Impact Summary

Narrative and Financial Information

BY THE NUMBERS

202

Menlo Park residents kept safe through emergency response & preparedness efforts

500

Menlo Park residents informed through emergency preparedness literature

213

Menlo Park residents cared for through meal and supply distributions



BACKGROUND

Tha Hood Squad's mission is to establish community-driven systems of safety, information, and care within historically marginalized communities. Since our beginning in 2016, Tha Hood Squad has included Menlo Park in our organizing and outreach work.

Menlo Park is an affluent city overall, but the historically Black and Brown communities who have longest resided in Menlo Park are the ones struggling at disproportionate rates in terms of cost of living and quality of life. Belle Haven in particular experiences frequent power outages and is home to significant populations of seniors/elderly people living alone with disabilities, as well as families of people who speak primarily Spanish. Unhoused communities can be found experiencing similar struggles.

The Menlo Park Community Fund granted Tha Hood Squad \$5,000 to be used on direct services in the category of Emergency Assistance & Low Income Support, to be used between March and June of 2024. We used the funds accordingly, keeping counts and receipts, and adding our own funds and resources to the amount. We have compiled some figures and images to summarize our work.



**MENLO PARK RESIDENTS SERVED,
MARCH - JUNE**

ACTIVITIES	DETAILS	TOTALS
Meal Distributions	Cooked meals using ingredients from our urban farm and purchased with grant funds. Loaded up our vehicles and bikes, and distributed to our neighbors at the train station, in the marshlands, and in Belle Haven.	213
Emergency Preparedness Workshops	Trained neighbors on various topics including fire-starting, knot-tying, radio communications, and emergency kits. Equipped neighbors with gear to start their own kits, and served food.	45
Emergency Preparedness Canvassing	Went door to door in Belle Haven, compiling an emergency roster containing notes on contact information, household sizes, and special needs. Distributed informational literature and supply kits.	154
Total Residents Served	Not counting the 500 additional emergency preparedness flyers we distributed throughout Menlo Park!	412

MENLO PARK COSTS & EXPENDITURES, MARCH - JUNE

CATEGORY	ACTUAL COSTS	GRANT GOALS
Direct Services Costs	\$6,688.50 <i>(Meal Distributions: \$5,572.36 Trainings & Giveaways: \$1,116.14)</i>	At least \$4,250.00
Administrative Costs	\$525.90	Less than \$750.00
Total Costs	\$7,214.40	\$5,000.00



Even within “The Capital of Venture Capital,” some of us struggle to survive on a day-to-day basis, let alone prepare for future emergencies or disasters.

Tha Hood Squad has inspired the work of other nonprofit organizations and local agencies. Most importantly, we have been empowering our neighborhoods to come together and take care of one another- reaching even the ones who tend to be unreached. The majority of the people we reached belong to three main demographics, which often overlap: Spanish-speaking primarily, Black, and elderly.

Many thanks

to the City of Menlo Park for investing in our work and sharing in our community vision for a city where all residents are well, and well-prepared. We hope to continue partnering in the years to come.



Stay connected with us out and about in the neighborhood, and on the internet!



thahoodsquad.com



[instagram.com/thahoodsquad](https://www.instagram.com/thahoodsquad)



85-2319386



The Joy Culture Foundation
Organizational Budget 2023 (Actuals)
January 1, 2023 - December 31, 2023

I. INCOME		
A. EARNED		
Tuition	\$	81,027.80
Membership Fees (\$50 each)	\$	11,908.25
Classroom Rental Income	\$	17,000.95
Subtotal Earned	\$	109,937.00
B. CONTRIBUTED		
Lulu & Eric Family Foundation	\$	150,000.00
George Roberts Foundation	\$	100,000.00
Asia Pacific Fund	\$	15,000.00
Subtotal Contributed	\$	265,000.00
TOTAL INCOME	\$	374,937.00
II. EXPENSES		
A. PROGRAMS		
Teachers - Contracted (9)	\$	39,965.00
Event Production: Marketing, Ads, Catering, Rentals, etc.	\$	26,181.15
Library Books	\$	3,960.37
Subtotal Programs	\$	70,106.52
B. OPERATIONS		
1. Business		
Tax CPA Expenses	\$	3,536.00
Accounting Fees	\$	2,550.00
Legal Fees	\$	2,758.01
Liability Insurance	\$	224.00
Subtotal Business	\$	9,068.01
2. Facility Operations		
Rent & Utilities (2,000 Sq.Ft. space, electricity, gas, water, garbage)	\$	120,000.00
Office, Library and Teacher Materials & Supplies	\$	17,454.10
Custodial Services	\$	3,150.00
Computer Software	\$	2,400.00
Telephone / Internet	\$	2,078.10
Website Services	\$	444.00
Subtotal Facility Operations	\$	145,526.20
Subtotal Operations	\$	154,594.21
C. ADMINISTRATION		
Management Staff - Contracted (12)	\$	142,675.70
Subtotal Administration	\$	142,675.70
TOTAL EXPENSES	\$	367,376.43
NET	\$	7,560.57



Dear Upward Scholars family,

Over a quarter (27%) of Bay Area households do not earn enough income to meet their basic needs, and the rate is even higher (40-50%) for foreign-born non-citizens and other residents with less than a high school education. In one of the wealthiest regions in the world, many of our neighbors struggle to make ends meet. Together, we can help them not only survive but thrive.

I'm excited to share highlights of our impact on Upward Scholars students and their families last year. **With your support, we provided over 10,000 hours of financial, academic, career development, and holistic support to a record number of 485 students!** Ninety-nine percent improved their English proficiency, leading to a 52 percent increase in their graduation rates, and **nearly 40 percent increased their earnings!**



As a caring member of the Upward Scholars community, **your investment of time and resources changes lives and inspires others to give. When we believe in them and support their endeavors, scholars like Marta can succeed against all odds.**

Marta immigrated to the U.S. when she was forced to flee Venezuela due to socio-political upheaval. In her home country, she was an experienced labor lawyer, but as a political asylee in the United States, she arrived with little more than sheer determination to rebuild her life. Without English skills, Marta's job opportunities were extremely limited, but she managed to find work in a Mexican restaurant. She knew improving her English skills would lead to better opportunities, so she enrolled in English as a Second Language (ESL) courses at South San Francisco Adult School. As her English improved, she was "promoted" to client-facing work. She also took on multiple jobs cleaning houses and working in factories and warehouses.

While navigating a series of low-wage, unstable jobs to survive, Marta diligently pursued her education, completing the required ESL courses to transfer to the College of San Mateo. There, she learned about Upward Scholars and, in 2018, embarked on a journey with us that would change the trajectory of her life.

Marta continued her studies with the help of an Upward Scholars tutor while working full-time and participated in our events whenever possible. In early 2021, Upward Scholars hired her as a Program Assistant for 10 hours a week. As the first point of contact for students, Marta's enthusiasm and first-hand knowledge of the program proved to be a strength, and within a few months, Upward Scholars doubled her hours. Marta was now working two jobs and taking three college courses!

That summer, Marta lost her warehouse job when her employer moved out of state. Upward Scholars was committed to investing in Marta. Her passion for the program and belief in our students were living testaments to our mission. Soon after, Marta became our full-time Student Fellow, doing student and partner outreach in the community. She exceeded our expectations by improving her administrative skills and taking on more responsibilities.

After restructuring in April 2022, Upward Scholars needed an Operations Associate. We saw Marta's potential to grow into this role. While working full-time and with our support for her educational and career goals, Marta completed two associate degrees. Soon after, we promoted her to Operations Manager, a role she diligently fulfills today.

In 2023, she graduated from the College of San Mateo and transferred to San Francisco State University, where she's pursuing a bachelor's degree in Communications.

Upward Scholars' pillars of support — financial, academic, career development, and holistic — gave Marta the tools and confidence to restart her academic journey and achieve her goals. Her educational achievements led to professional growth opportunities and a new career. Her "*ganas*," or desire to succeed, coupled with our flexible work schedule and grow-your-own professional development model, enabled Marta to achieve her ultimate goal of community belonging and upward mobility.



Marta's story is just one example of how Upward Scholars helps immigrants integrate into the fabric of our region and gain economic mobility. **We cannot advance our mission without YOU**, our many volunteers, community partners, and donors. Your compassion, understanding, and generosity make it possible for us to help many more students like Marta improve their lives and uplift our community.

I invite you to join me at the Upward Scholars' Community Conversation on Thursday, June 6, at 4 pm to hear inspiring stories of current and former Upward Scholars students' paths to higher education and career development. Register at www.upwardscholars.org/communityconversation.

I will reach out to reaffirm your support in the coming months. You can also contact me directly at linda@upwardscholars.org or (650) 254-6109. Together, let's continue building a resilient and thriving community for all.

Onward and upward,

Linda Prieto, PhD
Executive Director

**Upward Scholars
Financial Report to: City of Menlo Park**

During the grant period (July 1, 2023 – June 30, 2024), Upward Scholars served 35 students who reside in the City of Menlo Park and attend the San Mateo Community College District (SMCCD). Expenses included:

31 students received financial support to help cover their textbooks and school supplies expenses	\$9,300
7 students received monthly grocery gift cards	\$6,300
5 additional students received grocery gift cards in November- December 2023 & January 2024	\$1,125
8 students successfully completed a vocational certificate or associate degree. We covered the expenses associated with their graduation regalia for 6 students and provided all 8 students with stipends to help support their completion	\$1,050
2 students received transportation support through a monthly Clipper Card	\$500
TOTAL	\$18,275

City of Menlo Park’s \$5,000 grant was used toward this overall cost of \$18,275. Upward Scholars is grateful for your support of our students.



Vista Center for the Blind and Visually Impaired
Narrative Report to the City of Menlo Park - Year Ending June 30, 2024

Grant funding in the amount of \$15,000 was received by Vista Center for the Blind and Visually Impaired in FY24 to provide for vision loss rehabilitation services to seniors in Menlo Park, CA.

Vista Center’s Vision Loss Rehabilitation Program provides the resources, training, and tools our clients need to remain independent in their homes. Our services enable them to resume routine daily tasks, travel safely outside of their homes, and receive counseling and support. Menlo Park residents, who receive our one-on-one rehabilitation services, stay well connected within their community and peer population. As their vision decreases, our clients have peace of mind knowing that Vista Center offers services to assist them every step of the way.

During the past fiscal year July 2023-June 2024, 22 blind or visually impaired Menlo Park City residents received our services, 15 female and 7 male, of which 17 were seniors. FY24 total client numbers in Menlo Park are lower than previous periods due to staff hiring challenges. We are trying very hard to hire a new Orientation and Mobility Specialist as the current staff member has retired, but it is proving difficult being a very specialized skill and the high cost of living makes it harder to compete for skills in this market. Our outreach and service numbers should grow once staffing is again at full service capacity,

Grant funds were used to cover a portion of staff costs to provide following listed services for the 17 seniors (ages 60+) served in Menlo park, with following service units and demographic breakdown for age, ethnicity, income levels as listed:

Gender

15 female
7 male

Age breakdown

4 < 50
1 50’s
2 60’s
4 70’s
4 80’s
6 90’s
1 100

Ethnic Breakdown:

4 Asians, 4 unstated, 14 Caucasian

Annual income: 19 residents qualify as low income (<\$104,100) in San Mateo County

16 clients less than \$39,050
2 clients \$39,051 to \$65,050



0 clients \$65,051 to \$78,060
1 client \$78,061 to \$104,100

Program Services:

- 14 clients received intakes, case management and/or referrals to community resources
- 2 clients received Adjustment to Disability Counseling
- 3 clients received Activities of Daily Living Training
- 2 clients received Orientation and Mobility (travel) training
- 7 clients were trained in the use of Assistive Technology
- 10 clients had a Low Vision Exam and/or follow up services in the Clinic
- 5 clients received assistive living devices

Client stories illustrate how Vista Center’s Vision Loss Rehabilitation Program, and its services transform the lives of seniors faced with vision loss. Everyone receiving services has reported a 100% improvement in their quality of life (i.e., from NOT being able to perform tasks to BEING able to manage them). Most of our clients have continued to live in their homes as a result of this support and feel cared for, engaged and hopeful for the future despite vision loss.

Program outcomes have shown that visually impaired individuals can improve their own lives when provided with the necessary training, tools, skills, knowledge, and access to available resources. With help of our donors, grantors, and volunteers, we are able to provide these resources, so our clients are able stay resilient, to live life to the fullest, with dignity and build independence.

We appreciate the City of Menlo Park’s support of our work to help blind and visually impaired seniors in this community continue to live active, healthy, and productive lives. Shared below are some inspiring Menlo Park resident, client **success stories and quotes**:

Client Success Story during 2023-24 grant period -

Ms. Katherine A, 62 years old resident of Menlo Park, received services from Rehabilitation Counselor, Daily Living Skills instructor, Assistive technology Instructor and Social Worker.

Ms. KA reached out to Vista Center upon vision loss due to Glaucoma. She has received One on One Counseling to help adjust to vision loss and learn about Vista services that can support her journey to regain independence even with impaired vision. Our social worker has helped her understand the support and resources also available to her in the community.

Vista’s Assistive technology specialist provided instruction for voice activated applications on iPhone and other digital devices. The trainings have helped Ms. KA communicate more effectively and continue to work. She feels more connected and independent as a result of this.



The Dalry living skills training from our Occupational Therapist introduced cooking simple meals and using bump dots on the Microwave and other kitchen appliances.

Vista's support to this client is ongoing, and services received so far have restored her hope and confidence and motivated her to learn new skills and techniques to remain independent and live safely.

Audit - Vista Center June 2022 - Full Financial report is secured PRF and cannot be inserted but available in email

WeHOPE

FY 23-24 Narrative report and financial statement/analysis not received



**Youth Community Service (YCS)
City of Menlo Park Community Grant Program
Narrative Report for the 2023-2024
Grant for \$10,000**

Submitted by Mora Oommen, Executive Director
mora@youthcommunityservice.org
on July 31, 2024



TIDE Academy Service Fair
Student body walking the center quad area to participate in the
YCS Service Fair for Tide Academy

On behalf of the Youth Community Service (YCS) board, staff, and youth, we are grateful for the opportunity to express our thanks for the Menlo Park Community Grant for \$10,000 in the 2023-2024 year for our Youth Service Learning and Leadership Programs. As requested, below is the YCS narrative and financial report.

YCS sincerely appreciates the opportunity to once again participate in the City's Community Grant Program. Securing funding through this program, alongside other municipalities, enables us to expand our offers for to engage youth in service learning and leverage additional support from foundations, corporations, and individuals. We are pleased to report that the City's investment in YCS youth programming continues to yield significant impact and positive outcomes.

This report will spotlight YCS's service-learning and leadership programs tailored for youth attending schools in the Sequoia Union High School District (SUHSD) and residing in Belle Haven, East Palo Alto, and North Fair Oaks. It will provide a detailed overview of the services offered at TIDE Academy in Menlo Park and highlight the community contributions made by the youth at TIDE Academy.

"YCS has helped me reach out to multiple different communities. I have enjoyed getting to know people in the community and look forward to continuing to help those in need." - M.B., 11 grade, TIDE Academy

Through YCS's school-based programs, after-school peer leadership initiatives, and community-wide service days led by our staff, we have engaged students aged 11 to 18 from the Sequoia Union High School District in San Mateo County and the Palo Alto School District in Santa Clara County, both in-person and virtually. Our programs aim to achieve several objectives: fostering meaningful connections among youth, providing hands-on learning experiences to cultivate leadership and professional skills, and promoting social-emotional learning and wellness by encouraging empathy towards peers and the broader Menlo Park community.

At TIDE Academy in Menlo Park, YCS has forged a strong collaboration with the school administration and students to support ongoing service-learning opportunities. This includes organizing school-wide events such as the On-Campus Community Service Fair and coordinating Take-a-Break Thursday service projects. The student body at TIDE Academy consists of 243 enrolled students, with a demographic breakdown showing Hispanic students comprising 56.4%, White students 26.3%, Asian students 6.6%, African American students 4.5%, students of two or more races 3.3%, and Pacific Islander students 2.5%. This report provides a comprehensive overview of the various service-learning opportunities available to TIDE students.

1. Weekly meeting with students to provide community service opportunities:



The YCS Service Learning Coordinator at TIDE Academy collaborates with the school's leadership team to facilitate bi-weekly service learning opportunities. Students actively participate in volunteer activities with local organizations and engage in community service projects during lunch breaks and Tide Take-a-Break events held quarterly. For instance, students recently contributed to a Cozy Library initiative by creating bookmarks for elementary students and donating books to local youth. Additionally, during the school's Take a Break Thursdays, YCS consistently organizes service projects aimed at enhancing social-emotional learning and wellness, such as making stress relief balls and participating in a Cesar Chavez Celebration event.

Furthermore, YCS has initiated a weekly visit by a Service Learning Coordinator to Menlo Atherton High School, where they collaborate with AVID (Advancement Via Individual Determination) classes to support students in their college application and attendance preparation. YCS introduces a service learning curriculum to these classes, enabling students to assume leadership roles and engage in meaningful experiences that can enhance their college applications. For instance, students learn to identify community challenges through a service-oriented perspective, emphasizing the positive aspects of their communities to leverage opportunities.

2. On-Campus Community Service Fair:



YCS partnered with the Activities Director, Leadership class students, and YCS club members at TIDE Academy to coordinate an on-campus Service Fair held on Friday, January 26 during lunchtime. The primary objective of this event was to offer students the chance to interact with local community organizations, learn about volunteer opportunities, and explore avenues for ongoing support to these organizations. To encourage participation and engagement, we implemented a feedback board where students received candy for completing it. Our service fair hosted sixteen community organizations from Menlo Park, East Palo Alto, Redwood City, and Palo Alto participated in the event, contributing to its success and impact.

Thank you for all of your amazing work and organization for the service fair. We look forward to the next one!- Simone Kennel, Principal, TIDE Academy

3. Service/Career Exploration Events:



YCS remains committed to fostering youth career development and exploration within various service sectors. This year, our focus, guided by the interests of our Peer Leaders, centered on career exploration through service experiences. Monthly, YCS organized in-person workshops or meetings where Peer Leaders could enhance their leadership skills and interact with professionals from diverse organizations dedicated to community service.

For instance, on March 7th, Peer Leaders had the opportunity to engage with Erin Carlson-Jones, a Licensed Clinical Social Worker at Adolescent Counseling Services (ACS) in Redwood City. During the session, students not only learned about her career journey through specific inquiries but also participated in a workshop focusing on adolescent anxiety and stress. This initiative exemplifies YCS's commitment to providing students with exposure to careers, leadership opportunities, and professional skill development.

4. Peer Leadership Opportunities:



YCS continues to foster and develop youth peer leaders through culturally competent, evidence-based activities on leadership development, social emotional learning, restorative practices, and service-learning experiences.

The primary objective of Youth Connect, also known as the Youth Connectedness Initiative (YCI), remains centered on enhancing youth mental health and mitigating risks through the promotion of protective factors such as fostering stronger relationships and increasing connections with peers and adults. This mission is achieved through a nationally aligned service-learning model where youth investigate topics, devise action plans, implement initiatives, and subsequently reflect upon and share their experiences.

During the current reporting period, YC Peer Leaders spearheaded a variety of projects, including mental health burnout workshops, community game nights, trash clean-ups, trash-to-art workshops, creation of a diversity mural, promotion of anti-drug messaging through posters and surveys, and an LGBTQAI+ gender-affirming clothing drive. One standout project in the 2023-24 Youth Connect initiatives was the diversity mural led by a group of Peer Leaders passionate about promoting racial equity within their community. Participants from the community placed their thumbprints on a world map, indicating their place of origin (or their families'), and shared insights about their cultural heritage for others to appreciate. Below is a reflection from a Peer Leader at TIDE Academy regarding their involvement in this project:

“Through our ‘Mapping Our Origins’ project I was able to see how excited people were to be asked about their cultural background. Not only were people excited to tell us but they were also excited to learn about others. I believe activities like this are how we bring people together through their differences.”
M.V., 11th grade TIDE Academy

This year, we undertook a rebranding and restructuring of our annual culminating school-year event, formerly known as the Celebration of Service, now titled the Community Impact Exhibit held on Sunday, April 21. Students from various YCS Programs, including those from TIDE Academy, shared their personal experiences in community service and highlighted the profound impact YCS has had on their lives.

Additionally, YCS recognized students who have received the PVSA Award or scholarships through our organization. These scholarships and awards are designed to foster the leadership pursuits of YCS student

leaders, ensuring that financial constraints do not hinder their participation in our programs. This initiative represents a small yet meaningful step towards supporting access to YCS programs, allowing students to utilize the scholarship to further their educational and service goals.

5. Community-wide Service Days:

- *National Day of Service and Remembrance, September 10*



The theme for this year’s National Day of Service was “Elevating Youth Voice” The event brought together over 350+ volunteers completing over 1,000 volunteer hours with 27 service projects included for families in Menlo Park, East Palo Alto, Palo Alto and surrounding cities in areas related to the environment, education, health, hunger, housing, child welfare, and senior services. Our local community joined thousands of volunteers across the US in service.

- *Martin Luther King, Jr. Day of Celebration and Mitzvah Day, January 15*



YCS and our partners organized the Dr. Martin Luther King, Jr, and Mitzvah Day of Service alongside the Oshman Family JCC. Students and community members of all ages were invited to volunteer to support

16 different local organizations with various service projects in the morning and then attend a post-service celebration at the Mitchell Park Community Center. The celebration included local tabling organizations, guest speakers including the Mayor of Palo Alto, Geer Stone and the Mayor of East Palo Alto, Antonio Lopez. The event also had tabling activities from our peer leaders in the YCS Youth Connect program and performances by local youth such as Garcia's Quartet. Over 1,600 community members from Menlo Park, East Palo Alto, and Palo Alto participated in the service day.

Financial Report: Please see attached YCS End of Year 2023-24 Financial report, final reports will be available after YCS files the Form 990 with the IRS in October 2024.

Submitted by:

Mora Oommen
Executive Director, Youth Community Service
PO Box 61000
Palo Alto, CA 94306
650-644-5354
mora@youthcommunityservice.org

Youth Community Service, Inc.		
Statement of Activity		
July 2023 - June 2024		
	Total	City of Menlo Park Grant
Revenue		
4100 Corporate Revenue	18,800.00	
4102 Fee for Svc Income	17,131.33	
4103 Govt. Contract Rev	507,165.20	\$10,000
4200 Foundation Revenue	256,120.00	
4400 Individual Donations	184,667.69	
Total Revenue	\$ 983,884.22	
Gross Profit	\$ 983,884.22	
Expenditures		
4500 Development Expense		
4501 Event & Food	3,536.24	
4503 Office & Event Supplies	214.75	
4504 Postage	1,083.20	
4505 Printing	1,162.24	
Total 4500 Development Expense	\$ 5,996.43	
4600 Program Expenses		
4601 Adult/Youth Stipends	13,759.00	
4602 Advertising	175.00	
4609 Incentives	5,043.79	
4610 Local Transportation	1,505.66	
4612 Meeting Food	7,286.80	
4613 Miscellaneous	0.00	
4616 Personnel Expenses	258.00	
4617 Professional Fees Program	40,726.86	
4620 Supplies & Materials	13,578.37	
4621 Training	397.50	
4622 Travel	0.00	
4626 Event Expenses	3,598.41	
Total 4600 Program Expenses	\$ 86,329.39	
4700 Administrative Expenses		
4402 Automobile Expense		
4404 License	27.54	
Total 4402 Automobile Expense	\$ 27.54	
4414 Equipment<\$1500	2,070.55	
4701 Audit Expense	5,780.00	
4705 Computer Repair & Maintenance	750.00	
4707 Dues & Subscriptions	14,629.31	
4708 Fees & Registrations	105.25	
4709 Insurance	6,330.76	

4710 Training-Admn Staff		451.60	
4712 Office Supplies		1,321.09	
4713 Postage & Freight		385.54	
4714 Printing		128.28	
4717 Professional Fees Admin		41,401.05	
4718 Rent		12,136.28	
4719 Telephone		2,584.80	
Total 4700 Administrative Expenses	\$	88,102.05	
6600 Payroll Expenses - YCS			
6509 Workers Compensation Expense		10,950.50	
6513 ECI - HR Costs		12,402.07	
6602 YCS Program Wages		600,990.52	
6604 Payroll Tax Expense		55,098.33	
6605 Employee Benefits		56,291.06	
6666 Vacation		784.12	
Total 6600 Payroll Expenses - YCS	\$	736,516.60	\$10,000
Total Expenditures	\$	916,944.47	
Net Operating Revenue	\$	66,939.75	
Other Revenue			
4900 Other Income			
4901 Interest Income		3,462.02	
Total 4900 Other Income	\$	3,462.02	
Total Other Revenue	\$	3,462.02	
Other Expenditures			
4904 Bank Charges		2,568.19	
Total Other Expenditures	\$	2,568.19	
Net Other Revenue	\$	893.83	
Net Revenue	\$	67,833.58	
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