



## **CITY OF FOSTER CITY**

### **FY 2023-2024 Nonprofit Funding Application**

#### **PROGRAM OVERVIEW**

City Council has set aside funds to support local nonprofit agencies that operate programs and services that benefit the Foster City community and that the City would otherwise be unable to provide. Funding levels are determined annually by the City Council. The total funding made available may vary and traditionally has been funded by the General Fund.

<b>NONPROFIT FUNDING PROCESS SCHEDULE</b>	
June 9, 2023	The nonprofit funding application period opens.
July 10, 2023	All requests for funding are due from nonprofit agencies no later than 5:00 PM.
July 17, 2023 to August 21, 2023	Nonprofit representatives Applicants are invited to appear during the Public Comment period at ANY Regular City Council meeting between Monday, July 17, and Monday, August 21, 2023. Applicants will be given three minutes to briefly overview their organization and how nonprofit funding would benefit the Foster City Community.
TBD	City Council determines funding levels by agency.
TBD	Awarded nonprofits to submit invoice to City requesting disbursement.

#### **PROGRAM ELIGIBILITY**

- Organization must be incorporated as a nonprofit organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- An unincorporated organization may apply through a fiscal sponsor, provided that the fiscal sponsor is a 501(c)(3) organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- The applicant agency understands funding disbursement may only occur after an invoice and W-9 documentation is submitted to the City.
- The applicant agency agrees that an annual report/presentation will be provided to the City Council and shall indicate the number of services provided and Foster City residents served by the organization during the reporting period. The report will include measurable contract outcomes, successes, and challenges.
- Organizations must comply with all appropriate requirements on the use of public funds, particularly prohibiting funds from being used for personal benefit or lending of funds to a private entity.
- Agencies are required to apply for funding each year. Funding for any given year does not guarantee funding for succeeding years.



# **CITY OF FOSTER CITY**

## **Nonprofit Funding Application**

*(Please use additional sheets if necessary)*

### **APPLICANT INFORMATION**

Organization Name: Baybasi Inc

Organization Address: PO Box 4538, Foster City, CA 94404

Contact Name: Rajat Das

Contact Email: aami\_rajat@yahoo.com

Contact Phone: 650-619-8220

Amount Requested: \$20000

### **SECTION 1: IDENTIFICATION/ANALYSIS OF LOCAL NEEDS**

- 1a. Describe the problem or need area being addressed including any formal study that has been done of the local and regional need for the service, program, or project.

Baybasi is a Foster City based non profit organization operated by a group of volunteers. Baybasi's objective is to unite Indian expatriates residing in Bay area, by fostering a sense of community through organizing cultural activities, promoting inclusivity, and preserving our ethnic identity.

Foster City is well-knit community that celebrates diversity of cultures. A small non-profit like Baybasi's cultural program is vital for the community like Foster City as it brings people together, fosters inclusivity, and encourages appreciation for diverse cultures. Through music, dance, art, and storytelling, these programs promote cultural exchange and builds mutual respect. It enriches the community's cultural fabric, nurtures individual growth, and creates a sense of belonging and unity.. There have been numerous studies done to understand the importance of cultural assimilation in local communities. One of the study we will highlight is by National Recreation and Park Association at this link done on importance of cultural assimilation -

<https://www.nrna.org/globalassets/journals/ilr/1998/volume-30/ilr-volume-30-number-1-np-47-63f> 

### **SECTION 2: PROGRAM DESCRIPTION**

- 2a. Describe the goals of the program for which you are requesting funding and how the funds would be used.

As a local non-profit, BayBasi contributes towards the cultural enrichment of Foster City by organizing multiple largescale events at little or no cost to the community.

Funding is being requested to help us support:

Annual Holi - festival of colors: 4-hour daytime event held on the last Saturday of March in the Leo J Ryan Park Meadow

Annual Indian Harvest Festival/Dandiya: 2 day event held in October. This year's event is in Leo J Ryan park this year. Dandiya is a musical extravaganza attended by all community members.

Annual Diwali – festival of light: 4-hour evening event held indoors in October.





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## **Nonprofit Funding Application**

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### **APPLICANT INFORMATION**

Organization Name: Baybasi Inc

2b. Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding.

Annual Holi – festival of colors This event has been a Foster City fixture since 2012. It is a celebration of diversity rooted in ancient Indian culture. This event brings out 5,000 residents for an afternoon of fun, dancing, throwing colors, making new friends and enjoying great food. While there are several Holi events around the Bay Area, the Foster City event has set itself apart in being family friendly & free. It has allowed Foster City residents from diverse cultural backgrounds to experience Holi.

Annual Diwali – festival of lights BayBasi stepped up to organize this major Indian cultural festival based on strong community demand in 2016. Every year, the Diwali event is organized around a ceremonial lamp lighting preceded by a series of cultural performances by several local groups.

Annual Indian Harvest Festival/Dandiya: An event that has been organized for last 15 years. This used to be organized indoors, but this is the first year an outside event will be held.

2c. Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.

Holi, Indian Harvest Festival and Diwali are major festivals for the Indian community. By being a well-regarded home to these events, the city extends a welcoming embrace to the Indian community. These events are enjoyed by Foster City residents of all ethnicities and origins as evidenced by the enthusiastic participation in past years. They contribute to the cultural enrichment of the city. These are also very family-friendly events and thus make the city an even more pleasant place for families to call home.

2d. How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?

Holi: Served approximately 5,000 residents in 2023. It was covered in local Island news as well as smaller Indian news outlets as being the biggest Holi festival in Bay area.

Diwali: Served approximately 1000 residents in 2022.

Indian Harvest Festival: Attended by around 5000 staggered over two days.



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### **APPLICANT INFORMATION**

Organization Name: Baybasi Inc

2e. Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number typically served.

These programs serve the entire bay area. There are ex-residents of Foster City who come and join these program from as far as Seattle.

### **SECTION 3: ADMINISTRATIVE CAPACITY**

3a. Describe the organization's experience providing the proposed project or program.

Proven experience organizing the Holi event for an average 5,000 attendance since 2012

Proven experience organizing Bay Area's premiere Indian harvest festival (Durga Puja) event for an average 5,000 attendance since 2007

Deep community support

Dedicated team of volunteers

Experienced leadership team and organization structure

3b. Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.

The program is staffed by BayBasi volunteers. Each event has a designated overall coordinator.

Multiple functional areas are carved out with leaders in each area to ensure smooth execution and accountability.

Total annual budget of all events is around 100k. The source of income is member donation, few stalls/food vendor fee charged to businesses/restaurants that provide stalls, and program service revenue for displaying business banners in program venue as well as publishing in yearly magazine.



# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: Baybasi Inc

3c. Describe any collaboration that exists between your organization, this program and programs administered by other agencies, including financial, staffing or cross-referral, and how this may have benefitted or increased the impact of your services.

Supported by the Foster City Parks and Recreation department. The supports are No-cost availability of some equipment and Organizational through event management experience, guidance and agency coordination.

### SECTION 4: REQUIRED ATTACHMENTS

- 4a. Proof of nonprofit status (501(c)(3) or equivalent)  
4b. Copy of latest organization's annual report (if possible)

### RETURN ONE COPY OF COMPLETED FORMS TO:

#### Mail

City of Foster City  
Attention: City Manager Department  
610 Foster City Boulevard  
Foster City, CA 94404

#### Email

[nonprofitfunding@fostercity.org](mailto:nonprofitfunding@fostercity.org)

### SIGNATURE

Signature of Applicant:

Rajat Das

Date:

07/10/2023

Printed Name:

Rajat Das

Title:

Treasurer, Board Member

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

DEPARTMENT OF THE TREASURY

Date: OCT 31 2008

BAYBASI INC  
PO BOX 4538  
FOSTER CITY, CA 94404-0538

Employer Identification Number:  
26-2921484

DLN:  
17053232331038

Contact Person:  
DEL TRIMBLE

ID# 31309

Contact Telephone Number:  
(877) 829-5500

Accounting Period Ending:  
December 31

Public Charity Status:  
170(b)(1)(A)(vi)

Form 990 Required:  
Yes

Effective Date of Exemption:  
May 29, 2008

Contribution Deductibility:  
Yes

Addendum Applies:  
No

Dear Applicant:

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

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

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

Letter 947 (DO/CG)

BAYBASI INC

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" and last name "Choi" clearly distinguishable.

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Publication 4221-PC

3150122

**State of California**  
Secretary of State



I, DEBRA BOWEN, Secretary of State of the State of California, hereby certify:

That the attached transcript of 2 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.



**IN WITNESS WHEREOF**, I execute this certificate and affix the Great Seal of the State of California this day of

JUN 19 2008

DEBRA BOWEN  
Secretary of State



# ARTICLES OF INCORPORATION OF BAYBASI, INC

## ARTICLE I

**ENDORSED - FILED**  
In the office of the Secretary of State  
of the State of California

The name of this corporation is **BAYBASI, INC.**

**MAY 29 2008**

## ARTICLE II

This corporation is a nonprofit Public Benefit Corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for:

- ( ) public purposes.  
Or ( ) charitable purposes.  
Or (✓) public and charitable purposes.

A. The specific purpose of this corporation are:

- (1) To promote awareness of Indian ethnic identity and its cultural and spiritual heritage.
- (2) To organize cultural events involving (without limitation) Bengali and other Indian traditional and contemporary songs, drama and dances.
- (3) To plan and host periodic conferences and meetings to allow members to learn, network and share experiences for personal and career development.
- (4) To organize events to raise funds for the relief of distress and other charitable causes.

Within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or corresponding section of any future federal tax code.

B. The general purposes and powers are to have and exercise all rights and powers conferred on nonprofit public benefit corporations under the laws of California, provided, however, that this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.

## ARTICLE III

The name and address in the State of California of this corporation's initial agent for service of process is:

Name **AMIT SEN**  
Address **816 PERSEUS LANE**  
City **FOSTER CITY** State **CALIFORNIA** Zip Code **94404**

## ARTICLE IV

A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or (ii) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

- B. No substantial part of the activities of this corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, nor shall this corporation participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

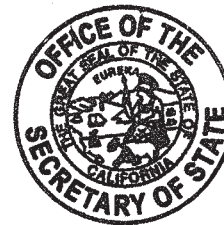
#### ARTICLE V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Amit Sen 5/27/08  
AMIT SEN, Incorporator  
816 PERSEUS LANE  
FOSTER CITY, CA 94404

I hereby declare that I am the person who executed the foregoing Articles of Incorporation, which execution is my act and deed.

Amit Sen 5/27/08  
AMIT SEN, Incorporator  
816 PERSEUS LANE  
FOSTER CITY, CA 94404





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# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: Community Overcoming Relationship Abuse - CORA

Organization Address: 2211 Palm Avenue, San Mateo CA 94403

Contact Name: Alyssa Wieting, Development Director

Contact Email: alyssaw@corasupport.org

Contact Phone: 650-753-4682

Amount Requested: \$10,000

### SECTION 1: IDENTIFICATION/ANALYSIS OF LOCAL NEEDS

**1a. Describe the problem or need area being addressed including any formal study that has been done of the local and regional need for the service, program, or project.**

Domestic violence affects an astounding 10,000 people in San Mateo County each year.\* The need to serve this community is great and victims face many challenges, including demographics and socioeconomic status. For example, many of CORA's clients are immigrants who experience language barriers and have low to no income. A significant challenge our community faces is the exorbitant cost of living in San Mateo County. While a victim may, in the short term, be able to leave their violent situation, 85% of women return to the abuser because they are not able to achieve economic self-sufficiency on their own.

CORA predominantly serves the most underrepresented community members, those with low or no income, limited English proficiency or lacking documentation, racial/ethnic minorities, and LGBTQIA+ survivors. In 2022, 100% of CORA's Housing and Safe House clients identified as some level of low-income, with 90% identifying as extremely low-income. At intake, their median annual income was \$23,400 and 17% reported zero income without their abuser.

At least 60% of CORA's clients served are new monolingual Spanish-speaking immigrants. Access to resources is a complicated issue for new immigrants. This is largely due to the following factors: ineligibility to many resources due to lack of documentation, lack of knowledge of the available resources, language barriers, lack of financial means, fears of legal systems and fears of deportation in the current political climate.

Other challenges for domestic violence victims are the ones seen across the board, regardless of economic status, including the fear of leaving an unsafe situation for retaliation of the abuser, fear for one's life, embarrassment and shame.

While there are thousands of victims reaching out to CORA for support, there are still more domestic violence cases in our County involving victims unknown to CORA, and some quite shocking, involving weapons and even take place in broad daylight. One such incident was the murder of Karina Castro by her ex-partner who beheaded her in front of her apartment in San Carlos, during the day and with numerous community witnesses. The most recent publicized case in the area involved a 28-year-old woman from South San Francisco who was killed by her abuser.

It is imperative that CORA is an on-going community provider serving Foster City and San Mateo County. Our free, comprehensive and trauma-informed services and programs can be a literal life-line for victims who face many challenges and fears.

<https://www.smcgov.org/hsa/domestic-violence>

### SECTION 2: PROGRAM DESCRIPTION

**2a. Describe the goals of the program for which you are requesting funding and how the funds would be used.**

CORA's mission is to provide safety, support, and healing for individuals who experience abuse in an intimate partner relationship and educate the community to break the cycle of domestic violence.

As an organization we believe in and hope to achieve the following:

- Effectively serve the unique needs of each individual as well as the family unit, providing healing, hope and safety;
- Working towards ending oppression and inequities to ensure that every victim, regardless of economic status, social status or race, receives the support needed to make the best and most informed choices for them; and
- Work with even the youngest victims to teach positive values and prevent potential future cycles of violence or victimization.

Funding from the Foster City Council would be used to support victims of domestic violence from Foster City through our comprehensive programs that include:

- 24-hr Bilingual Crisis Hotline, Crisis Support Services
- Emergency Response Program (ERP): When a survivor of IPA calls 911 for assistance, a bilingual, trained crisis counselor is available for immediate support over the phone, offering emergency shelter and safety.
- Emergency Shelter (hoteling and moteling in emergent situations)
- Safehouses and Supportive Housing (support for long term housing)
- Legal Services (legal information, advice, document preparation, court accompaniment, and representation)
- Family-Centered Mental Health (FCMH) Program and a Children's Program that address the fear and confusion faced by IPA survivors and their families
- Community Education: Mobile and virtual, population-specific initiatives target prevention, intervention, and support for youth/teen, and LGTBQ communities as well as the community-at-large.



# CITY OF FOSTER CITY

## Nonprofit Funding Application

*(Please use additional sheets if necessary)*

### APPLICANT INFORMATION

Organization Name: CORA

**2b. Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding.**

CORA is proud to have achieved the following recent accomplishments:

- (1) Completing the creation of a 2-year Strategic Action Plan focusing on three overarching goals:
- a. Improving the efficacy of our infrastructure systems
  - b. Reviewing and addressing program quality and
  - c. Addressing CORA's culture (including our staff wellbeing and DEI initiatives).

Driving these goals, CORA has a Strategic Action Plan that has five program aims (Access, Safety, Self-efficacy, Resilience and Prevention/Education);

(2) Currently having our largest staff members in the last two years, totaling 71;

(3) Strengthening our collaboration between the Emergency Response Program and the Legal Department to address challenges in law enforcement responses to domestic violence cases. We created a training on family law order enforcement and attended police briefings at several departments to present this information. We also partnered with the District Attorney's Office to create a training on domestic violence investigations and will present this training to the law enforcement departments in FY23; and

(4) Expanding our Prevention Department, including our newest program: To Do At Home (TDAH). This 8-week program is focused on learning about healthy relationships in which parents and children create fun memories and experiences by reading books, going to the library, cooking and doing art projects.

We have also launched another prevention initiative called Speak Up. Through this free program, business owners and staff will come away with an understanding of intimate partner abuse, how to spot red flags, and what to say to someone they fear might be in an abusive situation. This program is made possible through a partnership between CORA and the City of San Carlos.

Additionally, in FY 2022 CORA:

- Responded to 5,084 calls via our 24-hour Crisis Hotline;
- Reached out to 3,468 victims referred by police via our 24-hour law enforcement referral program;
- Provided 90 individuals (52 adults and 38 children) with emergency Shelter;
- Provided 61 households with supportive housing, including transitional housing and rental subsidies subsidized housing;
- Provided 1,031 callers with legal information and advice via our Legal Hotline;

**2c. Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.**

The benefits to Foster City and their residents would include building more awareness of our services in the Foster City area which can lead to helping more victims of domestic violence or preventing more tragedies associated with DV. Additionally, CORA will help victims in Foster City find the strength needed to make the healthiest choices through our support and wrap-around services.

**2d. How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?**

CORA served 33 clients, agency-wide, from July 1, 2022 to June 30, 2023. This number is likely much higher due to many of those we serve initially through our crisis line calling in anonymously, which is over 2000 annually. Over the last three years, CORA has served 33 clients in Foster City and we anticipate that number will remain similar for 2023-24.



# **CITY OF FOSTER CITY**

## **Nonprofit Funding Application**

*(Please use additional sheets if necessary)*

### **APPLICANT INFORMATION**

Organization Name:

2e. Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number typically served.

CORA's services and resources are available for any San Mateo County resident. On average we serve 8,000 unduplicated individuals each year.

### **SECTION 3: ADMINISTRATIVE CAPACITY**

3a. Describe the organization's experience providing the proposed project or program.

CORA is San Mateo County's only provider of comprehensive domestic violence prevention services focused solely on domestic violence. With a deep, 45-year history, we became CORA after a merger in 2004 with the Center for Domestic Violence Prevention, providing the community with one of the nation's first 24-hour crisis hotline, and Sor Juana Ines Services for Abused Women, focusing on the unique needs of the Latino community. Over the years, our work has been centered on the connection between social and institutional oppression and violence along with intimate partner abuse, which is perpetuated by societal beliefs and norms.

Through our demonstrated success over the past four decades, CORA has established a reputation as an agency rich in human and service-based resources within San Mateo County and among nonprofits in the San Francisco Bay Area.

3b. Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.

CORA has 51 full-time staff, 20 part-time staff. Our ethnically diverse staff, board and leadership are critical to the impact of CORA's culturally informed programs that empower and instill trust among its clients through bilingual staff who share similar cultural backgrounds and traditions. CORA's board is made up of 14 individuals who are fully dedicated to our mission and strive to support the staff in any way they are able to.

CORA has 14 volunteers who lend their skills and knowledge to help in departments such as Legal or Mental Health. We also have volunteers that assist our safe houses by stocking the pantries, landscaping, painting, and putting together welcome bags. CORA also has volunteers assist with administrative work in our offices.

CORA's annual budget for FY 2024 is \$8,289,925 and our revenue breakdown includes: 66% Government Funding, 12% Foundation Funding, 9% Individual Funding, 1.3% Corporate, 7.7% In Kind, 1% Special Event, and 3% Released Assets.





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## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name:

3c. Describe any collaboration that exists between your organization, this program and programs administered by other agencies, including financial, staffing or cross-referral, and how this may have benefitted or increased the impact of your services.

CORA coordinates its outreach through a number of neighboring agencies, including community centers, local businesses, other nonprofit organizations, libraries and doctors' offices. CORA's community education team conducts presentations, workshops, and table events at various community settings around the County, including local high schools and junior colleges, local health centers, homeless shelters and legal support agencies. This broad spectrum of support ensures that any particular community is made aware of resources and accessibility of services. CORA works closely with many organizations and government agencies to facilitate the client's access to a wide range of community resources, including TANF (temporary aid for needy families), health care agencies, mental health agencies, victim services through the DA's office, victim compensation claims, and school related services. For example, CORA has partnerships with the other legal services agencies in the county to coordinate, rather than duplicate, services and to ensure that survivors have access to legal support in each legal system they are involved with (family, immigration, public benefits, CPS, etc.). CORA's collaboration with the community is critical in helping us spread the work, extend our reach, and support as many victims of domestic violence as possible.

### SECTION 4: REQUIRED ATTACHMENTS

- 4a. Proof of nonprofit status (501(c)(3) or equivalent)  
4b. Copy of latest organization's annual report (if possible)

### RETURN ONE COPY OF COMPLETED FORMS TO:

#### Mail

City of Foster City  
Attention: City Manager Department  
610 Foster City Boulevard  
Foster City, CA 94404

#### Email

[nonprofitfunding@fostercity.org](mailto:nonprofitfunding@fostercity.org)

### SIGNATURE

Signature of Applicant:

*Karen A Ferguson*

Date:

July 7, 2023

Printed Name:

Karen A Ferguson

Title:

CEO

CINCINNATI OH 45999-0038

In reply refer to: 0248464840  
June 27, 2013 LTR 4168C 0  
94-2481188 000000 00  
00027957  
BODC: TE

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



028660

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

Dear Taxpayer:

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

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

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

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

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

0248464840  
June 27, 2013 LTR 4168C 0  
94-2481188 000000 00  
00027958

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

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

Sincerely yours,

*Richard McKee*

Richard McKee, Department Manager  
Accounts Management Operations

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# ANNUAL IMPACT REPORT

## 2021 - 2022

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COMMUNITY OVERCOMING  
RELATIONSHIP ABUSE

---

# FROM THE CEO

It's cyclical. That is where I start when I think about relationship abuse (intimate partner abuse) and how we approach the work here at CORA. It requires us to think about what happened in the previous generation, consider what is needed in the current generation and to provide education and messaging so the next generation rejects abuse. To this end, CORA has taken on a year of deep reflection. We have focused in on our core principles.

In 2021, CORA developed a Strategic Action Plan that focuses on our core programming goals aimed at Access, Safety, Prevention & Education, Self-Efficacy and Resiliency. We recognize that we need a strong infrastructure to do the work, including a prioritization on equity and inclusion, transparency and community partnership. We see women's rights and human rights as the flipside of power and control dynamics – and as long as we live in a country where it is acceptable to determine or restrict the rights of another person, abuse will flourish. As such, our work is about social justice. Which brings us full circle; to produce generational change will take a community tipping point. A shift in the social fabric such that abuse is no longer tolerated in any shape or form.

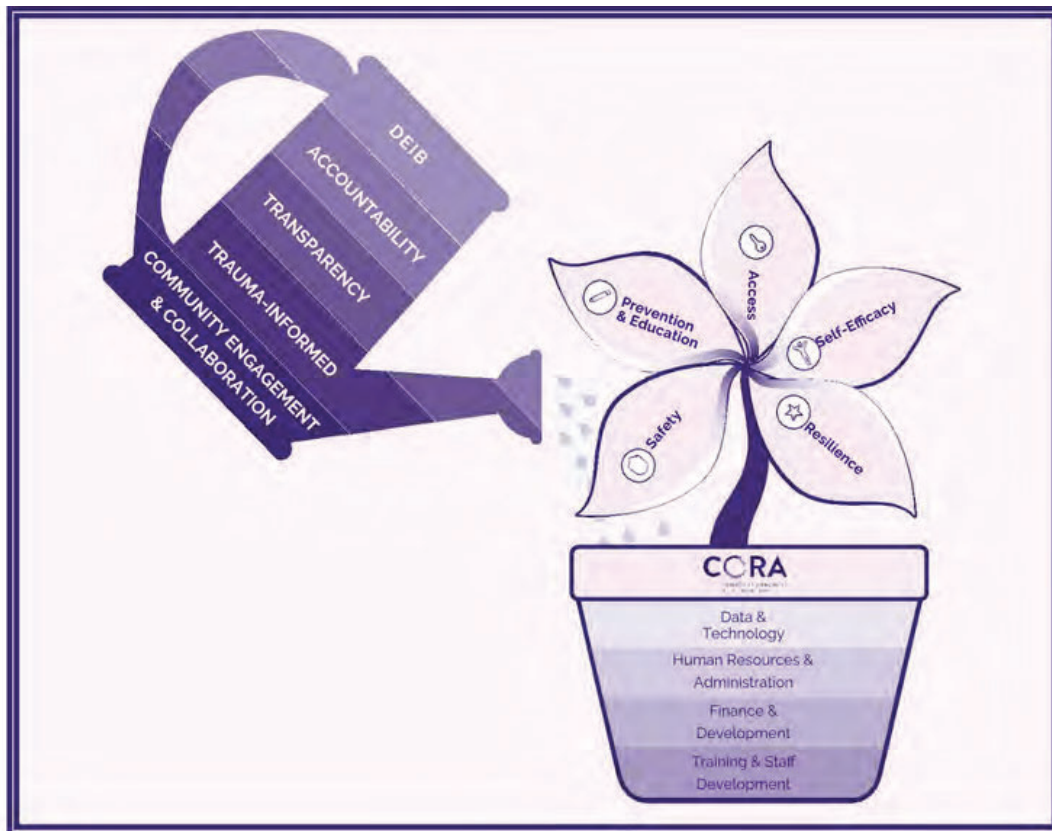
As you read through this impact report, I hope you feel proud and moved to support CORA in the year ahead.



Sincerely,  
Karen Ferguson  
Chief Executive Officer  
CORA

# STRATEGIC ACTION

We have begun the work. With your partnership we can achieve the goal: a community, a county, where every person has the right to self-determination and where home is a place where one is loved and supported.





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# THRIVING AFTER ABUSE

Irma\* came to CORA in October 2021 to seek emotional and legal support after experiencing intimate partner abuse by her ex-partner.

She experienced social, financial, and psychological abuse, as well as stalking and harassment following the break-up. Not only did Irma score high on the Post-Traumatic Stress Disorder Scale, she had a complex trauma history. She survived two home explosions, sexual abuse as a child, divorce, and persistent grief over several losses of loved ones prior to experiencing intimate partner violence. Over time, Irma developed a history of depression and suicidality.

Still, Irma is resilient, hardworking, responsible, warm, and insightful. She came to her sessions highly motivated to try different coping skills, and she was open to new ways of understanding her experience.

After two months of mental health services at CORA, Irma's symptoms improved. Her score on the Post-Traumatic Stress Scale significantly decreased. Since, Irma has done a lot to reprocess what she's been through and consistently reports a positive mood that she and others have noticed.

Most of all, Irma has reported an increased sense of safety and that she now knows and believes she is more than good enough.

\*Name changed for confidentiality.



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# CRISIS INTERVENTION

Successful crisis intervention is a community effort. In partnership with San Mateo County law enforcement, CORA provides help to thousands of survivors in immediate need.

**5,084**

Calls to CORA's 24-hour Hotline

**3,468**

Referrals from Law Enforcement

**98%<sup>1</sup>**

Domestic violence victims who called CORA's hotline and completed a safety plan with staff\*



---

# LEGAL

Survivors want support defending their rights to safety for themselves and their children. Our legal team helps by providing legal advice and information, representation, court accompaniment, and referrals.

**1,051**

Individuals who received legal services

**2,158**

Legal line calls responded to



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# HOUSING & ADVOCACY

Sometimes there just isn't a safe place to go to get back on your feet. CORA provides safe housing, resources, and skills building for survivor clients.

**42%** Individuals provided shelter who were children

**90%<sup>2</sup>** Housing clients who exited to safe alternate housing



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# MENTAL HEALTH

When the abuse is over, the pain often isn't. If and when they're ready, clients can utilize mental health services that can help them improve their mental and emotional well-being.

**91%<sup>3</sup>** Adult clients who showed a decrease in trauma response symptoms

**271** Received individual or family therapy

**266** Individuals received group therapy



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# PREVENTION & COMMUNITY EDUCATION

The overwhelming rates of relationship abuse are a symptom of societal views, norms, and intergenerational nature of violence. We're shifting norms with prevention education.

**243**

Hours of community education

**1,502**

Attendance across community events





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# COVID-19

During the pandemic, CORA's clients remained at the center of our work. When our safe houses reached maximum capacity, we made sure clients were housed in hotels. All of CORA's legal team remained available for in-person meetings, and CORA's other critical services transitioned to a virtual format.

**\$177,039**

Spent on emergency housing

**\$1,064,053**

Spent on rental assistance



---

# FOUNDATION SUPPORT

Thank you to the our generous foundation partners that make CORA's work possible.

Atkinson Foundation  
Bella Vista Foundation  
Chan Zuckerberg Initiative  
Danford Fisher Foundation  
George H. Sandy Foundation  
Grove Foundation  
Highfield Foundation  
Hurlbut Johnson Foundation  
Mills-Peninsula - Sutter Health  
Packard Foundation  
Palo Alto Community Fund  
Peninsula Healthcare District

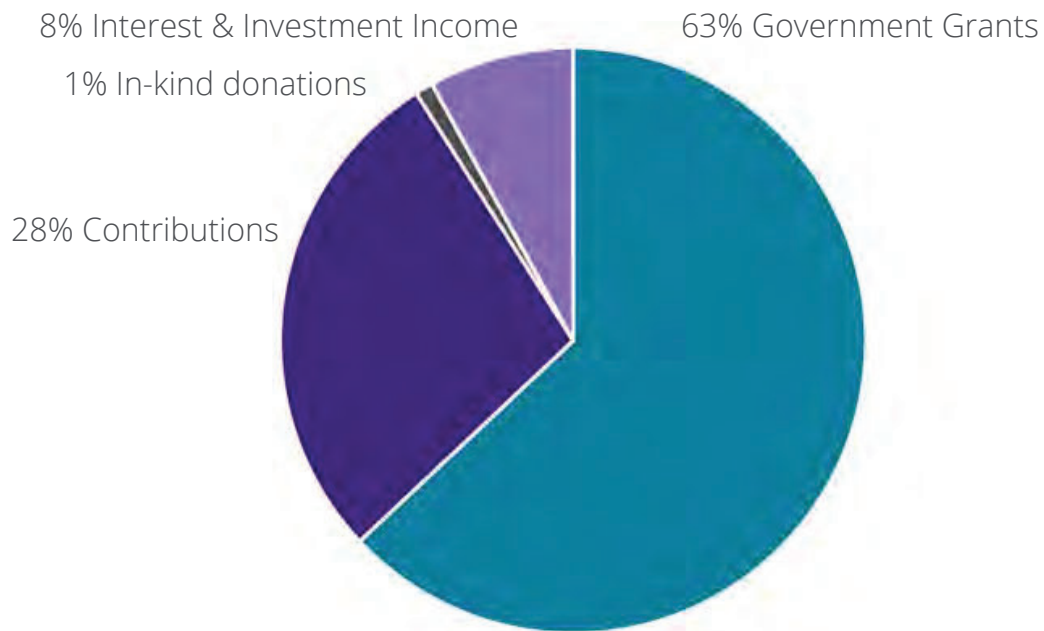
Permira Foundation COVID  
Pinpoint Foundation  
SAMCAR  
San Bruno Community  
Foundation  
San Carlos Foundation  
Sand Hill Foundation  
Sobrato Foundation  
Sunlight Giving  
Sequoia Healthcare District  
United Way Phase 39  
Women's Foundation of CA



# FINANCE

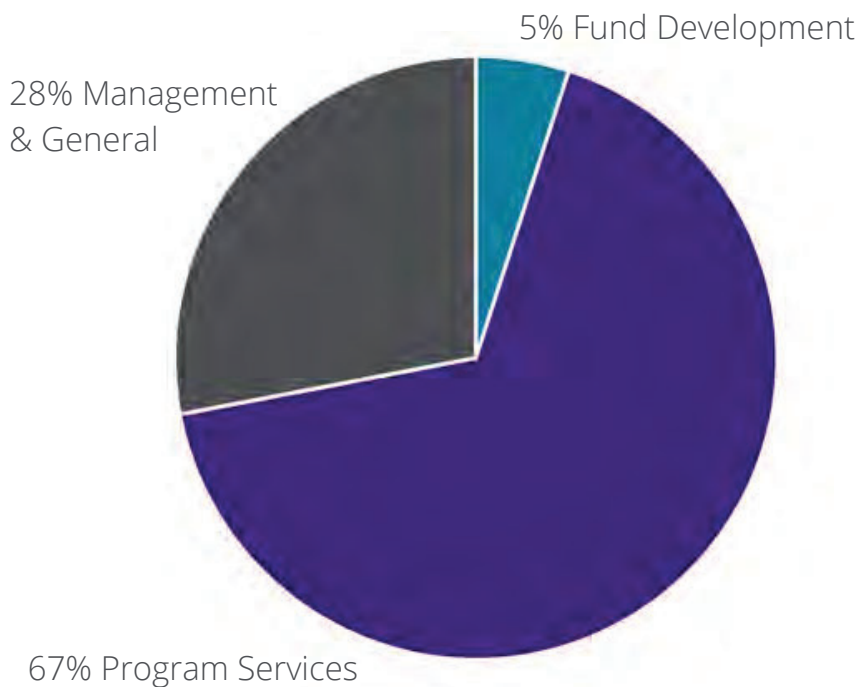
## Operating Revenue

\$6,821,309



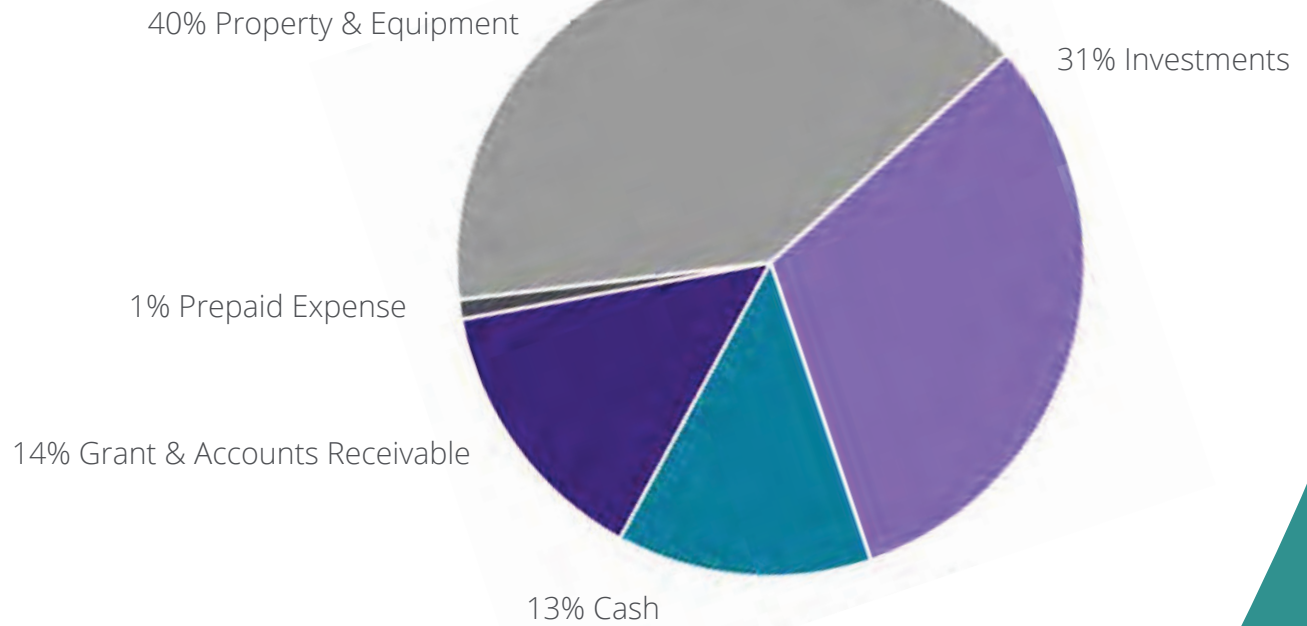
## Expenses

\$6,339,142

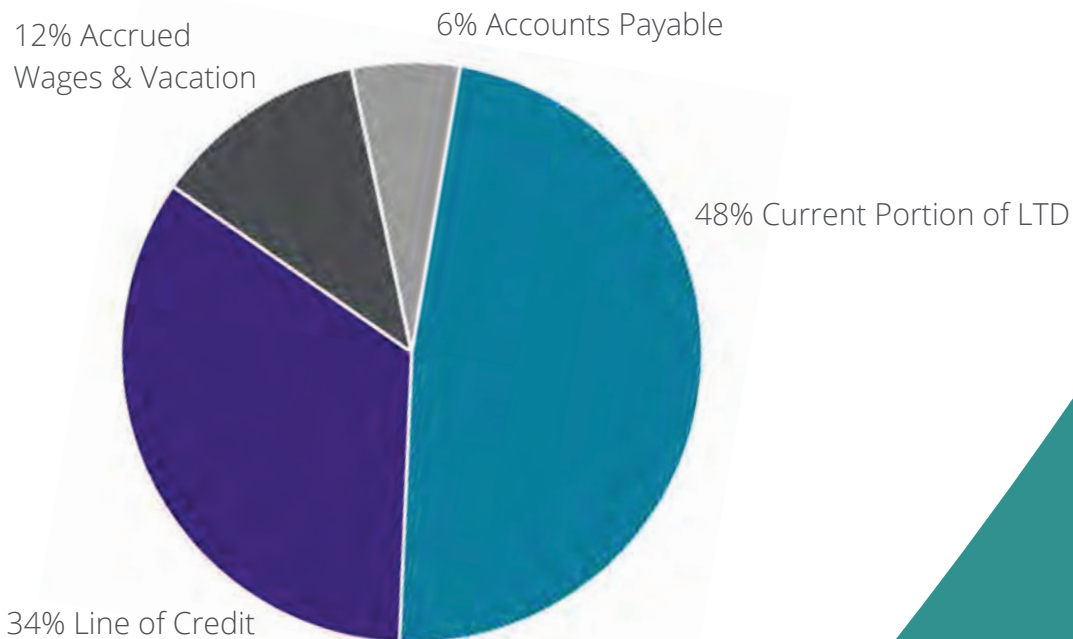


# FINANCE

## Assets \$9,840,307



## Current Liabilities \$2,035,976



- 
1. Excluding calls that ended abruptly and anonymous calls as they cannot be deduplicated; 475 anonymous calls resulted in the creation of a safety plan
  2. Remaining 10% of clients chose not to disclose their exit destination. Destination is self-reported.
  3. Clients who exited CORA's mental health program and provided survey responses.

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

*CORA's services are free.*





## **CITY OF FOSTER CITY**

### **FY 2023-2024 Nonprofit Funding Application**

#### **PROGRAM OVERVIEW**

City Council has set aside funds to support local nonprofit agencies that operate programs and services that benefit the Foster City community and that the City would otherwise be unable to provide. Funding levels are determined annually by the City Council. The total funding made available may vary and traditionally has been funded by the General Fund.

#### **NONPROFIT FUNDING PROCESS SCHEDULE**

June 9, 2023	The nonprofit funding application period opens.
July 10, 2023	All requests for funding are due from nonprofit agencies no later than 5:00 PM.
July 17, 2023 to August 21, 2023	Nonprofit representatives Applicants are invited to appear during the Public Comment period at ANY Regular City Council meeting between Monday, July 17, and Monday, August 21, 2023. Applicants will be given three minutes to briefly overview their organization and how nonprofit funding would benefit the Foster City Community.
TBD	City Council determines funding levels by agency.
TBD	Awarded nonprofits to submit invoice to City requesting disbursement.

#### **PROGRAM ELIGIBILITY**

- Organization must be incorporated as a nonprofit organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- An unincorporated organization may apply through a fiscal sponsor, provided that the fiscal sponsor is a 501(c)(3) organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- The applicant agency understands funding disbursement may only occur after an invoice and W-9 documentation is submitted to the City.
- The applicant agency agrees that an annual report/presentation will be provided to the City Council and shall indicate the number of services provided and Foster City residents served by the organization during the reporting period. The report will include measurable contract outcomes, successes, and challenges.
- Organizations must comply with all appropriate requirements on the use of public funds, particularly prohibiting funds from being used for personal benefit or lending of funds to a private entity.
- Agencies are required to apply for funding each year. Funding for any given year does not guarantee funding for succeeding years.

Updated June 5, 2023





**CITY OF FOSTER CITY**  
**Nonprofit Funding Application**  
*(Please use additional sheets if necessary)*

**APPLICANT INFORMATION**

Organization Name: Excellence Learning Center

Organization Address: 521 Nottingham Ln, Foster City, CA, 94404

Contact Name: Zhong Yang

Contact Email: zhong.yang@hotmail.com

Contact Phone: 6502168398

Amount Requested: \$2400

**SECTION 1: IDENTIFICATION/ANALYSIS OF LOCAL NEEDS**

- 1a. Describe the problem or need area being addressed including any formal study that has been done of the local and regional need for the service, program, or project.

Numerous studies have demonstrated that play is essential for a child's cognitive, physical, social, and emotional development. It helps children develop problem-solving skills, creativity, imagination, and critical thinking abilities. Play also promotes social interaction, communication, teamwork, and empathy.

In today's fast-paced world, where children often have limited opportunities for unstructured play, the demand for free learn-through-play activities has grown significantly in Foster City and the surrounding areas.

**SECTION 2: PROGRAM DESCRIPTION**

- 2a. Describe the goals of the program for which you are requesting funding and how the funds would be used.

Excellence Learning Center recognizes the importance of play in children's development and is committed to providing valuable learning opportunities to all children. To achieve this, we plan to develop the Foster City Play League program to offer a variety of free activities each month. These activities foster creativity, problem-solving skills, and social interaction, while also promoting community bonding and support. The funds will be used for space rental and material purchase, ensuring a conducive learning environment.





**CITY OF FOSTER CITY**  
**Nonprofit Funding Application**  
*(Please use additional sheets if necessary)*

**APPLICANT INFORMATION**

Organization Name: Excellence Learning Center

2b. Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding.

Excellence Learning Center has organized and successfully conducted several programs, including Nudel Kart, First Lego League, and parent meet-ups, for the residents of Foster City and the surrounding area. Each program has provided valuable benefits to approximately 50 families.

2c. Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.

The program goals and accomplishments described earlier bring multiple benefits to Foster City and its residents. They include equal access to learning opportunities, holistic development for children, community engagement, enriching experiences, financial accessibility, and strong partnerships. Together, these benefits contribute to a thriving community and an enhanced educational landscape in Foster City.

2d. How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?

In the first half of 2023, the program has successfully served over 150 families. Moving forward, our goal is to expand our reach and benefit 300 families in the coming year.





**CITY OF FOSTER CITY**  
**Nonprofit Funding Application**  
*(Please use additional sheets if necessary)*

**APPLICANT INFORMATION**

Organization Name: Excellence Learning Center

2e. Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number typically served.

Excellence Learning Center primarily serves the community of Foster City and its surrounding areas.

**SECTION 3: ADMINISTRATIVE CAPACITY**

3a. Describe the organization's experience providing the proposed project or program.

Ms. Ouyang, the founder of Excellence Learning Center, and I have a experience of 7 years in running after-school programs and organizing child-focused activities. Our extensive experience equips us with the knowledge and expertise necessary to create engaging and enriching experiences for children.

3b. Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.

Ms. Ouyang, along with myself and a dedicated team of volunteers, will be responsible for organizing and overseeing the programs on the second Sunday afternoon of each month. The annual budget for these initiatives is approximately \$5,000. The funding for these programs primarily comes from the donations of Ms. Ouyang and I, as well as support from ChangeX..





**CITY OF FOSTER CITY**  
**Nonprofit Funding Application**  
(Please use additional sheets if necessary)

**APPLICANT INFORMATION**

Organization Name: Excellence Learning Center

3c. Describe any collaboration that exists between your organization, this program and programs administered by other agencies, including financial, staffing or cross-referral, and how this may have benefitted or increased the impact of your services.

Excellence Learning Center has established collaborations with organizations such as Honghaier, and Dreamers and Thinkers to leverage each other's resources. Through these partnerships, the organizations aim to enhance their capabilities and provide even greater value to the community. By pooling their resources, they can offer a wider range of programs and services, benefiting a larger number of individuals and creating a stronger collective impact.

**SECTION 4: REQUIRED ATTACHMENTS**

- 4a. Proof of nonprofit status (501(c)(3) or equivalent)  
4b. Copy of latest organization's annual report (if possible)

**RETURN ONE COPY OF COMPLETED FORMS TO:**

**Mall**

City of Foster City  
Attention: City Manager Department  
610 Foster City Boulevard  
Foster City, CA 94404

**Email**

[nonprofitfunding@fostercity.org](mailto:nonprofitfunding@fostercity.org)

**SIGNATURE**

Signature of Applicant:

*Zhong Yang*

Date:

07/09/2023

Printed Name:

Zhong Yang

Title:

CFO

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

DEPARTMENT OF THE TREASURY

Date: **MAR 28 2019**

EXCELLENCE LEARNING CENTER  
521 NOTTINGHAM LN  
FOSTER CITY, CA 94404-0000

Employer Identification Number:  
83-3677086  
DLN:  
26053460002609  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
February 6, 2019  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

Form **990-N****Electronic Notice (e-Postcard)**

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service**for Tax-Exempt Organization not Required to File Form 990 or 990-EZ****2022**

Open to Public Inspection

**A** For the **2022** Calendar year, or tax year beginning **2022-01-01** and ending **2022-12-31****B** Check if available☐ Terminated for Business☒ Gross receipts are normally \$50,000 or less**C** Name of Organization: **EXCELLENCE LEARNING CENTER****1401 Beach Park Blvd.****Foster City, CA, US, 94404****D** Employee IdentificationNumber **83-3677086****E** Website:**F** Name of Principal Officer: **Ting Ouyang****521 NOTTINGHAM LN.****Foster City, CA, US, 94404****Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

**Note:** This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.





BA20230123782



**STATE OF CALIFORNIA**  
*Office of the Secretary of State*  
**STATEMENT OF INFORMATION**  
**CA NONPROFIT CORPORATION**

California Secretary of State  
1500 11th Street  
Sacramento, California 95814  
(916) 653-3516

For Office Use Only

**-FILED-**

File No.: BA20230123782

Date Filed: 1/23/2023

B1432-4958 01/23/2023 2:14 PM Received by California Secretary of State

Entity Details							
Corporation Name		EXCELLENCE LEARNING CENTER					
Entity No.		4241838					
Formed In		CALIFORNIA					
Street Address of California Principal Office of Corporation							
Street Address of California Office		521 NOTTINGHAM LN FOSTER CITY, CA 94404					
Mailing Address of Corporation							
Mailing Address		521 NOTTINGHAM LN FOSTER CITY, CA 94404					
Attention							
Officers							
Officer Name		Officer Address		Position(s)			
• TING OUYANG		521 NOTTINGHAM LN FOSTER CITY, CA 94404		Chief Executive Officer			
+ Zhong Yang		521 NOTTINGHAM LN FOSTER CITY, CA 94404		Chief Financial Officer, Secretary			
Additional Officers							
Officer Name		Officer Address		Position		Stated Position	
None Entered							
Agent for Service of Process							
Agent Name		TING OUYANG					
Agent Address		521 NOTTINGHAM LN FOSTER CITY, CA 94404					
Email Notifications							
Opt-in Email Notifications		Yes, I opt-in to receive entity notifications via email.					
Electronic Signature							
<input checked="" type="checkbox"/> By signing, I affirm that the information herein is true and correct and that I am authorized by California law to sign.							
Ting Ouyang				01/23/2023			
Signature				Date			



## CITY OF FOSTER CITY

### FY 2023-2024 Nonprofit Funding Application

#### PROGRAM OVERVIEW

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## **CITY OF FOSTER CITY**

### **Nonprofit Funding Application**

*(Please use additional sheets if necessary)*

#### **APPLICANT INFORMATION**

Organization Name:Foster City Sister City Association (FCSCA)

Organization Address:PO Box 4156.Foster City, CA 94404

Contact Name:David Saito

Contact Email:david.saito@fcsistercity.org

Contact Phone:415-672-7666

Amount Requested:5000.00

#### **SECTION 1: IDENTIFICATION/ANALYSIS OF LOCAL NEEDS**

- 1a. Describe the problem or need area being addressed including any formal study that has been done of the local and regional need for the service, program, or project.

With the globalization that continues to help bridge the divide between countries and cultures, the role of sister city programs becomes more important in helping to establish local, grassroots relationships to build greater awareness, understanding and tolerance of different cultures in the communities they exist in. With as multicultural a community base as Foster City continues to be comprised of, the establishment of a sister city relationship under the guidance of the Foster City Sister City Association was finally established on July 26, 2021 with the support and participation of both city governments in Foster City and Inagi City. The establishment of this relationship allows for the creation, support and implementation of various exchange programs which in turn will create youth ambassador corps in both cities based on unique experiences only these programs can provide and bring both communities closer together across the ocean.

#### **SECTION 2: PROGRAM DESCRIPTION**

- 2a. Describe the goals of the program for which you are requesting funding and how the funds would be used.

The goals of the FCSCA programs are to build and implement reciprocal exchange programs between Foster City and Inagi City in Tokyo Japan. These programs are based around 2 primary models. The first is anchored in a sports exchange program where the FCSCA will help sponsor and logistically support Foster City and Inagi City youth sports programs in baseball, basketball, softball, and soccer travel to, visit, compete and socialize with counterparts in the hosting city. Program funds would be used to help provide scholarship support to allow as many of those interested in participating as possible to participate regardless of financial situation. The second is in a homestay model where a select few high school or college age students would be able to travel to and stay with a local host family in either city. The requested funding would help offset/support the homestay host families' costs during the program.



## **CITY OF FOSTER CITY**

### **Nonprofit Funding Application**

*(Please use additional sheets if necessary)*

#### **APPLICANT INFORMATION**

Organization Name: Foster City Sister City Association (FCSCA)

2b. Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding.

Within 2023 alone we have accomplished much, due largely to the continued support of the Foster City government. Following a self-funded delegate visit to Inagi City led by prior chairman and ex-councilmember Steve Okamoto in October of 2022, we then hosted a delegation from Inagi City in February that not only included the Mayor of Inagi City, but members of both the city government, the Inagi Inter-City Friendship Association, and citizens of Inagi City as well. The School District along with the Mayor and members of the council helped us not only welcome, but showcase Foster City in such a way that we were then able to build upon and establish the first visit of Foster City youth to Inagi this month (July). In this inaugural exchange program, we are taking 27 local boys and girls to Inagi City for a mixture of cultural exchange programs, a full day school visit, and 5 different soccer matches against various teams from Inagi City. Through donations from both the city and fundraising conducted by the participants we were able to support 4 full scholarships in this program at a travel cost of \$14K.

2c. Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.

The benefits to the City of Foster City itself and its residents lie in the establishment and ability to conduct programs like the Summer 2023 Sports and Cultural exchange for any Foster City based youth sports program interested in going. It provides a truly once in a lifetime type of experience that balances competition with international exchange in a way that almost every other "foreign trip tournament" fails to do. It focuses on the exchange itself as the priority and the experiences therein with the competitive athletic element as a foundational support. It encourages and empowers participants to take ownership of the opportunities provided in a way they may not get in their day to day lives. The potential boon to local businesses and community organizations is still largely untapped and we look to continued support and engagement for the first time an Inagi group of youth participants comes to Foster City.

2d. How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?

In all, across the penpal program that was established in the Fall of 2022, the delegation visit in October, the reception and exchange in February, and now the inaugural Summer Sports and Cultural exchange programs we have served close to 200 Foster City residents (inclusive of families). In the upcoming year we are looking to continue/refresh the penpal program with a more robust set of interactions and reach a target of 200 Foster City residents in elementary, middle, and high school.



## **CITY OF FOSTER CITY**

### **Nonprofit Funding Application**

*(Please use additional sheets if necessary)*

#### **APPLICANT INFORMATION**

Organization Name: Foster City Sister City Association (FCSCA)

2e. Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number typically served.

When we lack adequate program participants from Foster City residents, we do open, based on the program criteria, to those who participate in Foster City based programs but may reside in San Mateo. This is similar to the way the San Mateo Sister City program operates their sports exchange programs where they allow Foster City youth athletes to participate if they do not have enough San Mateo resident participants.

#### **SECTION 3: ADMINISTRATIVE CAPACITY**

3a. Describe the organization's experience providing the proposed project or program.

Having been built during the pandemic and continuing to thrive as the world righted itself, the organization pulls its operational leadership from community members who are subject matter experts in their fields or whom have been members in good standing within leadership positions across the various youth and volunteer organizations based in Foster City. The current Board of Directors consists of ex-council members, a current School Board member, an ex-Regional Commissioner for AYSO, and ex-President of Foster City Little League, and a Board Member of Foster City Tournament Baseball. These bases of experience within our community allows FCSCA a deep wealth of experience in providing the overall goal and mission of the association.

3b. Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.

The program is fully staffed by volunteers who do not draw a salary or stipend of any kind. The annual budget is set (in absence of any active program) at \$1500 for core operating costs and a variable programming budget that is supported via corporate matches/in kind donation at \$3500. Our primary sources of revenue have been either direct funding support from the City or fundraising/corporate matching programs. No other form of revenue exists for the program.



# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name:

3c. Describe any collaboration that exists between your organization, this program and programs administered by other agencies, including financial, staffing or cross-referral, and how this may have benefitted or increased the impact of your services.

We are a member in good standing of the California Sister Cities Association which helps us create connections across a network as we seek to increase fundraising efforts or establish new programs in line with our overall mission statement. The programming we have put together for this first inaugural program has served as an example for others in the network when looking at fundraising in particular and how to build/conduct a program that is not solely reliant on homestay exchanges but allows for a similar, deep cultural experience for the participants.

### SECTION 4: REQUIRED ATTACHMENTS

- 4a. Proof of nonprofit status (501(c)(3) or equivalent)  
4b. Copy of latest organization's annual report (if possible)

### RETURN ONE COPY OF COMPLETED FORMS TO:

#### Mail

City of Foster City  
Attention: City Manager Department  
610 Foster City Boulevard  
Foster City, CA 94404

#### Email

[nonprofitfunding@fostercity.org](mailto:nonprofitfunding@fostercity.org)

### SIGNATURE

Signature of Applicant:  
David Keiji Saito (Signing Digitally)

Date:  
07/07/2023

Printed Name:  
David Saito

Title:  
Chairman





**Department of the Treasury**  
**Internal Revenue Service**  
**Tax Exempt and Government Entities**  
P.O. Box 2508  
Cincinnati, OH 45201

FOSTER CITY SISTER CITY ASSOCIATION  
PO BOX 4156  
FOSTER CITY, CA 94404

**Date:**  
07/24/2021  
**Employer ID number:**  
86-2622012  
**Person to contact:**  
Name: Customer Service  
ID number: 31954  
Telephone: (877) 829-5500  
**Accounting period ending:**  
December 31  
**Public charity status:**  
170(b)(1)(A)(vi)  
**Form 990 / 990-EZ / 990-N required:**  
Yes  
**Effective date of exemption:**  
January 29, 2021  
**Contribution deductibility:**  
Yes  
**Addendum applies:**  
No  
**DLN:**  
26053476004381

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements



## CITY OF FOSTER CITY

### Nonprofit Funding Application

(Please use additional sheets if necessary)

#### APPLICANT INFORMATION

Organization Name: Foster City Village, Inc.

Organization Address: 1000 E. Hillsdale Blvd., Suite 210, Foster City, CA 94404

Contact Name: Pennie Lundberg, Director of Development

Contact Email: penniellundberg@gmail.com

Contact Phone: 650/483-6815 Amount Requested: \$15,000

#### SECTION 1: IDENTIFICATION/ANALYSIS OF LOCAL NEEDS

- 1a. Describe the problem or need area being addressed including any formal study that has been done of the local and regional need for the service, program, or project.

7,750 households in zip code 94404 have one or more residents 55 and over, and those numbers are growing. In five years the senior population will be the largest segment in the country. Many of our seniors live either alone or with another senior. Of our full members receiving services, 70% live alone. As one ages, health issues become paramount, transportation can be restricted and ability to manage a home becomes more challenging. Although Foster City is considered to be a semi-affluent community, many of our seniors are living on social security and struggle financially to remain in their home. Covid exacerbated the isolation and loneliness felt by our seniors.

Foster City Village offers two levels of membership: full, which includes services such as transportation, and social, for those interested in our social and educational activities, but not yet in need of transportation services. Dues, which have not increased since our inception 10 years ago, are paid annually, and we offer Silver Scholarships to those who are not able to financially join. No one is ever turned away due to lack of ability to pay.

In addition, many of our events and activities are offered to the community in general, so our impact is widespread; we serve far more individuals than just our membership.

We offer our members services that enable healthy aging and meet the needs the city, county or other agencies have been unable to do, by offering relevant, dependable services and programs to allow this population to remain in their own homes for as long as possible, with healthy, active minds and bodies, socialize with others and live their happiest life.

In particular we offer one-to-one rides for our full members to and from doctor's appointments, the dentist, lab, chemo, grocery shopping, banking and other errands, all by vetted volunteer drivers, at no cost beyond the membership fee. If requested, the drivers will accompany the member to their appointment and stay with them, help with shopping, etc. We also offer rides to our social, fitness and education events, as many as 40 per month. Requests for our services have increased 46% over last year. As a senior, transportation is critical and with SamTrans reducing their routes in our area, RediWheels being overloaded and undependable, and seniors who don't understand how to reserve, can't afford or feel uncomfortable getting into a stranger's car, our service has become even more critical, and offered by no other entity in our area. Members receive up to 2 round trip rides per week in addition to rides to our events and activities within San Mateo County. In the month of June, 2023 alone, Foster City Village volunteers provided 196 rides. Since January 2023, our volunteers have provided more than 1,000 rides.

Our other programs are just as critical, and our grant request is for funds to support all programs and services, with an emphasis on transportation and home safety.

#### SECTION 2: PROGRAM DESCRIPTION

- 2a. Describe the goals of the program for which you are requesting funding and how the funds would be used.

Our mission is to enable our senior population to remain in their homes for as long as they are able, leading healthy, fit, safe and socially-engaged lives. Funds from the City of Foster City would be used to plan and execute our programs to accommodate all who request participation: from instructor or presenter fees for exercise, cooking, speaking engagements and the many other events we offer, specialized training for volunteers of our Buddy Connection Program, supplies and helpers with our Home Safety Program. Part of our administration costs go to managing and tracking data of attendance and feedback, insurance to make our ride program secure for drivers using their own cars as well as riders, and supplies for our events.





## CITY OF FOSTER CITY

### Nonprofit Funding Application

*(Please use additional sheets if necessary)*

#### APPLICANT INFORMATION

Organization Name: Foster City Village, Inc.

2b. Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding.

While many nonprofit agencies had to cut back during Covid, requests for membership and services was stronger than ever because we offered services that no one else did. We continue to grow and get stronger every year. We have adjusted most of our classes and some events that became virtual due to Covid back to in-person, which is far more popular with members. We have been able to upgrade our website, software platform and database to enable keeping better track of our services and member participation/feedback, and we have begun an outreach program within the community to continually recruit volunteers and members.

2c. Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.

Benefits to the senior community of Foster City are plentiful as we will continue to offer our transportation services, distribute healthy food from the bi-monthly food distribution from Second Harvest Food Bank (we attend and coordinate distribution to our members, particularly those who cannot go in person), have the ability to attend classes for senior-specific exercises, cooking and other valuable learning, keep themselves and their homes safe from hazards with our home safety program, and get more socially engaged through our events and Buddy Connection program (offers a volunteer's contact two times per week - one in-person - to keep members relevant and social). We know of no other nonprofit or profit organization that offers these types of services and programs to the seniors of 94404.

In addition to providing much-needed services to enable residents to age in their own homes, we offer volunteer opportunities for those who want to give back in a way that directly impacts their community. For example, assisting seniors with transportation, personal assistance, handyman services, tech support and/or companionship. Year-to-date our volunteers have provided more than 2,600 hours of volunteerism to Foster City Village and the Foster City community. We have volunteers of all ages and circumstances - from retirees, to parents to working professionals, and more recently, to youth as we strive to create a youth volunteer program. There is much research to support the positive mental and emotional impact of intergenerational activity and Foster City Village provides that opportunity to members and volunteers alike.

There was recently a meeting between our Board President, Pam Frisella (former Foster City Mayor) and the Recreation Director of Foster City to discuss how we can continue to assist the senior population during the City's Rec Center rebuild, as well as highlight our services to the population more thoroughly and make Foster City Village an important part of the new City ideology for serving seniors. We look forward to working with the City and Rec Center more than ever as we prepare to assist more seniors as they age in Foster City, it is one of our top priorities.

2d. How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?

Because of the end of Covid last year, it was hard to estimate the participation level of members and others due to many of the programs going virtual. However, our membership grew 30% and volunteers have also increased in spite of Covid. In 2023-24 we expect both volunteers and members to increase.

Since many of our events are also open to the public we continue to anticipate serving far more than our membership. For example, our volunteers deliver Meals on Wheels to everyone in 94404 who participate in the program with the County, member or not. Our Learning Hour, Walk & Talk, music concerts and many other events are open to members as well as the public, all at no cost.

Our current membership of 150 continues to grow. We modestly estimate our reach within extended families and the community to exceed 400-500 each year, comprised of extended families, caretakers, the general public who participates in our many events, fitness classes and food distribution.





## **CITY OF FOSTER CITY**

### **Nonprofit Funding Application**

*(Please use additional sheets if necessary)*

#### **APPLICANT INFORMATION**

Organization Name: Foster City Village, Inc.

2e. Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number typically served.

Foster City Village is focused solely on serving the senior residents of zip code 94404, which is all of Foster City and a small portion of San Mateo on the east side of 101. We are one of the few nonprofits that serves Foster City exclusively. By serving a single zip code we are better able to build a strong community of members and volunteers.

#### **SECTION 3: ADMINISTRATIVE CAPACITY**

3a. Describe the organization's experience providing the proposed project or program.

Founded in 2013, Foster City Village has provided programs and services since inception and have consistently modified them as our members' needs and requests change or increase. We have evolved and increased services that currently include transportation, food, nutrition instruction and distribution, events that will keep seniors engaged in the country's current events and community, specialized exercise classes for seniors to keep them as fit as possible, and social events to prevent isolation. Our popular We Care program was expanded last year for those members who requested a more specialized form of engagement. Re-launched this year as The Buddy Connection, we provide consistent contact with members who need someone to care. A special group of volunteers receive training on building relationships with these individuals and know how to recognize any "changes" in the individual's behavior, appearance, home upkeep and more. Buddies are in contact twice per week. Our Home Safety Program will be expanded to those who need help maintaining their home for their safety and well being.

Our statistics of 30% growth membership and satisfaction from members, their families and our volunteers tell us that we are on the right trajectory and our strategy is sound.

3b. Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.

Foster City Village is so fortunate to have an all-volunteer Board of Directors and Advisory Council, as well as more than 60 mighty, dedicated volunteers who run our programs, manage staff, expedite our events, become drivers and build relationships as buddies or handymen whenever needed. We have two paid part-time administrative staff that oversee and enable our operations. Our Board of Directors, led by former Foster City Mayor Pam Frisella and our Advisory Committee, bring leadership, development, financial, management and geriatric care expertise to develop and run our programs and events. While our administrative staff is minimal it is critical to our success. Our volunteer count varies but we estimate about 60-65 volunteers serve on a regular basis, with approximately 10 Board and Advisory Committee members.

Currently our 2023 overall budget is \$185,000, which includes two part-time admin salaries (no benefits are offered). Because we do not have an Annual Report to attach, we are attaching our 2022 990 package showing expenses and revenue for our fiscal year 2022. (runs Jan 1 to Dec 31).

Our sources of revenue include primarily Grants, but also Membership Fees, Individual Donations, Direct Marketing and Events.





# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: Foster City Village, Inc.

3c. Describe any collaboration that exists between your organization, this program and programs administered by other agencies, including financial, staffing or cross-referral, and how this may have benefitted or increased the impact of your services.

Foster City Village has a long-standing relationship with the City of Foster City, Foster City Recreation Dept and Library. In early 2023 we developed a collaboration with Rebuilding Together, a county-wide nonprofit offering safety and home improvements to qualifying homeowners. This collaboration resulted in their first home improvement project ever in Foster City for one of our members. We are also in negotiations to offer our services to three low-income communities in Foster City providing scholarships for residents to become members and receive our services at no charge. We feel this is an important step in diversifying our membership and assist those who may need our services more than anyone. We have consulted with SCORE and worked with the San Mateo County Ombudsman Services for assistance in training our volunteers. We work with the Foster City and San Mateo County Chambers, our neighbors at The Villages of San Mateo County, 55+ Club of Foster City, local fire and police departments and other local organizations who work with and/or provide services to seniors.

The Villages national headquarters, who developed our software platform and website template, has been asked to partner with AARP on future aging initiatives. We hope this partnership will at some point help us expand what we can do for our members and the larger community. In addition, it is our hope that Foster City Village can contribute to and enable Foster City to meet the goals of the Age-Friendly City Initiative.

### SECTION 4: REQUIRED ATTACHMENTS

- 4a. Proof of nonprofit status (501(c)(3) or equivalent)  
4b. Copy of latest organization's annual report (if possible)

### RETURN ONE COPY OF COMPLETED FORMS TO:

#### Mail

City of Foster City  
Attention: City Manager Department  
610 Foster City Boulevard  
Foster City, CA 94404

#### Email

[nonprofitfunding@fostercity.org](mailto:nonprofitfunding@fostercity.org)

### SIGNATURE

Signature of Applicant:

Date:  
July 6, 2023

Printed Name:  
Pennie Lundberg

Title:  
Director Development

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

DEPARTMENT OF THE TREASURY

Date: FEB 25 2014

FOSTER CITY VILLAGE INC  
C/O MARYELLEN CONNER  
969 EDGEWATER BLVD STE 901  
FOSTER CITY, CA 94404-3760

Employer Identification Number:  
90-0841739

DLN:

17053268357012

Contact Person:

WILLIAM SCHRODER

ID# 31694

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

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

Form 990 Required:

Yes

Effective Date of Exemption:

June 2, 2012

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

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

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

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

Sincerely,



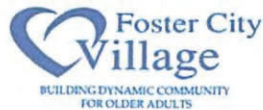
Director, Exempt Organizations

Enclosure: Publication 4221-PC



# the VILLAGER

fcvillage94404@gmail.com



www.fostercityvillage.org

## Birds of a Feather, Flocked Together At our Spring Fling!



It was a beautiful, sunny day for our "Spring Fling" party, which gave members and volunteers the opportunity to socialize, enjoy delicious food, and play fun games. The tables were decorated in festive pastel colors and little birdhouses. Everyone enjoyed the buffet lunch of egg casserole, mixed green salad, fruit salad, croissants, and chocolate "nest" cookies. After lunch there was excited collaboration as table groups competed to name the greatest number of birds. Winners were happy to receive an activity kit from our partners at Gilead Sciences (see page 5.) The next game of Bingo was fun with Jeff B's entertaining calling out of numbers.

Thank you to Phyllis B and her Social Committee team: Linda G, Marsha S, Mamta N, Jackie G, Joan B, Gail O, and Jeff B. Several members requested the recipe for Linda's Egg Casserole. Enjoy! *By Jennifer Malament*

### Egg Casserole

- 7 slices bread, buttered and cubed
- 3/4 pound grated cheddar cheese
- 1 pound sausage (cooked) or ham (diced)
- 3 cups milk
- 6 eggs
- 3 tsp. dried mustard
- 1 tsp salt
- 1/2 tsp. pepper

Place bread cubes in bottom of 13x9 greased pan. Sprinkle cheese, ham or sausage on top. Beat eggs, milk, mustard, salt and pepper and pour over mixture. Refrigerate overnight. Bake at 350 degrees for 1 hour.



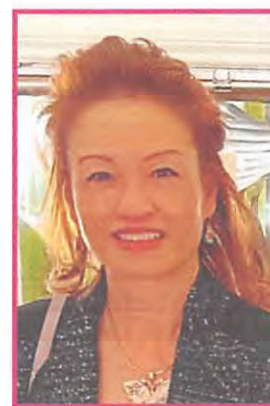
Linda G, Jackie G, Mamta N, Marsha S





*July***7/9 Rich Biederman****7/9 Ginny Stewart****7/19 Betty Gee****7/22 Weachin Su****7/25 Margaret Ann Goldsberry****7/26 Ellen Ezrin****7/28 Marlene Hopper****7/29 Francois Chan****7/29 Thomas Chang****7/29 Sally Stevens****7/29 Betty Wexler***August***8/3 Emily Thomann****8/13 Marie Davis****8/18 Jacqueline Gutierrez****8/20 Patricia Miller****8/21 Joel Gereboff****8/25 Marcia Cohn-Lyle****8/26 Hannalore Hempe****8/27 Murli Melwani**

# Sophia Wambach



Foster City Village is thrilled to welcome Sophia Wambach to our Board of Directors! In many ways, this is welcome BACK as Sophia was an FCV member and volunteer prior to serving for five years as Foster City Village's Administrative Services Manager. Sophia will fill the important role of Board Liaison to the FCV Office.

Born and raised in San Francisco, Sophia earned a degree in Business Information & Computing Systems with an emphasis in Administrative Management from San Francisco State University.

Sophia has been working with the geriatric population for 9 years in various roles from a Senior Peer Counselor with Peninsula Family Services, to a Client Care Manager for a home healthcare company, and currently as a Certified Dementia Care Partner with the Dementia Care Professionals of America.

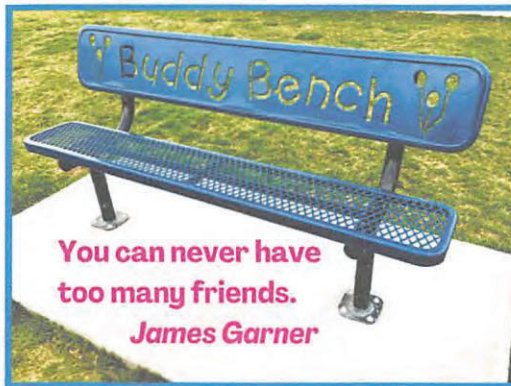
Sophia's other volunteer involvements include: Board member/Newsletter Editor for the Coastsiders Women's Club, Events Committee Member with Village of the Coastsiders/Villages of San Mateo, and assisting with care management for the Senior Coastsiders.

In her free time, Sophia teaches Haiku poetry. She also applies her artistic passion to creating beautiful cards for fundraising events and nonprofit organizations like Meals on Wheels. Her handmade cards provide joy and inspiration to homebound seniors. Welcome back Sophia!



## Nothing But **GOOD NEWS...!**

Foster City Village is excited about its new Buddy Connection program launched in June!



Members and volunteers interested in meeting another FCV member or volunteer, please connect (pun intended 😊) with our office to learn more!

### Buddy Connections

Buddy with another Foster City Village member or volunteer!

Share an Interest

Visit In-Person

Be Out & About

INTERESTING IN LEARNING MORE?

Contact Us:  
650-378-8541  
fcvillage94404@gmail.com

## Welcome New **VOLUNTEERS!**

We welcomes volunteers of all ages, backgrounds and availability. Whether it's providing one drive a week, a phone call, being on the board, or serving on a committee, every volunteers' contribution is valued and invaluable to enabling our mission.



ALEXANDER MEYMAN

RON VISCONTE



## FCV MEMBERS ON **THE HIGH SEAS!**

Six sea worthy FCV members joined *Cooking with Marlene* chef, Marlene Sorosky Gray, aboard The Silverseas. "We visited Doge's Palace and St. Mark's Basilica in Venice, climbed Mt. Etna, Sicily, (two days before she erupted!), and took a river cruise in Split, Croatia. We put our toes in the water in Corfu, Greece, and walked through spectacular Pompeii in Sorrento and all the floors in the Coliseum in Rome. We visited magnificent, historical churches in every city and the Synagogue in Rome. We survived the drivers in Rome who were so wild, ate to our hearts delight, and slept easily at night." *by Marlene Hopper.*



L-R: Shari Williams, David Magnuson, Marlene Hopper, Richard Hopper, Chef Marlene Sorosky Gray, Martha Mayo Magnuson & Carolyn Woods



## VOLUNTEER SPOTLIGHT!



### MAMTA NANDA

It is our honor to recognize FCV volunteer, Mamta Nanda! Born and raised in Malaysia, Mamta and her husband have lived in Foster City for 20 years, and have two daughters and a son. Having been raised in a family where giving back is an essential part of life, Mamta's motto is to make others' lives a little better by leaving a positive mark on their hearts.

This view life view is what spurred Mamta, also a local realtor, to seek out volunteer opportunities in the Foster City community. Foster City Village was of interest to Mamta because her own parents, and in fact her entire family, still reside in Malaysia. FCV enables Mamta to give back to older adults as she would back home. And when you meet Mamta, you can see why she is such a valuable volunteer with FCV. She has infectious enthusiasm, a relentlessly positive attitude, and a bottomless store of energy!

Mamta began volunteering with other FCV volunteers at Second Harvest Food Bank, and then became a driving volunteer for FCV. It wasn't long before she found another volunteer opportunity fitting her outgoing nature, and that is as part of our social committee. You can find Mamta volunteering at our parties, picnic, and recently at our 10th Anniversary Celebration. Mamta not only generously donated to sponsor the event, but rolled up her sleeves to serve food to the 160+ guests as well!



Mamta, Marty M, Richard H, & Pam F, manning the FCV table at a Foster City summer concert

For Mamta, however, volunteering is also about building relationships with members, and other volunteers. She, "loves listening to members' stories," and giving her time to those living alone, through our We Care program. Her focus on building relationships is how she recognized the need for a Non-driving Volunteer Coordinator. "I wanted a more strategic role and saw how I could make a difference." Mamta also stepped up to use those same skills of outreach and inclusiveness to welcome new FCV social members, as our Social Membership Coordinator. Her hope for FCV is to continue increasing in diversity, reaching older adults who can benefit from FCV, and finding volunteers excited to serve those in need.

*Thank you Mamta, for your service, vision, and enthusiasm!*



Photography Fan?



Camera/  
Cell phone Capable?



Event Enthusiast?



**WE NEED YOU**

We are in need of a member and/or volunteer interested in taking pictures at our FCV events. No need to be a professional! Just someone with an interest, a camera/iphone, and time for attending events. Contact the office for more information!





## ADA Compliant Website!



Most of us are familiar with the Americans with Disabilities Act, but we often don't think about it in terms of websites. A staggering **97% of all websites globally, are not ADA compliant**, and an organization of any size can be sued for lack of compliance. More importantly, as a non-profit organization committed to serving older adults, Foster City Village wants to enable people of all abilities to use and enjoy our website.

Which is why we are so grateful that **our software platform, Helpful Village, was reviewed and found to be in ADA compliance.** *None of Helpful Village's competitors passed the compliance check!*

Helpful Village held a webinar to instruct villages on how to make sure that when we make design changes to our individual websites, we remain in ADA compliance. The following parameters ensure meeting ADA compliance:



- ✓ **Perceivable** - All users should have the ability to perceive any and all information on the website. Multiple ways of presenting information are used, such as text, image, video, etc., so content can be perceived by users of all abilities.
- ✓ **Operable** - Navigating the website is straightforward and as simple as possible, regardless of assistive technologies that may be used.
- ✓ **Understandable** - Content is clearly and simply presented. This ensures users of all cognitive abilities can understand the website information.
- ✓ **Robust** - Content is robust enough that it can be accessed by multiples users, including those using assistive technologies, such as screen reading software or text-to-speech systems.

We are grateful to Helpful Village for creating a website that truly meets the needs of users of all abilities. We also extend our gratitude to **Gilead Sciences** for awarding Foster City Village a generous grant enabling us to purchase and implement a website that supports our mission of serving older adults in our community.

thank you  GILEAD



Gilead Sciences employee volunteers assembled and provided activity kits for Foster City Village members. Kits included playing cards, puzzles and other activities. We were thrilled to share these entertaining kits with members at our Spring Fling party! Thank you Gilead Sciences for your support of our members and mission!





## HELPS FOSTER CITY VILLAGE MEMBER WITH HOME SAFETY

Since 1989, Rebuilding Together Peninsula has provided year-round renovation and repair services for the Peninsula's most vulnerable homeowners, from seniors and veterans to individuals with disabilities and families with children, as well as for a range of community facilities.

Jean Allard, a Foster City Village member since April of 2022, is grateful for her new safety upgrades and cleanup courtesy of Rebuilding Together Peninsula. Through a collaboration with Foster City Village and Rebuilding Together Peninsula, Jean's name was submitted for approval for an inspection and safety improvements to her home, where she has lived for the past 12 years.

After approval and an inspection by Rebuilding Together pro contractors, Jean received a new stovetop and chimney screen, along with motion detector installation, and various smaller repairs. All services and labor were provided by Rebuilding Together Peninsula volunteers and professionals at no charge, including labor and supplies. Jean is now assured her home is safe and secure from falls (the #1 cause of senior deaths in the US), fire hazards, and other areas of home safety.

If you would like further information on how you can take advantage of this free service, and/or fill out an application online, visit their website [www.rebuildingtogetherpeninsula.org](http://www.rebuildingtogetherpeninsula.org). Rebuilding Together Peninsula services are available to any approved homeowner in San Mateo County.  
by Penny Lundberg



**FCV member Jean Allard, with her new stovetop, courtesy of Rebuilding Together Peninsula.**



**FCV members, volunteers, Foster City residents, pictured in the FC Library with high school student/presenter, Badri Viswanathan.**

## Medicine For Us!



Medicine for Us! is a Hillsdale High School club, "Endeavoring to simplify groundbreaking medical research to increase community awareness."

On June 16, 2023, The Learning Hour participants listened enthusiastically to an illuminating presentation on two health related topics: hypertension and myopia.

Thank you to presenter, Badri Viswanathan, president and founder of, Medicine for Us! Badri will be a senior at Hillsdale High School. He loves biology and science in general, and hopes to be a cardiologist one day.

## REMEMBERING...

**Dorothy Caldwell**

**Shel Sobel**





# Save THE Date

## July 4

There is always something to look forward to in Foster City and with Foster City Village. Make sure to check our events calendar often, for new activities, events and adventure!

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



### LEO J RYAN PARK

**9:00 am**

Festivities begin, including a pancake breakfast, parade, music and more!

**9:30 pm**

Fireworks Show!



## July-Aug 14, 21, 28 - 4, 11, 18

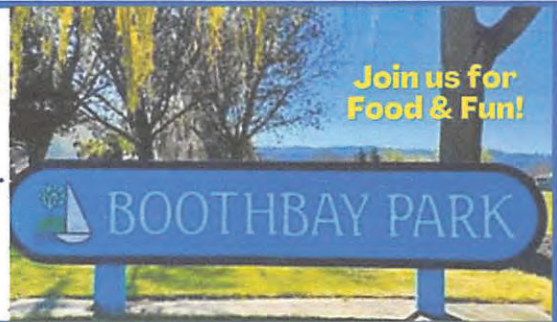


Look for other Foster City Village members and volunteers wearing FCV blue!

## August 10

### Village Annual Picnic

Mark your calendar...  
Foster City Village  
Annual Members &  
Volunteers Picnic!



## August 18-20



Foster City is partnering with local businesses and organizations to host a jam packed weekend full of fun activities for folks of all ages. Admission is free! Tickets are required for carnival rides. Don't miss our Foster City Village volunteers and members as we once again man a beverage booth!



1000 East Hillsdale Blvd,  
Suite 210  
Foster City, CA 94404



There is no better  
exercise for the  
heart than reaching  
down and lifting  
someone up.

#### **Foster City Village Board of Directors:**

*Phyllis Brown*

*Bob Lahl*

*Pam Frisella*

*Patricia Player Maxwell*

*Marlene Hopper*

*Sophia Hutson Wambach*

*Richard Hopper*

**Creative Content Editor/Writer:** *Holly McKelvey*

**Copy Editor/Writer:** *Jennifer Malament*

**Copy Editor:** *Currie Park*



There is always something to look forward to in  
Foster City and with Foster City Village.  
Make sure to check our events calendar often,  
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[www.fostercityvillage.org](http://www.fostercityvillage.org)



1000 East Hillsdale Blvd,  
Suite 210  
Foster City, CA 94404



There is no better  
exercise for the  
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### **Foster City Village Board of Directors:**

<i>Phyllis Brown</i>	<i>Bob Lahl</i>
<i>Pam Frisella</i>	<i>Patricia Player Maxwell</i>
<i>Marlene Hopper</i>	<i>Sophia Hutson Wambach</i>
<i>Richard Hopper</i>	

**Creative Content Editor/Writer:** *Holly McKelvey*  
**Copy Editor/Writer:** *Jennifer Malament*  
**Copy Editor:** *Currie Park*





## CITY OF FOSTER CITY

### FY 2023-2024 Nonprofit Funding Application

#### PROGRAM OVERVIEW

City Council has set aside funds to support local nonprofit agencies that operate programs and services that benefit the Foster City community and that the City would otherwise be unable to provide. Funding levels are determined annually by the City Council. The total funding made available may vary and traditionally has been funded by the General Fund.

NONPROFIT FUNDING PROCESS SCHEDULE	
June 9, 2023	The nonprofit funding application period opens.
July 10, 2023	All requests for funding are due from nonprofit agencies no later than 5:00 PM.
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TBD	City Council determines funding levels by agency.
TBD	Awarded nonprofits to submit invoice to City requesting disbursement.

#### PROGRAM ELIGIBILITY

- Organization must be incorporated as a nonprofit organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- An unincorporated organization may apply through a fiscal sponsor, provided that the fiscal sponsor is a 501(c)(3) organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
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- Organizations must comply with all appropriate requirements on the use of public funds, particularly prohibiting funds from being used for personal benefit or lending of funds to a private entity.
- Agencies are required to apply for funding each year. Funding for any given year does not guarantee funding for succeeding years.



# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: Hillbarn Theatre Inc

Organization Address: 1285 Hillsdale Ave., Foster City CA 94404

Contact Name: Steve Muterspaugh

Contact Email: stevemuterspaugh@hillbarntheatre.org

Contact Phone: 650.349.6411 ext. 303

Amount Requested: \$20,000.00

### SECTION 1: IDENTIFICATION/ANALYSIS OF LOCAL NEEDS

- 1a. Describe the problem or need area being addressed including any formal study that has been done of the local and regional need for the service, program, or project.

Hillbarn Theatre has been able to return to year-round programming because of the federal funds that we received, the fundraising we did, and the generosity of our communities. We had assumed that the federal emergency funds would be what we needed to get back fully, but we're seeing that it is a much slower return and rebuild process due in part to the continued risk of infection from Covid-19, entrenched social habits in response to the pandemic, supply chain challenges, increased costs for supplies across the board and the effects of the implementation of California legislation AB5 that took effect as the pandemic hit. It is clear that we need more runway than originally anticipated. And this is true of every performing arts company in the country. At this time we're looking at a 3-5 year plan to return the company to its 2019 status. Grants from the City of Foster City will help to preserve an essential 83 year-old business that distinguishes Foster City from surrounding towns. Performing and Fine Arts are not recovering as quickly and employment is almost 20% below 2018 levels (pre-pandemic) in California. ECONOMIC IMPACT OF NON-PROFIT ARTS INDUSTRY ONLY & THEIR AUDIENCES Statewide is \$507.4 B. Source: 2022 Otis College Report on the Creative Economy. The California arts and culture sector was a \$261 billion industry in 2021 (7.7% of the state's

### SECTION 2: PROGRAM DESCRIPTION

- 2a. Describe the goals of the program for which you are requesting funding and how the funds would be used.

Hillbarn Theatre & Conservatory respectfully requests a \$20k grant to:

1. supplement our student scholarship program in partnership with City of Foster City Rotary Club that has granted \$3k to that cause
2. underwrite our educator's return to teach theatre programs in San Mateo County schools
3. match funding we have in place to expand and scaffold our work in Diversity, Equity and Inclusion to be sure we tell stories that resonate with a large swath of society and that diversity of origin is reflected on our stage. Near-term outcomes include: the creation of an evolving Diversity, Equity and Inclusion policy, hiring a year-round professional DEI consultant, and a part time member of the staff who will focus on community engagement
4. support greater investments in programming and outreach that will connect us to our surrounding AAPI community who represent a kaleidoscope of social, cultural, and economic diversity and are currently underrepresented in the stories we tell on our stage.
5. Our youth Conservatory programs increasingly include children more representative of the 50%





# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: Hillbarn Theatre Inc

2b. Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding.

Hillbarn Theatre has announced it's 83rd season that opens Oct. 6, 2023. Occupancy for Season 82 was 68%, down from 90% pre-pandemic. That includes a necessary closure in October 2022 due to a Covid outbreak amongst the cast which eliminated four shows from the run of Clybourne Park. That 68% attendance rate is actually a positive for Hillbarn when compared to national averages of 60%. While we can't say we are in a post-pandemic world as long as the virus continues to circulate, we are, for better or worse, in a post-pandemic posture as a society with the lifting of mask mandates. We're not sure how that will affect attendance as patrons have been vocal about the pros and cons of this mandate for over a year now.

Each of the six shows in the 2022-23 season were met with critical acclaim. Artistically, it was a very

2c. Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.

Historically, the arts have been an instrument of cohesion and solidarity, which are indispensable if we are to survive this emergency and the current economic and societal fall-out.

Children in our community become better citizens through the performing arts experiences that provide students with invaluable skills in collaboration, critical thinking, organizational management and effective communication. Theater arts experiences provide students an opportunity to learn and practice the top skills employers seek for new employees. \*Communication; Problem-solving; Leadership; Ability to think outside the box; Teamwork; Initiative; Deadline focus; Analytical skills; Flexibility/adaptability; Technical & computer skills; Interpersonal and Organizational skills.\* Outlook 2019, National Association of Colleges and Employers.

2d. How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?

Patrons:

FY September 1, 2022 -August 31, 2023 3,367 YTD includes tickets sold into August

FY September 1, 2023 -August 31, 2024 4,500 projected

Students:

FY September 1, 2022 -August 31, 2023 141 to date, summer camps are still open for enrollment

FY September 1, 2023 -August 31, 2024 141 projected



# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: Hillbarn Theatre Inc

2e. Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number typically served.

Hillbarn Theatre brings people to Foster City from around the Bay Area. School registrations for summer camp top out at 150 students. Fall and spring camps serve 40 children each. School programs touch a minimum of 1100 students.

The following data remains fairly consistent year-over-year.

Percentage of attendees from Foster City and surrounding communities

Foster City: 35%

San Mateo: 22%

Hillsborough: 3%

Burlingame: 5%

San Carlos: 4%

Redwood City: 18%



### SECTION 3: ADMINISTRATIVE CAPACITY

3a. Describe the organization's experience providing the proposed project or program.

Appointed in April 2023 Executive Artistic Director, Steve Muterspaugh, Conservatory Director, Adrienne Walters, and Development Associate, Pam Lampkin are deeply connected to performing arts professionals and educators in and around the Bay Area as well as in New York City. Muterspaugh and Walters are accomplished performers and arts educators. Trained teachers, professional actors, dancers, singers and musicians join the various Conservatory programs to share their wealth of experience.

Steve Muterspaugh has enjoyed a 20 plus year career as a professional regional actor, director and arts administrator. Prior to joining Hillbarn Theatre as its current Executive Artistic Director, Steve served as Associate Artistic Director at San Francisco Shakespeare Festival and Jewel Theatre (Santa Cruz), as well as most recently serving as Artistic Operations Manager / Digital Content Director at TheatreWorks Silicon Valley.



3b. Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.

Full time: 2, Part time: 8, Actors: 83, Creatives: 30 Musicians employed: 5, Teachers: 22, Volunteers: 110

Annual budget FY 2022: \$1,150,410

Annual budget FY 2023: \$1,173,603

Sample Anticipated Annual Sources of Revenue

Individuals: \$240,000

City of Foster City: \$20,000

California Arts Council: \$30,000

CA Relief Grant Round 2: \$25,000





# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: Hillbarn Theatre Inc

3c. Describe any collaboration that exists between your organization, this program and programs administered by other agencies, including financial, staffing or cross-referral, and how this may have benefitted or increased the impact of your services.

Hillbarn Theatre programming for elementary and middle schools: We continue to envision a world in which the arts play a central role in creating healthy experiential learning environments. Our residencies and workshops enhance existing core curriculum in elementary and middle schools.

In-school programs create a psychosocial learning environment that boosts engagement and helps students of all learning styles succeed.

For Teens: We aim to broaden students' understanding of theatre. Our programs for middle and high school students nurture the talents of teens looking to stretch and explore their creativity. We work both in and out of the classroom to create meaningful applied theatre opportunities for tomorrow's artists and audiences.

Students from San Mateo County Unified School District High Schools and local private and parochial schools participate in our programs at the theatre. A grant is awarded to our community high school.

### SECTION 4: REQUIRED ATTACHMENTS

- 4a. Proof of nonprofit status (501(c)(3) or equivalent)  
4b. Copy of latest organization's annual report (if possible)

### RETURN ONE COPY OF COMPLETED FORMS TO:

#### Mail

City of Foster City  
Attention: City Manager Department  
610 Foster City Boulevard  
Foster City, CA 94404

#### Email

[nonprofitfunding@fostercity.org](mailto:nonprofitfunding@fostercity.org)

### SIGNATURE

Signature of Applicant:

Date:  
7-3-23

Printed Name:  
Steve Muterspaugh

Title:  
Executive Artistic Director

**Internal Revenue Service  
Director, Exempt Organizations  
Rulings and Agreements**

**Department of the Treasury  
P.O. Box 2508  
Cincinnati, Ohio 45201**

**Date:**

**JUN 26 2008**

Hillbarn Theatre Inc  
1285 E Hillsdale Blvd  
Foster City, CA 94404-1214

**Employer Identification Number:**

94-6121747

**Person to Contact - ID#:**

Sirijun Mayi - #31-07372

**Contact Telephone Number:**

877-829-5500 Phone

**Public Charity Status:**

509(a)(2)

Dear Applicant:

Our letter dated February 1966 stated that you were exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code and classified as a public charity under section 509(a)(3) of the Code.

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

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

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

If you have any questions, please call our toll free number shown in the heading of this letter.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

cc: Russell L Bohne



## CITY OF FOSTER CITY

### FY 2023-2024 Nonprofit Funding Application

#### PROGRAM OVERVIEW

City Council has set aside funds to support local nonprofit agencies that operate programs and services that benefit the Foster City community and that the City would otherwise be unable to provide. Funding levels are determined annually by the City Council. The total funding made available may vary and traditionally has been funded by the General Fund.

#### NONPROFIT FUNDING PROCESS SCHEDULE

June 9, 2023	The nonprofit funding application period opens.
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TBD	City Council determines funding levels by agency.
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#### PROGRAM ELIGIBILITY

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# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: PARCA (Partners and Advocates for Remarkable Children and Adults)

Organization Address: 800 Airport Blvd, Ste. 320, Burlingame, CA 94010

Contact Name: Katie Morris

Contact Email: katiem@parca.org

Contact Phone: 415-828-3040

Amount Requested: \$7,000

### SECTION 1: IDENTIFICATION/ANALYSIS OF LOCAL NEEDS

1a. Describe the problem or need area being addressed including any formal study that has been done of the local and regional need for the service, program, or project.

Having a developmental disability, such as an intellectual disability, Down syndrome, cerebral palsy, autism, or epilepsy, affects language development, learning, mobility, and health. These limitations make it challenging for people with special needs to live independently and thrive. Without guidance and support to help them achieve their maximum potential, they are at risk of living lives that offer little in the way of choice, dignity, control, or self-expression.

In addition, families of people with developmental disabilities are typically overwhelmed by their ongoing challenges and responsibilities. Here are some results from recent surveys conducted by The Arc of California:

- Approximately one-third of families are on government assistance waiting lists, with an average waiting time of five years.
- 20% of parents were forced to quit their jobs to become full-time caregivers.
- More than half of all caregivers spend over 40 hours per week on caregiving duties.
- Almost 50% of caregivers say they have more responsibilities than they can handle.
- 80% of caregivers say they are chronically exhausted and emotionally distressed.
- Over 85% of adults with developmental disabilities are unemployed and primarily very low- or extremely low-income, and more than 73% live with a parent or guardian.

There are an estimated 14,000 residents of San Mateo County with developmental disabilities, and PARCA's Family Support Services program currently serves more than 400 San Mateo County families (approximately 1,000 individuals).

### SECTION 2: PROGRAM DESCRIPTION

2a. Describe the goals of the program for which you are requesting funding and how the funds would be used.

We are requesting a \$7,000 grant for our Family Support Services (FSS) program to help serve adults and families with developmental disabilities in Foster City. The requested funds will be used for general operating support of the FSS program. FSS provides a critical array of services tailored to the needs of families in which one or more members have developmental disabilities. Our program gives them a place to turn for advocacy and guidance in areas such as education, housing, health care, employment, transportation, recreation, and legal rights. All services are provided free of charge. The goal of this program is to help our clients lead fuller and more satisfying lives and to help families access the resources they need to remain stable and intact.

PARCA's FSS program assists families in the following ways:

- Helps them understand their loved one's unique life challenges
- Educates families on their legal rights and teaches them how to self-advocate
- Provides support and guidance when accompanying parents to key meetings with school districts and government agencies regarding individualized education plans (IEPs) and individualized program plans (IPPs)
- Raises their awareness of local resources and available support services
- Directs them to employment, education, and housing opportunities and helps them with the application process
- Prepares them for future contingencies, such as estate planning and conservatorships
- Organizes fun, inclusive recreational and social events for client families
- Facilitates parent and sibling support groups



## **CITY OF FOSTER CITY**

### **Nonprofit Funding Application**

*(Please use additional sheets if necessary)*

#### **APPLICANT INFORMATION**

Organization Name: PARCA

**2b. Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding.**

In 2022, FSS Program Director Sue Digre provided personal assistance for 66 IEP and 45 IPP meetings with families, school administrators, and government agencies. She also organized quarterly educational seminars for parents and caregivers, led by experts on topics such as disability rights, conservatorships, stress reduction, palliative care, and special needs trusts.

Sue organized a number of inclusive recreational and social group activities for clients and their family members, to improve socialization skills and reduce feelings of isolation. She collaborated with the San Bruno Rec Center to provide weekly in-person activities for our clients at their facility. We also participated in South San Francisco's Full of Fun Program, where PARCA families met in-person quarterly and during the holidays, and kids were able to attend a three-week summer camp. PARCA families also attended the San Mateo County Fair for free this past June, thanks to the generosity of fair organizers. In addition, Sue organized several group outings to outdoor music concerts and local parks.

Most recently, she partnered with the Renaissance Entrepreneurship Center to adapt their high school-level entrepreneurial skills training curriculum for students enrolled in special education classes. All San Mateo County high school districts have now committed to making this training available to all special needs students.

**2c. Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.**

The services provided by our FSS program are available to individuals with developmental disabilities of all ages and their families who live in San Mateo County. The program director has designed a program which offers a critical array of services tailored specifically to the needs of these families. In addition to planning and implementing the program, the director's job consists of responding to each family's requests and needs on an ongoing basis.

Foster City families receive services such as meeting preparation and self-advocacy coaching for critical meetings with school administrators and state agencies, peer group support, answers to legal questions, and help finding suitable activities for their children.

Our families say the FSS program helps to reduce stress and feelings of isolation and improves their ability to provide proper care for their disabled family member. All of these services are provided free of charge, and there is no other local agency that provides free, high-quality, one-on-one assistance of this kind in San Mateo County.

**2d. How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?**

The Program Director currently assists 39 Foster City families who have one or more developmentally disabled family members. The program has served an average of 40 Foster City families each year for the past five years, and we anticipate serving a comparable number in the coming year.

Sue has also been making new connections and sharing information and resources with Foster City families who have children with developmental disabilities through Julie Tang, a Foster City resident who is the Peninsula Program Manager for the Down Syndrome Connection of the Bay Area.

Sue will be reaching out once again to the Foster City Libraries and local preschools to raise awareness of our FSS program for eligible families. She will also be reaching out to the Foster City Fire Department to work on scheduling a fire safety event for local families and she will be meeting with the Foster City Parks & Rec Department to discuss introducing new recreational activities for our clients and their families.



## **CITY OF FOSTER CITY**

### **Nonprofit Funding Application**

*(Please use additional sheets if necessary)*

#### **APPLICANT INFORMATION**

Organization Name: PARCA

2e. Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number typically served.

The Family Support Services program typically serves 400 San Mateo County families annually, totaling approximately 1,000 individuals.

Over 93% of PARCA's clients reside in San Mateo County. Approximately 62% of clients are male and 38% are female. Almost all the adults PARCA works with are either Very Low- or Extremely Low-Income, and over 56% of the children enrolled in PARCA's youth programs come from families which fall into one of these lower income categories.

#### **SECTION 3: ADMINISTRATIVE CAPACITY**

3a. Describe the organization's experience providing the proposed project or program.

Since PARCA was founded in 1952, our mission has been to enrich the lives of people with developmental disabilities and those of their families and empower them through programs and services that support inclusion, self-sufficiency, and personal growth.

PARCA offers programs that create a feeling of extended family for people with developmental disabilities at all stages of their lives. This includes six adult residential facilities offering independent living skills training and supportive living services; before- and after-school care and a summer camp for elementary school children; advocacy and guidance in situations involving health, housing, education, employment, and legal rights; and support services, such as parent and sibling support groups, educational seminars, and recreational activities for the whole family.

PARCA collaborates with families, teachers, and supporters to help people with developmental disabilities reach their greatest potential for happiness and independence, by boosting their self-confidence, developing their skills, and creating opportunities for full and satisfying lives.

3b. Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.

Our FSS Program Director, Sue Digre, was an educator prior to joining PARCA almost 30 years ago. She is the program's only staff member and she serves about 400 families each year in San Mateo County. The FSS program does not receive any state support or charge for its services.

In a typical year, the program receives funding through grants and donations from individual donors. In addition to the \$5,000 FY23 grant from the City of Foster City, our FSS program received funding from Mills Peninsula Medical Center/Sutter Health and Thelma Doelger Charitable Trust. Additional program operating costs were covered through fundraising events and revenue from our salvage resale program.

PARCA's total FY24 operating budget is \$3.38M, and the total FY24 budget for the FSS program is \$110,897.



## CITY OF FOSTER CITY

### Nonprofit Funding Application

(Please use additional sheets if necessary)

#### APPLICANT INFORMATION

Organization Name: PARCA

3c. Describe any collaboration that exists between your organization, this program and programs administered by other agencies, including financial, staffing or cross-referral, and how this may have benefitted or increased the impact of your services.

In addition to the many direct services she provides, Sue continues to maintain collaborative relationships with dozens of other agencies for referrals, consultations, activities, and events. She actively serves on several committees and advisory panels focused on the needs of children and adults with special needs, including those organized by the Golden Gate Regional Center, Lucile Packard Children's Hospital, the State Department of Rehabilitation, SamTrans, THRIVE, and the San Mateo County Boards of Education and Housing.

Recently, the GGRC enlisted Sue to serve on two committees focused on addressing challenges for people with developmental disabilities: The Service Provider Advisory Committee (SPAC), a group that meets weekly to examine critical challenges regarding housing and employment and make recommendations for improvements, and SPAC's Policing Policies for Persons with Special Needs sub-committee, charged with researching and developing best practices for police departments to interact safely and effectively with people with special needs.

Over the past few months, Sue has also attended local government agency and school district meetings to ensure that programs for people with disabilities continue post-pandemic, and that education and day programs, group homes, employment assistance, and health care (including mental health care) remain adequately funded.

#### SECTION 4: REQUIRED ATTACHMENTS

- 4a. Proof of nonprofit status (501(c)(3) or equivalent)  
4b. Copy of latest organization's annual report (if possible)

#### RETURN ONE COPY OF COMPLETED FORMS TO:

##### Mail

City of Foster City  
Attention: City Manager Department  
610 Foster City Boulevard  
Foster City, CA 94404

##### Email

[nonprofitfunding@fostercity.org](mailto:nonprofitfunding@fostercity.org)

#### SIGNATURE

Signature of Applicant:

*Katie Morris*

Date:

7/10/23

Printed Name:

Katie Morris

Title:

Grant Writer





Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248358237  
Aug. 23, 2012 LTR 4168C E0  
94-1650851 000000 00

00018163  
BODC: TE

PENINSULA ASSOCIATION FOR RETARDED  
CHILDREN & ADULTS  
800 AIRPORT BLVD STE 320  
BURLINGAME CA 94010-1919

020823

Employer Identification Number: 94-1650851  
Person to Contact: Mr. Kammerer  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Aug. 14, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in March 1985.

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

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

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

0248358237  
Aug. 23, 2012 LTR 4168C E0  
94-1650851 000000 00  
00018164

PENINSULA ASSOCIATION FOR RETARDED  
CHILDREN & ADULTS  
800 AIRPORT BLVD STE 320  
BURLINGAME CA 94010-1919

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

Sincerely yours,

*Richard McKee*

Richard McKee, Department Manager  
Accounts Management Operations

NCTO

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0289493

FILED  
Secretary of State  
State of California

JAN 23 2017


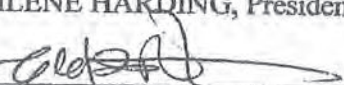
**CERTIFICATE OF AMENDMENT  
OF  
ARTICLES OF INCORPORATION**

ILENE HARDING and ELDRIS ESTEVEZ certify that:

1. They are the President and Secretary, respectively, of PENINSULA ASSOCIATION FOR RETARDED CHILDREN AND ADULTS, a California nonprofit public benefit corporation.
2. Article FIRST of the Articles of Incorporation of this corporation is hereby amended to read in full as follows:  
  
"FIRST: The name of this nonprofit corporation shall be PARTNERS and ADVOCATES FOR REMARKABLE CHILDREN and ADULTS."
3. The foregoing amendment of Articles of Incorporation has been duly approved by the board of directors.
4. The corporation has no members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this Certificate are true and correct of our own knowledge.

Dated: January 19, 2017

  
ILENE HARDING, President  
  
ELDRIS ESTEVEZ, Secretary



I hereby certify that the foregoing transcript of 1 page(s) is a full, true and correct copy of the original record in the custody of the California Secretary of State's office.

FEB 03 2017

*ust*

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

*Alex Padilla*

ALEX PADILLA, Secretary of State





## CITY OF FOSTER CITY

### FY 2023-2024 Nonprofit Funding Application

#### PROGRAM OVERVIEW

City Council has set aside funds to support local nonprofit agencies that operate programs and services that benefit the Foster City community and that the City would otherwise be unable to provide. Funding levels are determined annually by the City Council. The total funding made available may vary and traditionally has been funded by the General Fund.

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## **CITY OF FOSTER CITY**

### **Nonprofit Funding Application**

*(Please use additional sheets if necessary)*

#### **APPLICANT INFORMATION**

Organization Name: Phase2Careers

Organization Address: 1152 Balclutha Drive, Foster City CA 94404

Contact Name: Ron Visconti, Executive Director

Contact Email: ron@phase2careers.org

Contact Phone: 650-483-1704

Amount Requested: \$13,000.00

#### **SECTION 1: IDENTIFICATION/ANALYSIS OF LOCAL NEEDS**

1a. Describe the problem or need area being addressed including any formal study that has been done of the local and regional need for the service, program, or project.

There are several compelling reasons for Phase2careers:

We were started after the economic downturn in 2008. Many experienced workers were adversely affected by the downturn.

Many instances, experienced workers face longer periods of unemployment. And therefore, having effective, sharp job search skills is essential.

According to an AARP Research survey of 2,945 people age 50 and older, 91 percent of respondents said age discrimination against older workers is common in the workplace today. Ageism is real.

The fact is Social Security does not cover the costs of most Over 50 workers, and therefore, the need to work is real. Many experience workers want and need to work beyond the traditional retirement age.

The Over 50 worker is a untapped talent pool for our current workforce. The Over 40 worker wants to be relevant and integral part of today's multigenerational workforce.

#### **SECTION 2: PROGRAM DESCRIPTION**

2a. Describe the goals of the program for which you are requesting funding and how the funds would be used.

Phase2Careers would like to assist and impact "Over 40" workers in Foster City in many through programming that enhances their job search, gets them to understand, act, and effectively deal with their career transition more effectively whether they are changing jobs or industries, re-entering the workforce, or starting a business. Understand and navigate the various industries more effectively in the Bay Area, and to learn how to tap the resources and become more effective networkers.

Specifically, we would like to conduct 12 programs for Foster City (virtual and inperson):

Six (6) job search panels or presentations about job search issues (interviewing, resumes, branding, job search)

Two (2) employer forums featuring local Bay Area employers who will discuss their companies, the industries they serve, current and future openings, and their corporate culture.

Two (2) career coaching sessions connecting HR professionals who will conduct one-to-one sessions around resumes, mock interviews, and/or career focusing.

Two (2) small business workshops will assist individuals to refine their business, learn about funding their business, as well as resources for small businesses.

The grant will be used to fund a staff person at 25% allocation of time. And one intern @50%.





## CITY OF FOSTER CITY

### Nonprofit Funding Application

(Please use additional sheets if necessary)

#### APPLICANT INFORMATION

Organization Name:

2b. Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding.

Since 2010, Phase2Careers' organizational strength comes from several areas:

Providing strong programming and career development management targeted for Over 40 professionals with over 90 programs conducted per year:

- \* Job search (branding, resume assistance, interviewing)
- \* Career transition assistance (for those returning to work, changing job or industries, or starting a business)
- \* Employer forums, Career Mixers, and Industry panels
- \* Discussion and instruction for dealing with ageism, creating a positive frame work for working in a multicultural and generational workforce.

A large source of dedicated professionals and volunteers who assist in every aspect of the day-to-day functioning of Phase2Careers:

- \* Programming
- \* Social Media
- \* Outreach
- \* Website management
- \* Graphics and Messaging

A collaborative style and ties to the Bay Area community and various organizations that serve the workforce community including:

- \* Multiple Libraries
- \* Nonprofits that serve the small business community (Renaissance Entrepreneurship Center and Women In Consulting)

A committed and active Board to serving the mission of Phase2Careers. Involved in all areas of programming:

- \* Mock Interviews
- \* Resume reviews
- \* Job Search Panels
- \* Career Mixers
- \* And more...

2c. Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.

The City of Foster residents will receive tangible benefits from the various programs. The goal is to serve 350 in attendance for our various programs.

1. Education and Knowledge: Empower individuals with up-to-date industry trends, job opportunities, and transferable skills, enabling them to make informed decisions about their various career paths.

2. Skill Development: Provide participants with resources and guidance to acquire the necessary skills for the various jobs they are applying for.

3. Networking and Connections: Facilitate meaningful connections between industry professionals, program participants, and representatives from a variety of employers and recruiters, fostering collaboration and career advancement opportunities.

4. Get direct feedback from HR practitioners in the various programs (presentations, mock interviews, resume reviews, etc.)

2d. How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?

Our goal is to have 350 in attendance for our various programs.

In past years, pre-Pandemic, Foster City residents would account for 15% of attendees (in person).

At any given time, this would mean during a calendar about 75-00 clients.





## **CITY OF FOSTER CITY**

### **Nonprofit Funding Application**

*(Please use additional sheets if necessary)*

#### **APPLICANT INFORMATION**

Organization Name:

2e. Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number typically served.

Our email client list is about 3,000 clients. At any given time about 25% are active or around 750.

Through Google analytics, we have monthly site visits from 250 people with 150 returning. The majority being in the Bay Area.

During the years of the Pandemic, we have served with Zoom, a much larger audience or scope of clients beyond the Bay Area. We would have attendees from around the US and even other parts of the world.

In addition to our weekly emails, Phase2Careers posts 3-4 times through the Phase2Careers LinkedIn and Facebook Groups.

#### **SECTION 3: ADMINISTRATIVE CAPACITY**

3a. Describe the organization's experience providing the proposed project or program. Typically, annually, we conduct around 90-100 webinars and programs. We have sponsored numerous career seminars, Career Mixers, employer forums, a variety of programs providing individual support to individuals.

The Executive Director, Ron Visconti, has four decades in the career development field. He has spearheaded dozens of transitions projects around the Bay Area, conducted hundreds of small and large-scale career fairs, industry panels, mixers, and a variety of job search and career development panels and presentations.

The Board of Directors also provides direct support to our various programs through numerous job search panels, assisting with career coaching, mock interviews, resume reviews, and participating in virtually everything we do.

3b. Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.

The staff is served by Ron Visconti who has four decades of working with the public and private sectors through career transition and recruitment projects, career workshops, and overseeing hundreds of small and large-scale community, career fairs.

Phase2Careers has access to a pool of consultants. The Board of Directors is a hands-on Board performing and serving on a number of projects, panels, and presentations.

Phase2Careers is a talented and consistent group of volunteers who assist with every function of the business from programming to marketing. And the most important part, Phase2Careers taps local practitioners for every facet of the business.

Total budget is \$80,000. Funding comes from corporate and individual support. Fees for Career Mixers, programs to libraries, and for training and projects for Renaissance Entrepreneurship Center.





**CITY OF FOSTER CITY**  
**Nonprofit Funding Application**  
*(Please use additional sheets if necessary)*

**APPLICANT INFORMATION**

Organization Name:

3c. Describe any collaboration that exists between your organization, this program and programs administered by other agencies, including financial, staffing or cross-referral, and how this may have benefitted or increased the impact of your services.

Phase2Careers is a collaborative organization. We work with other nonprofits. Phase2Careers coordinates dozens of programs in Peninsula libraries. Phase2Careers is a partner of Renaissance Entrepreneurship Center (each month we conduct small business workshops). Phase2Careers gets many speakers and panelists from Women In Consulting and BACN (Bay Area Consulting Network). Assisted AAUW with promoting Salary equity ( a national initiative a few years back). Additionally, we coordinate volunteer days for numerous nonprofits to encourage volunteerism and giving back.

**SECTION 4: REQUIRED ATTACHMENTS**

- 4a. Proof of nonprofit status (501(c)(3) or equivalent)  
4b. Copy of latest organization's annual report (if possible)

**RETURN ONE COPY OF COMPLETED FORMS TO:**

**Mail**

City of Foster City  
Attention: City Manager Department  
610 Foster City Boulevard  
Foster City, CA 94404

**Email**

[nonprofitfunding@fostercity.org](mailto:nonprofitfunding@fostercity.org)

**SIGNATURE**

Signature of Applicant:  
Ron Visconti

Date:  
7/10/23

Printed Name:  
Ron Visconti

Title:  
Executive Director

## **2B. Phase2Careers' Organizational Strengths**

**Since 2010, Phase2Careers' organizational strength comes from several areas**

**Providing strong programming and career development management targeted for Over 40 professionals with over 90 programs conducted per year**

- Job search (branding, resume assistance, interviewing)
- Career transition assistance (for those returning to work, changing job or industries, or starting a business)
- Employer forums, Career Mixers, and Industry panels
- Discussion and instruction for dealing with ageism, creating a positive frame work for working in a multicultural and generational workforce.

**A large source of dedicated professionals and volunteers who assist in every aspect of the day-to-day functioning of Phase2Careers:**

- Programming
- Social Media
- Outreach
- Website management
- Graphics and Messaging

**A collaborative style and ties to the Bay Area community and various organizations that serve the workforce community including:**

- Multiple Libraries
- Nonprofits that serve the small business community (Renaissance Entrepreneurship Center and Women In Consulting

**A committed and active Board to serving the mission of Phase2Careers. Involved in all areas of programming:**

- Mock Interviews
- Resume reviews
- Job Search Panels
- Career Mixers
- And more...

**An Executive Director, Ron Visconti, who has served the workforce community both employers and those in career transition for 4 decades including:**

- Has founded and managed two non profit organizations dedicated to career development

- **Assisted hundreds of those in career transition through coaching and workshops**
- **Overseen dozens of small to large scale transition projects**
- **Coordinated over 300 large, community recruitment events**
- **Been recognized by his peers as previous Career Counselor of the Year –CA Career Development Association**





*Preparing and empowering the "Over 40" worker  
for career opportunities in today's economy.*

July 10, 2023

City of Foster City

Attention: City Manager Department

610 Foster City Boulevard

Foster City, CA 94404

Dear City Manager:

Phase2Careers has enclosed our application for Nonprofit funding. We welcome exploring with the Council how our organization is impacting the Bay Area community, and especially, the Foster City community.

Thanks for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Ron Visconti", is written over a light blue horizontal line.

Ron Visconti, MA, Executive Director

Phase2Careers

[ron@phase2careers.org](mailto:ron@phase2careers.org)

[www.phase2careers.org](http://www.phase2careers.org)

650-483-1704

[www.phase2careers.org](http://www.phase2careers.org)

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

DEPARTMENT OF THE TREASURY

Date: **FEB 25 2010**

PHASE2CAREERS  
C/O RON VISCONTI  
1152 BALCLUTHA DR  
FOSTER CITY, CA 94404-1746

Employer Identification Number:

01-0930542

DLN:

17053323307049

Contact Person:

BRAD S FLETCHER

ID# 31669

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

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

Form 990 Required:

Yes

Effective Date of Exemption:

August 5, 2009

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

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

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

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

Letter 947 (DO/CG)

PHASE2CAREERS

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" and last name "Choi" clearly distinguishable.

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC

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Letter 947 (DO/CG)



## **2023 Phase2Careers Board Roster**

**Ron Visconti**

Founder/Executive Director

1152 Balclutha Drive

Foster City, CA 94404

650-483-1704

[ron@phase2careers.org](mailto:ron@phase2careers.org)

**Ann Greenhaw**

President

1108 Tahoe Drive

Belmont CA 94002

Sr. Global Talent Acquisition Recruiter

Franklin Templeton Investments

650 965-3446

[Mimigreen09@yahoo.com](mailto:Mimigreen09@yahoo.com)

**John Hohulin**

Vice President

3008 Bluffs Drive, Marina CA 93933

Principal, Farallon HR Services

415-516-1562

[farallonhr@yahoo.com](mailto:farallonhr@yahoo.com)

**Laura Leach**

Secretary

1644 Tamarack Ave

Carlsbad, CA 92008

Meredith Consulting, CEO/ Founder and President

[laura@meredithconsultingllc.com](mailto:laura@meredithconsultingllc.com)

O: 415.200.1174

C: 714.609.2124

**Andrew "Andy" Fukuba**

Treasurer

14930 Acton Drive

San Jose, CA 95124

Taurus Software Inc.

Software Developer

650 380-5118

[hey@afukuba.com](mailto:hey@afukuba.com)

**Dylan Hecker**

636 Wanda Avenue

Neenah WI 54956

Senior Recruiter

Insitro

920-573-3172

**Wayne Rainey**

38363 Timpanogas Cir, Fremont, CA 94536

Company and job title - Consultant

Cell Phone - 408-806-5672

[waynep2c@gmail.com](mailto:waynep2c@gmail.com)

\*preferred way to communicate. - email please

**Sayuri (Yuli) Norrish, MA**

Interpretation (Oral) and Localization Consulting

1831 Marcie Circle

South San Francisco, CA 94080

415-225-4943

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

# OVERVIEW OF PHASE2CAREERS



## Organizational History

Phase2Careers was formed in August of 2009 to serve the career development and employment needs of the "Over 40" worker whose special circumstances, particularly during these difficult economic times, have not adequately been met. The goal of Phase2Careers is to teach marketable skills to this population, which needs additional assistance.

**The mission of Phase2Careers is to prepare and empower the "Over 40" worker for career opportunities in the new economy.**

## Current Activities

In a typical month Phase2Careers sponsors:



Employment  
Roundtables



Job Search  
Review Panels



Employer Forums And  
Career Industry Panels



Career Fairs  
And Mixers



Career  
Assessment



Career Presentations And Workshops From Local Experts, Including A Partial Sample:

- Personal Branding
- Using Social Media
- Creating Achievement Stories
- The Benefits Of Being Overqualified
- Winning The Interview
- Building An Effective Resume
- Tapping The Hidden Job Market
- Self Defeating Beliefs In Your Job Search
- Re-Inventing You And Your Career Panel
- Volunteerism For Professional Development And Your Job Search
- How To Create A Portfolio Career



Small Business  
Workshops (For Those  
Starting A Business)



Computer  
Workshops  
(On A Limited Basis)



Mock Interviews  
Conducted By HR  
Professionals And Managers



Phase2Careers'  
Job  
Board

<https://www.phase2careers.org/>





## Overview of Phase2Careers

### Organizational History:

*Phase2Careers* was formed in August of 2009 to serve the career development and employment needs of the "Over 40" worker whose special circumstances, particularly during these difficult economic times, have not adequately been met. The goal of Phase2Careers is to teach marketable skills to this population, which needs additional assistance.

### Mission Statement:

The mission of *Phase2Careers* is to assist the "Over 40" worker in the Bay Area with finding new career opportunities through job search / career development workshops, networking / recruitment events, and special career presentations.

### Statement of Need:

The competition for jobs in today's market has never been fiercer. While there are some small indicators of improvement in hiring, many, many people are still adversely affected by previous layoffs and have yet to be hired – particularly among the "Over 40" workers. The downturn in our economy has adversely affected our "Over 40" workforce most dramatically.

The "Over 40" worker is faced with many challenges when looking for work. For some workers, looking for work is a new experience. Others are faced with shrinking industries and the need to change or update their skill sets. Previous job search success is not guaranteed in today's job market.

### Current Activities:

In a typical month Phase2Careers sponsors:

- Employment Roundtables
- Job Search Review Panels
- Employer Forums And Career Industry Panels
- Career Presentations And Workshops From Local Experts, Including A Partial Sample:
  - ✓ Personal Branding
  - ✓ Using Social Media
  - ✓ Creating Achievement Stories
  - ✓ The Benefits Of Being Overqualified
  - ✓ Winning The Interview
  - ✓ Building An Effective Resume
  - ✓ Tapping The Hidden Job Market
  - ✓ Self Defeating Beliefs In Your Job Search
- ✓ Re-Inventing You And Your Career Panel
- ✓ Volunteerism For Professional Development And Your Job Search
- ✓ How To Create A Portfolio Career
- Career Fairs And Mixers
- Career Assessment
- Small Business Workshops (For Those Starting A Business)
- Computer Workshops (On A Limited Basis)
- Mock Interviews Conducted By HR Professionals And Managers
- Phase2Careers' Job Board





## CITY OF FOSTER CITY

### FY 2023-2024 Nonprofit Funding Application

#### PROGRAM OVERVIEW

City Council has set aside funds to support local nonprofit agencies that operate programs and services that benefit the Foster City community and that the City would otherwise be unable to provide. Funding levels are determined annually by the City Council. The total funding made available may vary and traditionally has been funded by the General Fund.

#### NONPROFIT FUNDING PROCESS SCHEDULE

June 9, 2023	The nonprofit funding application period opens.
July 10, 2023	All requests for funding are due from nonprofit agencies no later than 5:00 PM.
July 17, 2023 to August 21, 2023	Nonprofit representatives Applicants are invited to appear during the Public Comment period at ANY Regular City Council meeting between Monday, July 17, and Monday, August 21, 2023. Applicants will be given three minutes to briefly overview their organization and how nonprofit funding would benefit the Foster City Community.
TBD	City Council determines funding levels by agency.
TBD	Awarded nonprofits to submit invoice to City requesting disbursement.

#### PROGRAM ELIGIBILITY

- Organization must be incorporated as a nonprofit organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- An unincorporated organization may apply through a fiscal sponsor, provided that the fiscal sponsor is a 501(c)(3) organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- The applicant agency understands funding disbursement may only occur after an invoice and W-9 documentation is submitted to the City.
- The applicant agency agrees that an annual report/presentation will be provided to the City Council and shall indicate the number of services provided and Foster City residents served by the organization during the reporting period. The report will include measurable contract outcomes, successes, and challenges.
- Organizations must comply with all appropriate requirements on the use of public funds, particularly prohibiting funds from being used for personal benefit or lending of funds to a private entity.
- Agencies are required to apply for funding each year. Funding for any given year does not guarantee funding for succeeding years.





# **CITY OF FOSTER CITY**

## **Nonprofit Funding Application**

*(Please use additional sheets if necessary)*

### **APPLICANT INFORMATION**

Organization Name: Rebuilding Together Peninsula (RTP)

Organization Address: 841 Kaynyne Street, Redwood City, CA 94063

Contact Name: Joy Dickinson

Contact Email: [development@rebuildingtogetherpeninsula.org](mailto:development@rebuildingtogetherpeninsula.org)

Contact Phone: 650-201-1985

Amount Requested: \$20,000

### **SECTION 1: IDENTIFICATION/ANALYSIS OF LOCAL NEEDS**

- 1a. Describe the problem or need area being addressed including any formal study that has been done of the local and regional need for the service, program, or project.

Over the last five years, San Mateo County has seen rising home prices (15% increase), skyrocketing construction costs (highest in the world according to the 2022 International Construction Market Survey), soaring inflation, and a high demand for subcontractors. RTP has responded by aggressively growing diverse revenue streams and continuing to mobilize thousands of community members and skilled volunteers in the practical act of repairing the homes of their neighbors. Given the current economic climate, many low-income families simply do not have the resources to repair their homes. And, left unaddressed, minor repairs can escalate into major issues leaving homeowners vulnerable to illness, physical harm, and even homelessness. Many of our clients have lived in their homes for generations and, as a result of our work, can live safely, age in place, and pass an affordable home down to the next generation. RTP's free home repair program address root issues in the affordable housing crisis: (1) Lack of affordable disproportionately impacts BIPOC communities: In San Mateo County 35% of Pacific Islander, 35% of Latinx residents and 36% of Black residents are homeowners as compared to 67% of white residents (Source: Get Healthy San Mateo County). (2) The Peninsula's housing stock is aging: The average home in our community is 70 years old and the repairs needed are complex and expensive. (3) Gentrification and potential displacement is a source of stress and trauma for low-income residents: A 2022 report from Urban Habitat, "Regional Resegregation of the Bay Area," documents how our region lost over 25,000 Black residents between 2010 and 2020. Our work is fundamentally about addressing these inequities.

### **SECTION 2: PROGRAM DESCRIPTION**

- 2a. Describe the goals of the program for which you are requesting funding and how the funds would be used.

Rebuilding Together Peninsula preserves affordable homeownership and maintains our community's diversity by providing free critical repairs for low-income homeowners. We promote hope, enhance dignity, and build intergenerational housing equity for families at risk of displacement.

If awarded, RTP will provide free critical health and safety repairs two homes in Foster City owned by low-income homeowners. (1) Diana's\* home: Diana lives on social security, earning less than \$2,300 per month. Diana is elderly and suffers from arthritis. She simply cannot afford to repair her home. Diana needs her furnace replaced, some general carpentry repairs, and several doors replaced. These will all increase her health and safety by ensuring that she can keep the home at a reasonable temperature and move freely about the home. (2) Martha's home: Martha is elderly, low-income and disabled. RTP performed some repairs at this home, built in 1986, supported by the County of San Mateo. However, funds were fully expended before we were able to repair her fence. If awarded, we would repair her fence which will give her increase security and community beautification. (\*Names changed to protect confidentiality)





## **CITY OF FOSTER CITY**

### **Nonprofit Funding Application**

*(Please use additional sheets if necessary)*

#### **APPLICANT INFORMATION**

Organization Name: Rebuilding Together Peninsula (RTP)

2b. Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding.

Last year, RTP repaired over 100 homes and nonprofit community facilities. Our programs primarily serve populations of color, low-income households, seniors, people with disabilities, and families with children. Of homes served last year: 100% had low, very low, or extremely low income; 81% had a senior living in the home; 70% identified as a person of color; 68% have lived in their homes for 20+ years; and 65% had a person with a disability living in the home.

For homeowners served by RTP last year: 100% reported feeling safer in their home since repairs were completed; 91% reported being able to move around their home with little to no difficulty (i.e., less likely to fall); 100% rated RTP's work in their home as good or excellent quality; and 96% believed that RTP repairs created a healthier home environment for them and their family.

RTP also engages the community by mobilizing 1,000 volunteers annually to repair the homes of their neighbors.

2c. Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.

The impact of RTP's work, however, extends beyond the repairs and renovations; we benefit lives and communities across six domains: (1) Safety: The homes and community facilities we repair are safer structures that are better prepared for outside dangers and have reduced hazards. (2) 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. (3) 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. (4) 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. (5) 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. (6) Community: Safe and healthy homes also improve homeowner's relationships with their neighbors and repaired community facilities increase their ability to serve our community.

2d. How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?

Since 2009, RTP has repaired 17 homes in Foster City. With this funding, we will be able to repair 2 homes in the coming year.

Every year RTP receives funds from the County of San Mateo's Community Development Block Grant program to support minor home repairs. These funds are spread across 18 smaller cities and unincorporated areas. This is how repairs in Foster City have been supported in the past. Funding from the City of Foster City will mean that we can either increase the number of repairs per home or increase the number of homes receiving repairs. CDBG dollars have limitations and often do not cover larger repair needs like furnace replacements.





## CITY OF FOSTER CITY

### Nonprofit Funding Application

*(Please use additional sheets if necessary)*

#### APPLICANT INFORMATION

Organization Name: Rebuilding Together Peninsula (RTP)

2e. Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number typically served.

RTP completes approximately 130 repair projects throughout San Mateo and northern Santa Clara counties annually. Our programs reach along the Peninsula from Daly City to Mountain View.

Since 1989, we have repaired over 3300 homes and community facilities in San Mateo County. Since 2019 RTP has repaired 425 homes and 36 community facilities. Of that number:

241 were in South County, or 57%

133 were in North County, or 31%

12 were in Coast County, or 3%

75 were in Central County, or 17%

#### SECTION 3: ADMINISTRATIVE CAPACITY

3a. Describe the organization's experience providing the proposed project or program.

RTP's mission is "repairing homes, revitalizing communities, and rebuilding lives." RTP's work brings together skilled staff and volunteers to build intergenerational equity for low-income families on the verge of displacement. RTP makes it possible for vulnerable seniors, BIPOC (Black, Indigenous, Persons of Color) families, and single female heads of households to live in safe and healthy homes. Since 1989, with the help of some 90,000 volunteers, RTP has repaired over 3,300 homes and community centers on the Peninsula valued at more than \$45 million in donated time and materials. Our reputation as experts in preserving affordable housing and in rehabilitation has made us the trusted resource for local families with critical home repair needs. Today, with support from 13 skilled staff and 1,000 volunteers, RTP completes approximately 130 repair projects annually. RTP relies on nearly 35 years of experience effectively working with some of San Mateo County's most vulnerable residents to preserve existing affordable housing, stabilize families living on the edge financially, address critical health and safety needs, and revitalize communities. RTP's repairs focus on the ten principles of healthy housing: dry, clean, pest-free, ventilated, safe, contaminant-free, maintained, thermally controlled, accessible, and affordable. Repairs include things like debris removal, flooring replacement, grab bar installation, roof repairs, painting, dry rot repair, as well as a wide array of smaller health and safety repairs like installing door bells and smoke detectors.

3b. Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.

RTP has 11 staff who mobilize 1,000 community volunteers, and dozens of skilled volunteers and subcontractors annually to repair 130+ repair sites annually. We offer repairs ranging from installing smoke detectors to replacing roofs. RTP also leverages approximately \$450,000 of in-kind resources with funding from foundations, individual donors, corporate sponsors, and government agencies to meet the demand.

RTP's annual budget is \$2,710,481. RTP is in a strong financial position. We hold \$5M in assets, use generally accepted accounting procedures (GAAP), and hire a third party to conduct an annual audit. Our annual revenue comes from diverse streams: 23% foundations and corporate grants, 17% individuals, 20% sponsorships, 23% government, 16% special events and 1% other.





# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: Rebuilding Together Peninsula (RTP)

3c. Describe any collaboration that exists between your organization, this program and programs administered by other agencies, including financial, staffing or cross-referral, and how this may have benefitted or increased the impact of your services.

RTP could not accomplish our mission without collaboration. Our free repair programs benefit from partnerships with trade unions, subcontractors, vendors, and corporations that supply volunteer labor and approximately \$450,000 of in-kind donations annually. RTP also collaborates with local nonprofit and government partners to ensure our repair programs meet the greatest need. Partners refer to RTP regularly, and we refer our clients to other programs (e.g. Meals on Wheels, El Concilio, and PG&E Low-Income Home Energy Assistance Program). We receive referrals for potential repair applicants from city staff, county social workers and case managers, hospitals, and local nonprofit agencies. And several cities assist us with outreach by including information about our services on their websites and in their utility bills.

RTP also participates in collaborative local efforts to implement systemic change and design new policies that support safe and healthy housing for everyone. For example, RTP participates in the San Mateo County Fall Prevention Task Force, Thrive, the Redwood City Interagency Council, and the Silicon Valley Council of Nonprofits.

### SECTION 4: REQUIRED ATTACHMENTS

4a. Proof of nonprofit status (501(c)(3) or equivalent)

4b. Copy of latest organization's annual report (if possible)

### RETURN ONE COPY OF COMPLETED FORMS TO:

#### Mail

City of Foster City  
Attention: City Manager Department  
610 Foster City Boulevard  
Foster City, CA 94404

#### Email

[nonprofitfunding@fostercity.org](mailto:nonprofitfunding@fostercity.org)

### SIGNATURE

Signature of Applicant:

Date:

July 6, 2023

Printed Name:

Melissa Lukin

Title:

Executive Director



**Internal Revenue Service**

**Department of the Treasury**

**P. O. Box 2508  
Cincinnati, OH 45201**

**Date: October 1, 2001**

**Rebuilding Together Peninsula  
PO Box 4031  
Menlo Park, CA 94026-4031**

**Person to Contact:**  
Shirley Rudolph 31-03949  
Customer Service Representative  
**Toll Free Telephone Number:**  
8:00 a.m. to 9:30 p.m. EST  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
94-3106209

**Dear Sir or Madam:**

This is in response to the amendment to your organization's Articles of Incorporation filed with the state on July 26, 2001. We have updated our records to reflect the name change as indicated above.

Our records indicate that a determination letter issued in August 1994, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) & 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

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

Rebuilding Together Peninsula  
94-3106209

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in black ink, appearing to read "John E. Ricketts", is written over a horizontal line.

John E. Ricketts, Director, TE/GE  
Customer Account Services



# Our Statistics

97

HOMES REPAIRED

9

COMMUNITY FACILITIES  
REPAIRED

177

TOTAL RESIDENTS SERVED

85

OLDER ADULTS SERVED

58

RESIDENTS WITH  
DISABILITIES SERVED

10

FAMILIES WITH  
CHILDREN SERVED

\$40,608

MEDIAN HOUSEHOLD  
ANNUAL INCOME



SCAN THIS CODE TO LEARN  
MORE ABOUT US

Melissa Lukin, Executive Director



## From The Executive Director

Together, we continue to fix what's broken and, in so doing, ensure safety for hundreds, preserve affordable homeownership on the Peninsula, and raise the quality of life for thousands. We've been successful in most cases, have lived here for over a generation. Thank you for your investment in them and in RTP.

With gratitude,

"We want to thank you and your organization for the work you do for senior citizens to allow us to live comfortably as well as safely. The services you provided were exceptional and we were able to perform the repairs ourselves."

- Homeowner

It's my great pleasure to provide Rebuilding Together Peninsula's 2021-22 Annual Report. As you'll see, with critical support from funders and volunteers, RTP continues to play an important role as the go-to agency for home repairs for our vulnerable neighbors on the Peninsula.

The 2021-22 fiscal year welcomed dozens of corporate sponsors and nearly 1,000 volunteers on-site to help us complete repairs. We have taken place on the last Saturday in April. Our year-round repair program also benefited from volunteers who assisted with minor home repairs. Equally exciting, we addressed critical safety repairs and upgrades for residents of a mobile home park and responded to serious roof repair needs on the coast. 100% of the homes we contacted truly felt safer after our repairs were completed.

We also helped nonprofits, including day care and schools that serve low-income children in cities from South San Francisco to East Palo Alto obtain much-needed upgrades such as fence repair, landscaping, and painting—much of it with volunteer labor and materials.

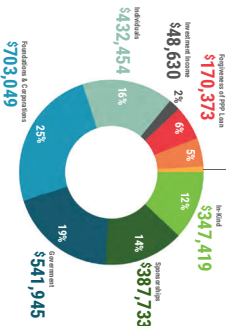
Whether you sponsored National Rebuilding Day or our Safe at Home program or applied your generous support to other initiatives, we are most grateful.

# Our Financials

## REVENUE

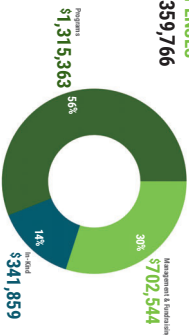
\$2,787,645

Revenue by Source



## EXPENSES

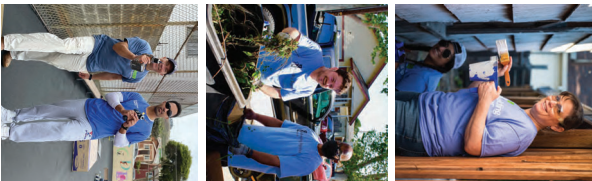
\$2,359,766



# Our Impact



The work of Rebuilding Together has been proven to improve...



## MISSION

Repairing homes, revitalizing communities, rebuilding lives.

## VISION

Safe homes and communities for everyone. Providing safe homes and community facilities preserves the diverse fabric of our community, brings health, hope and dignity to our neighbors and enhances economic security for generations.

## PROGRAMS

Since 1989, Rebuilding Together Peninsula (RTP) has provided free repairs for over 3,000 homes and community facilities throughout San Mateo County and Northern Santa Clara County. We are the leading agency to address the critical safety and health related repair needs for some of our most vulnerable neighbors on the Peninsula.

**National Rebuilding Day (NRD)** is RTP's annual signature event, held the last Saturday in April and in October. NRD is a volunteer-led tradition that transforms dozens of homes and community and nonprofit facilities each year.

**Safe at Home** provides critical repairs and modifications year-round. Our skilled technician, along with dedicated volunteers, offers simpler repairs - from minor plumbing and electrical work to grab bar installation and other injury prevention measures.

[Re]Build  
Rebuilding Together



Your Support Matters

2022-23 ANNUAL REPORT

Rebuilding Together Peninsula  
181 Kuykendall St.  
Redwood City, CA 94063

Rebuilding Together Peninsula  
181 Kuykendall St.  
Redwood City, CA 94063







## **CITY OF FOSTER CITY**

### **Non-Profit Funding Application**

*(Please use additional sheets if necessary)*

#### **APPLICANT INFORMATION**

Organization Name: Samaritan House

Organization Address: 4031 Pacific Blvd, San Mateo, CA 94403

Contact Name: Isabelle Anderson

Contact Email: ianderson@samaritanhousesanmateo.org

Contact Phone: 650-376-4992

Amount Requested: \$20,000

#### **SECTION 1: IDENTIFICATION/ANALYSIS OF LOCAL NEEDS**

- 1a. Describe the problem or need area being addressed including any formal study that has been done of the local and regional need for the service, program, or project.

The Need Persists... Our Work is Not Finished

Economic shifts always hit those who make the least the hardest. Our post-pandemic world, compounded by the recent inflation spike, has been no different and has greatly affected our community, with the experience for those at the economic top very different from those living below the poverty line.

It's been challenging to communicate to the general public the complexity of issues we're dealing with. Many assumptions are being made about the lives of others, at a time when there's more uncertainty than ever before. Folks don't understand the depth and difficulty of people living in poverty, people who appear to be okay, but who really are living on the edge. Despite past relief efforts, clients continue to be destabilized by COVID and an unpredictable economy. Their stresses continue in a world that is quite literally more expensive and harder to navigate than before the pandemic. Scaling up services will be long term and requires infrastructure changes.

Foster City's relative affluence, with a median household income of \$163,322 (US Census 2023), belies the fact that city residents suffer from the same economic inequality, food and housing insecurity, and health disparity as the rest of San Mateo County. Costs are outpacing wages, and the pandemic exacerbated widening gaps in wealth inequality as it hit low-wage service jobs disproportionately. The County of San Mateo's cost of basic expenses rose 23% from 2018 to 2021, with housing and childcare comprising 52% of a family's monthly budget. Childcare costs alone grew 67%. Health care expenses - premiums, deductibles, and out-of-pocket costs - rose by 36%. Our County carries the highest average rental debt per household and the largest increase in food stamp enrollment across all of California. Prior to COVID, hundreds of Foster City residents sought vital services from Samaritan House just to survive.

As we reflect on these past three years, it is clear that its effects will continue to shape our communities well into the future. Despite the world reopening, the pandemic's aftermath lingers, and those who were already struggling to make ends meet continue to bear the brunt of the economic disparities. Unfortunately, these inequities have only been exacerbated in our post-pandemic world, further entrenching the challenges faced by our most vulnerable neighbors.

Samaritan House is the designated Core Service Agency for Foster City. Samaritan House's wide range of safety net services – food, access to shelter, clothing, health care and financial assistance - and role as lead Core Services Agency for central San Mateo County and for the County's Coordinated Entry System (CES) are vital components of San Mateo County's human services safety net for community members in need.

Clients throughout San Mateo County, including residents of the City of Foster City, come to Samaritan House in financial crisis, seeking emergency housing or rental assistance. The majority of our clients earn less than 30% of the AML, which is \$55,900 for a family of four in San Mateo County (HUD, State of CA HCD, SMC 2023). Latinx account for 65% of clients, 21% White, 8% Asian/Pacific Islanders, and 6% Black. Many are uninsured, none earn a livable wage or are unemployed, many have exhausted their unemployment benefits and all cope with significant hardship, all of which have negatively impacted their household's income level and ability to remain stably housed. Additionally, many endure mental health, legal, disability, or domestic violence adversity.

Samaritan House is a model of powerful good and is central to caring for thousands across our County; as San Mateo County's central anti-poverty agency, we have grown into an economic opportunity engine, helping our most vulnerable neighbors stabilize their financial health and become self-reliant. Our wide array of homelessness prevention services provides clients with a more complete and sustainable solution to their struggles. We ensure the working poor aren't invisible and provide the support they need to be fed, clothed, healthy and housed so they can remain active, successful members of our community. Rather than surviving crisis to crisis, our whole person approach helps create lasting life plans.

"I walk by Samaritan House sometimes and I want to cry. My heart melts. Not because of sadness, but because of extreme gratitude." - Ana Carolina, mother and client

## SECTION 2: PROGRAM DESCRIPTION

2a. Describe the goals of the program for which you are requesting funding and how the funds would be used.

As recovery efforts gain momentum, Samaritan House respectfully requests a \$20,000 grant to support a wide range of vital safety net services for Foster City's low- and extremely low-income families struggling with hunger, homelessness and poverty. This funding will be used to provide food, access to shelter, healthcare, personalized case management and a broad range of supportive services to set the most vulnerable residents of Foster City on a path toward stability, self-reliance and success.

Since 1974, Samaritan House has led the fight against poverty in San Mateo County. As the frontline support mechanism for providing emergency and safety net assistance to vulnerable adults, youth and families, we are the only organization that delivers the full breadth of essential services and personalized support to the working poor. In response to the enduring economic crisis created by COVID-19, our efforts continue to be focused on providing the most basic necessities of living while operating services that help those who have been destabilized return to self-reliance.

We've leveled-up our services over the last three years, and with need again at peak pandemic levels, we remain steadfast in our commitment to providing care, empathy, and stability to our community. Our community's most vulnerable members are more reliant than ever before on the social services sector for their basic survival, and Samaritan House is here to help. As the County's central anti-poverty organization, Samaritan House **serves as the community's safety net throughout public health crises and beyond**; addressing food insecurity, housing instability, medical fragility, and economic insecurity.

**Client Services:** Housing assistance, emergency rental assistance, case management, benefits assistance, homelessness prevention services, referral and connection to many community resources. Samaritan House also serves as the lead agency for San Mateo County's Coordinated Entry System (CES), serving 2,600+ individuals each year. Financial empowerment and asset building services are offered, including VITA (Volunteer Income Tax Assistance) services and one-on-one financial coaching.

**Emergency Financial Assistance/Homelessness Prevention Program:** We are the lead agency for San Mateo County responsible for the procurement and processing of all financial assistance for the seven Core Service Agencies, including the City of Foster City. Our role assists our clients in meeting immediate and longer-term financial assistance including emergency coverage of utilities and rental mortgage assistance.

**Food & Nutrition Program:** We are the largest direct-to-client food distributor in San Mateo County. Our Food and Nutrition Program distributes food through a variety of means to ensure the program meets the diverse needs of those living with food insecurity. Meals are provided through our Kitchen to those unable to cook and



delivered to social service programs, senior and community centers, and homebound seniors and individuals. Groceries are distributed through Food Pantry, Family Harvest, Produce Mobile, and Food Pharmacies to low-income food-insecure families.

**Healthcare:** Free Healthcare Clinics of San Mateo and Redwood City serve 6,000+ patient visits each year with 60+ volunteer professionals. Medical, dental, vision and mental health services are provided at no cost to medically underserved residents of San Mateo County. Clinic patients are uninsured and unable to afford 'out-of-pocket' healthcare costs, such as premiums, copays or deductibles of coverage. Since 2016, we have operated California's first two Food Pharmacies, and patients with diabetes fill "prescriptions" for free nutritious food.

Providing primary and preventive care to the medically underserved not only benefits those receiving the care, but also accrues benefits to the community at large. For instance, providing access to vaccinations reduce the spread of infectious diseases in a community. Keeping residents healthy improves the workforce and economy. Having a primary source of care reduces dependence on hospital emergency room visits at a considerable cost savings.

**Children's Programs:** Foster City children and youth have access through our Kids Closet. Kids Closet provides basic necessities, as well as high quality clothes, backpacks, and more. A newly opened boutique provides new and gently used clothing for children and teens. We also host an annual back-to-school backpack event, Halloween costume giveaway, Holiday Toy & Gift Card Distribution event, and other children's programs.

**Shelter Services:** As operator of Safe Harbor Shelter, a 105-bed congregate homeless shelter located in South San Francisco, Pacific Emergency Shelter, a 75-bed non-congregate shelter in Redwood City, and El Camino House, a 44-room non-congregate shelter in San Mateo, we are dedicated to supporting residents' goals to reconstruct their lives, by offering hope and providing a secure, supportive and welcoming place for Foster City adults experiencing homelessness in San Mateo County. Shelter residents receive three hot nutritious meals every day, hot showers, hygiene supplies, intensive case management, housing location assistance, resource and benefits connection, access to community services, transportation, employment referral, as well as financial education/services, and counseling. We also offer on-site Medical Respite, mental health and substance abuse support and intervention, educational programming, and other supportive services, as needed.

**Holiday Assistance:** Samaritan House's Holiday Program reaches more than 3,000 low-income households, including nearly 6,000 youth & teens- Thanksgiving dinners are served at Martin Luther King Center, local senior and community centers, and at our Shelter Services sites. Special food distributions in November and December provide all the fixings for holiday dinners. Additionally, our Holiday Gift Card & Toy Event serves 1,000+ families.

**Worker Resources:** The Worker Resource Center (WRC) matches temporary laborers with potential employers, including residents and some businesses from Foster City. Managed by Samaritan House and funded by the City of San Mateo, the WRC provides a safe place for employers and employees to meet. In addition, ESL classes, computer learning, community engagement, training on basic maintenance and landscape services, employment services and referrals are offered to equip laborers with skills for employment.

**Volunteer Program – Civic Engagement in Action:** Foster City residents and businesses (Gilead, VISA, Penelope's, etc.), civic organizations (Rotary, Lions, Peninsula Special Interest Lions), educational and religious organizations are a principal part of our extensive community involvement efforts as volunteers and supporters, including some of our elected officials. Foster City Elementary, Audubon Elementary, Bowditch Middle, Foster City Preschool, Kids Connection, Warnock Day School and even Mrs. K's Preschool all participate in Samaritan House's WEE Care Program, as do Foster City students in the 3 local high schools.

Last year, Samaritan House engaged over 1,015 dedicated volunteers, providing 33,618 hours of service valued at \$1,006,882. Clinical service providers are 90% volunteer driven; our food kitchen is staffed by volunteers equaling almost two FTEs on an annual basis; and 60 schools participate in monthly Wee Care clothing and food drives. Samaritan House uses volunteer contributions from the community (approximately 1,700 hours of volunteer labor every month) to produce meals at a very low cost. 95% of the food used to prepare meals is provided by community in-kind contributions from local grocery stores, community food drives and individual donations, valued at over \$8.4 million annually.

While we are all eager to return to our pre-pandemic lives, we've yet to see a decline in need, with more parents seeking clothes for their children and requests for financial assistance outstripping available funding. As pandemic supports disappear, our clients face agonizing decisions about how to afford the rising costs of food, gas, and rent, while balancing the demands of quarantine and caring for loved ones should a family member contract COVID. Throughout these difficulties, Samaritan House remains resolute in our commitment to provide care, empathy, and stability to those who need it most.

Together with the City of Foster City, we will continue our fight to alleviate poverty in San Mateo County, and we will help our Foster City neighbors on their path to self-sufficiency by committing ourselves to new, heightened levels of operation while providing the same level of customized, professional, and empathetic care to every client who comes through our doors. Your unwavering generosity will bring stability amidst uncertainty and demonstrate our community's commitment to enduring empathy and action in times of crisis and beyond. As we each slowly reclaim our lives from COVID's grip, we ask for your support in helping our neighbors regain control and stability in their lives, too. Thank you for your generous contribution this past year and for your consideration of our funding request.



# **CITY OF FOSTER CITY**

## **Non-Profit Funding Application**

*(Please use additional sheets if necessary)*

### **APPLICANT INFORMATION**

Organization Name: Samaritan House

2b Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding.

In the five years pre-COVID, our agency grew by 30% due to the rising cost of living and the widening economic disparity in San Mateo County. Since April 2020, demand across our most critical programs has increased by a staggering 400%, and we have grown by 66%, serving 10,000 additional individuals each year. Demand for our vital services is currently at record levels, and to-date, the number of clients needing support continues to rise. Demand for services is at record levels, with the number of clients needing support continuing to rise. Our strategic plan includes the following components:

#### **1) We will keep hardworking individuals and families housed**

In FY22, we distributed \$3.75+M in financial assistance, including utilities and emergency rental assistance, from all funding sources, including: Emergency Rental Assistance Program, CARES Fund, COVID SMC Strong Fund, and SVCF COVID-19 Regional Response Fund. As the state's COVID-19 Rent Relief Program partner, we supported the delivery of \$115+M in financial relief. Samaritan House is the County's contracted Emergency Financial Assistance administrative entity, and we served 2,668 households at-risk of homelessness with an average of \$3,802 per household. Additional household supports included 177,000+ diapers and 21,000+ pieces of children's clothing, ensuring families' budgets could stretch farther.

Together with Peninsula Health Care District, we deepened our reach across North San Mateo County in September 2022 with the opening of the Burlingame Annex providing homelessness prevention services.

With the end of state and federal relief funds, Samaritan House will step up to provide direct financial assistance to families in need and continue to proactively ensure our clients have the funds needed to keep a roof over their heads and a warm, comfortable place to sleep.

#### **2) We will keep families nourished with healthy food**

In FY22, the Food Services program served 15,212 individuals facing food insecurity. Services included hot meals to 4,258 clients, a 30% increase year-over-year. Hot food distribution expanded into East Palo Alto and Menlo Park. The positive trajectory continued into FY23, where we experienced substantial growth, serving 10,043 households (56% increase), benefitting 21,420 individuals. Notably, we achieved a remarkable milestone with the distribution of 4,510,036 meal equivalents, representing a tremendous 54% increase and setting an all-time record for our agency.

Cora's Community Market officially opens Summer 2023! Cora's Market is a reimagined, 1,700 square foot facility designed to resemble a neighborhood grocery store, where clients can enjoy a free-choice shopping experience for fresh produce, vegetables, pantry staples, refrigerated prepared foods, and essential household items like diapers, baby food and formula.

Our Food & Nutrition Program remains an essential community resource on which thousands of food insecure families depend. Our pantry continues to see an increase in new families, with fifty new families joining us weekly. We serve over 1,500 individually packaged hot meals daily, and our various food programs support more than 7,000 individuals each month – a significant portion of whom are children.



### **3) We will keep the uninsured healthy with comprehensive preventative medical, dental, and behavioral health care**

Our clinics returned to in-person care, under the new visionary leadership of Drs. Singh and Montacute from Stanford Health Medical Center. In FY22, we provided vaccine education and outreach to vulnerable populations, treated patients under our 'food is medicine' mantra for chronic diseases through the Food Pharmacies, and provided over 1,000 mental health care sessions.

In 2023, we will solidify and enhance our clinical workflow, remodel the San Mateo Clinic, enhance pharmacy services and medication access, expand the Woman's Health Program, recruit more volunteers, and expand our dental and behavioral health care services.

### **4) We will provide safe shelter for the unhoused**

Since March 2020, Shelter Services tripled. In FY22, we provided 44,000+ nights of safe sleep for the unhoused, continuing to work closely with our CORE Agency partners to move folks from temporary shelter to permanent housing.

October 2022 marked a significant milestone for Samaritan House as we proudly inaugurated our third transitional shelter, El Camino House - comprising 44 rooms - in the heart of San Mateo. Our enduring partnership with the County of San Mateo continues to enable us to take another big step towards realizing our shared vision of ending homelessness.

Samaritan House remains dedicated to working closely with the county and fellow nonprofits to provide safe shelter for the most medically vulnerable and chronically unhoused members of our community in congregate and non-congregate settings, while implementing comprehensive safety protocols across all of our shelters. Staff work diligently to identify and provide permanent housing options for unhoused individuals facing physical or mental health challenges. In the first three quarters of FY23, we successfully secured permanent housing for 60 individuals.

### **5. We will ensure children in need have more than just the basics**

Recognizing that dignity goes beyond the essentials, our littlest clients receive the basic necessities of living as well as high quality clothes, backpacks, diapers, and more through our Kids Closet. 2022's Holiday Program served 3,270 households, including 5,674 youth.

### **6. Amid growing divides, we will continue to work towards a more equitable and prosperous county for all**

Last year, Samaritan House embarked on a journey toward enhancing our Diversity, Equity and Inclusion framework and completed an in-depth analysis of strengths and opportunities relative to DEI to ensure we are using an equity lens, including with a focus on race, ethnicity, and gender identity, with regard to Client and Shelter Services data, as well as Samaritan House policies and procedures. Phase 1 of the assessment has concluded – in response, an action plan (Phase 2) has been developed. Implementation of Phase 2 began early 2023 and involves activating an ad hoc committee of the Board of Directors to develop and implement DEI training for volunteers across the organization. A cross-departmental staff committee will work to implement training and modify procedures and documents identified as non-compliant with DEI standards. Furthermore, we are actively engaged in CoC and County equity initiatives aimed at eliminating barriers and ensuring that our clients have equitable access to our services to the fullest extent possible.

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As our programs continue to grow to meet the needs of our community, Samaritan House welcomed Laura Bent as our new CEO in January 2023. Laura is bilingual and multicultural and has worked with Samaritan House for 12 years, previously serving as Chief Operations Officer. She brings an abundance of enthusiasm, zeal, and extensive expertise in nonprofit leadership amassed over several decades. With Laura at the helm, we can confidently uphold our commitment to meeting the diverse needs of our clients with the same level of dedication and excellence for years to come.

We were also thrilled to announce the appointments of Dr. Baldeep Singh, new Medical Director, and Dr. Tamara Montacute, new Associate Medical Director to Samaritan House's Free Clinics of San Mateo and Redwood City in Fall of 2022. Dr. Singh is a clinical professor and the Clinical Chief for Internal Medicine in the division of Primary Care and Population Health at Stanford University; Dr. Montacute is an assistant

professor and a Family Medicine physician, also in the division of Primary Care and Population Health at Stanford. Under their visionary leadership, Samaritan House's Free Clinics continue to address patient health needs and advance healthcare equity for an ever-growing number of low-income residents in San Mateo County.

2c Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.

San Mateo County's demand for services continue to exceed the level of demand we saw prior to 2020. Foster City residents in crisis have and continue to benefit from access to food, clothing, shelter, mental health management, medical and dental care, case management, holiday assistance, worker resources and emergency financial assistance. A look back at FY22, Samaritan House assisted 210 Foster City residents through our Client Services Program; 46 unduplicated patients plus their families were provided 72 medical and dental patient visits at our Free Clinics. Samaritan House served 17,740 meals and provided a total of \$5,202 in emergency financial assistance, including rental assistance and transportation services. The total value of all services combined was \$83,997 (food, financial assistance, clothing, healthcare, back to school, and holiday gifts). A total of 49 volunteers provided 1,536 hours of service. With our help, these residents who were at imminent risk of homelessness averted the shelter system and returned to stable housing.

With her permission, the following client story demonstrates the impact of Samaritan House's Core Services programs.

#### A Family's Story

For families already struggling to make ends meet, rising prices caused by inflation create a new set of challenges. Cristina, a single mother of four, knows the struggle intimately.

Like all parents, Cristina wants to provide the best for her children. But these difficult times have presented new challenges. **"I work two jobs, and I still can't make ends meet. Living in the Bay Area is just really expensive."** She's not alone. Cristina's struggle is echoed by families all over San Mateo County, and it is a common story from clients both new and old at Samaritan House.

**When Cristina can't make rent or struggles to put food on the table, Samaritan House has been there for her.** "We've gone through different changes. There have been times I've been out of work, and I've been able to get food from Samaritan House and clothes for the boys."

Visiting the backpack give away this year put a smile on her face. With three children currently in school, it has been an invaluable resource. "If it wasn't for this, they wouldn't have new backpacks or school supplies. They'd have to use last year's, and those aren't in the best condition anymore."

Support from Kids Closet means her kids are able to return to school with dignity and confidence, and Cristina doesn't have to choose between paying her bills or getting her boys what they need.

That help has made the difference for her family. **It's more than just food and clothes -- it's peace of mind.** "Knowing that I can call and get clothes and food really relieves stress." As she works hard to regain stability lost during the pandemic, Samaritan House is here to hold her hand and help get her back on her feet. For Cristina and thousands more parents like her, that support is a breath of fresh air.

2d How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?

In fiscal year 2022 (July 1, 2021 – June 30, 2022), Samaritan House served a total of 210 Foster City residents (91 households). We anticipate similar numbers in this coming year.





## **CITY OF FOSTER CITY**

### **Non-Profit Funding Application**

*(Please use additional sheets if necessary)*

#### **APPLICANT INFORMATION**

Organization Name: Samaritan House

2e Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number typically served.

Our headquarters and main service location is just 1.5 miles from Foster City. With facilities stretching from South San Francisco to East Palo Alto and Menlo Park, Samaritan House is the only organization that delivers the full breadth of essential services to the working poor across San Mateo County. Altogether, in FY22, we served 21,689 individuals with financial assistance, homelessness prevention and essential services, such as food, shelter, clothing, and healthcare.

Since 2018, Samaritan House South has been the County of San Mateo's Core Services Agency serving residents of East Palo Alto and Menlo Park. Samaritan House South's office is located at 1836B Bay Rd. in East Palo Alto. It is a prime location due to its proximity to other community-based organizations including Ravenswood Family Health Center, WeHOPE, Renaissance Entrepreneurship Center, Ecumenical Hunger Program, and Community Legal Services in East Palo Alto. Each year, nearly 3,000 clients receive emergency services including food, homelessness prevention services, and emergency housing assistance. Samaritan House South staff have deep roots in the community and have formed strong connections with clients.

In March of 2021, at the height of COVID-19, Samaritan House partnered with the County of San Mateo in a coordinated effort to serve people experiencing homelessness. Samaritan House opened Pacific Emergency Shelter in Redwood City, as part of the statewide, Project Homekey initiative. On-site staff managed the shelter, provided intake, intensive case management, wellness checks, food and clothing, as well as ensured the safety and security of all its residents. In addition to Pacific Emergency Shelter, we opened and operated Winter 2021 OTSP, Winter Offsite Temporary Shelter Program (WOTSP), 2022's Isolation Hotel Shelter, and Offsite Temporary Isolation Hotel (OTIP), sheltering 1,700 of the County's most medically at-risk and chronically unhoused clientele in single occupancy rooms, protecting them from COVID-19.

#### **SECTION 3: ADMINISTRATIVE CAPACITY**

3a Describe the organization's experience providing the proposed project or program.

Since 1974, Samaritan House has led the fight against poverty in San Mateo County, providing a full range of essential services, taking a personal approach, and serving as a centralized resource for clients and partners alike. Samaritan House is San Mateo County's principal non-profit health and human services agency, bringing a new level of hope, dignity and empowerment to the working poor, as we fulfill immediate needs. By ensuring our clients are fed, clothed, healthy, and housed, we help them create their own stability and remain active, successful members of our community. An enduring community is only possible when every person has the resources they need to live. Samaritan House brings together individuals, companies, schools, faith based, and other organizations, as well as a dedicated corps of over 1,000 volunteers, to provide free services that empower our neighbors and create stronger communities. We are dedicated to fighting poverty and lifting lives.

Samaritan House currently serves as the fiscal sponsor for the San Francisco Chronicle's Season of Sharing (SOS) Fund, which provides one-time emergency assistance to low income, eligible families. The agency is

a current CSBG and Measure K grantee, providing homelessness prevention services and financial assistance through multiple contracts with the County of San Mateo. Samaritan House is the lead agency in a 7-agency collaborative with the Core Service Agency Network (CSN) to make Community Action Agency resources available countywide, as well as the lead agency for the County of San Mateo's Coordinated Entry System and has developed the infrastructure needed to adequately report and track financial and programmatic data for these funding sources.

Samaritan House has an excellent track record of capturing and reporting data in a timely manner for numerous government contracts. At the close of each fiscal year, the books and records of Samaritan House are audited by an independent certified public accountant.

Samaritan House headquarters, located at 4031 Pacific Blvd in San Mateo and situated at the San Mateo-Belmont border, includes three floors totaling 17,000 square feet of usable space, as well as a commercial kitchen, food pantry and future community market. Kids Closet is located adjacent to the building, across the parking lot. We are conveniently located for Foster City residents. As the location is on two number of SamTrans bus routes as well as CalTrain, it is easily accessible via public transportation. The Free Clinic of San Mateo is located blocks away on 39<sup>th</sup> and El Camino.

Services, such as our Mobile Meals for seniors and disabled "shut-ins" can be delivered directly in Foster City. During the pandemic, we partnered through the Foster City Chamber Cares Initiative with a range of agencies and organizations within and serving Foster City to ensure delivery of service to City residents, including prepared meals for homeless living in their cars in Foster City parking areas. Samaritan House has also been involved in assisting Foster's Landing residents under the relocation project.

**3b Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.**

With nearly 50 years of experience providing homelessness prevention and safety net services to residents throughout San Mateo County, 125 staff (105 FTE/20 PTE), and a FY23 operating budget of \$28,785,597, Samaritan House has the organizational experience, management expertise, history of partnerships and linkages with other community based organizations, sound fiscal management principles, grants administration expertise, board support and overall agency infrastructure necessary to operate effective and successful programs. Our diverse funding portfolio of 30% government, 6% healthcare districts, 11% foundations, 6% business & community groups, 16% individuals & bequests, and 31% in in-kind contributions and volunteer services valued at nearly \$8.5 million annually makes Samaritan House one of the best-leveraged organizations in the County.

All of our core programs are staffed and managed by highly experienced, ethnically diverse, culturally competent teams, with extensive knowledge and experience providing case management, homelessness prevention and housing services to low-income and/or unhoused individuals. They are sensitive to the needs of the program participants and reflective of the population served. Spanish/English bilingual staff accommodate clients with limited English proficiency. For those clients who are monolingual in languages other than Spanish, such as our Pacific Islander, Asian and Russian clientele, translators and staff from other Samaritan House programs are available to assist on site and via teleconference. Should we not have a staff person in house, we do have a contracted company that is licensed and bonded for translation services. Referrals are also provided to residents for the adult school ESL classes. Program information is available in Spanish. Services and phone equipment are also available for the hearing impaired.

Volunteerism is an important part of Samaritan House's core mission, and a robust engagement program provides effective opportunities for community members to share their means, energy and concern for those in need. In FY22, Samaritan House engaged 1,015 dedicated volunteers, providing 33,618 hours of service valued at \$1,006,882. Our food kitchen is staffed by volunteers equaling almost two FTEs on an annual basis.



## **CITY OF FOSTER CITY**

### **Non-Profit Funding Application**

*(Please use additional sheets if necessary)*

#### **APPLICANT INFORMATION**

Organization Name: Samaritan House

3c. Describe any collaboration that exists between your organization, this program and programs administered by other agencies, including financial, staffing or cross-referral, and how this may have benefitted or increased the impact of your services.

The hallmark of Samaritan House is its leadership in collaboration with local agencies, organizations and government. From the outset of the COVID pandemic, we played a key leading role in the Foster City Chamber Cares Initiative. Through that effort, we collaborated with a variety of Foster City serving agencies and employers to provide food, shelter, case management, health care, personal protective equipment, vaccinations, children's supplies, and various forms of financial assistance in new and expanded ways to Foster City residents and beyond. Among those we partner with are: Gilead, VISA, the Villages, Foster City San Mateo Educational Foundation, Peninsula Special Interest Lions, Foster City Rotary and Lions Clubs, Hillbarn Theater, and many more.

Samaritan House plays a leading or key role in over 50 major community efforts, 10 of them arising from the pandemic alone, for example the County COVID Recovery Coordination Council, and many more.

We believe an enduring community is only possible when every person has the resources they need to live, and alliances with existing local services and organizations multiply our impact. The mobilization and solidarity of our collective community, including partner organizations, funders, individual donors and volunteers, have proven central to response and recovery throughout this health crisis; increasing access to supportive services, reducing health inequities, strengthening community resilience, ensuring that no one is left behind.

Samaritan House is the leader of anti-poverty efforts in San Mateo County; strengthening the social safety-net, while building strategic partnerships with government, the private sector, and local community nonprofits. Accordingly, Samaritan House serves as the lead agency of the Coordinated Entry System (CES), established to prevent homelessness in San Mateo County. This multi-agency, countywide effort circumvents shelter placement by using every available resource to keep residents housed. We participate and provide a leadership role in the Point-In-Time Counts/One Day Homeless Counts and Surveys. We have been a part of the County Economic Recovery Committee, the Covid Recovery Committee, and we are actively engaged in a leadership role for the Together We End Homelessness Summit.

As the Contracted operator of the County's Community Action Agency, whose mission it is to lead antipoverty efforts in San Mateo County, we regularly attend the CAA board meetings and audits. Samaritan House serves as fiscal sponsor of San Francisco Chronicle's Season of Sharing Fund for San Mateo County, coordinating a rental/emergency assistance program for a network of eight community-based organizations covering all regions of the County.

Additionally, Samaritan House partners with San Mateo County Joint Powers Authority (JPA), as well as with US 101 Express Lanes Community Transportation Benefits Program: the lead agency and administrator of FasTrak transponders and Clipper cards each valued at \$100 (one-time benefit) to qualifying residents, helping to address transportation inequities.

Capitalizing on our success in securing, coordinating and operating numerous multi-agency, countywide anti-poverty collaboratives in San Mateo County, Samaritan House will continue to leverage our expertise and relationships to better integrate services among community agencies and local residents.



**SECTION 4: REQUIRED ATTACHMENTS**

- 4a. Proof of non-profit status (501(c)(3) or equivalent  
4b. Copy of latest organization's annual report (if possible)

**RETURN ONE COPY OF COMPLETED FORMS TO:****Mail**

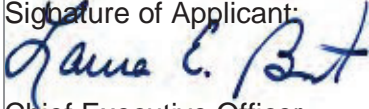
City of Foster City  
Attention: City Manager Department  
610 Foster City Boulevard  
Foster City, CA 94404

**Email**

[nonprofitfunding@fostercity.org](mailto:nonprofitfunding@fostercity.org)

**SIGNATURE**

Signature of Applicant:



Chief Executive Officer

Date:

July 10, 2023

Printed Name:

Laura E. Bent

Title:

CEO



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077550279  
Mar. 12, 2013 LTR 4168C 0  
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SAMARITAN HOUSE  
% LYNN NAWAHINE  
4031 PACIFIC BOULEVARD  
SAN MATEO CA 94403

010925

Employer Identification Number: 23-7416272  
Person to Contact: Sophia Brown  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 17, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in April 1975.

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

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

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

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

Sincerely yours,

*Cindy Thomas*

Cindy Thomas  
Manager, EO Determinations

# 2022

## ANNUAL REPORT



SAMARITAN  
HOUSE



# FIGHTING POVERTY LIFTING LIVES

That's what we do. And more.

It's more than distributing 2.5 million meals, serving 22,500 clients, or supporting the delivery of more than \$115M in financial relief to keep people in their homes during COVID-19.

Whether it's a worldwide pandemic, soaring inflation or a personal crisis, Samaritan House is here to provide help, hope and dignity where they're needed most.

 **22,500**  
clients

 **\$115M**  
in emergency financial  
assistance funds\*

 **2.5M**  
meals

 **44,000**  
nights of safe sleep

\*March 2021 – June 2022. Directly and through support of CA COVID-19 Rent Relief Program.

# A MESSAGE FROM BART CHARLOW, CEO

We've done so much together, you and I. Eight years of growth, not for its own sake, but because the need for our services has grown. As it continues to grow, I know you will be here helping keep our neighbors housed, fed and healthy. That's why, I also know that now is the right time to step aside and into retirement.

We've reached some amazing milestones over the last eight years, from establishing the first food pharmacies in California, to opening the first Homekey Homeless Shelters in our County, to doubling our food services to 3 million meals/year and expanding Wee Care to nearly 70 schools. There's so much more. And, there's so much more still to do.

Together we have helped Samaritan House become what I always called us: "The Great Heart of a Great Community!" And, we have to keep going. I'm so proud of how Samaritan House – our staff, volunteers, and partners – rose to meet the devastating need in the wake of COVID 19. But, I'm not surprised. Over our 50 years, Samaritan House has always risen to meet the needs in our community.

We are thousands of people who've come together to directly serve over 22,000 neighbors each year, and many thousands more via services we support over the entire County. That's an impressive record, but always remember that we're talking about people.

Folks we know face-to-face as individuals and their families. People – our "working poor" – who struggle each day while they serve all of us as the foundation of our economy. **They need Samaritan House – us – as we will continue to need you to make all this possible.**

I will be cheering you on, soon from the sidelines. But I will never forget why I came to Samaritan House in the first place: for the people. That's you, our staff and volunteers, our clients and partners.

Thank you for allowing me to work alongside you. It's truly been an honor.





We've gone through different changes. There have been times I've been out of work, and I've been able to get food from Samaritan House and clothes for the boys.

- Cristina

# LIFTING LIVES

For families already struggling to make ends meet, rising prices caused by inflation create a new set of challenges. Cristina, a single mother of four, knows the struggle intimately.

That help has made the difference for her family. It's more than just food and clothes – it's peace of mind. "Knowing that I can call and get clothes and food really relieves stress." As she works hard to regain stability lost during the pandemic, Samaritan House is here to hold her hand and help get her back on her feet. For Cristina and thousands more parents like her, that support is a breath of fresh air.

Like all parents, Cristina wants to provide the best for her children. But these difficult times have presented new challenges. "I work two jobs, and I still can't make ends meet. Living in the Bay Area is just really expensive." She's not alone. Cristina's struggle is echoed by families all over San Mateo County, and it is a common story from clients both new and old at Samaritan House.

**When Cristina can't make rent or struggles to put food on the table, Samaritan House has been there for her.** "We've gone through different changes. There have been times I've been out of work, and I've been able to get food from Samaritan House and clothes for the boys."

Visiting the backpack give away this year put a smile on her face. With three children currently in school, it has been an invaluable resource. "If it wasn't for this, they wouldn't have new backpacks or school supplies. They'd have to use last year's, and those aren't in the best condition anymore."

Support from Kids Closet means her kids are able to return to school with dignity and confidence, and Cristina doesn't have to choose between paying her bills or getting her boys what they need.



# HEALTHCARE

When the cost of living in the Bay Area is so high and only seems to climb higher every day, prioritizing healthcare is a challenge for many. But for our neighbors in need who come to Samaritan House, they don't have to make that choice. Two free clinics, in San Mateo and Redwood City, are here to meet their needs.

We see the impact our clinics have on the community in the number of patients returning for essential care. Dolores Perez, the Breast Care Clinic Navigator, has seen many women return, knowing that with the support of the medical staff at Samaritan House's Free Clinics, they'll receive the care they need.

For many clients, reaching out for help can be difficult. Overcoming barriers of pride, language, and status is not an easy process. "I'm an immigrant too, and I know how it feels," Dolores says. "The patients that we help are very vulnerable. There are whole families living in a single room. That's who we're helping."

She's seen how essential that care can be. A patient who regularly came in for mammograms recently received a cancer diagnosis, and Dolores was right there to help her through her care. "If she hadn't come to Samaritan House, it would have been a long time before she would have been able to get tested, and the treatment would have been a lot harder. Seeing a doctor here is changing her life."

The value of free healthcare provided by a dedicated team of highly qualified doctors and specialists cannot be overstated. **Together, we can ensure that no one is forced to choose between paying their rent or paying for expensive – and necessary – healthcare.**

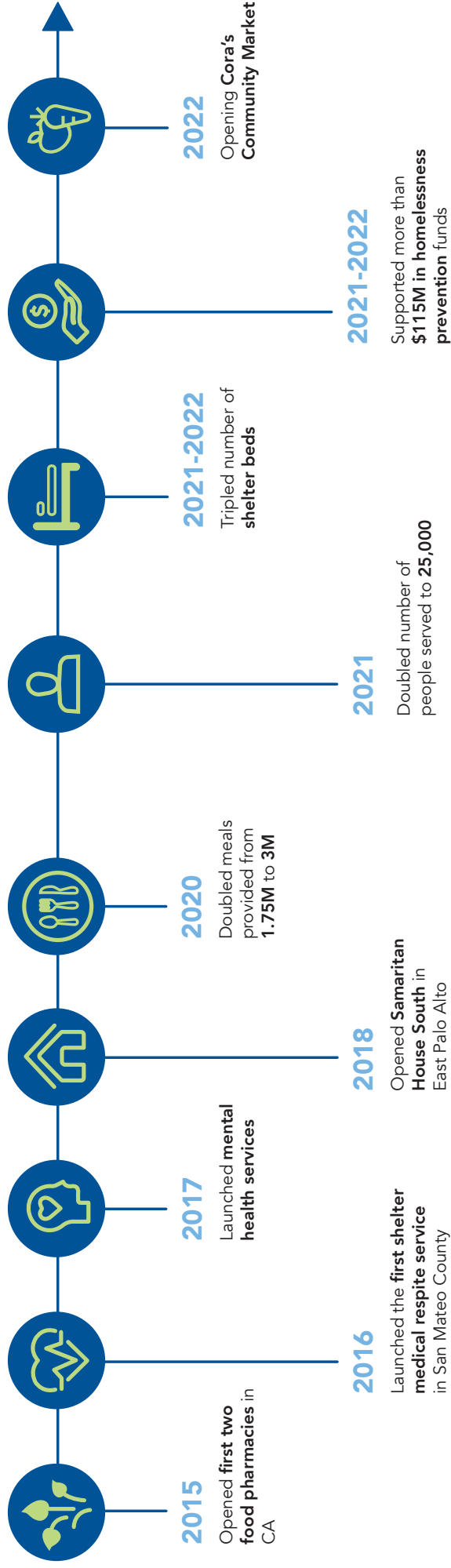
The patients that we help are very vulnerable. There are whole families living in a single room. That's who we're helping.

- Dolores





# COMMUNITY IMPACT UNDER BART'S LEADERSHIP (2014–2023)



# THE GREAT HEART OF A GREAT COMMUNITY, BY PATTY HSIU, ADVISORY COUNCIL CHAIR

Bart Charlow is a CEO with an equal balance of brain and heart. He takes a genuine interest in the lives of clients, volunteers and employees. He also has keen analytical skills, and for the last eight years has run Samaritan House with operations and data, tempered by care and wisdom. And now, our beloved CEO has announced his retirement. As we prepare to say farewell, I've been reflecting on the years I've been privileged to know Bart, and appreciating his vital contributions to our organization.

My own 25+ year history with Samaritan House began when my children were in grade school, collecting supplies for a Samaritan House program called Wee Care. I went on to volunteer in other capacities and eventually serve on the board. In 2013, I became board president.

As president, I led the board committee that recruited Bart in 2014. We had an ambitious job description, and we knew we were looking for a rare combination of qualities, but it turned out that Bart was a great candidate. Bart had a unique and varied background including database expertise, as well as his earlier years in counseling and social work and his leadership in local nonprofits. His balance of heart and business acumen would serve the organization well in the years to come.

When Bart came onboard, Samaritan House had been serving our community with good spirit and hard work, but lacked some of the systems that would allow it to scale up and serve more people. Bart built the infrastructure that the organization needed, while appreciating everything the team had already accomplished.

In recent years, Bart's steady leadership has helped us weather a pandemic and skyrocketing need for our services, all while politics and the economy complicated the lives of our clients and our community as a whole. And in these difficult times, Bart and his team made courageous moves to expand and improve Samaritan House's impact on San Mateo County, not just keep our heads above water.

**I am so proud of that work, and grateful to know going forward that Bart's work has prepared Samaritan House with the resilience, confidence and goodwill to get through almost anything together.**

Through the pandemic, the Samaritan House kitchen at Pacific Boulevard has remained a busy hub of bubbling food, client interactions, deliveries, and donations. Smiling behind his mask, Bart walks through for an elbow or fist bump and a quick catch-up with staff and volunteers.

The team talks fondly about his practice of walking around and talking to people in every department and at all levels.

Bart's retirement is bittersweet. I am delighted for him, as this retirement is well deserved after a long career helping others. Bart heads the Burlingame Plain Air Painters and I look forward to seeing more masterpieces from him. But I will miss Bart's sense of humor, his wisdom, his generous spirit, and his visits to the kitchen during my volunteer shifts.

Thanks to Bart's leadership, Samaritan House will continue to thrive. Bart masterfully mentored and trained his staff and they are eager and prepared to take on more responsibility. I am confident that Bart is leaving the organization in a good place.

When he came onboard, Bart coined the phrase "Samaritan House is the great heart of a great community." Thank you for keeping our community great, Bart. Thanks to you, we understand what together truly means.



# DR. CORA CLEMONS EMERGING YOUNG SAMARITAN AWARD

The Dr. Cora Clemons Emerging Young Samaritan Award is inspired by the community service work and selfless spirit of our founder, Dr. Cora Clemons, R.N., M.F.C.C., M.P.H., Ph.D. In 1974, Dr. Clemons was concerned that basic social services like food, housing, and medical care were difficult to access. She saw a need and took action. Today, Samaritan House is more dedicated than ever to respecting and fulfilling her vision and honoring those who've joined in the fight. The award recognizes young changemakers, 16-22 years old, in San Mateo County, whose community service work models Dr. Clemons' commitment to service and compassion.

In honor of Dr. Clemons' life-long dedication and advocacy, we are proud to announce the first winners of the Dr. Cora Clemons Emerging Young Samaritan Award: Roman & Avery Misner and Emma Quanbeck.

**Seeing food insecurity first-hand during COVID, Roman and Avery Misner decided to set up bins in their neighborhood to encourage people to donate food.** Every week, the donation numbers kept growing, surpassing all their expectations. Over 15 months, the brothers collected and donated more than 4,100 items to Samaritan House. These young men mobilized their community with a sense of purpose and helped many people when they needed it the most.

COVID-19 took a toll on mental health across the globe, particularly among children and teens. **Recognizing this, Emma Quanbeck decided to create a safe space for students to speak and empathize with each other about their experiences returning to school amidst a pandemic.** Emma engaged with her school newspaper, the County Board of Education, and the Stanford Center for Youth Mental Health to host a virtual panel to break the stigma surrounding mental health, to share resources and to discuss ways teens can support each other during an especially challenging time.

Samaritan House is proud and grateful for the work these young humanitarians have done. We are happy to recognize and award their contributions to the community with the Dr. Cora Clemons Emerging Young Samaritan Award.



# LOOKING FORWARD BY CLIFF ROBBINS, BOARD PRESIDENT

Looking back at almost 50 years of service, it is remarkable to see how far Samaritan House has come and how much has changed. This year has been, like many others before it, a year of shifts and challenges. And, now, we are preparing to say goodbye to our CEO, Bart Charlow, who has led us through unprecedented times of need with care, confidence, and a steady hand. It is a time of transition, as we continue to navigate pandemic-related economic hardship as well as local crises.

**While change presents challenges, it also presents opportunities.** I am pleased and proud to serve as the new President of the Samaritan House Board of Directors. I am excited about the organization's many ongoing efforts, as well as plans on the horizon and those further down the road. I know, as we search for our next CEO, there will be so much more to build and do together.

Significant staff, volunteer, and partner effort goes into our operations to address food insecurity, housing difficulties, healthcare, and other needs. Next year, we will open the doors of Cora's Community Market to our neighbors in need. This market-style pantry will give our clients the opportunity to shop for the food they receive from us. Dignity is a core value for Samaritan House and this market will give clients a more dignified way of receiving the food they need to feed their families.

Along with Cora's Community Market, I am excited about the opening of our newest shelter, El Camino House, in partnership with the County of San Mateo. This new shelter will enable us to provide more nights of safe sleep to our unhoused neighbors. Additionally, clients housed at El Camino House will be able to get the resources and tools they need to build their way back to stability.

Most importantly, I look forward to welcoming a new CEO to Samaritan House. The opportunity to approach our mission together with fresh eyes and new energy will enable us to find innovative ways to support the working poor and help to break the cycle of poverty. I have no doubt that, together, we will rise to meet new challenges.

We are lucky to have a strong history of leadership at Samaritan House. From our founder, Dr. Cora Clemons, to John Kelly, to Bart and others, our new CEO will have large shoes to fill. The example set for us by previous leadership will help us as we move through this transition. I look forward to seeing what comes next. Thanks to our incredibly generous community, every time we have an opportunity to do more, we can and do.

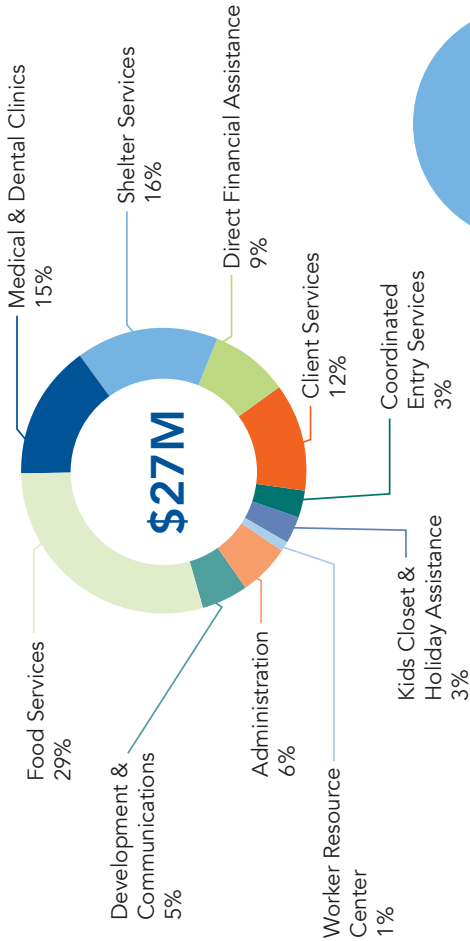


# FINANCIALS

Samaritan House has been leading the fight against poverty in San Mateo County for almost 50 years. Thanks to your generous support, we leveled-up our services over the last three years to meet the critical demand for food, shelter, and financial assistance brought on by the COVID-19 crisis. With need again at peak pandemic levels, we remain steadfast in our commitment to providing care, empathy, and stability to our community.

With your continued generous support, there's so much more we can do for our neighbors, and we ask that you join us in helping our clients regain their stability. Out of a relentless crisis, we will emerge a stronger community, more deeply committed to each other and dedicated to ensuring all in need have access to food, clothing, shelter, and healthcare, through the COVID crisis and beyond.

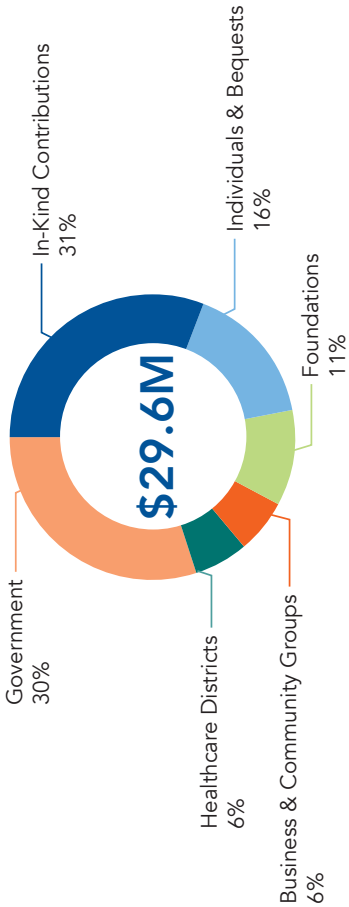
## FY22 EXPENSES



Resources put to best use:  
**89%**  
of revenue goes directly to programs.

**\$3.8M**  
provided in direct financial assistance

## FY22 REVENUE



## CHARITY NAVIGATOR

Charity Navigator has awarded Samaritan House its top 4 STAR rating for 13 years in a row which places us in the top 1% of rated charities nationwide based on a series of financial and transparency indicators.



## SUSTAINABILITY

Samaritan House fiscal policies and practices are focused on liquidity, adaptability, and durability to ensure that we are fiscally strong to serve the future needs of the community.

## BALANCE SHEET

As of 6/30/2022

Assets	\$34,929,561
Liabilities	\$2,082,947
<b>Net Assets</b>	<b>\$32,846,614</b>

For full audited financial reports and 990s, please visit [www.samaritanhouseanmateo.org](http://www.samaritanhouseanmateo.org).



SAMARITAN  
HOUSE



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

(650) 347-3648

4031 Pacific Boulevard, San Mateo, CA 94403



## CITY OF FOSTER CITY

### FY 2023-2024 Nonprofit Funding Application

#### PROGRAM OVERVIEW

City Council has set aside funds to support local nonprofit agencies that operate programs and services that benefit the Foster City community and that the City would otherwise be unable to provide. Funding levels are determined annually by the City Council. The total funding made available may vary and traditionally has been funded by the General Fund.

#### NONPROFIT FUNDING PROCESS SCHEDULE

June 9, 2023	The nonprofit funding application period opens.
July 10, 2023	All requests for funding are due from nonprofit agencies no later than 5:00 PM.
July 17, 2023 to August 21, 2023	Nonprofit representatives Applicants are invited to appear during the Public Comment period at ANY Regular City Council meeting between Monday, July 17, and Monday, August 21, 2023. Applicants will be given three minutes to briefly overview their organization and how nonprofit funding would benefit the Foster City Community.
TBD	City Council determines funding levels by agency.
TBD	Awarded nonprofits to submit invoice to City requesting disbursement.

#### PROGRAM ELIGIBILITY

- Organization must be incorporated as a nonprofit organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- An unincorporated organization may apply through a fiscal sponsor, provided that the fiscal sponsor is a 501(c)(3) organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- The applicant agency understands funding disbursement may only occur after an invoice and W-9 documentation is submitted to the City.
- The applicant agency agrees that an annual report/presentation will be provided to the City Council and shall indicate the number of services provided and Foster City residents served by the organization during the reporting period. The report will include measurable contract outcomes, successes, and challenges.
- Organizations must comply with all appropriate requirements on the use of public funds, particularly prohibiting funds from being used for personal benefit or lending of funds to a private entity.
- Agencies are required to apply for funding each year. Funding for any given year does not guarantee funding for succeeding years.





# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: San Mateo Foster City Community Education Foundation

Organization Address: 1170 Chess Drive

Contact Name: Sonja Tappan

Contact Email: [director@smfcedfund.org](mailto:director@smfcedfund.org)

Contact Phone: 650.766.5077

Amount Requested: \$10,000

### SECTION 1: IDENTIFICATION/ANALYSIS OF LOCAL NEEDS

- 1a. Describe the problem or need area being addressed including any formal study that has been done of the local and regional need for the service, program, or project.

The San Mateo-Foster City Education Foundation (SMFCedFund) believes every child deserves the best education possible. The Foundation is committed to reaching every child in the San Mateo-Foster City School District (SMFCSD) and closing the educational equity and opportunity gap by funding a wide variety of educational opportunities to help our diverse community of students achieve their full potential. A strong Education Foundation does more than just support the children in its care, it impacts the entire community. We are committed to reaching out to our greater community and raising awareness of the value of supporting local schools to those outside of our immediate parent base. The needs in our public school community are ever-changing but our focus on the students remains the same. Join us as we Dream Big with our students!

### SECTION 2: PROGRAM DESCRIPTION

- 2a. Describe the goals of the program for which you are requesting funding and how the funds would be used.

In March 2020 the San Mateo Foster City School District (SMFCSD) schools moved to distance learning as we kept our students safe at home during the height of the pandemic. This helped keep the COVID-19 virus from spreading in our school communities, however, we did not realize the hidden dangers looming in the background. We are now experiencing the effects of the isolation as the students are back in the classroom. Distance learning and being sequestered in their homes kept them safe from the virus but the effects of being isolated from their teachers and peers was devastating. Educators, counselors, and parents/guardians are reporting record numbers of students showing signs of stress, irritability, anxiety, reduced ability to resolve conflicts amongst peers, lack of trust, and an increase in the number of students with reduced ability to perform physical activities during playtime and physical education. The pandemic has taken a heavy toll on these students' lives. In short, many students need help restoring their social-emotional well-being and physical health. While this was true of the general student population, it was even more devastating on our vulnerable special education (SPED) students.

In the 2021-2022 school year, we launched Project Inspiration. The three-year initiative focused on advancing academic leadership, health and safety, and STEAM (Science, Technology, Engineering, Arts, and Math) education. As a result of the social-emotional well-being findings, the San Mateo-Foster City Education Foundation (SMFCedFund) is committed to continuing to serve the students of our community, with a heightened focus on our SPED students. As a foundation focused on the students in our schools, we continue to make great strides towards our goal and improve the educational outcomes for all students. Focusing on health and safety will be instrumental in ensuring our students have the tools, resources, and services they need to stay healthy, both physically and mentally. This year we want to be sure that the over 1,100 SPED students are also strategically included in ensuring their mental health needs are met. Everyone can agree that when a student's social-emotional well-being is strong, they are able to focus on learning.

We are fortunate to continue to receive support from parents, local businesses, corporations, foundations, and cities in a collaborative venture addressing equity and opportunity in our district. Through generous grants, we are funding programs that promote the social-emotional well-being of our students. Programs funded this year were identified by the School District to help restore and strengthen the student's confidence in themselves and trust in others while also emphasizing physical fitness.

(see attached document for complete response)



# CITY OF FOSTER CITY

## Nonprofit Funding Application

*(Please use additional sheets if necessary)*

### APPLICANT INFORMATION

Organization Name: San Mateo Foster City Community Education Foundation

**2b. Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding.**

We have experienced many successes that we are happy to celebrate.

Our Executive Director continues to drive our strategic vision, increase awareness of the Foundation, and secure stable financial support from strategic partners. The Executive Director continues to focus on Project Inspiration, with a specific emphasis on health and safety initiatives to fund the most pressing needs in the aftermath of the pandemic while continuing to impact excellence in our schools both now and into the future.

The SMFCedFund provided funding for stimulating and engaging exploration learning at outdoor education for over 150 children who would otherwise not have been able to attend outdoor education. Thanks to these generous donors, approximately 100 more students than in the previous year were served. The Natural Science-based camps foster independence, trust, and deeper relationships with their peers. These skills are the backbone of increasing social-emotional well-being in our young students. The Outdoor Education program dives deeply into the 5 Environmental Principles and Concepts. Environmental Principles and Concepts are one of the foundations of the Next Generation Science Standards and, at times, one of the hardest to address without the students being in a natural setting, which fosters deeper understanding. Supporting the Outdoor Education experience for our students adds a vital boost to their understanding of humanity's influence on the natural world. We are happy to report that the SMFCSD will be providing funding for all students to attend outdoor education camps next year so cost will not be a barrier to attendance.

(see attached document for complete response)

**2c. Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.**

Our support of the social and emotional well-being of the whole student impacts every aspect of not only the child's life but of those in their community. As funding for non-core subjects was cut, the SMFCedFund stepped in to keep the art, music and athletic programs in schools. We have supported the music program in the SMFCSD for over 20 years. The music program provides music education to students in Transitional Kindergarten through 5th grade. The instrumental music program in 5th grade opens the door for students to participate in the music programs in middle school and high school. It also ensures the continued existence of high school music programs.

After more than 30 years as a foundation, we are proud to not only fund art, music, and athletics but also provide funding for innovative programs such as Career and College Readiness programs (Paxton Patterson) Duplo and Spike LEGO modules, Outdoor Education, Camp Galileo, improved playground equipment and grounds and so much more. We aspire to provide funding to support a strong well-rounded education that will inspire future confidence in our young learners to become vital future leaders in our community.

The programs that we as the SMFCedFund fund impact all of the 10,500 children and families in our 21 schools across Foster City and San Mateo as well as the broader community. Our goal is to inspire our students to dream and create their best tomorrow.

**2d. How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?**

We are fortunate that the San Mateo-Foster City School District is home to 21 schools within Foster City and San Mateo. As one school district with two cities, we are in a unique position to serve a large community and provide a variety of educational choices to our community. It is estimated that over 3,000 students of the 30,000 Foster City residents attend elementary and middle school in the 21 schools that comprise the San Mateo-Foster City School District. Current enrollment in the district is over 10,500 students. Parents/Guardians of Foster City students have the option to send their children to any of the four elementary schools or one middle school in Foster City or the eleven elementary, two middle, or three Kindergarten through 8th-grade schools located in San Mateo.

We believe it is a benefit to Foster City residents to have the choice to send their children to District schools in San Mateo; including those specializing in language immersion, Montessori instruction, and STEAM/STEM education. The wide-reaching effects of a well-rounded public school education benefit not only the immediate community but also the surrounding communities. As such, the number of Foster City residents directly served by the SMFCedFund is a smaller percentage than the residents served in San Mateo but each student is equally served and the impact on the collective well-being of the residents of Foster City is substantial.



## CITY OF FOSTER CITY

### Nonprofit Funding Application

*(Please use additional sheets if necessary)*

#### APPLICANT INFORMATION

Organization Name: San Mateo Foster City Community Education Foundation

2e. Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number typically served.

The San Mateo-Foster City Education Foundation proudly serves all of the students in 21 public schools in the San Mateo-Foster City School District. Students are educated in preschool through eighth grade at fifteen elementary schools, three Kindergarten through 8th-grade schools, and three middle schools across Foster City and San Mateo. We estimate over 10,500 students, 8,500 families, and over 1,200 staff members are directly impacted by the SMFCedFund.

#### SECTION 3: ADMINISTRATIVE CAPACITY

3a. Describe the organization's experience providing the proposed project or program.

The SMFCedFund was founded over 30 years ago to address the growing disparity, inequity, and opportunity within our San Mateo-Foster City School District (SMFCSD) due in part to decreased state funding caused by the passage of Proposition 13. It has been clearly established that better-funded schools give more students pathways to success. Understanding that the schools in our district were not being equally supported financially, the SMFCedFund's goal was to secure funding so that all of the district schools had the money needed to create equal opportunity for students, regardless of where the school was located. Since then, the SMFCedFund has continued its mission to identify unmet needs within the district and close the disparity gap so all the schools in our district excel, as a district. Together with grantors and our generous community, the SMFCedFund has granted more than \$7 million to the SMFCSD to support district-wide programs such as music, art, literacy, STEM education, and after-school athletics.

The SMFCedFund continues to expand our partnerships between the SMFCSD and the local community, to address funding gaps, unmet needs. The SMFCSD continues to implement Next Generation Science Standards (NGSS) and ensure that all students (including 1,100 special education -SPED students) have access to high-quality science education to narrow the opportunity and achievement gap while navigating distance learning. The SMFCedFund commitment to ensuring all 21 district schools provide art and music programs inspires students to Dream Big. Arts education is proven to positively impact students' well-being and grade level preparedness. State funding does not always allow for all schools in our district to provide quality Arts education. However, with funding from the SMFCedFund, all District schools can make this a reality.

3b. Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.

The San Mateo-Foster City Education Foundation was founded in 1989 by a few parents and community members. We are now proud to boast that we have a board of thirteen volunteer members, two student members, four ex-officio members, six advisory board members, approximately 25 dedicated volunteers, and countless ad-hoc volunteers. There are two employees: a part-time executive director and a part-time bookkeeper/office manager. Our Board Members, annual budget, and various sources of revenue are listed below.

(see attached document for complete response)





# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: San Mateo Foster City Community Education Foundation

3c. Describe any collaboration that exists between your organization, this program and programs administered by other agencies, including financial, staffing or cross-referral, and how this may have benefitted or increased the impact of your services.

The San Mateo-Foster City Education Foundation (SMFCedFund) started an earnest collaboration with other profit and non-profit organizations at the beginning of the pandemic. It was during the crisis that many non-profit groups joined the Foster City Chamber Cares Initiative and bi-weekly Zoom meetings. Together we were able to create an extensive network to solidify partnerships that directly benefited the members of our community.

Since the inception of the SMFCedFund in 1989, our primary goal is to support educational opportunities for the students who attend the 21 schools in the San Mateo-Foster City School District (SMFCSD). With so many citizens in crisis, we became acutely aware of the growing needs of our school district students and their families but we were not sure how we were going to be able to continue to fund our mission to help them continue to get a quality education. The Chamber Cares initiative began hosting space for local businesses and non-profit organizations to gather and brainstorm approaches to the onslaught of crises facing us all. The Chamber Cares non-profit Zoom meetings became the hub for those of us seeking information and sharing resources to help our community, and avoid duplicating efforts by working together to amplify our reach. The leadership shown by the Foster City Chamber of Commerce proved to be invaluable as we worked towards the common goal of uplifting our community. Together, the non-profits became the power-house of resource information and distribution of much-needed community support.

The Chamber Cares Zoom meetings continue to focus the non-profits and facilitate partnerships, collaboration, and friendships beyond our imagination. The joint efforts with Samaritan House, Foster City Rotary Club, Foster City Village, and the City of Foster City helped address food and home insecurity for local families. The alliances with Peninsula Special Interest Lions Club, CalWater, Gilead Sciences, and Foster City Council provided health and safety resources, including masks, HEPA filters, and Thermal Scanners to students and staff. Thrive Alliance, CuriOdyssey, Homework Central Foster City Village, SAMCEDA, Baer Island Cyber Lions Club, and others all worked together to extend our collective reach in the community. The teamwork with our parent community, the City of Foster City, the City of San Mateo, Gilead Sciences, Woodlawn Foundation, Adobe, Bohannon Foundation, First Republic, The Golden State Warriors, and so many more companies that matched donations allowed us to provide educational equity through the funding of athletics, art, music, STEM programs and staff, outdoor education, and experiential learning. We recognize that Covid has forever changed the way community partners (businesses, non-profits, City Councils, Chambers, etc.) engage to maximize the impact of time and money in service to the people of our community.

(see attached document for complete response)

### SECTION 4: REQUIRED ATTACHMENTS

- 4a. Proof of nonprofit status (501(c)(3) or equivalent)  
4b. Copy of latest organization's annual report (if possible)

### RETURN ONE COPY OF COMPLETED FORMS TO:

#### Mail

City of Foster City  
Attention: City Manager Department  
610 Foster City Boulevard  
Foster City, CA 94404

#### Email

[nonprofitfunding@fostercity.org](mailto:nonprofitfunding@fostercity.org)

### SIGNATURE

Signature of Applicant:

*Sonja Tappan*

Date:

07/10/2023

Printed Name:  
Sonja Tappan

Title:  
Executive Director

**San Mateo Foster City Community Education Foundation  
FY 2023-2024 Nonprofit Funding Application**

**2a**

**Describe the goals of the program for which you are requesting funding and how the funds would be used.**

In March 2020 the San Mateo Foster City School District (SMFCSD) schools moved to distance learning as we kept our students safe at home during the height of the pandemic. This helped keep the COVID-19 virus from spreading in our school communities, however, we did not realize the hidden dangers looming in the background. We are now experiencing the effects of the isolation as the students are back in the classroom. Distance learning and being sequestered in their homes kept them safe from the virus but the effects of being isolated from their teachers and peers was devastating. Educators, counselors, and parents/guardians are reporting record numbers of students showing signs of stress, irritability, anxiety, reduced ability to resolve conflicts amongst peers, lack of trust, and an increase in the number of students with reduced ability to perform physical activities during playtime and physical education. The pandemic has taken a heavy toll on these students' lives. In short, many students need help restoring their social-emotional well-being and physical health. While this was true of the general student population, it was even more devastating on our vulnerable special education (SPED) students.

In the 2021-2022 school year, we launched Project Inspiration. The three-year initiative focused on advancing academic leadership, health and safety, and STEAM (Science, Technology, Engineering, Arts, and Math) education. As a result of the social-emotional well-being findings, the San Mateo-Foster City Education Foundation (SMFCedFund) is committed to continuing to serve the students of our community, with a heightened focus on our SPED students. As a SMFCedFund focused on the students in our schools, we continue to make great strides towards our goal and improve the educational outcomes for all students. Focusing on health and safety will be instrumental in ensuring our students have the tools, resources, and services they need to stay healthy, both physically and mentally. This year we want to be sure that the over 1,100 SPED students are also strategically included in ensuring their mental health needs are met. Everyone can agree that when a student's social-emotional well-being is strong, they are able to focus on learning.

We are fortunate to continue to receive support from parents, local businesses, corporations, foundations, and cities in a collaborative venture addressing equity and opportunity in our district. Through generous grants, we are funding programs that promote the social-emotional well-being of our students. Programs funded this year were identified by the School District to help restore and strengthen the student's confidence in themselves and trust in others while also emphasizing physical fitness.

This school year we funded Smiles - Animal Assisted Happiness field trips enrichment programs that provide interactions with farm animals for the special education students (SPED). This enrichment opportunity provided a hands-on multi sensory experience the students will never forget. Over 150 students participated in the three field trips from 8 district schools. These field trips provided the students an opportunity to engage with the animals and with students from other schools. For some students, this is a rare opportunity. We would like to continue to fund this program in 2023-2024 based on the positive feedback we received from the students and educators. Our students in the SPED programs need additional funding and support that is tailored to their needs and the Smiles program at Animal Assisted Happiness was a perfect match.

All students in the SMFCSD were provided new and improved sports and playground equipment in 2022-2023 that encourages students to work together and engage in social interactions and physical play. A very generous grant from Measure K funds was used to purchase pickleball equipment, playground stencils, and new balls and free play equipment for all students. We look forward to purchasing more

**San Mateo Foster City Community Education Foundation  
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equipment with the remainder of the funds in the 2023-2024 school year. We would like to continue to fund this program in 2023-2024 based on the positive feedback of the students and educators.

Other generous grants have enabled the SMFCedFund to continue to fund music, arts education, and athletics. As you might imagine many students find stress relief and individual expression and pride in their accomplishments through tactile, visual, and musical arts as well as sports. Our students deserve to grow in a nurturing environment that focuses on their well-being. I am happy to report that the SMFCSD will ensure every child receives art instruction as part of the curriculum in part by the passing of prop 28. SMFCedFund support is needed now more than ever to ensure all the students in our district have access to quality enrichment opportunities and wellness programs. We continue to be at the forefront of ensuring our students not only have the resources they need now but also those they will need in the future.

Through this grant, we invite the City of Foster City to continue to be our strategic partner, champion our vision, and continue to help fund our initiative that is already proving to provide significant support for our school district. The SMFCedFund is proud to be in direct alignment with Foster City's mission of ensuring the long-term financial stability of the City and providing services that enhance the current and future quality of life for those who live, work and play in Foster City. Our students are the key to a successful future community. As evident from the past projects we supported, money granted to the SMFCedFund has maximum impact on our students. We can not continue to fund these programs without your support.

**2b**

**Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding**

We have experienced many successes that we are happy to celebrate.

Our Executive Director continues to drive our strategic vision, increase awareness of the Foundation, and secure stable financial support from strategic partners. The Executive Director continues to focus on Project Inspiration, with a specific emphasis on health and safety initiatives to fund the most pressing needs in the aftermath of the pandemic while continuing to impact excellence in our schools both now and into the future.

The SMFCedFund provided funding for stimulating and engaging exploration learning at outdoor education for over 150 children who would otherwise not have been able to attend outdoor education. Thanks to these generous donors, approximately 100 more students than in the previous year were served. The Natural Science-based camps foster independence, trust, and deeper relationships with their peers. These skills are the backbone of increasing social-emotional well-being in our young students. The Outdoor Education program dives deeply into the 5 Environmental Principles and Concepts. Environmental Principles and Concepts are one of the foundations of the Next Generation Science Standards and, at times, one of the hardest to address without the students being in a natural setting, which fosters deeper understanding. Supporting the Outdoor Education experience for our students adds a vital boost to their understanding of humanity's influence on the natural world. We are happy to report that the SMFCSD will be providing funding for all students to attend outdoor education camps next year so cost will not be a barrier to attendance.

In the area of academic leadership and health and safety, the first students were able to experience LEGO and Paxton Patterson modules first hand. These innovative instructional modules were identified



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and will be led by Science Teacher on Special Assignment (ToSA) (funded by a multi year grant in 2021) as an innovative way to facilitate learning and reinforce concepts taught in the classroom. Our students experienced the modules in 2022-2023 for the first time and educators were impressed by the improved logic and reasoning of their students after LEGO play experiences. Many of our over 3,000 low-income students used LEGO materials for the first time and learned through exploration in a non verbal dependent learning module. All students collaborated with their peers on more complicated projects as they worked to solve more complex modules. Students expressed ownership of their work and improved confidence in themselves and strengthened their collaboration with others through creative thinking and problem-solving. Through play-based learning, these students build healthier social-emotional relationships which promote their well-being.

Our students in the Middle Schools participated in Career and College Readiness (Paxton/Patterson) modules that promoted a state-of-the-art approach to engineering education and 21st-century skills such as self-direction, initiative, and problem-solving within the classroom. Students demonstrated a deeper understanding of how the subjects they are learning in the classroom can be integrated into their lives and possible future careers. Educators integrate math, science, and engineering into their core academic subjects and incorporate work-based projects into their courses. Through these modules our students were engaged to align their interests with their aptitude after working through the several modules available to promote college and career readiness. Modules such as phlebotomy and forensics were extremely popular electives. These student-centered hands-on modules allowed students to explore the subjects and stretch the boundaries of what is possible for them to achieve. These programs allowed students to build confidence in their ability to perform meaningful work and work collaboratively with others and aided in the preparation of viable careers of today and future careers of tomorrow. It is said that when you know where you are going, the road is clear. Through these modules, students are gaining the confidence they need to continue to be lifelong learners. It is this confidence that will fuel their social-emotional well-being as they work closely and find common ground with their peers.

All 10,500 students were provided access to new and improved sports and playground equipment in 2022-2023 that encourage students to work together and engage in social interactions and physical play. A very generous grant from Measure K funds was used to purchase exciting new equipment such as pickleball equipment, playground stencils, and new balls and free play equipment for all students. We look forward to purchasing more equipment with the remainder of the funds in the 2023-2024 school year. We would like to continue to fund this program in 2023-2024 based on the positive feedback of the students and educators.

This year we are proud to continue our partnership with Camp Galileo. We were able to provide approximately 40 student scholarships to the science-based camp. Science based camps that are made accessible to a wider variety of students allows for a more diverse set of views and experiences to take part in problem solving and exploration. We are proud to continue to expand our resources and provide additional experience for all students.

In the area of arts, generous donations from our community ensured that our students were able to continue to enjoy the gift of music this school year. Investing in our music program ensures that our students may continue their pursuit of music education and the academic and developmental benefits of studying music. Those students that choose to play a musical instrument in high school are well prepared for the rigors of the high school program. The outstanding middle school music performances are a testament to their dedication to their craft.

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Through donations and fundraisers such as the Gala and Readathon we are able to provide generous grants to each school to use for art programs, such as drama and field trips to museums and needed classroom supplies. While each school has different needs, all students benefit from the additional funding for the art programs in their schools. We are proud to support the school's individuality and specific needs to foster the health and well-being of the students in their care.

We are very proud of the impact we have made on the students and community at large. Great schools are the foundation of a thriving and healthy community such as Foster City and we want to continue to ensure that we maximize our efforts, impact and resources to ensure our public schools exceed the expectations and needs of our communities to foster the growth of well rounded students.

**2c**

**Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.**

Our support of the social and emotional well-being of the whole student impacts every aspect of not only the child's life but of those in their community. As funding for non-core subjects was cut, the SMFCedFund stepped in to keep the art, music and athletic programs in schools. We have supported the music program in the SMFCSD for over 20 years. The music program provides music education to students in Transitional Kindergarten through 5th grade. The instrumental music program in 5th grade opens the door for students to participate in the music programs in middle school and high school. It also ensures the continued existence of high school music programs.

After more than 30 years as a foundation, we are proud to not only fund art, music, and athletics but also provide funding for innovative programs such as Career and College Readiness programs (Paxton Patterson) Duplo and Spike LEGO modules, Outdoor Education, Camp Galileo, improved playground equipment and grounds and so much more. We aspire to provide funding to support a strong well-rounded education that will inspire future confidence in our young learners to become vital future leaders in our community.

The programs that we as the SMFCedFund fund impact all of the 10,500 children and families in our 21 schools across Foster City and San Mateo as well as the broader community. Our goal is to inspire our students to dream and create their best tomorrow.

**2d**

**How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?**

We are fortunate that the San Mateo-Foster City School District is home to 21 schools within Foster City and San Mateo. As one school district with two cities, we are in a unique position to serve a large community and provide a variety of educational choices to our community. It is estimated that over 3,000 students of the 30,000 Foster City residents attend elementary and middle school in the 21 schools that comprise the San Mateo-Foster City School District. Current enrollment in the district is over 10,500 students. Parents/Guardians of Foster City students have the option to send their children to any of the four elementary schools or one middle school in Foster City or the eleven elementary, two middle, or three Kindergarten through 8th-grade schools located in San Mateo. We believe it is a benefit to Foster City residents to have the choice to send their children to District schools in San Mateo; including those specializing in language immersion, Montessori instruction, and STEAM/STEM education. The wide-reaching effects of a well-rounded public school education benefit not only the immediate community

**San Mateo Foster City Community Education Foundation  
FY 2023-2024 Nonprofit Funding Application**

but also the surrounding communities. As such, the number of Foster City residents directly served by the SMFCedFund is a smaller percentage than the residents served in San Mateo but each student is equally served and the impact on the collective well-being of the residents of Foster City is substantial.

2e

**Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number, typically served.**

The San Mateo-Foster City Education Foundation proudly serves all of the students in 21 public schools in the San Mateo-Foster City School District. Students are educated in preschool through eighth grade at fifteen elementary schools, three Kindergarten through 8th-grade schools, and three middle schools across Foster City and San Mateo. We estimate over 10,500 students, 8,500 families, and over 1,200 staff members are directly impacted by the SMFCedFund.

3a

**Describe the organization's experience providing the proposed project or program.**

The SMFCedFund was founded over 30 years ago to address the growing disparity, inequity, and opportunity within our San Mateo-Foster City School District (SMFCSD) due in part to decreased state funding caused by the passage of Proposition 13. It has been clearly established that better-funded schools give more students pathways to success. Understanding that the schools in our district were not being equally supported financially, the SMFCedFund's goal was to secure funding so that all of the district schools had the money needed to create equal opportunity for students, regardless of where the school was located. Since then, the SMFCedFund has continued its mission to identify unmet needs within the district and close the disparity gap so all the schools in our district excel, as a district. Together with grantors and our generous community, the SMFCedFund has granted more than \$7 million to the SMFCSD to support district-wide programs such as music, art, literacy, STEM education, and after-school athletics.

The SMFCedFund continues to expand our partnerships between the SMFCSD and the local community, to address funding gaps, unmet needs. The SMFCSD continues to implement Next Generation Science Standards (NGSS) and ensure that all students (including 1,100 special education -SPED students) have access to high-quality science education to narrow the opportunity and achievement gap while navigating distance learning. The SMFCedFund commitment to ensuring all 21 district schools provide art and music programs inspires students to Dream Big. Arts education is proven to positively impact students' well-being and grade level preparedness. State funding does not always allow for all schools in our district to provide quality Arts education. However, with funding from the SMFCedFund, all District schools can make this a reality.

3b

**Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.**

The San Mateo-Foster City Education Foundation was founded in 1989 by a few parents and community members. We are now proud to boast that we have a board of thirteen volunteer members, two student members, four ex-officio members, six advisory board members, approximately 25 dedicated volunteers, and countless ad-hoc volunteers. There are two employees: a part-time executive director and a part-time bookkeeper/office manager. Our Board Members, annual budget, and various sources of revenue are listed below.



**San Mateo Foster City Community Education Foundation  
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**Corporate Officers**

<b>Names:</b>	<b>Titles</b>	<b>Names:</b>	<b>Titles</b>
Jenel Lim	President	Colleen Sullivan	Director
Christina Ogburn-Chow	Vice President	Nancy Bui	Director
Trey Bair	Treasurer	Christian Rubalcaba	Director
Connie Chang	Secretary	Elizabeth Colglazier	Director
Annie Tsai	Director	Katherine Junus	Director
Niccolina Mangroo	Director	Sajitha Vinod	Director
Marianne Wallace	Director	Zach Thorpe and Desmond Hua	Student Rep

**Total Organization Budget: \$533,310.**

<b><u>Sources</u></b>	<b><u>Amount</u></b>
Athletics	\$125,000
Annual Donation Drive/Readathon	\$120,000
Gala	\$104,068
Measure K Funds Grant	\$ 68,870
Gilead ToSA Grant	\$ 64,077
Woodlawn Foundation	\$ 25,000
Foster City Non-Profit Grant	\$ 6,000
First Republic Bank	\$ 5,000
California Water Service	\$ 2,000
Other	\$ 13,295
<b>Total Income</b>	<b>\$ 533,310</b>

**3c**

**Describe any collaboration that exists between your organization, this program, and programs administered by other agencies, including financial, staffing, or cross-referral, and how this may have benefitted or increased the impact of your services.**

The San Mateo-Foster City Education Foundation (SMFCedFund) started an earnest collaboration with other profit and non-profit organizations at the beginning of the pandemic. It was during the crisis that many non-profit groups joined the Foster City Chamber Cares Initiative and bi-weekly Zoom meetings. Together we were able to create an extensive network to solidify partnerships that directly benefitted the members of our community.

Since the inception of the SMFCedFund in 1989, our primary goal is to support educational opportunities for the students who attend the 21 schools in the San Mateo-Foster City School District (SMFCSD). With so many citizens in crisis, we became acutely aware of the growing needs of our school district students and their families but we were not sure how we were going to be able to continue to fund our mission to help them continue to get a quality education. The Chamber Cares initiative began hosting space for local businesses and non-profit organizations to gather and brainstorm approaches to the onslaught of crises facing us all. The Chamber Cares non-profit Zoom meetings became the hub for those of us seeking information and sharing resources to help our community, and avoid duplicating efforts by working together to amplify our reach. The leadership shown by the Foster City Chamber of Commerce proved to be invaluable as we worked towards the common goal of uplifting our community. Together, the non-profits became the power-house of resource information and distribution of much-needed community support.

**San Mateo Foster City Community Education Foundation**  
**FY 2023-2024 Nonprofit Funding Application**

The Chamber Cares Zoom meetings continue to focus the non-profits and facilitate partnerships, collaboration, and friendships beyond our imagination. The joint efforts with Samaritan House, Foster City Rotary Club, Foster City Village, and the City of Foster City helped address food and home insecurity for local families. The alliances with Peninsula Special Interest Lions Club, CalWater, Gilead Sciences, and Foster City Council provided health and safety resources. Thrive Alliance, CuriOdyssey, Homework Central Foster City Village, SAMCEDA, Baer Island Cyber Lions Club, and others all worked together to extend our collective reach in the community. The teamwork with our parent community, the City of Foster City, the City of San Mateo, Gilead Sciences, Woodlawn Foundation, Adobe, Bohannon Foundation, First Republic, The Golden State Warriors, and so many more companies that matched donations allowed us to provide educational equity through the funding of athletics, art, music, STEM programs and staff, outdoor education, and experiential learning. We recognize that community partners all win when we (businesses, non-profits, City Councils, Chambers, etc.) engage to maximize the impact of time and money in service to the people of our community.

At the core of our efforts is a strong relationship with SMFCSD administration, educators, staff and community members. We fund people, programs, materials, and support based on in-depth discussions with these stakeholders about the needs of the SMFCSD students. We are proud that our work is based on collaboration. Together we inspire students to Dream Big and build a stronger community. Please join us and Dream Big with our students!



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248667579  
Apr. 06, 2012 LTR 4168C E0  
94-3110731 000000 00

00020017

BODC: TE

SAN MATEO-FOSTER CITY COMMUNITY  
EDUCATION FOUNDATION  
1170 CHESS DR  
FOSTER CITY CA 94404-1107

019847

Employer Identification Number: 94-3110731  
Person to Contact: Mr Gerding  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 28, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in May 1990.

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

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

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





## CITY OF FOSTER CITY

### FY 2023-2024 Nonprofit Funding Application

#### PROGRAM OVERVIEW

City Council has set aside funds to support local nonprofit agencies that operate programs and services that benefit the Foster City community and that the City would otherwise be unable to provide. Funding levels are determined annually by the City Council. The total funding made available may vary and traditionally has been funded by the General Fund.

#### NONPROFIT FUNDING PROCESS SCHEDULE

June 9, 2023	The nonprofit funding application period opens.
July 10, 2023	All requests for funding are due from nonprofit agencies no later than 5:00 PM.
July 17, 2023 to August 21, 2023	Nonprofit representatives Applicants are invited to appear during the Public Comment period at ANY Regular City Council meeting between Monday, July 17, and Monday, August 21, 2023. Applicants will be given three minutes to briefly overview their organization and how nonprofit funding would benefit the Foster City Community.
TBD	City Council determines funding levels by agency.
TBD	Awarded nonprofits to submit invoice to City requesting disbursement.

#### PROGRAM ELIGIBILITY

- Organization must be incorporated as a nonprofit organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- An unincorporated organization may apply through a fiscal sponsor, provided that the fiscal sponsor is a 501(c)(3) organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- The applicant agency understands funding disbursement may only occur after an invoice and W-9 documentation is submitted to the City.
- The applicant agency agrees that an annual report/presentation will be provided to the City Council and shall indicate the number of services provided and Foster City residents served by the organization during the reporting period. The report will include measurable contract outcomes, successes, and challenges.
- Organizations must comply with all appropriate requirements on the use of public funds, particularly prohibiting funds from being used for personal benefit or lending of funds to a private entity.
- Agencies are required to apply for funding each year. Funding for any given year does not guarantee funding for succeeding years.



# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: StarVista

Organization Address: 610 Elm Street, Suite 212 San Carlos CA 94070

Contact Name: Manuel Benitez

Contact Email: grants@star-vista.org

Contact Phone: 650-465-2149

Amount Requested: 5,000

### SECTION 1: IDENTIFICATION/ANALYSIS OF LOCAL NEEDS

1a. Describe the problem or need area being addressed including any formal study that has been done of the local and regional need for the service, program, or project.

StarVista has seen an increased demand for crisis services amidst rising costs of living in the Bay Area and continued stressors caused by the pandemic. San Mateo County recently shared a press release stating that clinicians and health care programs have reported substantial increases in youth and young adults with significant mental health issues, including a 100% increase in youth being referred to behavioral health clinicians, keeping San Mateo County as the county with the highest rate of youth hospitalized due to self-inflicted injuries in all of California. Adult referrals increased by 51%, and other harmful trends (substance use, domestic violence, and overdoses) have also increased drastically throughout the pandemic.

StarVista's Crisis Intervention and Suicide Prevention Center (CISPC) program provides a range of crisis intervention, suicide prevention and supportive services across San Mateo County and is the only program in the County that specializes in 24-hour, year-round suicide intervention. Services are designed around accessibility and inclusivity to capture all populations in order to further address mental health disparities within the community. CISPC remains a vital resource as existing pre-pandemic stressors have only compounded to include rising costs of living, inflation, and deepening barriers to accessing services, to name a few. StarVista's CISPC continues to rise to meet these increasing challenges by expanding its services to meet the evolving needs of our community.

### SECTION 2: PROGRAM DESCRIPTION

2a. Describe the goals of the program for which you are requesting funding and how the funds would be used.

The goals of the Crisis Intervention and Suicide Prevention Center (CISPC) center on providing critical resources to help people who are struggling with feelings of depression and suicide, or simply need someone to talk to about problems they are facing; reducing stigma surrounding suicide and discussions of the subject; and improving access to care through community knowledge. To reach these goals, the CISPC team will work towards the following objectives:

- 90% of presentation participants will understand that most people who complete suicide do not really want to die, but instead end suffering.
- 90% of presentation participants will know that it is OK to ask someone if they are thinking about suicide.
- 100% of crisis center callers will receive service linkages and referrals to service providers as appropriate.
- 100% of presentation participants will report an increased familiarity with mental health resources in San Mateo County.
- 1,800 youth and adults throughout the county will learn how to respond and what to say to someone who is experiencing a suicidal crisis through outreach presentations.

Funding from the City of Foster City will be used to support CISPC's operations to ensure that when faced with a crisis situation, residents of Foster City are able to receive trusted support and referrals from the only 24-hour suicide prevention and crisis hotline in San Mateo County. Funding will also support educational presentations provided to Foster City students, school staff, parents and community members to learn about mental health and suicide by allowing for these presentations to continue for new generations of parents and students alike. The CISPC resource website, peer support chat room, and text line, as well as the Youth Intervention Team, are also supported through funding from the City of Foster City and are all resources aimed at supporting our county's teens.



# CITY OF FOSTER CITY

## Nonprofit Funding Application

*(Please use additional sheets if necessary)*

### APPLICANT INFORMATION

Organization Name: StarVista

**2b. Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding.**

The Crisis Intervention and Suicide Prevention Center (CISPC) remains an invaluable resource to connect community members to the services they need. CISPC has remained flexible and worked diligently to adapt to the changing needs and methods of service delivery throughout the pandemic. Accomplishments from 2022-2023 include:

- Responding to over 11,500 calls with the average length of call averaging 9-10 minutes and calls ranging from helping callers find the nearest AA meeting to talking callers down from a suicide attempt
- Providing 67 one-on-one chat sessions for youth by trained youth peer counselors supervised by an adult supervisor
- Receiving nearly 12,000 page views on our teen website, [sanmateocrisis.org](http://sanmateocrisis.org)
- Reaching nearly 1,100 students, school personnel and community members with suicide awareness presentations
- Meeting over 125 brief crisis intervention requests via our Youth SOS program

As the rates of individuals experiencing mental health challenges in San Mateo County continue to rise, youth mental health challenges have been on a rapid incline, and we have been deepening our focus on addressing those youth needs. CISPC recently expanded the Teen Crisis Services (TCS) hours to meet the rising mental health needs of our youth and provide support from the youth perspective around many challenges youth may face, be they peer conflict, relationship issues, mental health challenges, and crisis intervention.

This service has grown from its humble chatroom roots, becoming a one-to-one text-based crisis intervention service offered over two platforms: text and online chat. TCS is supported by highly trained youth volunteers aged 16-21 and is overseen by CISPC staff.

**2c. Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.**

CISPC's services remain an invaluable resource to help reduce stigma and increase access to mental health care for the City of Foster City and its residents. CISPC's relationship with the San Mateo Unified School District benefits Foster City students beyond mental health awareness by establishing a network of safety services and resources that address the root causes of many students' struggles, including support for LGBTQ+ students, addressing of student stressors so that learning engagement is prioritized, and a reduction of community violence and grief as mental health challenges are addressed and destigmatized.

Services provided by CISPC are free, offered in multiple languages, and accessible remotely to anyone with access to a telephone or computer. Given the many barriers that individuals may face in accessing mental health services (e.g., shortages in staff, language or transportation barriers, ineligibility due to factors like insurance or documentation status, etc), resources like CISPC are key to ensuring individuals can access the care they need to mitigate risk factors, address their life challenges, and build healthy futures. Last year, 100% of crisis callers received service linkages and referrals as appropriate, 90% of presentation participants reported increased familiarity with mental health resources in San Mateo County and 92% of presentation participants understood that it is OK to ask someone if they are thinking about suicide. CISPC continues to expand its reach and receives ongoing positive feedback and gratitude from clients and community members speaking to the significance and need for these services.

**2d. How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?**

In the last year, of the total calls received, less than 5% of calls were estimated to be from Foster City youth and adult residents. This estimate is based on the percentage of callers who chose to disclose that they resided in Foster City. However, because the crisis hotlines are an anonymous service and disclosing location is optional, the actual number of Foster City residents reached is likely higher.

In addition to helping Foster City residents through the Crisis Line, CISPC is also involved with educating students who are Foster City residents. Although CISPC had two position vacancies between July and December 2022, CISPC staff was still able to conduct presentations for San Mateo Unified School District students, totaling 13 presentations in that district and serving a total of 397 students. CISPC staff also hosted community presentations including "Suicide Prevention" and "Overview of Crisis Services and Introduction to 988" at various committees, including CASA, the Adult Recovery Committee, and San Mateo County PD, all of which also serve Foster City residents.





## **CITY OF FOSTER CITY**

### **Nonprofit Funding Application**

*(Please use additional sheets if necessary)*

#### **APPLICANT INFORMATION**

Organization Name: StarVista

2e. Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number typically served.

Yes, StarVista serves individuals across San Mateo County. Annually, our services reach approximately 40,000 people.

StarVista's Crisis Intervention and Suicide Prevention program serves individuals across San Mateo County and beyond. CISPC serves approximately 17,000 people each year.

#### **SECTION 3: ADMINISTRATIVE CAPACITY**

3a. Describe the organization's experience providing the proposed project or program.

Since 1966, CISPC staff have answered hundreds of thousands of calls and made countless life-saving rescues. CISPC's overarching goal is to provide a critical resource to help people who are experiencing feelings of depression, suicide, or are simply in need of someone to talk to about problems they're facing. Our objective is to intervene when any person is experiencing crisis and/or suicidal ideation by connecting them to the resources they need to resolve the crisis. All services are free, easily accessible, and available to all residents of the County regardless of age, gender, income, ethnicity, or language. Now in its 57th year, CISPC continues to provide and expand its services throughout San Mateo County.

3b. Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.

CISPC is staffed by 13 full-time employees, 15 part-time employees in our Teen Crisis Services (TCS), Hotline, and Youth SOS department, and numerous part-time/hourly trained adult and teen volunteers who provide immediate emergency telephone counseling, support through the online teen webchat and teen text service as well as mobile crisis response. StarVista's total annual budget for this fiscal year is \$17,594,000. Sources of revenue include government and school contracts, foundation and government grants, and donations and fundraising.



## CITY OF FOSTER CITY

### Nonprofit Funding Application

(Please use additional sheets if necessary)

#### APPLICANT INFORMATION

Organization Name: StarVista

3c. Describe any collaboration that exists between your organization, this program and programs administered by other agencies, including financial, staffing or cross-referral, and how this may have benefitted or increased the impact of your services.

In close collaboration with our partners, we offer and facilitate an array of strength-based services for youth and families throughout every city in the county. As the only 24-hour suicide prevention hotline in San Mateo County (SMC), all County law enforcement agencies contact CISPC when responding to calls related to suicide. Our direct access to SMC's Behavioral Health and Recovery Services (BHRS) provides a critical, and often lifesaving, bridge for law enforcement, as CISPC and the BHRS team collaborate with law enforcement and community providers in the county-wide crisis collaborative. CISPC's Assistant Director was the co-chair of the SMC Suicide Prevention Committee over the last year, and the committee worked closely to review and provide oversight and adequate implementation of the County's Suicide Prevention Strategic Plan. This plan includes suicide prevention training and cohesive messaging regarding suicide prevention in the county. The committee is a partnership with BHRS and includes members of the office of education, faith communities, and individuals impacted by suicide. Over the past year, the group collaborated on collecting and providing information on suicide rates and how it impacts various communities based on race, age, and gender. CISPC also continues to work closely with Bay Area Suicide and Crisis Intervention Alliance, bringing to SMC best practices, cross-county collaboration, advocacy, and training. CISPC also continues its strong collaboration with schools with an eye toward reaching the maximum number of students and staff.

#### SECTION 4: REQUIRED ATTACHMENTS

- 4a. Proof of nonprofit status (501(c)(3) or equivalent)  
4b. Copy of latest organization's annual report (if possible)

#### RETURN ONE COPY OF COMPLETED FORMS TO:

##### Mail

City of Foster City  
Attention: City Manager Department  
610 Foster City Boulevard  
Foster City, CA 94404

##### Email

[nonprofitfunding@fostercity.org](mailto:nonprofitfunding@fostercity.org)

#### SIGNATURE

Signature of Applicant:

*Sara Mitchell*

Date:

6/13/23

Printed Name:

Sara Larios Mitchell, PhD, MACP

Title:

Chief Executive Officer



**IRS** Department of the Treasury  
Internal Revenue Service

P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077552417  
June 29, 2011 LTR 4168C 0  
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00040559

BODC: TE

STARVISTA  
610 ELM ST STE 212  
SAN CARLOS CA 94070-3070



07311

Employer Identification Number: 94-3094966  
Person to Contact: Dee Anna Jarmon  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your May 24, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in October 1993.

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

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

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



4077552417  
June 29, 2011 LTR 4168C 0  
94-3094966 000000 00  
00040560

STARVISTA  
610 ELM ST STE 212  
SAN CARLOS CA 94070-3070

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

Sincerely yours,

A handwritten signature in cursive script that reads "Cindy Thomas".

Cindy Thomas  
Manager, EO Determinations



# 55 YEARS OF CHANGING LIVES

2020-2021  
Annual Report





## Celebrating 55 years of empowering individuals, inspiring hope, and strengthening communities in San Mateo County.

**We all experience life's challenges. Without the resources to cope, struggles can become catastrophic.**

That's where StarVista can help. For more than 55 years, we've been empowering people of every age and life stage in San Mateo County with innovative, proven programs that enable prevention, change, and perseverance.

We help tens of thousands of people in our community each year through nearly 30 counseling, crisis prevention, youth housing, and outreach programs. We believe that everyone has the power to change their life.

### **OUR MISSION**

We deliver high-impact services through counseling, skill development, and crisis prevention to children, youth, adults, and families to help all ages and stages through life's challenges.

### **OUR VISION**

All children, youth, and adults receive quality services to support them in reaching their potential.

### **OUR CORE VALUES**

We utilize a strength-based, holistic approach guided by respect, passion, partnerships, accountability, innovation, and integrity.



## BOARD OF DIRECTORS

### **KEN PESSO, BOARD CHAIR\***

Retired Assistant Chief,  
Probation Officer

### **ALINA LLOYD, VICE CHAIR\***

Private Wealth Advisor,  
Merrill Private Wealth Management

### **ALISON PROCTOR, TREASURER**

Partner, Seiler LLP

### **JENEÉ LITRELL, SECRETARY**

Associate Superintendent,  
Student Services, San Mateo County  
Office of Education

### **CHIEF ED BARBERINI\***

San Bruno Police Department

### **SHERIFF CARLOS BOLANOS\***

San Mateo County Sheriff's Office

### **STEPHAN MARSHALL**

Realtor

### **NANCY MINNIG\***

Personal/Executive Assistant with a  
private investor

### **FRED SHEN\***

Global Marketing Director  
Abbott Vascular

### **STEVE SHRAY\***

Consultant

### **DOUGLAS STEWART**

SVP/Commercial Team Leader  
Heritage Bank of Commerce

### **ERIC WOLLMAN\***

Retired Chief, Burlingame Police  
Department

### **HOWARD YANG\***

Director, Google Ads

### **ERICK YOUNG**

Engineering Program Manager,  
Apple

### **\*STARVISTA VISIONARY**

Learn more:

[www.star-vista.org/visionaries](http://www.star-vista.org/visionaries)

## LETTER FROM THE CHIEF EXECUTIVE OFFICER



**Sara Larios Mitchell, Ph.D. (she/her)**  
Chief Executive Officer

**We did it!** Together, we celebrated our 55th year of service in San Mateo County and another historic year for StarVista.

Since our inception in 1966, we've been addressing inequities through innovative practices by developing, adapting, and expanding our services to meet emerging needs. Charlotte Ross, our founder and suicide prevention pioneer, established StarVista's Crisis Intervention and Suicide Prevention Center in response to the rising youth suicide crisis in San Mateo County. Charlotte brought life-changing emergency assistance to those who were not in a medical crisis and the establishment of StarVista's 24/7 Crisis Hotline (the third crisis line in California history).

Today, we are proud to be the largest multi-service agency in the county, offering 30 counseling, crisis prevention, youth housing, and outreach programs. **This would not have been possible without you, our incredible supporters, whose commitment to our mission and compassion for our clients fuel our agency's growth.**

As we continue to navigate the COVID-19 pandemic, we lead with

client and staff safety as our priority. This includes operating most of our programs using a hybrid model and keeping our 24/7 facilities, including our First Chance and Daybreak programs, operational following county COVID-19 safety protocols and procedures.

In October 2020, we held our inaugural fundraising event, Changing Lives. This event celebrated our agency's impact, clients' successes, and the StarVista community. I am inspired by how our team created an immersive, virtual experience that offered viewers an intimate look into our agency and programs. We also welcomed 22 StarVista Visionaries; our new community of supporters that help ensure the sustainability of our essential services.

In 2021, our San Mateo County Pride Center program launched the first LGBTQ COVID Impact Study Report in California in March with the goal of identifying the inequities that exist for LGBTQ individuals during this pandemic. We also launched our first-ever Mental Health Matters Campaign in May to bring awareness to our essential mental health services, including our 24/7 Crisis Hotline, which has seen a 25% increase in calls since 2020.

**Together, we are changing the lives of children, youth, adults, and families every day in our community.** The future of StarVista is bright, and I am incredibly proud to be part of an agency that strengthens the mental health and well-being of San Mateo County.

Warm regards,

Sara Larios Mitchell, Ph.D., MACP

# Where compassion drives action.

## Dear StarVista,

This week at my church we were told to express gratitude towards someone who lightened our path.

I would like to thank the Foster Youth team, in particular our assigned case manager Carina Ramirez. Carina called to introduce her program when my family and I were witnessing the darkest days of our lives. I remember answering Carina after crying the entire day, Carina optimism for my son gave me hope. The hope I needed that day to better myself and invest more time in my son's education. Carina worked with my son every week; she was my go-to person when I had questions in regard to his education. She attended every school meeting, IEP, and was my advocate for district meetings. I saw a boy at home who was unmotivated academically improve his grades and enjoy attending school.

Not only did Carina help my son improve his classroom behavior and grades, the StarVista team was able to sponsor my son on a trip I would never be able to afford. For my son it meant the world to finally be able to join his classmates on an outdoor overnight trip, and Warriors summer camp. As a mother, it's extremely hard to tell your child that they can't attend camps, or school trips due to funds, so I thank StarVista for making my son feel included in these activities.

When COVID-19 came around, we had another unmotivated period. Carina coached both my son and I on how to stay up with technology. We didn't have a laptop, my son was worried he would fall behind due to it, but Carina was up for the task and had a laptop for him within hours (YES! hours, she told me the demand was high and it would take a few months but called me a few hours later saying she had secured a laptop for us). She spent numerous hours coaching my son on Zoom, and even did tutoring since we didn't have a tutor after the pandemic.

It was bittersweet when our case closed, I am happy to be free from all the demands I had with an open county case, but my son and I feel that we are losing a part of our story. Carina was an angel sent from up above, I pray that she can lighten many families with her optimism and knowledge. I also pray that one day I can repay with a donation to StarVista, in the meantime, I will pray for this agency to continue to help families like mine. I pray that StarVista continues to have knowledgeable and empathic staff.

I have thanked Carina many times, but today I felt in my heart I needed to express my gratitude for her life and the entire agency.

Thank you from the bottom of our hearts,

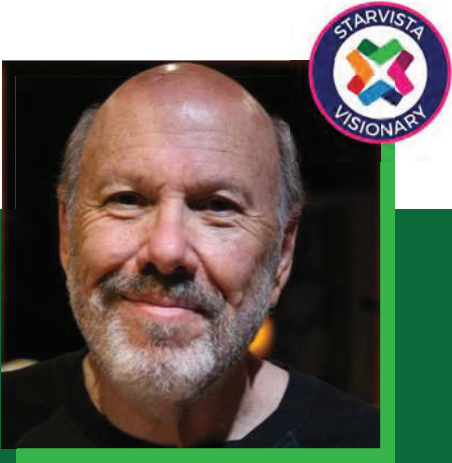
K

**Carina Ramirez (she/her)** is a trilingual case manager with StarVista's Foster Youth Education Enrichment Services Program (FYEES). FYEES provides one-on-one, strength-based, case management and coaching to San Mateo County's foster youth, from transitional kindergarten through eighth grade.

Learn more: [www.star-vista.org/fyees](http://www.star-vista.org/fyees)



# Always advancing. Continuously collaborating.



## **Ken Pessa (he/him)**

is the current Board Chair for StarVista's Board of Directors. Ken has worked with StarVista for over 30 years through San Mateo's Probation Department. He is passionate about helping individuals in the criminal justice system, and was part of the task force that developed StarVista's First Chance Sobering Station in 1991.

Learn more about the First Chance Sobering Station at [www.star-vista.org/first-chance](http://www.star-vista.org/first-chance).

**My name is Ken Pessa and I am a member of the StarVista Board of Directors.** I have been a Board Member since August 2017 and have served as the Chair of the Board since July 2020. Before serving on the Board, I worked for the San Mateo Probation Department for 33 years and retired in 2011 as the Assistant Chief Probation Officer. During my tenure with Probation, I was involved with supervising many of the court-mandated treatment programs, including StarVista programs. Reflecting on over 40 years ago, it was evident that StarVista remained one of the most reliable treatment providers our Probation Department partnered with. They were constantly striving to find effective ways to meet the treatment needs of the underserved and at-risk population. During my career in Probation, I've met many former clients who spoke about the positive impact StarVista had on their recovery.

In addition to partnering with StarVista, I was on San Mateo County's task force to create StarVista's First Chance Sobering Station, a 24-hour program that serves as an alternative to jail for persons arrested for driving under the influence or public intoxication. The work StarVista has done with First Chance has been amazing. The services exceeded all expectations when the program first started, and First Chance continues to serve an average of 1,400 individuals annually. Similar to providing stellar support at First Chance, the same positive regard can be said about the quality of services in StarVista's Domestic Violence, Substance Abuse, and Transitional Youth programs.

Lastly, in addition to being Board Chair, I am the Chair of StarVista's Digital Engagement Committee. We are tasked with promoting and engaging the community via social platforms on the excellent programs and community events offered at StarVista. I am also the Co-Chair of the Diversity, Equity, and Inclusion (DEI) Committee. This is a powerful Committee engaged in evaluating our organization's commitment to ensure employees, treatment programs, and administration are operating and accepting DEI policies in our everyday practices. Our Board Meetings are extremely engaging and informative, and I get to contribute my experience, thoughts, and ideas to the largest multi-service agency in the county. Most importantly, I get to see the positive, life-changing results the programs produce. It is an honor to be a StarVista Board Member, and I am grateful to be part of an agency dedicated to changing thousands of lives every year.



# WITH YOUR SUPPORT...

STARVISTA HAS PROVIDED SERVICES TO OVER 31,000 INDIVIDUALS IN SAN MATEO COUNTY THIS YEAR.



The Child and Family Resource Center has provided 3,600+ individual therapy sessions to children and families.



Daybreak Transitional Housing has provided housing to 20 teens for a combined total of 2,100+ nights.



The Crisis Center has answered 12,000+ calls through our 24/7 Crisis hotline.



Differential Response has provided services to 1,850+ individuals.

## THE STARVISTA COMMUNITY



3 in 5 StarVista clients are under 24 years of age



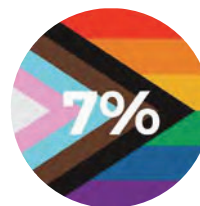
45% of StarVista clients identify as Latino/a/x



1 in 5 StarVista staff identify as having a disability or dis/ability



30% of StarVista clients are non-English speakers



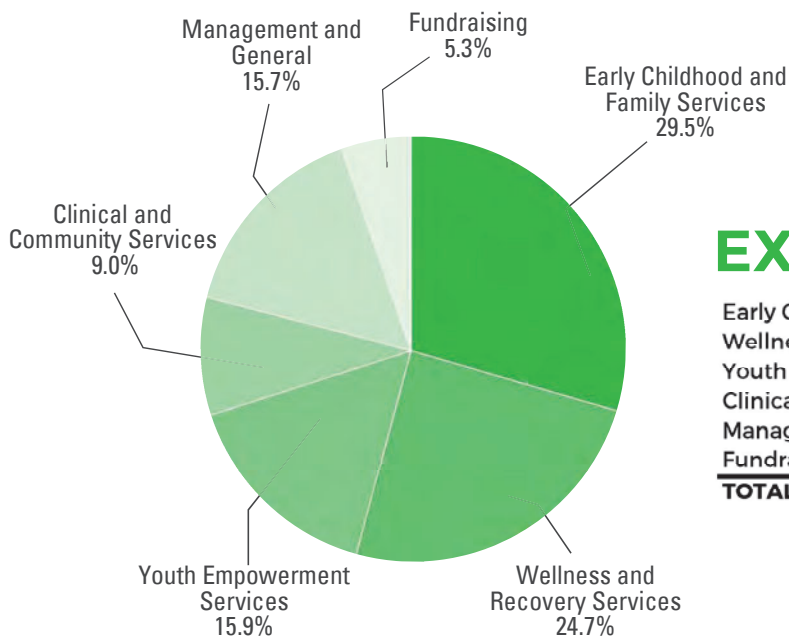
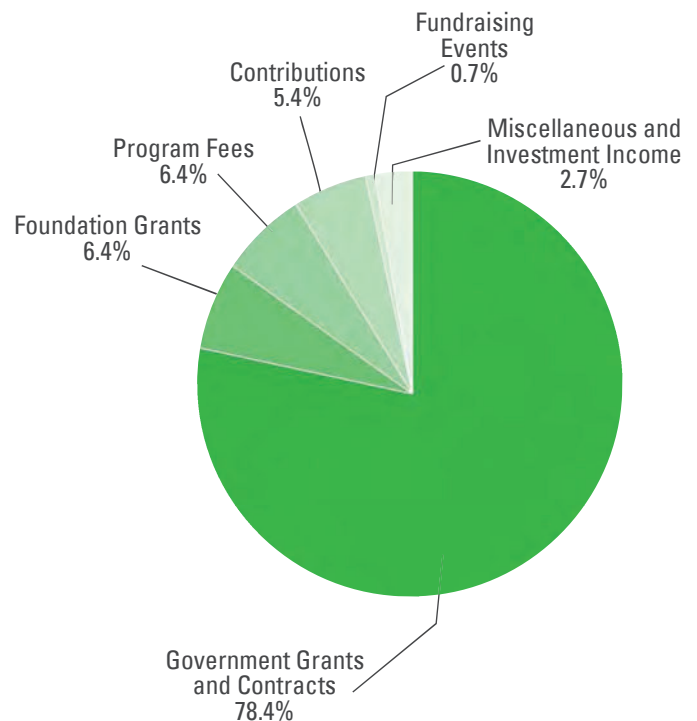
7% of StarVista clients identify with the LGBTQ+ community

# FINANCIAL SUMMARY

July 1, 2020 to June 30, 2021

## REVENUE

Government Grants and Contracts	\$ 11,901,858.00	78.4%
Foundation Grants	\$ 977,500.00	6.4%
Program Fees	\$ 970,044.00	6.4%
Contributions	\$ 820,219.00	5.4%
Fundraising Events	\$ 101,411.00	0.7%
Misc. and Investment Income	\$ 413,914.00	2.7%
<b>TOTAL</b>	<b>\$ 15,184,946.00</b>	<b>100.0%</b>



## EXPENSES

Early Childhood and Family Services	\$ 4,776,586.00	29.5%
Wellness and Recovery Services	\$ 3,990,572.00	24.7%
Youth Empowerment Services	\$ 2,567,726.00	15.9%
Clinical and Community Services	\$ 1,457,077.00	9.0%
Management and General	\$ 2,532,314.00	15.7%
Fundraising	\$ 855,643.00	5.3%
<b>TOTAL</b>	<b>\$ 16,179,918.00</b>	<b>100.0%</b>

# DONOR ROLL

## \$100,000+

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Brian Perkins  
Carol Guariglia  
Carolyn Glanville  
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Dina Overland  
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Meryl Dweck  
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Michelle Taylor  
Mike Cohen  
Monica Castillo  
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Narges Dillon  
Natalie Wales

Oneida Chi  
Pam Behbehani  
Paula Wells  
Raymond Canada  
Rebecca Burwell  
Robert Flax  
Robin Rudikoff  
Samantha Taylor  
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Sanjay Aggarwal  
Sarah Dobkin  
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Shelley Eberle  
Stacey Wagner  
Stephanie Kaufman  
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Susan Takalo  
Tracey Fecher  
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#### UP TO \$100

Amanda Brodzki  
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Amery Kessler  
Amici's East Coast Pizzeria  
Amy Austin  
Andrea Guariglia  
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Erika Gallegos Contreras  
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Jami Lieberman  
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Jennifer Pilwallis  
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Joanne Bartolomeo  
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Justin Rhodes  
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In memory of Peter Howard  
In memory of Aliya Rose Cullinane  
Kevin & Lisa Cullinane  
In memory of Priscilla Chiu  
Peter Chiu  
In memory of Mina Cuestas  
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\*Includes gifts made through Donor-Advised Funds at Benevity Community Impact Fund, Jewish Community Federation, Morgan Stanley Global Impact Fund Trust, Inc., or other entity.

Every effort was made to include all gifts made by private individuals and organizations during the July 1, 2020- June 30, 2021 fiscal year. Please accept our apologies for any omissions or errors. Please note that government contracts and grants are not included in this listing.

If you have any concerns, please contact us at 650-591-9623.



# STARVISTA PROGRAMS

- Archway
- Child and Family Resource Center
- Child and Parent Services
- Children's Place
- Community Wellness and Crisis Response Team
- Counseling Center
- Crisis Center
- Daybreak Transitional Housing
- Daybreak Rapid Re-Housing
- Differential Response
- DUI Services
- Early Childhood Community Team
- Early Childhood Mental Health Consultation
- First Chance Detox
- First Chance Sobering Station
- Foster Youth Education Enrichment Services
- Health Ambassador Program - Youth
- Healthy Homes
- Insights
- The Mindfulness Project
- North County Outreach Collaborative
- San Mateo County Pride Center
- School-Based Services
- Strengthen Our Youth
- Transitional Youth Services
- Victim Impact Awareness
- Women's Enrichment Center
- Youth Development Initiative

 = program facility







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650-579-0350

**Crisis Intervention and Suicide  
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[www.sanmateopride.org](http://www.sanmateopride.org)

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## CITY OF FOSTER CITY

### FY 2023-2024 Nonprofit Funding Application

#### PROGRAM OVERVIEW

City Council has set aside funds to support local nonprofit agencies that operate programs and services that benefit the Foster City community and that the City would otherwise be unable to provide. Funding levels are determined annually by the City Council. The total funding made available may vary and traditionally has been funded by the General Fund.

#### NONPROFIT FUNDING PROCESS SCHEDULE

June 9, 2023	The nonprofit funding application period opens.
July 10, 2023	All requests for funding are due from nonprofit agencies no later than 5:00 PM.
July 17, 2023 to August 21, 2023	Nonprofit representatives Applicants are invited to appear during the Public Comment period at ANY Regular City Council meeting between Monday, July 17, and Monday, August 21, 2023. Applicants will be given three minutes to briefly overview their organization and how nonprofit funding would benefit the Foster City Community.
TBD	City Council determines funding levels by agency.
TBD	Awarded nonprofits to submit invoice to City requesting disbursement.

#### PROGRAM ELIGIBILITY

- Organization must be incorporated as a nonprofit organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- An unincorporated organization may apply through a fiscal sponsor, provided that the fiscal sponsor is a 501(c)(3) organization or school with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- The applicant agency understands funding disbursement may only occur after an invoice and W-9 documentation is submitted to the City.
- The applicant agency agrees that an annual report/presentation will be provided to the City Council and shall indicate the number of services provided and Foster City residents served by the organization during the reporting period. The report will include measurable contract outcomes, successes, and challenges.
- Organizations must comply with all appropriate requirements on the use of public funds, particularly prohibiting funds from being used for personal benefit or lending of funds to a private entity.
- Agencies are required to apply for funding each year. Funding for any given year does not guarantee funding for succeeding years.



# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: Sustainable San Mateo County

Organization Address: 3182 Campus Drive #153, San Mateo, CA 94403

Contact Name: Terry Nagel

Contact Email: [terry@sustainablesanmateo.org](mailto:terry@sustainablesanmateo.org)

Contact Phone: 650-678-7082

Amount Requested: \$5,000

### SECTION 1: IDENTIFICATION/ANALYSIS OF LOCAL NEEDS

1a. Describe the problem or need area being addressed including any formal study that has been done of the local and regional need for the service, program, or project.

Local residents are already feeling the impacts of climate change. Due to its location, the City of Foster City is particularly vulnerable to sea level rise. Our local nonprofit, Sustainable San Mateo County, helps local cities by tracking sustainability metrics, sharing proven solutions to accelerate sustainability and celebrating sustainability champions.

One of our key programs, the Indicators Report, has been tracking key sustainability-related metrics for more than 20 years, focusing each year on a specific sustainability topic of interest to local cities, including case studies, deep research, historical context and policy recommendations. The 2022 report, which focused on building electrification, won widespread praise from planners and builders; it's located at <https://tinyurl.com/SSMCindicator2022>. Previous reports have addressed equitable housing, energy efficiency and renewable energy, as well as ways to respond to climate change. This year's report will examine the well-being of children, youth and families, including the impacts of COVID, the housing shortage, air pollution, education loss and food insecurity.

Many elected officials and nonprofit leaders have told us that they use the Indicators Reports to understand local conditions and trends, and to provide data to demonstrate the need for programs, services or policies that can help to address the issues. For example, San Mateo County's "Closing the Jobs/Housing Gap" Task Force relied on our reporting to inform its work.

In addition, we will continue to provide educational presentations to city and community groups upon request, as well as letters of support for programs whose goals align with our mission and indicators.

### SECTION 2: PROGRAM DESCRIPTION

2a. Describe the goals of the program for which you are requesting funding and how the funds would be used.

SSMC partners with local government and a wide range of community organizations to promote sustainable education, policies and practices throughout the county, including the Office of Sustainability, Peninsula Clean Energy, Thrive and C/CAG, plus its network of trusted community-based organization (CBO) partners. We have five core programs:

- Indicators Report – An in-depth study of one critical sustainability issue affecting San Mateo County
- Sustainability Dashboard – Tracks sustainability progress by local cities and the county
- Sustainability Ideas Bank – Share proven solutions for accelerating sustainability with local cities and businesses
- Sustainability Awards Celebration – Celebrates sustainability achievements by local individuals, nonprofits, government agencies, businesses and educational institutions
- Happy Hours – Interactive gatherings that bring the community together to discuss sustainability issues

We are requesting funding to support the Indicators Report, the Sustainability Dashboard and the Sustainability Ideas Bank. Our newest project, the Dashboard, is helping Foster City leaders assess the city's sustainability progress. When we met with Foster City leaders to share the first metrics in 2022, we also shared solutions from our Sustainability Ideas Bank. Among them were streetlight EV chargers, an induction cooktop loaner program and quick-build street design. Vanessa Brannon of our staff was very enthusiastic about the Ideas Bank and asked if we could send solutions on a regular basis. She said she was interested in incorporating SSMC into Foster City's public outreach involving your Sustainability Council. Information about the Indicators Report is above.

Funds will support program managers who coordinate volunteer researchers, writers, graphic designers, printing and dissemination of reports. In addition, these funds will help cover the costs of launch events for these three programs. These launch events are currently offered to all residents free of charge.





# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: Sustainable San Mateo County

**2b. Describe the accomplishments over the recent year of your organization and/or the program for which you are requesting funding.**

Some of SSMC's most noteworthy accomplishments during FY 2022-23 were:

- Unveiling our comprehensive 67-page Indicators Report on Building Electrification at a luncheon event attended by 80 people. Hosted by Genentech in November 2022, the event featured Panama Bartholomy, Director of the Building Decarbonization Coalition, as keynote speaker.
- Launching our first Sustainability Dashboard report on progress by local cities and the county on 30 sustainability metrics.
- Introducing our expanded Sustainability Ideas Bank, with nearly 80 proven solutions, in June 2023.
- Presenting four Sustainability Awards, 3 Green Building Awards and, for the first time, a Youth Commendation at our 24th annual Awards Celebration on March 30, 2023. We were pleased to recognize Gilead Sciences, Inc., with a All-Electric Leadership Honorable Mention from Peninsula Clean Energy at this gala, in-person event, which was attended by nearly 300 people.
- Hosted a very successful online "Youth for Climate Policy" event featuring State Senator Josh Becker and the four former mayors on our Board of Directors: Georgi LaBerge (Redwood City), Mark Olbert (San Carlos), Kirsten Keith (Menlo Park) and Terry Nagel (Burlingame). It was attended by 93 young people. Cosponsored by Peninsula Clean Energy, Acterra, Citizens' Climate Lobby, 350 Silicon Valley and Silicon Valley Youth Climate Action, the program was moderated by young people and offered practical tips on how to connect with leaders at the city, county and state levels, advocate for policies at local government meetings and organize groups to lobby for climate action.
- We contributed many supportive letters and comments to local sustainability efforts, including legislation to expand public transportation, adopt progressive Reach Codes and enact a countywide Disposable Food Service Ware Ordinance.

**2c. Describe the benefits to the City of Foster City and/or its residents of the program goals and accomplishments described in the previous two questions.**

Some of the ways the City of Foster City and its residents benefit from our program goals and accomplishments include:

- Raising awareness about and engagement with residents to support the City of Foster City's sustainability programs and goals
- Providing intelligence to city leaders as to their sustainability performance in key sustainability areas and identifying ways to augment sustainability efforts (via our Dashboard Project and our collection of sustainability solutions in the Sustainability Ideas Bank)
- Sustainability education via our monthly virtual Happy Hours, newsletters, blogs and videos
- Continuing to partner with local government and community organizations to promote sustainable policies and practices, including zero net energy, electrification of new buildings, EV infrastructure, waste reduction, social equity, affordable housing and new transportation options
- Serving on C/CAG's Resource Management & Climate Protection (RMCP) Committee, representing the environmental sector, for many years

**2d. How many Foster City residents did this program serve last year and/or how many are expected to be served in the coming year?**

Sustainable San Mateo County's work is intended to serve the entire population of San Mateo County (764,442 according to the 2020 census) and, by extension, to serve all of Foster City's residents (more than 33,000 according to the most recent U.S. census). The information our organization provides is used by residents, researchers and leaders in government, business and the nonprofit world.

While the nature of our work makes it nearly impossible to accurately confirm the numbers of participants from each individual jurisdiction, we have ample evidence of our broad reach.

We estimate that we connect with 5,000 people annually through the distribution of informational handouts, our online data and evaluation, and events such as our Awards Celebration, workshops, virtual Happy Hours, and booths at local fairs and festivals (pre-pandemic; we started to host tables at in-person events in April 2022). Each year, more than 20,000 individuals visit our website and hundreds of people participate directly in our programs.

We have 2,797 newsletter subscribers on our mailing list, 2,200 Twitter followers, 728 Instagram followers and 1,300 Facebook followers. The majority of these are individuals who live and/or work in San Mateo County.



## CITY OF FOSTER CITY

### Nonprofit Funding Application

*(Please use additional sheets if necessary)*

#### APPLICANT INFORMATION

Organization Name: Sustainable San Mateo County

2e. Does your organization or program serve a larger geographic area or any other jurisdictions? List (if any), including the total number typically served.

SSMC's geographic focus area is the entire County of San Mateo and the 20 cities and towns that are part of it.

#### SECTION 3: ADMINISTRATIVE CAPACITY

3a. Describe the organization's experience providing the proposed project or program.

This year, SSMC celebrated its 31st anniversary. The current Interim Executive Director, Terry Nagel, has worked on sustainability issues since shortly after being elected to the Burlingame City Council in 2003. During her 12 years on the council and three terms as mayor, she built strong connections with local government and sustainability leaders and formed a Green Ribbon Task Force that created the city's first Climate Action Report. She also managed communications for the Stanford Woods Institute for the Environment.

Sustainable San Mateo County's key staff and management have extensive experience and expertise in working on metrics and science-based sustainability programs. There are approximately 25 volunteers actively working on SSMC committees. Many of them have been involved with the organization for a long time. In fact, some have volunteered with our organization since its inception three decades ago.

The first Indicators Report was presented in 1997. Ours was one of the first reports of its kind, providing a model for other areas seeking to generate their own comprehensive community reports. We continue to receive calls requesting information about establishing programs from cities and counties around the country. We are one of the first nonprofits in the Bay Area to introduce a county Dashboard, and, as far we know, the only nonprofit to introduce an Ideas Bank.

3b. Describe the way that the program is staffed (full-time, part-time, volunteer) and organized, as well as your organization's total annual budget and your various sources of revenue.

SSMC's staff is currently comprised of a full-time Interim Executive Director, a full-time Program Manager and a part-time Administrative Assistant. We are currently seeking a new Executive Director and a part-time Program Manager. We also have funding to hire a part-time Communications Specialist and a Data Visualization expert. In addition, SSMC has a very active Board of Directors (11 members) and Advisory Council (8 members). Details regarding the key people involved with SSMC can be found at: <https://sustainablesanmateo.org/home/about/leadership/>

We function via different committees that focus on our Indicators Report, Dashboard, Happy Hours, Communications, Fundraising and our annual Awards Celebration. This summer, we have 10 college and high school interns working on the Sustainability Ideas Bank. The students are very enthusiastic about working on local government policy solutions. Many tell us they want to do something about climate change instead of worrying about it. You can see this year's interns here: <https://sustainablesanmateo.org/wp-content/uploads/2023/06/2023-SSMC-Summer-Intern-Bios.pdf>

During the spring of 2023, we partnered with two Stanford professors whose students contributed research to our Dashboard and Ideas Bank. We continue to hear positive feedback about people's involvement and how they feel it is a great way for them to give back to the community.

From July 2022 through May 2023, our net income was \$255,820. We are seeking \$5,000 from each city in the county. San Mateo County and local cities are the primary sources of funding for our research. Our Awards Celebration and its accompanying Virtual Auction are also key contributors of the funds necessary to run our operations.



# CITY OF FOSTER CITY

## Nonprofit Funding Application

(Please use additional sheets if necessary)

### APPLICANT INFORMATION

Organization Name: Sustainable San Mateo County

3c. Describe any collaboration that exists between your organization, this program and programs administered by other agencies, including financial, staffing or cross-referral, and how this may have benefitted or increased the impact of your services.

Data for the Indicators Report and the Dashboard project is provided by many partner agencies and organizations, including BAWSCA, PG&E, the San Mateo County Transit District, Commute.org and the Housing Leadership Council. We also coordinate with the County's Open Data Portal staff and Department of Health. These collaborations keep the Indicators Report and the Dashboard project timely and relevant, create unity of message and help to assure the accuracy of the data.

We are active participants in a number of local groups related to topics covered by the report, including the county Office of Sustainability, C/CAG, Thrive, the American Institute of Architects' San Mateo Chapter, SAMCEDA, Chambers of Commerce and the Spare the Air San Mateo County Resource Team, where our expertise helps inform and shape local efforts. We also stay connected to regional and Bay Area-wide efforts, by being actively involved with groups including the Sustainable Bay Area Network and the Campaign for Fossil Free Buildings in Silicon Valley (FFBSV). We routinely cross-promote our events and activities with other, similarly minded nonprofits, including Acterra, Thrive, the Citizens Environmental Council and the Citizens' Climate Lobby, to name a few. This has allowed and continues to allow us and them to broaden our reach.

### SECTION 4: REQUIRED ATTACHMENTS

- 4a. Proof of nonprofit status (501(c)(3) or equivalent)  
4b. Copy of latest organization's annual report (if possible)

### RETURN ONE COPY OF COMPLETED FORMS TO:

#### Mail

City of Foster City  
Attention: City Manager Department  
610 Foster City Boulevard  
Foster City, CA 94404

#### Email

[nonprofitfunding@fostercity.org](mailto:nonprofitfunding@fostercity.org)

### SIGNATURE

Signature of Applicant:  
Terry Nagel

Date:  
July 6, 2023

Printed Name:  
Terry Nagel

Title:  
Interim Executive Director



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

DEPARTMENT OF THE TREASURY

Date:

OCT 22 2008

SUSTAINABLE SAN MATEO COUNTY  
177 BOVET RD 6TH FLR  
SAN MATEO, CA 94402-3191

Employer Identification Number:

48-1265207

DLN:

17053271746058

Contact Person:

GREGORY K OLWINE

ID# 31382

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

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

Dear Applicant:

Our letter dated September 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, our letter dated September 18, 2008 in which you were presumed to be a private foundation is hereby superseded. You are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

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

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

Please keep this letter in your permanent records.

Sincerely yours,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)