



# EAST PALO ALTO CITY COUNCIL REGULAR SESSION AGENDA

Tuesday, May 20, 2025, 6:30 PM  
EPA Government Center  
2415 University Avenue, First Floor  
East Palo Alto, CA 94303

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## NOTICE

This meeting will be held virtually and in-person at the Council Chambers located on 2415 University Ave, First Floor East Palo Alto, CA 94303. The virtual portion of this City Council meeting will be conducted in accordance with City of East Palo Alto Resolution adopted pursuant to Assembly Bill 361.

The public may participate in the City Council Meeting via Zoom Meeting or by attending in-person in the Council Chambers at 2415 University Ave, First Floor East Palo Alto, CA 94303. Community members may provide comments by emailing [cityclerk@cityofepa.org](mailto:cityclerk@cityofepa.org), submitting a speaker card at the meeting, or using the **RAISE HAND** feature when the Mayor or City Clerk call for public comment. Emailed comments should include the specific agenda item on which you are commenting.

Please click this URL to join

<https://us06web.zoom.us/j/83025798532>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or

+ 1 346 248 7799 or

+ 1 253 215 8782 or

+ 1 312 626 6799 or

+ 1 929 205 6099 or

+ 1 301 715 8592

Webinar ID: 830 2579 8532

International numbers available: <https://zoom.us/u/aMWYF4KT>

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1. **CALL TO ORDER AND ROLL CALL**

2. **APPROVAL OF THE AGENDA**

3. **APPROVAL OF CONSENT CALENDAR**

3.1 **Asian American & Pacific Islander Month Proclamation**

**Recommendation:** Present the proclamation.

3.2 **Jewish Heritage Month Proclamation**

**Recommendation:**

Present the proclamation.

3.3 **FY 2024-25 Third Quarter Treasury Report**

**Recommendation:**

Accept and file the Treasury Report for the second quarter ended March 31, 2025.

3.4 **Potential Project List Adoption for Senate Bill 1 (SB1) Road Repair and Accountability Act of 2017**

**Recommendation:**

Adopt a resolution approving a list of projects for Fiscal Year 2025-26 funded by SB 1 (Road Repair and Accountability Act of 2017)

3.5 **Proclamation of the City of East Palo Alto in Recognition of National Public Works Week**

**Recommendation:** Present the proclamation.

3.6 **James Turner Proclamation**

**Recommendation:** Present the proclamation.

3.7 **Alfredo Bryant Proclamation**

**Recommendation:** Present the proclamation.

3.8 **City Council Meeting Minutes**

**Recommendation:**

Adopt April 1, 2025, City Council Meeting Minutes.

- 4. **CLOSED SESSION**
- 5. **PUBLIC COMMENT**
- 6. **INFORMATIONAL REPORTS**
- 7. **SPECIAL PRESENTATIONS**

**One Shoreline Presentation**

**Recommendation:** Receive presentation from Len Materman, CEO of One Shoreline.

- 8. **ADJOURN CITY COUNCIL REGULAR MEETING TO THE EAST PALO ALTO SANITARY DISTRICT BOARD MEETING**
- 9. **APPROVAL OF THE EPASD BOARD MEETING AGENDA**
- 10. **APPROVAL OF EPASD BOARD MEETING CONSENT CALENDAR**

**10.1 Cash Disbursement Report for March 2025**

**Recommendation:**

Accept the cash disbursement report required pursuant to California Health and Safety Code Section 6794.

- 11. **EPASD BOARD MEETING CLOSED SESSION**
- 12. **EPASD BOARD MEETING PUBLIC COMMENT**
- 13. **EPASD BOARD MEETING POLICY AND ACTION**
- 14. **EPASD BOARD REPORTS**
- 15. **ADJOURN EAST PALO ALTO SANITARY DISTRICT BOARD MEETING AND RECONVENE CITY COUNCIL REGULAR MEETING**
- 16. **PUBLIC HEARINGS**

**16.1 Appeal hearing for 1174 Laurel Avenue**

**Recommendation:**

The garage conversion to an Accessory Dwelling Unit (ADU), under permit #BLD2023-0138, was not completed according to the approved scope.

Staff also recommend the City Council direct staff to recover any unused building permit fees from permit #BLD2023-0138 and apply them to the new

building permit fee required for new ADU construction.

## **16.2 Status of the City’s Vacancies, Recruitment, and Retention efforts Pursuant to Assembly Bill 2561**

### **Recommendation:**

Adopt a resolution:

1. Accept the report regarding the status of the City’s vacancies, recruitment, and retention efforts pursuant to Assembly Bill 2561, accept changes to policies, procedures and recruitment activities (if applicable), and receive presentations from recognized bargaining units (if applicable); and
2. Find that the proposed actions being considered do not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

## **17. POLICY AND ACTION**

### **17.1 Commission Appointments**

**Recommendation:** Interview the applicants for the Rent Stabilization Board, Planning Commission and the Senior Advisory Committee; and appoint applicants for Regular or Alternate Seats.

### **17.2 2025 Transient Occupancy Tax Grant Recommendations**

#### **Recommendation:**

Adopt a Resolution:

1. Authorizing the City Manager to award twelve grants to the following organizations for acceptance into the 2025 Transient Occupancy Tax grants program, in a form approved by the City Attorney, for \$30,000 each, in a programmatic amount not-to-exceed \$360,000:
  - a. Boys & Girls Club of the Peninsula;
  - b. Fit to the Core;
  - c. Paxton Sports Academy;
  - d. Live In Peace;
  - e. Mid-Peninsula Athletic Association;
  - f. Fresh Approach;
  - g. East Palo Alto Greyhounds Youth Sports Club;
  - h. Hope Horizon;
  - i. Youth Community Service;
  - j. EPACENTER;
  - k. East Palo Alto Community Media Center; and

- I. East Palo Alto Tennis & Tutoring; and
2. Finding that the proposed action does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

**18. COUNCIL REPORTS**

**19. ADJOURNMENT**

**Upcoming meetings:**

Budget Meeting	May 27, 2025	5:30 PM
Regular Meeting	June 3, 2025	6:30 PM
Regular Meeting	June 17, 2025	6:30 PM

*This AGENDA is posted in accordance with Government Code Section 54954.2(a)*

***This Notice of Availability of Public Records: All public records relating to an open session item which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to the majority of the City Council will be available for public inspection at the City Clerk’s Office, 2415 University Avenue, East Palo Alto, CA at the same time that the public records are distributed or made available to the City Council. Such documents may also be available on the East Palo Alto website [www.cityofepa.org](http://www.cityofepa.org) subject to staff’s ability to post the documents prior to the meeting. Information may be obtained by calling (650) 853-3100.***

*The City Council meeting packet may be reviewed by the public in the Library or the City Clerk’s Office. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection at the front counter at the City Clerk’s Office, 2ND Floor, City Hall, 2415 University Avenue, East Palo Alto, California 94303 during normal business hours. Information distributed to the Council at the Council meeting becomes part of the public record. A copy of written material, pictures, etc. should be provided for this purpose.*

*East Palo Alto City Council Chambers is ADA compliant. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk’s office at (650) 853-3127 no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.*

**DECLARATION OF POSTING**

This Notice is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website. Under penalty of perjury, this Agenda was posted to the public at least 72 hours prior to the meeting.

POSTED: May 6, 2025

ATTEST:

**James Colin**

City Clerk



# EAST PALO ALTO CITY COUNCIL STAFF REPORT

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**DATE:** May 20, 2025  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** James Colin, City Clerk  
**SUBJECT:** Asian American & Pacific Islander Month Proclamation

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## **Recommendation**

Present the proclamation.

## **Attachments**

1. Proclamation

# PROCLAMATION OF THE CITY OF EAST PALO ALTO COMMEMORATING THIS PAST MONTH OF MAY 2025 AS ASIAN AMERICAN AND PACIFIC ISLANDERS (AAPI) MONTH

**WHEREAS**, the City of East Palo Alto supports for inclusion and belonging for people of all races, national origins, and ethnicities is critical to guaranteeing the enrichment of the lives of our community; and

**WHEREAS**, there are over 5.3 million Californians of Asian or Pacific Islander descent and they constitute the fastest-growing ethnic group in California and they strengthen every day through commerce, cultural exchange, immigration and the growth of our own Asian and Pacific Islander communities; and

**WHEREAS**, East Palo Alto is home to a large population of Tongan, Samoan, Fijian, and Indo-Fijian origin, the largest concentration of Pacific Islanders of any American city or town outside of the State of Hawaii; and

**WHEREAS**, more specifically East Palo Alto has one of the largest Tongan communities in the country outside of the Kingdom of Tonga; and

**WHEREAS**, the Tongan community have always been an important part of our community, having made substantial contributions towards making the City of East Palo Alto a more beautiful place to live throughout its history.

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of East Palo Alto commemorates this May 2025 month as Asian America and Pacific Islanders Month.

**Dated: May 20, 2025**

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**Martha Barragan, Mayor**





# EAST PALO ALTO CITY COUNCIL STAFF REPORT

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**DATE:** May 20, 2025  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** James Colin, City Clerk  
**SUBJECT:** Jewish Heritage Month Proclamation

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## **Recommendation**

Present the proclamation.

## **Attachments**

1. Proclamation

# PROCLAMATION OF THE CITY OF EAST PALO ALTO IN RECOGNITION & CELEBRATION OF JEWISH AMERICAN HERITAGE MONTH FOR THE MONTH OF MAY

**WHEREAS**, Jewish Americans have been an important part of the American story and have greatly contributed to all areas of American life and culture since our earliest days; and

**WHEREAS**, generations of Jewish immigrants have arrived in the United States fleeing persecution and seeking opportunity, and through resilience and determination, they built vibrant communities and enriched the American social fabric while advocating for civil rights, social justice, and democracy for all;; and

**WHEREAS**, Jewish Americans were instrumental in historic movements such as the labor movement, the civil rights movement, and women's suffrage, with leaders like Rabbi Abraham Joshua Heschel marching alongside Dr. Martin Luther King Jr., and many others contributing to the fight for equality; and

**WHEREAS**, Jewish Americans have continued to face antisemitism, including a dramatic 344 percent increase in antisemitic incidents over the past five years- ranging from harassment to vandalism and violence- according to organizations that are careful to distinguish antisemitism from legitimate criticism of Israeli government policies; and

**WHEREAS**, the City of East Palo Alto recognizes the importance of standing in solidarity with the Jewish American community to condemn antisemitism and all forms of hate, ensure inclusive representation in civic life, and promote mutual respect and understanding; and

**WHEREAS**, we celebrate the rich and diverse heritage of the Jewish American community, including those who live, work, and contribute to the life of East Palo Alto- and recognize the importance of preserving and sharing their stories as part of our collective history; and

**WHEREAS**, on April 20, 2006, the federal government proclaimed May as Jewish American Heritage Month to acknowledge and celebrate the contributions of Jewish Americans to the United States;

**NOW, THEREFORE BE IT RESOLVED THAT**, the City Council of the City of East Palo Alto, State of California, hereby recognizes May 2025 as Jewish American Heritage Month in the City of East Palo Alto and encourages all residents to learn about and celebrate the diverse contributions of Jewish Americans, confront antisemitism in all its forms, and promote education that deepens understanding of Jewish American history and culture.

**Dated: May 20, 2025**



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**Martha Barragan, Mayor**



# **EAST PALO ALTO CITY COUNCIL STAFF REPORT**

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**DATE:** May 20, 2025

**TO:** Honorable Mayor and Members of the City Council

**VIA:** Melvin E. Gaines, City Manager

**BY:** Tomohito Oku, Finance Director  
Bo-kyoung Kim, Finance Services Manager  
Jessica Y Caballero, Senior Accountant

**SUBJECT:** FY 2024-25 Third Quarter Treasury Report

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## **Recommendation**

Accept and file the Treasury Report for the second quarter ended March 31, 2025.

## **Alignment with City Council Strategic Plan**

This recommendation is primarily aligned with:

Priority 4: Ensure Our Financial and Organizational Health

## **Background**

Pursuant to Section 53646 of the Government Code of the State of California, the City Treasurer may submit a quarterly report to the City Council regarding the funds and investments of the City. Finance staff provides quarterly reporting to the City Council indicating the summary of investments for the period and denoting the ability of the City to meet its expenditure requirements for the next three months.

## **Analysis**

This report covers primary cash and investments of the City. For investment purposes, City cash is pooled, except for bond proceeds, which are held in trust by a trustee. The City does not have, nor is it legally required to have, separate bank accounts for each individual fund. However, all cash is segregated in the City's accounting records.

## 📄 **CONSENT ITEM 3.3**

<b>Summary March 31, 2025</b>				
	Average Maturity (YRS)	Average Earnings (QTR)	Deposit Value	Market Value
Petty Cash	n/a	n/a	\$ 10,800	\$ 10,800
Bank Checking	n/a	n/a	\$ 3,300,872	\$ 3,300,872
Local Agency Investment Fund	0.67	4.34%	\$ 10,338,696	\$ 10,347,476
San Mateo County Pool Investment	2.32	4.01%	\$ 29,337,416	\$ 29,533,097
CA Asset Management Program	0.13	4.51%	\$107,221,932	\$107,221,932
			<b>\$150,209,716</b>	<b>\$150,414,176</b>

As of March 31, 2025, the total deposit value of cash and investments equals \$150,209,716, including outstanding checks and other minor adjustments of \$465,728. Compared to the prior quarter ending in December 2024, the FY2024-25 third quarter (Q3) ending on March 31, 2025, total book value balance decreased by approximately \$0.5M. The overall decrease is mainly due significant CIP invoices processed in Q3 and other operating expenditures. The following table shows a breakdown of cash and investment balance by fund type.

<b>Summary March 31, 2025</b>		
	Deposit Value	Market Value
General Fund (Inc. Petty cash of \$10,800)	\$ 44,341,044	\$ 44,341,044
General Sub-Funds (Committed/Restricted)	\$ 18,151,428	\$ 18,151,428
City Funds Restricted and Committed	\$ 85,592,233	\$ 85,592,233
Successor Agency Trust	\$ 2,125,011	\$ 2,125,011
Unrealized Gain/(Loss) on Investment Pools	\$ -	\$ 204,460
	<b>\$ 150,209,716</b>	<b>\$150,414,176</b>

The deposit market value totals \$150,414,176, including an unrealized gain of \$204,460 reflecting treasury yields during the calendar year. All except for General Fund balance is restricted by either City Council or external parties for specific purposes. Unrestricted cash and investment balance under General Fund (\$44,341,044) including the contingency reserve may be used at Council discretion.

The table below reflects changes in rates since March 31, 2024, and compared to the previous month of February 2025, demonstrates a decrease in long-term and short-term Treasury yields since March 31, 2024<sup>1</sup>:

<sup>1</sup> Daily US Treasury Yield Curve. Treasury.gov

## **CONSENT ITEM 3.3**

	Mar-25	Feb-25	Mar-24
6-Month Treasury Bill	4.08	4.14	5.13
2-Year Treasury Note	3.89	3.99	4.59
5-Year Treasury Note	3.96	4.03	4.21

The City's portfolio is invested in the Local Agency Investment Fund (LAIF), the San Mateo County Treasurer's Pool, and the California Asset Management Program (CAMP). LAIF is a highly liquid investment pool operated by the State Treasurer, and the City has same-day access to the funds. The County Treasurer's Pool is less liquid, and the maturity and diversification of the underlying securities which in normally functioning markets is generally expected to result in higher yield. The CAMP Pool is a highly liquid investment pool directed by a Board of Trustees that provides same-day liquidity, competitive yields, and interest paid monthly. City staff does not control or direct the underlying investment of funds and each pool is managed by the respective agency's investment staff and oversight committee or board. December to March over quarter LAIF yields decreased from 4.480% for quarter-end (QE) December 2024 to 4.340% for QE March 2025 and San Mateo County Pool average gross pool earnings increased from 3.836% for QE December 2024 to 4.007% for QE March 2025. San Mateo County Pool earnings are quoted on gross earnings. LAIF fair value factor increased from 0.9996 in the previous quarter to 1.0008. The County Pool factor increased from 0.99929 for QE December 2024 to 1.00667 for QE March 2025. The current annualized yield for CAMP decreased from 4.65% in the previous quarter to 4.47%.

Based on the foregoing, pursuant to California Government Code Section 53646, the City shall meet its expenditure requirements for the next six months.

### **Fiscal Impact**

There is no fiscal impact for this item. This report is informational.

### **Public Notice**

The public was provided notice by making the agenda and report available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

### **Environmental**

The action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a "project" pursuant to 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

### **Government Code § 84308**

**Applicability of Levine Act:** No, as the proposed action does not involve an entitlement.

**Analysis of Levine Act Compliance:** Not applicable.

**Attachments**

1. Treasury Report QE March 2025

## Treasury Summary

### CITY AND SUCCESSOR AGENCY OF EAST PALO ALTO

#### SUMMARY OF INVESTMENTS For Quarter Ended March 31, 2025

Category	Average Maturity		Average Interest Earnings For QTR	DEPOSIT AND BOOK VALUE	%	MARKET VALUE
	Days	Years				
<b>Cash and Investments</b>						
1. Petty Cash	na	na	0.000%	10,800	0.0%	10,800
2. On Demand Deposits (Wells Fargo checking)	na	na	0.000%	3,300,872	2.2%	3,300,872
3. Local Agency Investment Fund (LAIF)	244	0.67	4.340%	10,338,696	6.9%	10,347,476
4. San Mateo County Pool Investment	847	2.32	4.007%	29,337,416	19.6%	29,533,097
5. CA Asset Management Program	48	0.13	4.510%	107,221,932	71.3%	107,221,932
<b>Total Cash and Investments on Deposit</b>			<b>4.301%</b>	<b>150,209,716</b>	<b>100.0%</b>	<b>150,414,176</b>
General Fund (including petty cash of \$10,800)				44,341,044		44,341,044
General Sub - Funds (Committed/Reserved)				18,151,428		18,151,428
City Funds Restricted and Committed				85,592,233		85,592,233
Successor Agency Trust				2,125,011		2,125,011
Unrealized Gain/(Loss) on Investment Pools				-		204,460
<b>Total Book Balance</b>				<b>150,209,716</b>		<b>150,414,176</b>
<b>Bank to Book Adjustments</b>						
Checks Outstanding/Other AJE				465,728		465,728
<b>Total Book Adjustment</b>				<b>465,728</b>		<b>465,728</b>
<b>Total Cash and Investment Portfolio</b>				<b>150,675,444</b>		<b>150,414,176</b>

**CERTIFICATION:**

Pursuant to Government Code Section 53646, the City will meet its expenditure requirements for the next six months. Total funds invested represent the consolidation of all fund types, and availability of certain funds is restricted by law.

Tomohito Oku  
Director of Finance

4/30/2025  
Date

**For Reporting Information Regarding Investment Pools:**

**LAIF** <http://www.treasurer.ca.gov/pmia-laif/laif/index.asp>  
**San Mateo County Pool** <http://sanmateocountytreasurer.org/index.html>  
**CA Asset Management Program** <https://www.camponline.com/>



# EAST PALO ALTO CITY COUNCIL STAFF REPORT

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**DATE:** May 20, 2025

**TO:** Honorable Mayor and Members of the City Council

**VIA:** Melvin E. Gaines, City Manager

**BY:** Humza Javed, Public Works Director

**SUBJECT:** Potential Project List Adoption for Senate Bill 1 (SB1) Road Repair and Accountability Act of 2017

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## **Recommendation**

Adopt a resolution:

1. Approving a list of projects for Fiscal Year 2025-26 funded by SB 1 (Road Repair and Accountability Act of 2017); and
2. Finding that the proposed action does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

## **Alignment with City Council Strategic Plan**

This recommendation is primarily aligned with:

- Ensure Our Financial and Organizational Health
- Implement Comprehensive Transportation and Mobility Plan

## **Background**

In April 2017 Senate Bill 1 (SB 1) – the Road Repair and Accountability Act of 2017– was passed by a two-thirds majority in the California Legislature and signed into law by Governor Brown. As the largest transportation investment in California history, SB 1 is expected to raise \$52.4 billion for transportation investments statewide over a decade.

## **CONSENT ITEM 3.4**

Among its provisions, SB 1 establishes the Road Maintenance and Rehabilitation Program (RMRP) to address deferred maintenance on the State highway and local street and road systems. The California Transportation Commission (CTC) will allocate the funds based on adopted guidelines. The bill provides that funds shall be used for projects that include, but are not limited to, the following:

- Road maintenance and rehabilitation;
- Safety projects;
- Railroad grade separations;
- Complete street components, including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project; and
- Traffic control devices.

The RMRP, which would receive approximately \$3.7 billion annually once all new revenue streams take effect, is funded by the Road Maintenance and Rehabilitation Account (RMRA), which receives four sources of revenue.

SB 1 refers to a city or county's pavement condition index (PCI), which is a scale between 0 and 100 used to indicate the general condition of a pavement section or of all city or county streets on weighted average. A score of 100 represents the best possible street condition, essentially a newly paved road, and a score of 0 represents the worst possible condition.

Streets and Highways Code Section 2034(a)(1) requires that prior to receiving an apportionment of RMRA funds pursuant to paragraph (2) of subdivision (h) of Section 2032 from the Controller in a fiscal year, an eligible city or county shall submit to the California Transportation Commission a list of projects proposed to be funded with these funds pursuant to an adopted resolution by the applicable city council or county board of supervisors at a regular public meeting.

### Local Street & Road Funding

SB 1 continuously appropriates a critical sum of the RMRA revenues to cities and counties. The bill includes a "maintenance of effort" requirement for local funds contributed to street and road repairs to help ensure that the new funding augments existing budgets for road repairs. Specifically, it requires each city and county to spend no less than the annual average from its general fund during 2009-10 through 2011-12.

The City expends approximately \$64,500 of general funds annually for street and road repair. The City will maintain at least this level of expenditure to ensure the City meets the "maintenance of effort" requirement. SB 1 also requires that a local jurisdiction submit a detailed list of proposed projects to be funded to the CTC prior to receiving an allocation; however, the statute authorizes cities and counties to fund projects outside of that list in accordance with local needs and priorities, so long as they are consistent with the program's project eligibility provisions. If a city or county can demonstrate that it has attained a pavement

## 📄 CONSENT ITEM 3.4

condition index of 80 or higher, it may spend the funds on other transportation priorities.

By resolution, the City must adopt a list of projects proposed to receive fiscal year funding from the RMRA. This list must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement. The proposed project list for FY 2025-26 is listed in Table 1, below, as well as in Attachment 1, Resolution.

### Analysis

The City maintains 250 streets that amount to 38.8 centerline miles, 82.9 lane miles of road network. The current weighted average pavement condition index (PCI) for the City's network is 60. The City still has over 15% of its pavement network in need of reconstruction and infrastructure improvements, such as the addition of storm drainage systems and curb, gutters and sidewalks. It is estimated that the City will need a budget of approximately \$2.5 million per year over the next five years to address routine streets maintenance and rehabilitation backlog. By investing this amount, the City's network PCI will increase to over 70. The City does not currently have the ability to fully fund the projected maintenance needs to keep the City streets and roads in acceptable condition. However, SB 1 will help the City fund many critical infrastructure improvements.

The project list that the City intends to fund with fiscal year 2025-26 Road Maintenance and Rehabilitation Account Revenues is reflected in Table 1, below.

**Table 1: Proposed FY 2025-26 RMRA Project List**

Project Title	Project Type	Project Description	Location	Estimated Completion Date	Estimated Useful Life	
				Construction	Min	Max
ST-07 Street Resurfacing Program	Road Maintenance & Rehabilitation	This project provides for the resurfacing of City streets during the ten-year life of the CIP. Roughly \$2.5 million needs to be expended annually on street resurfacing.	Various*	05/2026	20	40
ST-09 Bicycle & Pedestrian Improvements	Safety	This project is for the installation of street improvements to enhance vehicular, pedestrian and bicycle safety throughout the City.	Various*	05/2025	5	40
ST-12 Traffic Calming Program	Traffic Control Devices	This project provides for the planning and construction of speed bumps, bulb-outs and other traffic calming devices to reduce speed through residential zones and to increase safety. This includes projects in the City's Mobility Study.	Various*	05/2025	20	40

## **CONSENT ITEM 3.4**

\* Abelia Way, Addison Avenue, Albemni Street, Annapolis Street, Avelar Street, Aster Way, Azalia Drive, Bains Street, Bay Road, Baylor Street, Beech Street, Bell Court, Bell Street, Bradley Way, Brentwood Court, Buchanan Court, Camellia Court, Camellia Drive, Camphor Way, Capitol Avenue, Carole Court, Circle Drive, Clarence Court, Clarke Avenue, Cooley Avenue, Cypress Street, Daisy Lane, Daphne Court, Daphne Way, Demeter Street, Donohoe Street, Drew Court, Dumbarton Avenue, East Bayshore Road, East O'Keefe Street, Emmett Way, Euclid Avenue, Euclid Place, Farrington Way, Fordham Street, Gaillardia Way, Garden Street, Gardenia Court, Gardenia Place, Gardenia Way, Gates Street, Georgetown Street, Gertrude Court, Glen Way, Gloria Way, Gonzaga Street, Grace Court, Green Street, Hazelwood Way, Hibiscus Court, Holland Court, Hunter Street, Illinois Street, Jasmine Way, Jervis Avenue, Kavanaugh Drive, Kirkwood Court, Larkspur Drive, Laurel Avenue, Lilac Lane, Lincoln Avenue, Lotus Way, Manhattan Avenue, McNair Street, Mello Street, Menalto Avenue, Michigan Avenue, Mission Drive, Mouton Circle, Myrtle Street, Newbridge Street, Newell Road, Notre Dame Avenue, O'Connor Street, Oakdale Avenue, Oakes Street, Oakwood Drive, Oakwood Street, Palo Verde Avenue, Paul Robeson Court, Poplar Avenue, Pulgas Avenue, Purdue Avenue, Ralmar Avenue, Runnymede Street, Rutgers Street, Ruth Court, Sacramento Street, Salas Court, Sage Street, Saratoga Avenue, Schembri Lane, Scofield Street, Shorebreeze Court, Sparrow Court, Stevens Avenue, Tara Road, Tate Street, Temple Court, Terra-Villa Avenue, Tinsley Street, Tulane Court, University Avenue, Ursula Way, Verbena Drive, Weeks Street, West Bayshore Road, Westminster Avenue, Wilks Street, Wisteria Drive, Woodland Avenue, and Xavier Street

### **Fiscal Impact**

No impact on the City General Funds is anticipated to adopt this Resolution. Each project will be presented to the City with its own fiscal impact and analysis. It is estimated the City will receive approximately \$856,921 in Highway Users Tax Account (HUTA) funds, and \$787,996 in RMRA funds, with the overall total being \$1,644,917 in Local Streets and Roads Funding in Fiscal Year 2025-26 from SB 1. Attachment 2 includes projected SB1 revenues for the City of East Palo Alto.

### **Public Notice**

The public was provided notice of this agenda item by posting the City Council agenda on the City's official bulletin board outside City Hall and making the agenda and report available at the City's website and at the San Mateo Co. Library located at 2415 University Avenue, East Palo Alto.

### **Environmental**

The proposed action does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

### **Government Code § 84308**

**Applicability of Levine Act:** No, as the proposed action does not involve an entitlement.

**Analysis of Levine Act Compliance:** Not applicable.

### **Attachments**

1. Resolution

**2. Projected SB1 Revenues**

**RESOLUTION NO. x**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF EAST PALO ALTO**

**ADOPTING A LIST OF POTENTIAL PROJECTS FOR FISCAL YEAR 2025-26 FUNDED BY SB 1:  
THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, Senate Bill 1 (“SB 1”), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of East Palo Alto (“City”) are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, Streets and Highways Code Section 2034(a)(1) requires that prior to receiving an apportionment of RMRA funds pursuant to paragraph (2) of subdivision (h) of Section 2032 from the Controller in a fiscal year, an eligible city or county shall submit to the California Transportation Commission a list of projects proposed to be funded with these funds pursuant to an adopted resolution by the applicable city council or county board of supervisors at a regular public meeting; and

**WHEREAS**, accordingly, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (“RMRA”), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project’s completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City will receive an estimated \$787,996 in RMRA funding from SB 1, which, when combined with approximately \$856,921 in Highway Users Tax Account (HUTA) funds, will result in an overall total of \$1,644,917, in local streets and roads funding in Fiscal Year 2025-26; and

**WHEREAS**, this is the ninth year in which the City is receiving SB 1 funding, which will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public not otherwise possible without SB 1; and

**WHEREAS**, the City has undergone a robust public process to ensure public input into our community’s transportation priorities and the project list; and

**WHEREAS**, the City used a pavement management system to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community’s priorities for transportation investment; and

**WHEREAS**, previously adopted Resolution No. 48-2024 listed a number of City projects planned to be funded, in part or whole, with RMRA revenues; and

**WHEREAS**, the funding from SB 1 will help the City maintain and rehabilitate various streets and roads and add active transportation infrastructure throughout the City primarily through the annual street resurfacing project this year and hundreds of similar projects into the future; and

**WHEREAS**, the SB 1 project list and overall investment in local streets and roads infrastructure, with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO HEREBY:**

1. Accepts the foregoing recitals as true and correct, and are incorporated by reference to this action; and
2. Approves that the following project list that the City intends to fund with fiscal year 2025-26 Road Maintenance and Rehabilitation Account revenues:

Project Title	Project Type	Project Description	Location	Estimated Completion Date	Estimated Useful Life	
				Construction	Min	Max
ST-07 Street Resurfacing Program	Road Maintenance & Rehabilitation	This project provides for the resurfacing of City streets during the ten-year life of the CIP. Roughly \$2.5 million needs to be expended annually on street resurfacing.	Various*	05/2026	20	40
ST-09 Bicycle & Pedestrian Improvements	Safety	This project is for the installation of street improvements to enhance vehicular, pedestrian and bicycle safety throughout the City.	Various*	05/2026	5	40
ST-12 Traffic Calming Program	Traffic Control Devices	This project provides for the planning and construction of speed bumps, bulb-outs and other traffic calming devices to reduce speed through residential zones and to increase safety. This includes projects in the City's Mobility Study.	Various*	05/2026	20	40

\* Abelia Way, Addison Avenue, Albernie Street, Annapolis Street, Avelar Street, Aster Way, Azalia Drive, Bains Street, Bay Road, Baylor Street, Beech Street, Bell Court, Bell Street, Bradley Way, Brentwood Court, Buchanan Court, Camellia Court, Camellia Drive, Camphor Way, Capitol Avenue, Carole Court, Circle Drive, Clarence Court, Clarke Avenue, Cooley Avenue, Cypress Street, Daisy Lane, Daphne Court, Daphne Way, Demeter Street, Donohoe Street, Drew Court, Dumbarton Avenue, East Bayshore Road, East O'Keefe Street, Emmett Way, Euclid Avenue, Euclid Place, Farrington Way, Fordham Street, Gaillardia Way, Garden Street, Gardenia Court, Gardenia Place, Gardenia Way, Gates Street, Georgetown Street, Gertrude Court, Glen Way, Gloria Way, Gonzaga Street, Grace Court, Green Street, Hazelwood Way, Hibiscus Court, Holland Court, Hunter Street, Illinois Street, Jasmine Way, Jervis Avenue, Kavanaugh Drive, Kirkwood Court, Larkspur Drive, Laurel Avenue, Lilac Lane, Lincoln Avenue, Lotus Way, Manhattan Avenue, McNair Street, Mello Street, Menalto Avenue, Michigan Avenue, Mission Drive, Mouton Circle, Myrtle Street, Newbridge Street, Newell Road, Notre Dame Avenue, O'Connor Street, Oakdale Avenue, Oakes Street, Oakwood Drive, Oakwood Street, Palo Verde Avenue, Paul Robeson Court, Poplar Avenue, Pulgas Avenue, Purdue Avenue, Ralmar Avenue, Runnymede Street, Rutgers Street, Ruth Court, Sacramento Street, Salas Court, Sage Street, Saratoga Avenue, Schembri Lane, Scofield Street, Shorebreeze Court, Sparrow Court, Stevens Avenue, Tara Road, Tate Street, Temple Court, Terra-Villa Avenue, Tinsley Street, Tulane Court, University Avenue, Ursula Way, Verbena Drive, Weeks Street, West Bayshore Road, Westminster Avenue, Wilks Street, Wisteria Drive, Woodland Avenue, and Xavier Street

3. Finds that the proposed action does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of May 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Martha Barragan. Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
James Colin, City Clerk

\_\_\_\_\_  
John D. Lê, City Attorney

# Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide

Estimated January 2025

	2024-25			2025-26		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
<b>SAN LUIS OBISPO COUNTY</b>						
ARROYO GRANDE	536,629	463,248	999,877	536,664	481,366	1,018,031
ATASCADERO	896,893	777,677	1,674,570	896,951	808,093	1,705,044
EL PASO DE ROBLES	913,665	792,397	1,706,062	913,725	823,389	1,737,114
GROVER BEACH	375,730	322,913	698,643	375,754	335,542	711,296
MORRO BAY	311,517	266,556	578,073	311,537	276,982	588,519
PISMO BEACH	238,507	203,357	441,865	238,523	211,311	449,834
SAN LUIS OBISPO	1,411,402	1,229,235	2,640,636	1,411,494	1,277,312	2,688,806
County of San Luis Obispo	10,211,278	10,035,226	20,246,504	10,201,853	10,427,717	20,629,570
Total Cities & County: San Luis Obispo	14,895,621	14,090,609	28,986,231	14,886,502	14,641,712	29,528,214
<b>SAN MATEO COUNTY</b>						
ATHERTON	209,152	181,340	390,493	209,132	188,433	397,565
BELMONT	803,248	710,160	1,513,409	803,169	737,936	1,541,105
BRISBANE	142,477	122,484	264,961	142,463	127,275	269,738
BURLINGAME	891,070	788,862	1,679,932	890,981	819,716	1,710,697
COLMA	47,555	37,419	84,975	47,551	38,883	86,434
DALY CITY	2,968,548	2,647,031	5,615,579	2,968,251	2,750,560	5,718,811
EAST PALO ALTO	857,006	758,336	1,615,342	856,921	787,996	1,644,917
FOSTER CITY	959,901	850,546	1,810,447	959,806	883,812	1,843,618
HALF MOON BAY	338,884	296,704	635,588	338,850	308,308	647,159
HILLSBOROUGH	328,234	287,160	615,393	328,201	298,391	626,592
MENLO PARK	972,833	862,136	1,834,969	972,737	895,855	1,868,592
MILLBRAE	666,868	588,838	1,255,706	666,802	611,868	1,278,670
PACIFICA	1,100,466	976,515	2,076,981	1,100,356	1,014,708	2,115,064
PORTOLA VALLEY	130,812	112,031	242,843	130,800	116,413	247,212
REDWOOD CITY	2,363,611	2,107,151	4,470,763	2,363,375	2,189,565	4,552,940
SAN BRUNO	1,250,526	1,110,992	2,361,518	1,250,401	1,154,445	2,404,846
SAN CARLOS	876,841	776,112	1,652,953	876,754	806,466	1,683,221
SAN MATEO	2,993,370	2,669,275	5,662,645	2,993,071	2,773,674	5,766,745
SOUTH SAN FRANCISCO	1,879,115	1,672,965	3,552,080	1,878,928	1,738,397	3,617,325
WOODSIDE	156,324	133,998	290,322	156,309	139,239	295,548
County of San Mateo	16,383,659	13,475,749	29,859,408	16,394,100	14,002,804	30,396,904
Total Cities & County: San Mateo	36,320,501	31,165,805	67,486,305	36,328,958	32,384,742	68,713,701



# EAST PALO ALTO CITY COUNCIL STAFF REPORT

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**DATE:** May 20, 2025  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** James Colin, City Clerk  
**SUBJECT:** Proclamation in Recognition of National Public Works Week

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## **Recommendation**

Present the proclamation.

## **Attachments**

1. Proclamation

# PROCLAMATION OF THE CITY OF EAST PALO ALTO IN RECOGNITION OF NATIONAL PUBLIC WORKS WEEK

**WHEREAS**, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of the City of East Palo Alto; and

**WHEREAS**, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our residents; and

**WHEREAS**, it is in the public interest for the residents, civic leaders, and children in East Palo Alto to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

**WHEREAS**, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now; and

**NOW THEREFORE, BE IT RESOLVED THAT**, the City Council of the City of East Palo Alto, State of California, thereof concurring, that the City of East Palo Alto do hereby designate the week of May 18–24, 2025, as National Public Works Week.

**Dated: May 6, 2025**



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**Martha Barragan, Mayor**



# EAST PALO ALTO CITY COUNCIL STAFF REPORT

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**DATE:** May 20, 2025  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** James Colin, City Clerk  
**SUBJECT:** James Turner Proclamation

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## **Recommendation**

Present the proclamation.

## **Attachments**

1. Proclamation

# PROCLAMATION OF THE CITY OF EAST PALO ALTO HONORING THE LIFE AND LEGACY OF MR. JAMES TURNER

**WHEREAS**, the City of East Palo Alto joins together in heartfelt sorrow to honor the life and mourn the passing of Mr. James Turner, who departed this life on May 2, 2025; and

**WHEREAS**, James Turner was a devoted father, grandfather, cherished friend, and dedicated community volunteer, deeply respected and beloved by all who knew him; and

**WHEREAS**, throughout his life, Mr. Turner exemplified unwavering commitment to his family and to the betterment of the East Palo Alto community; and

**WHEREAS**, a proud graduate of Ravenswood High School, Class of 1967, James maintained strong ties with his alma mater, attending alumni, family, and friends events that celebrated shared heritage and unity; and

**WHEREAS**, Mr. Turner served East Palo Alto with distinction through his roles on both the Personnel Commission and the City Planning Commission, in addition to generously hosting the Annual City Staff Appreciation Luncheon and enhancing City Hall with festive holiday decorations for the Council Chambers and meeting rooms; and

**WHEREAS**, James began his insurance career in 1976 as an agent with Allstate Insurance at the Mountain View Sears store, later founding his own agency in Los Altos in 1980; and

**WHEREAS**, driven by his deep connection to East Palo Alto, Mr. Turner actively sought opportunities to relocate his business to the city he called home a goal he proudly achieved; and

**WHEREAS**, together with his beloved wife Debra, Mr. Turner successfully provided reliable, accessible, and affordable insurance services to residents of East Palo Alto, Menlo Park, and the greater Peninsula region for an impressive 45 years; and

**WHEREAS**, Mr. Turner was a passionate and engaged member of both the East Palo Alto Merchants Association and the East Palo Alto Chamber of Commerce, advocating for local businesses and economic development; and

**WHEREAS**, through his professional and personal efforts, including his work with the Youth Club at Open Bible Baptist Church, Mr. Turner mentored and inspired countless youth and adults, leaving a lasting legacy of encouragement, guidance, and empowerment; and

**NOW, THEREFORE**, the City of East Palo Alto, on behalf of the City Council and the residents we serve, extends its deepest gratitude and admiration for the extraordinary life and enduring contributions of James Turner, and expresses its sincere condolences to the Turner family upon his passing; and

**NOW, THEREFORE BE IT RESOLVED THAT**, the City Council of the City of East Palo Alto, State of California, hereby recognizes May 24, 2025 as James Turner Day in East Palo Alto in solemn remembrance and celebration of a life well-lived in service, love, and leadership.

**Dated: May 24, 2025**



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**Martha Barragan, Mayor**



# EAST PALO ALTO CITY COUNCIL STAFF REPORT

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**DATE:** May 20, 2025  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** James Colin, City Clerk  
**SUBJECT:** Alfredo Bryant Proclamation

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## **Recommendation**

Present the proclamation.

## **Attachments**

1. Proclamation

# PROCLAMATION OF THE CITY OF EAST PALO ALTO HONORING ALFREDO BRYANT FOR HIS ENDURING LEGACY OF FAITH, FAMILY, AND ENTERPRISE

WHEREAS, Alfredo Bryant was a longtime resident of East Palo Alto, where he raised a family and lived out a deep commitment to faith, service, and community advancement; and

WHEREAS, together with his wife Laverne Bryant, they launched Latte Dah, a groundbreaking drive-through coffee shop that became one of the first local businesses to receive national recognition through a Digital Village commendation, endorsed by the Clinton administration for its innovation and impact on East Palo Alto's visibility and growth; and

WHEREAS, their work built upon the legacy of East Palo Alto's pre-incorporation entrepreneurs--those who laid the foundation for self-directed progress, community ownership, and generational empowerment; and

WHEREAS, Alfredo Bryant's role in civic life extended far beyond presence; he was a contributor, a builder, and a man whose actions reflected his values--engaging in city events, supporting political efforts, and investing in the city's future through consistent leadership and faith-driven service; and

WHEREAS, he will be remembered not only for what he built, but for who he was--his steady laughter, his integrity, and the quiet strength of a solid man who could be counted on by family, neighbors, and city alike.

NOW, THEREFORE, BE IT RESOLVED, that the City of East Palo Alto does hereby honor and recognize Alfredo Bryant for his lasting contributions as a father, entrepreneur, and community leader--whose legacy continues to shape and inspire the soul of East Palo Alto.



Dated: May 20, 2025

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Martha Barragan, Mayor



# **EAST PALO ALTO CITY COUNCIL STAFF REPORT**

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**DATE:** May 20, 2025  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** James Colin, City Clerk  
**SUBJECT:** City Council Meeting Minutes

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## **Recommendation**

Adopt April 22, 2025, City Council Meeting Minutes.

## **Attachments**

1. April 22, 2025, City Council Meeting Minutes.



# EAST PALO ALTO CITY COUNCIL STUDY SESSION AGENDA

Tuesday, April 22, 2025, 5:30 PM  
EPA Government Center  
2415 University Avenue, First Floor  
East Palo Alto, CA 94303

## 1. CALL TO ORDER AND ROLL CALL

The City Council meeting was called to order by Mayor Barragan at 5:34 PM.

Attendee Name	Title	Status	Arrived
Martha Barragan	Mayor	Present	
Mark Dinan	Vice Mayor	Present	
Carlos Romero	Councilmember	Present	
Ruben Abrica	Councilmember	Present	
Webster Lincoln	Councilmember	Present	

## 2. APPROVAL OF THE AGENDA

A motion to approve the agenda was made by Vice Mayor Dinan, seconded by Councilmember Lincoln, and passed unanimously.

## 3. APPROVAL OF CONSENT CALENDAR

Staff noted the continuance of a proclamation for Jon Johnston to be heard during this meeting. The council agreed to the presentation of the proclamation. Jon Johnston was present at the meeting to accept the proclamation.

A motion to approve the consent calendar with those amendments was made by Vice Mayor Dinan, seconded by Councilmember Lincoln, and passed unanimously.

### 3.1 **Cinco de Mayo Proclamation**

### 3.2 **Amend Turbo Data**

## 4. PUBLIC COMMENT

The following speakers provided public comments:

- Grace Popple
- Oswaldo Macias

**5. STUDY SESSION**

Orly Amey, Assistant to the City Manager, along with Matt Raimi, from Raimi and Associates presented on the Development of FY25–29 Strategic Priorities and FY25–27 Council Work Plan.

**5.1 Study Session on Development of FY25–29 Strategic Priorities and FY25– 27 Council Work Plan**

The following speakers provided public comments:

- Francisca Guzman
- Gail Dixon
- Omo Satterwhite
- Mariah Melendez
- Diane Moreno
- Nora Melendez
- Edwin Magana Lopez
- Fili Zaragoza
- Cristal Montes

**6. COUNCIL REPORTS**

The Council did not have any reports during this meeting.

**7. ADJOURNMENT**

The meeting was adjourned at 9:27 PM



# EAST PALO ALTO SANITARY DISTRICT STAFF REPORT

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**DATE:** May 20, 2025

**TO:** Honorable Members of the City of East Palo Alto City Council,  
Governing Board to the East Palo Sanitary District, a Subsidiary of the City of  
East Palo Alto

**VIA:** Melvin E. Gaines, General Manager

**BY:** Tomohito Oku, District Treasurer  
Bo-Kyoung Kim, Financial Services Manager

**SUBJECT:** Cash Disbursement Report for March 2025

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## **Recommendation**

Accept the cash disbursement report required pursuant to California Health and Safety Code Section 6794.

## **Alignment with City Council Strategic Plan**

This recommendation is primarily aligned with:

Priority No 3: Promote Health & Public Safety.  
Priority No 4: Ensure Our Financial and Organizational Health

## **Background**

On November 15, 2023, the San Mateo Local Area Formation Commission (“LAFCo”) unanimously approved the City of East Palo Alto’s application requesting that the East Palo Alto Sanitary District (“District” or “EPASD”) be made a subsidiary of the City of East Palo Alto.

On October 1, 2024, the reorganization of the District as a subsidiary of the City of East Palo Alto (City), and the City Council its governing board, became effective. Prior to and since that time, staff has worked diligently toward a peaceful and smooth transition. To that end, one aspect of that transition has required staff to review local rules and regulations of EPASD that may require amendment in light of the reorganization.

# CONSENT ITEM 10.1

California Health and Safety Code (H&S) Section 6794 allows the Board to adopt a procedure that provides for checks or warrants to pay claims and demands without approval by the Board of Directors before payment if the District Treasurer determines that the demands are payable within the District’s approved budget.

On December 3, 2024, the Board adopted an ordinance amending various provisions of the Sanitary District Code including Section 303 Appointed Positions, which authorizes District Treasurers to perform duties including the deposit and withdrawal of funds of the District, issuance of checks or warrants to pay claims and demands without approval by the Board before payment if the District Treasurer determines that the demands are payable within the District’s approved budget.

Furthermore, H&S Section 6794 requires staff to present cash disbursements to the Board at the next regular Board meeting and seek Board approval if demands exceed the District’s approved budget.

This staff report is informational and includes all cash disbursements for the month ending March 31, 2025, approved by District Treasurer. As of March 31, 2025, the actual expenses did not exceed the District’s approved budget.

## Analysis

The following cash disbursements have been approved by the District Treasurer pursuant to the District Code Section 303, and are hereby reported to the Board:

### EPASD Cash Disbursement Reports For Period Ending March 31, 2025

Name	Description	Check Amount	Check Number	Check Issue Date
AT&T	PHONE CHARGES	\$ 256.40	71770	3/21/2025
CALIF PUBLIC EMPLOYEES	EPASD CALPERS MAR 2025	\$ 53.67	774	3/31/2025
CALIF PUBLIC EMPLOYEES	EPASD CALPERS MAR 2025	\$ 200.00	774	3/31/2025
CALIF PUBLIC EMPLOYEES	EPASD CALPERS MAR 2025	\$ 2,290.25	774	3/31/2025
CALIF PUBLIC EMPLOYEES	EPASD CALPERS MAR 2025	\$ 3,016.91	774	3/31/2025
CALIF PUBLIC EMPLOYEES	EPASD CALPERS MAR 2025	\$ 51.18	774	3/31/2025
CALIF PUBLIC EMPLOYEES	EPASD CALPERS MAR 2025	\$ 11,791.30	774	3/31/2025
KREFELD SAWARDS INC.	Total charges for name plates & holders & set up account charges from vendor	\$ 229.69	71792	3/21/2025
VORTEX INDUSTRIES, LLC	EPASD GATE REPAIR	\$ 1,235.00	71756	3/17/2025
PACIFIC GAS & ELECTRIC	PACIFIC GAS & ELECTRIC EPASD	\$ 205.09	71733	3/17/2025
RECOLOGY PENINSULA SERVIC	Waste for month of Feb 2025	\$ 206.80	71737	3/17/2025
SPEEDY PRINTING & MAILING	EPASD MAILER	\$ 2,683.88	71741	3/17/2025
U.S.BANK CORPORATE PAYMENT SYSTEM	General Office Supplies	\$ 184.99	71706	3/12/2025
U.S.BANK CORPORATE PAYMENT SYSTEM	Training for LROs - Richard Perez	\$ 299.00	71706	3/12/2025
U.S.BANK CORPORATE PAYMENT SYSTEM	Postage Machine Return	\$ 14.75	71706	3/12/2025
U.S.BANK CORPORATE PAYMENT SYSTEM	General Office Supplies	\$ 263.36	71706	3/12/2025
U.S.BANK CORPORATE PAYMENT SYSTEM	Chair Mat for Office	\$ 78.69	71706	3/12/2025
U.S.BANK CORPORATE PAYMENT SYSTEM	General Office Supplies	\$ 109.82	71706	3/12/2025

VEOLIA WATER NORTH AMERIC	EPASD WATER BILLS	\$ 359.43	71808	3/21/2025
VEOLIA WATER NORTH AMERIC	EPASD WATER BILLS	\$ 916.16	71808	3/21/2025
VEOLIA WATER NORTH AMERIC	EPASD WATER BILLS	\$ 36.02	71808	3/21/2025
WEST BAY SANITARY DISTRIC	Maintenance services agreement & additional expenses 1/2025	\$ 71,323.92	71701	3/10/2025
WEST BAY SANITARY DISTRIC	Maintenance services agreement 2/2025	\$ 98,598.32	71812	3/21/2025
Everon LLC	Services provided equipment lease	\$ 1,072.62	71780	3/21/2025
Richard Perez	EPASD OFFICE SUPPLIES	\$ 59.99	71687	3/10/2025
AppleOne, Inc	Staffing Services	\$ 2,252.28	71652	3/10/2025
AppleOne, Inc	Staffing Services	\$ 2,203.92	71709	3/17/2025
AppleOne, Inc	Staffing Services	\$ 1,871.16	71767	3/21/2025
Green Source Janitorial	Monthly Janitorial Service MAR 2025	\$ 1,953.00	71672	3/10/2025
ADP	PAYROLL FEES EPASD	\$ 49.85	773	3/31/2025
Marquee Pest Management, Inc.	SERVICE FOR E.B.S	\$ 125.00	71680	3/10/2025
David Farnsworth, CPA	Financial Audit for East Palo Alto Sanitary District	\$ 12,855.00	71719	3/17/2025
Star Elevator Inc	Regular Semi Annual Service for Elevator	\$ 435.14	71696	3/10/2025
Gregorio Castaneda Alaniz	Refund for general fees for 1119 Newbridge St	\$ 950.00	71783	3/21/2025
<b>Total</b>		<b>\$217,386.09</b>		

### **Fiscal Impact**

There are no budget impacts by this action as the year-to-date cash disbursements did not exceed the District's approved budget.

### **Public Notice**

The public was provided notice by making the agenda and report available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

### **Environmental**

The proposed action is not a "project" under California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

### **Government Code § 84308**

**Applicability of Levine Act:** No, as the proposed action involves no entitlement.

**Analysis of Levine Act Compliance:** Not applicable.

**Attachments:** None.

Name
AT&T
CALIF PUBLIC EMPLOYEES'
CALIF PUBLIC EMPLOYEES'
CALIF PUBLIC EMPLOYEES'
CALIF PUBLIC EMPLOYEES'
CALIF PUBLIC EMPLOYEES'
CALIF PUBLIC EMPLOYEES'
KREFELD'S AWARDS INC.
VORTEX INDUSTRIES, LLC
PACIFIC GAS & ELECTRIC
RECOLOGY PENINSULA SERVIC
SPEEDY PRINTING & MAILING
U.S.BANK CORPORATE PAYMENT SYSTEM
U.S.BANK CORPORATE PAYMENT SYSTEM
U.S.BANK CORPORATE PAYMENT SYSTEM
U.S.BANK CORPORATE PAYMENT SYSTEM
U.S.BANK CORPORATE PAYMENT SYSTEM
U.S.BANK CORPORATE PAYMENT SYSTEM
VEOLIA WATER NORTH AMERIC
VEOLIA WATER NORTH AMERIC
VEOLIA WATER NORTH AMERIC
WEST BAY SANITARY DISTRIC
WEST BAY SANITARY DISTRIC
Everon LLC
Richard Perez
AppleOne, Inc
AppleOne, Inc
AppleOne, Inc
Green Source Janitorial
ADP
Marquee Pest Management, Inc.
David Farnsworth, CPA
Star Elevator Inc
Gregorio Castaneda Alaniz

Description
PHONE CHARGES
EPASD CALPERS MAR 2025
EPASD CALPERS MAR 2025
EPASD CALPERS MAR 2025
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EPASD CALPERS MAR 2025
EPASD CALPERS MAR 2025
Total charges for name plates & holders & set up account charges from vendor
EPASD GATE REPAIR
PACIFIC GAS & ELECTRIC EPASD
Waste for month of Feb 2025
EPASD MAILER
General Office Supplies
Training for LROs - Richard Perez
Postage Machine Return
General Office Supplies
Chair Mat for Office
General Office Supplies
EPASD WATER BILLS
EPASD WATER BILLS
EPASD WATER BILLS
Maintenance services agreement & additional expenses 1/2025
Maintenance services agreement 2/2025
Services provided equipment lease
EPASD OFFICE SUPPLIES
Staffing Services
Staffing Services
Staffing Services
Monthly Janitorial Service MAR 2025
PAYROLL FEES EPASD
SERVICE FOR E.B.S
Financial Audit for East Palo Alto Sanitary District
Regular Semi Annual Service for Elevator
Refund for general fees for 1119 Newbridge St
<b>Total</b>

<u>Check</u> <u>Amount</u>	<u>Check</u> <u>Number</u>	<u>Check</u> <u>Issue Date</u>
\$ 256.40	71770	3/21/2025
\$ 53.67	774	3/31/2025
\$ 200.00	774	3/31/2025
\$ 2,290.25	774	3/31/2025
\$ 3,016.91	774	3/31/2025
\$ 51.18	774	3/31/2025
\$ 11,791.30	774	3/31/2025
\$ 229.69	71792	3/21/2025
\$ 1,235.00	71756	3/17/2025
\$ 205.09	71733	3/17/2025
\$ 206.80	71737	3/17/2025
\$ 2,683.88	71741	3/17/2025
\$ 184.99	71706	3/12/2025
\$ 299.00	71706	3/12/2025
\$ 14.75	71706	3/12/2025
\$ 263.36	71706	3/12/2025
\$ 78.69	71706	3/12/2025
\$ 109.82	71706	3/12/2025
\$ 359.43	71808	3/21/2025
\$ 69.66	71808	3/21/2025
\$ 36.02	71808	3/21/2025
\$ 71,323.92	71701	3/10/2025
\$ 98,598.32	71812	3/21/2025
\$ 1,072.62	71780	3/21/2025
\$ 59.99	71687	3/10/2025
\$ 2,252.28	71652	3/10/2025
\$ 2,203.92	71709	3/17/2025
\$ 1,871.16	71767	3/21/2025
\$ 1,953.00	71672	3/10/2025
\$ 49.85	773	3/31/2025
\$ 125.00	71680	3/10/2025
\$ 12,855.00	71719	3/17/2025
\$ 435.14	71696	3/10/2025
\$ 950.00	71783	3/21/2025
<b>\$ 217,386.09</b>		



# **EAST PALO ALTO CITY COUNCIL STAFF REPORT**

**DATE:** May 20, 2025

**TO:** Honorable Mayor and Members of the City Council

**VIA:** Melvin E. Gaines, City Manager

**BY:** Amy Chen, Community & Economic Development Director  
Donald Zhao, Interim Chief Building Official

**SUBJECT:** Appeal hearing for 1174 Laurel Avenue

## **Recommendation**

Staff recommend the City Council deny the appeal application regarding 1174 Laurel Avenue. The garage conversion to an Accessory Dwelling Unit (ADU), under permit #BLD2023-0138, was not completed according to the approved scope.

Staff also recommend the City Council direct staff to recover any unused building permit fees from permit #BLD2023-0138 and apply them to the new building permit fee required for new ADU construction.

## **Alignment with City Council Strategic Plan**

This recommendation is primarily aligned with:

Priority: Promote Housing, Economic and Workforce Development  
 Priority: Promote Health & Public Safety

## **Background**

Mr. Akhil Aggrawal owns the property at 1174 Laurel Avenue. The original project aimed to convert a 400-square-foot detached garage into a 400-square-foot ADU. The project timeline is as follows:

- December 2020: Mr. Aggrawal submitted the initial application for garage conversion.



## PUBLIC HEARING ITEM 16.1

- October 19, 2023: After hiring a new designer, Mr. Derek Ouyang, he submitted a Preliminary Ministerial Review (PMR) application to the Planning Division to confirm compliance with development standards. This does not constitute a planning permit nor authorize construction.
- November 15, 2023: The Planning Division approved the PMR.
- November 21, 2023: Me. Aggrawal submitted the Building permit application.
- January 24, 2024: The Building Division issued permit #BLD2023-0138 for the conversion. The approved scope required retaining and reinforcing three existing walls, replacing the garage door wall, and installing a new concrete slab.

However, on October 1, 2024, a Building Inspector found that the entire garage structure, including its foundation, had been demolished, violating both the East Palo Alto Municipal Code (EPAMC) and the California Building Code. The issued permit only allowed for conversion of the existing structure, not demolition and new construction. To erect a new ADU on the site, as opposed to conversion of an existing structure, a separate permitting process is required.

The inspector issued a Correction Notice the same day, informing Mr. Aggrawal and Mr. Ouyang that the work did not comply with the approved plans related to permit #BLD2023-0138, and that construction could not proceed.

On November 4, 2024, Mr. Ouyang contacted the City to contest the issue. During a meeting on January 7, 2025, Mr. Ouyang admitted that they had demolished the structure after discovering compromised wall integrity – but did not apply for the required demolition permit or inform the City. Director Amy Chen explained that, because the structure had been demolished, the project requires new approvals for ADU construction, as required by the East Palo Alto Municipal Code.

After discussions on the appeal process and fee, Mr. Aggrawal and Mr. Ouyang submitted a formal appeal on April 30, 2025. This hearing addresses that appeal.

### **Analysis**

The complete demolition of the garage invalidated permit #BLD2023-0138. Because the structure no longer exists, the approved conversion permit and its related inspection sequence no longer apply.

The following codes and regulations govern the situation:

- EPAMC Chapter 15.08.010 adopts the 2022 California Building Standards Code, which requires construction to follow approved permits. The unauthorized demolition violates this requirement.
- “Substantial Improvement”, as defined in the California Existing Building Code (CEBC) Section 202 and EPAMC Section 15.52.040(VV) for Flood Plain Management, includes



## PUBLIC HEARING ITEM 16.1

alterations in flood hazard areas where repair or improvement costs exceed 50% of the structure's market value. Complete demolition exceeds this threshold, requiring full compliance with new construction standards, including:

- Elevating the floor 18 inches above base flood elevation. Needs to be certified by a registered engineer or surveyor and verified by the building official.
- Meeting CALGreen mandatory requirements for residential construction (*The previously approved plans met this requirement*)
- Complying with the 2022 California Energy Code, including solar photovoltaic (PV) requirements under Section 150.1(c)(14). (*The previously approved plans met this requirement*)
- Potentially installing fire sprinklers, depending on site evaluation and water flow availability (not required for conversion). (*The previously approved plans met this requirement*)

EPAMC Section 15.04.150 (Existing Buildings): requires new construction to meet updated building standards when the value of the alterations exceed 50% of the structure's value. The demolition negates provisions for minor alterations, requiring full compliance with new construction codes.

Although state law exempts ADUs under 750 square feet from impact fees, the proposed 400-square-foot ADU must still meet all applicable building code requirements for new construction.

Typically, if a builder finds a structural issue, they must notify the Building Division and submit revised plans before deviating from the original scope. In this case, Mr. Aggrawal and Mr. Ouyang failed to notify the City or apply for changes. Instead, they proceeded to demolish the structure without approval.

Upholding this appeal would require staff to inspect a project that no longer matches the approved plans. This would compromise the City's ability to enforce building codes and set a dangerous precedent – allowing applicants to obtain conversion permits with fewer requirements, demolish structures, and appeal to bypass stricter standards for new construction. Such a practice would undermine the integrity of the permitting process and endanger public safety.

To protect community safety and ensure code compliance, staff recommend denying the appeal and requiring the applicant to submit a new building permit application for new ADU construction.

### **Procedures (and time allotment) for the Conduction of the Appeal Hearing**

According to Cal. Gov. Code 65905 and EPAMC Title 18, Article 8, Chapter 18.116.040 (C)(2) this hearing shall be conducted in compliance with standard hearing procedures. This is the first



## **PUBLIC HEARING ITEM 16.1**

Building Appeal and thus there are no examples of time limits from previous hearings. Fundamental due process requires that all parties in a quasi-judicial hearing, such as this appeal, have a reasonable opportunity to present their case. Time limits must be reasonable and applied equally to all parties. Thus, the following procedures and suggested time limits are what the City Council may follow to ensure an orderly and fair hearing:

- a. Call to Order and Opening (~5minutes)
  - Mayor Barragan opens meeting
  - Introduce the appeal case on the record
  - Describe the subject property and issue
- b. Staff Presentation (~10 minutes)
  - City planning staff presents background, decision rationale, and applicable legal standards
- c. Appellant Presentation (~10 minutes)
  - Appellant presents reasons for appeal
  - May include legal arguments, hardship, or evidence disputing staff findings
- d. Staff Rebuttal (if any) (~10 minutes)
  - Staff responds to the appellants claims.
- e. Public Comment (~10 minutes)
  - Open floor to other stakeholders (neighbors, interest groups, etc.) 2-3 minutes each.
- f. Appellant Rebuttals (~2-5 minutes)
  - Appellant may provide brief rebuttal
- g. City Council Questions/Discussion (~5 minutes)
  - Council members ask questions to staff or appellant.
- h. Deliberation and Decision (~5 minutes or as needed)
  - Hearing body discusses in open session
  - Votes on the appeal
  - Must state findings on the record



## **PUBLIC HEARING ITEM 16.1**

- E.g., how the decision conforms with Gov. Code § 65852.2
- Decision must be based on substantial evidence in the record

i. Close the Hearing

### **Fiscal Impact**

This item does not have a fiscal impact. The applicant previously paid \$3,689.99 for permit #BLD2023-0138. If the appeal is denied, the applicant must pay for a new building permit. The City Council may direct staff to apply any unused funds from the previous permit toward the new building permit fee.

### **Public Notice**

The public was provided notice by making the agenda and report available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

### **Environmental**

The action being considered does not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to CEQA Guideline section 15378 (b)(5), in that it is a government administrative activity that will not result in direct or indirect changes in the environment.

### **Government Code § 84308**

**Applicability of Levine Act:** Yes.

**Analysis of Levine Act Compliance:** See below.

Parties: Akhil Aggrawal, Derek Ouyang

Participant(s): Vice Mayor Mark Dinan forwarded an email from Derek Ouyang on February 4, 2025. The City Attorney was informed and emailed the City Council informing them of the due process requirements and asked the Council to refrain from communicating with the appellant. No further email communication followed, but this is noted for the record.

### **Attachments**

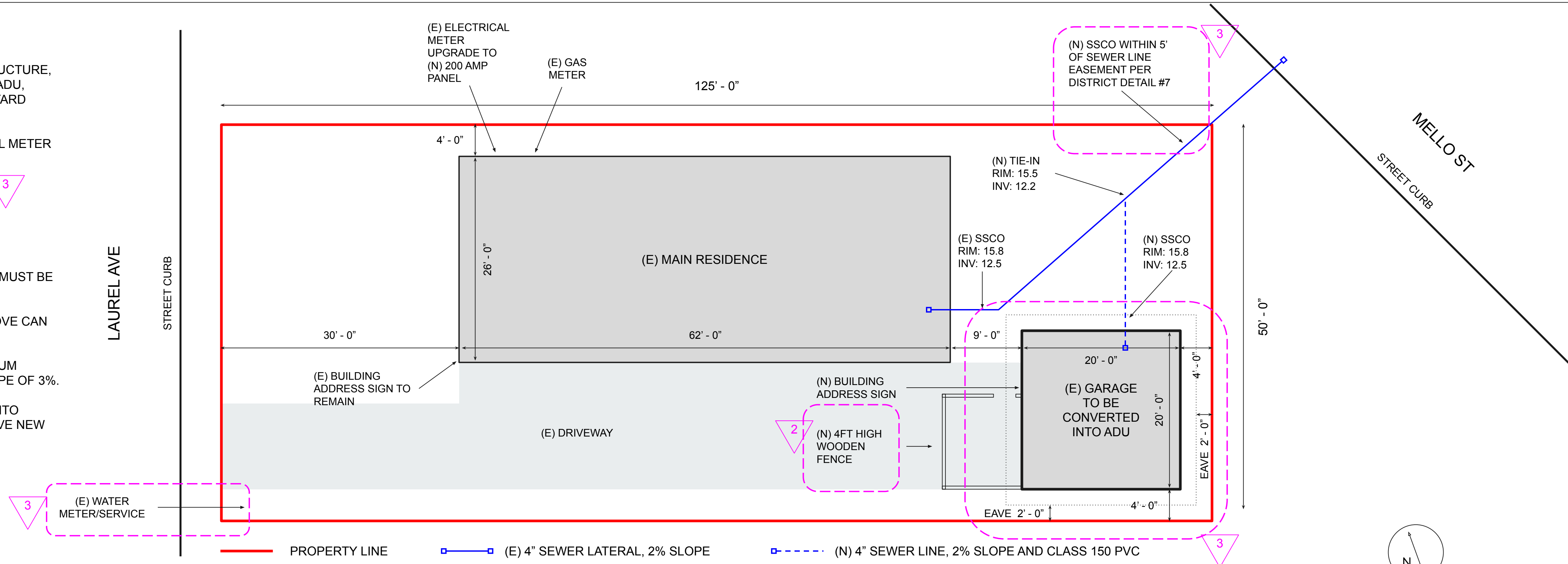
1. Stamped Approved Plans for Building permit #BLD2023-0138
2. Submitted Appeal

**SITE PLAN NOTES:**

- EXISTING DETACHED GARAGE STRUCTURE, TO BE CONVERTED TO DETACHED ADU, ABIDES BY STATE SIDE AND REAR YARD SETBACK REQUIREMENT OF 4 FT
- (E) GAS METER AND (E) ELECTRICAL METER ARE GREATER THAN 3 FT APART
- NO EXISTING EASEMENTS

**SANITARY SYSTEM NOTES:**

- PIPE WITH COVER LESS THAN 3 FT MUST BE CLASS 200 PVC.
- PIPE WITH COVER OF 3 FT AND ABOVE CAN BE CLASS 150 PVC OR HIGHER.
- SEWER PIPES SHALL HAVE A MINIMUM SLOPE OF 2% AND A MAXIMUM SLOPE OF 3%.
- INSTALL (N) 4" WYE CONNECTION INTO EXISTING LATERAL SEWER TO SERVE NEW ADU DRAINAGE FIXTURES



Designer Signature, 1/24/24:  
  
**City Systems**  
 PREPARED BY:  
 CITY SYSTEMS  
 157 MIRAMONTE RD  
 WALNUT CREEK, CA 94597

Permit #: ZCP23-53  
**PLANNING**  
 Approved  Denied  
 Reviewer: Matthew Ball  
 Date: 11/15/2023  
**For Staff Use Only**

**1 SITE PLAN**  
 1/8" = 1' - 0"

ADDRESS: 1174 LAUREL AVE, EAST PALO ALTO, CA, 9430  
 APN: 062-125-160  
 OWNER: AKHIL AGRAWAL

EXISTING PROPERTY LOT COVERAGE: 1,950 SQFT  
 LOT SIZE: 6,250 SQFT

SCOPE OF WORK: CONVERT EXISTING 400 SQFT DETACHED GARAGE INTO 400 SQFT DETACHED ADU. NO IMPACT TO INTERIOR OF EXISTING MAIN RESIDENCE.

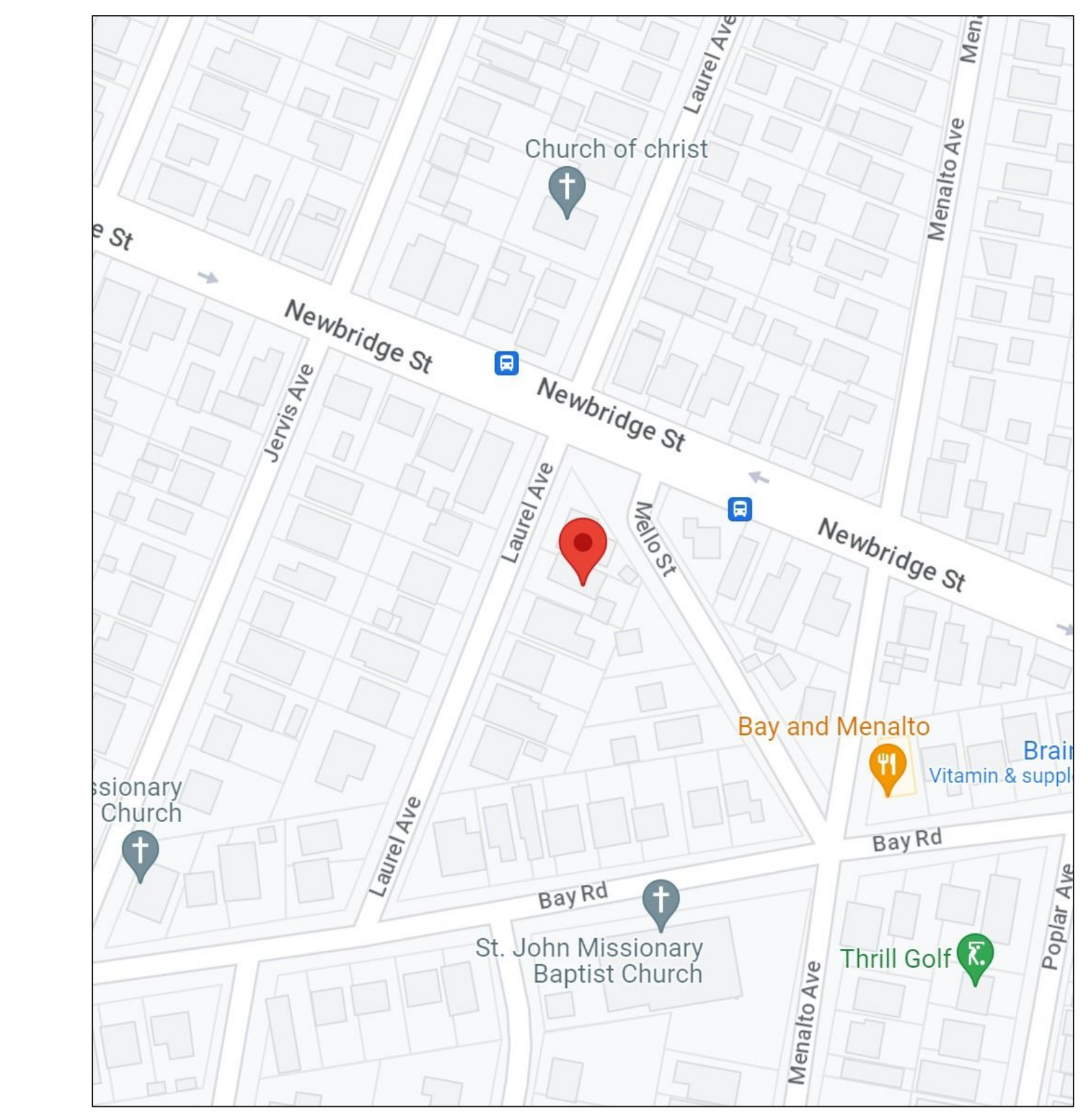
ZONE: R-LD  
 OCCUPANCY: R-3 / U  
 TYPE OF CONSTRUCTION: V-B

**FLOOD ZONE INFORMATION:**  
 ZONE: AE  
 FIRM MAP NUMBER: 06081C0307F  
 BASE FLOOD ELEVATION (BFE): 17 FT. ALL MATERIALS, EQUIPMENT, OR ELECTRICAL COMPONENTS MUST BE FLOOD DAMAGE-RESISTANT MATERIALS BELOW THE LINE.  
 PROPOSED FINISH FLOOR ELEVATION (FFE) OF ADU: 17 FT  
 TOTAL ESTIMATED CONSTRUCTION COST OF \$120,000 < 50% EXISTING IMPROVEMENT VALUE.  
 \$244,236 PER SAN MATEO COUNTY 2022 TAX ASSESSOR ROLL, MEANING THE CONVERSION WILL NOT TRIGGER FLOOD ZONE UPGRADES

PROPERTY CURRENTLY DOES NOT HAVE FIRE SPRINKLERS, AND BECAUSE PROPOSED PROJECT DOES NOT CONSTITUTE SUBSTANTIAL IMPROVEMENT, FIRE SPRINKLERS WILL NOT BE INSTALLED.

APPLICABLE CODE EDITIONS:  
 CALIFORNIA BUILDING CODE 2022 EDITION  
 CALIFORNIA RESIDENTIAL CODE 2022 EDITION  
 CALIFORNIA MECHANICAL CODE 2022 EDITION  
 CALIFORNIA PLUMBING CODE 2022 EDITION  
 CALIFORNIA ELECTRICAL CODE 2022 EDITION  
 CALIFORNIA FIRE CODE 2022 EDITION  
 CALIFORNIA ENERGY CODE 2022 EDITION  
 CALIFORNIA GREEN BUILDING STANDARDS CODE 2022 EDITION  
 EAST PALO ALTO MUNICIPAL CODE

SHEET	CONTENTS
A0.0	COVER SHEET
A0.1	FLOOD MAP
A1	FLOOR PLAN
A2.0	ELEVATION AND SECTION
A2.1	ELEVATIONS
A3	LIGHTING AND ELECTRICAL PLAN
A4	CONSTRUCTION BEST MANAGEMENT PRACTICES
G1	GREEN BUILDING REQUIREMENTS
G2	GREEN BUILDING REQUIREMENTS
T1	TITLE 24
T2	TITLE 24
T3	TITLE 24
T4	CF1R-ALT-02
T5	RESIDENTIAL MANDATORY MEASURES SUMMARY
S0.0	GENERAL NOTES - STRUCTURAL
S1.0	FOUNDATION PLAN
S1.1	ROOF AND CEILING FRAMING PLAN
S2.0	DETAILS
S2.1	DETAILS
S2.2	DETAILS



**PLAN REVIEW ACCEPTANCE**  
 FOR COMPLIANCE WITH THE APPLICABLE CALIFORNIA BUILDING, PLUMBING, MECHANICAL, ELECTRICAL, AND ENERGY CODES AS AMENDED BY THE JURISDICTION.  
 PLAN REVIEW ACCEPTANCE OF DOCUMENTS DOES NOT AUTHORIZE CONSTRUCTION TO PROCEED IN VIOLATION OF ANY FEDERAL, STATE, NOR LOCAL REGULATION.  
 BY: Brandon Wofford DATE: 01/24/2024  
 WEST COAST CODE CONSULTANTS, INC. (WCC)

No.	Description	Date
1	ZONING CLEARANCE SUBMISSION	10/15/23
2	ZONING CLEARANCE RESUBMISSION	11/6/23
3	BUILDING REVIEW RESUBMISSION	1/6/24
4	BUILDING REVIEW RESUBMISSION	1/19/24

**1174 LAUREL AVE - DETACHED ADU**  
 1174 LAUREL AVE, EAST PALO ALTO, CA, 94303  
**COVER SHEET**

**2 PROJECT INFO**

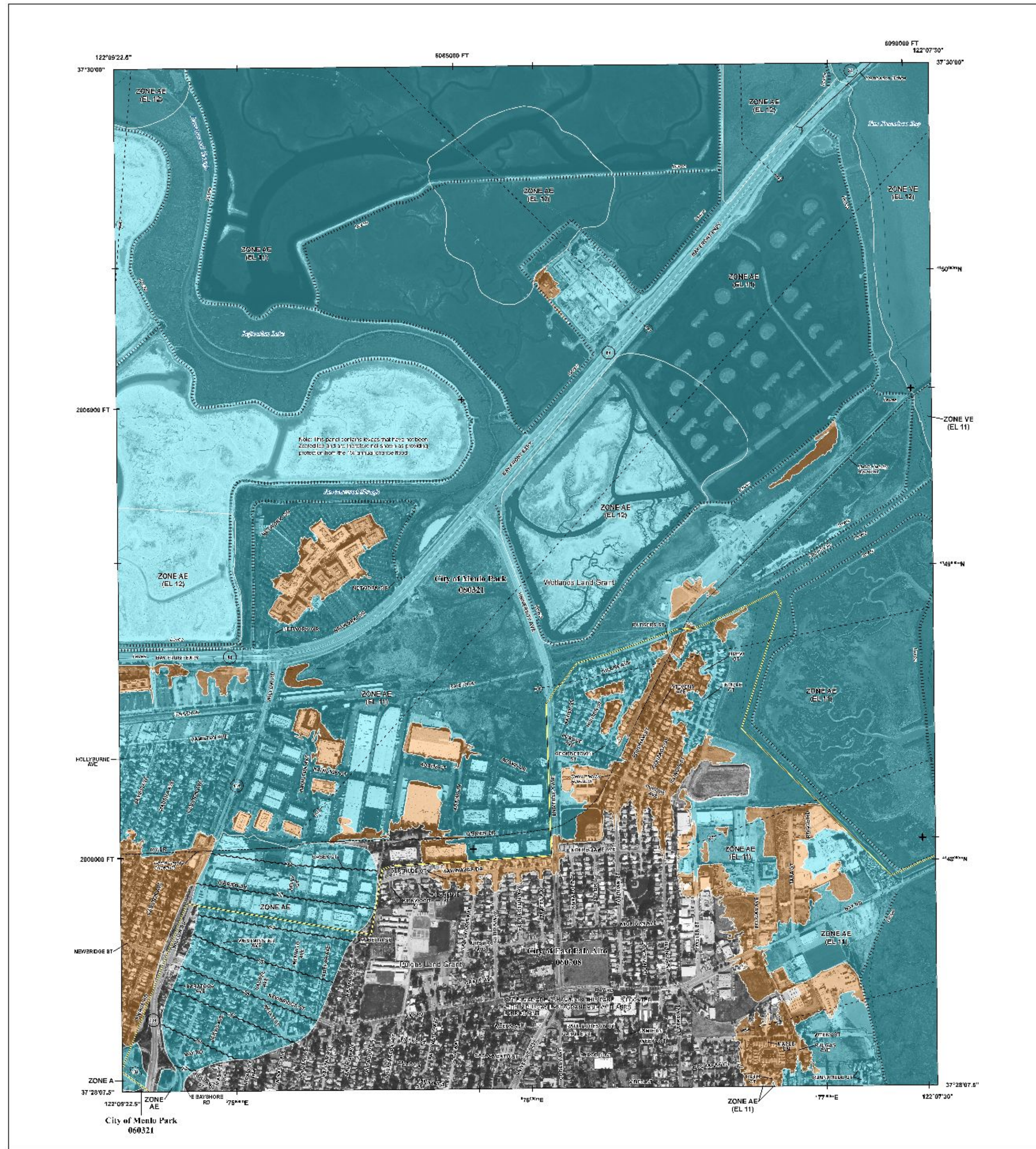
**3 DRAWING LIST**

**4 VICINITY MAP**

A0.0



PREPARED BY:  
CITY SYSTEMS  
157 MIRAMONTE RD  
WALNUT CREEK, CA 94597



**PLAN REVIEW ACCEPTANCE**

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By: *Brandon Wofford* DATE: 01/24/2024

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1174 LAUREL AVE -  
DETACHED ADU  
1174 LAUREL AVE, EAST PALO ALTO,  
CA, 94303

**FLOOD MAP**

**FLOOD HAZARD INFORMATION**

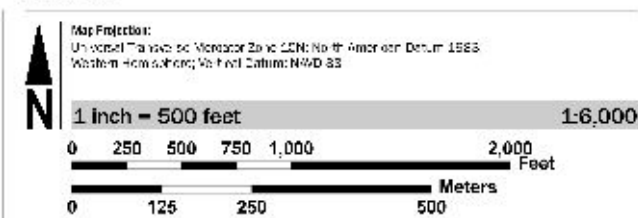
SEE REPORT FOR DETAILED LEGEND AND INDEX MAP FOR PANEL LOCATOR  
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTPS://NISC.FEMA.GOV](https://nisc.fema.gov)

- SPECIAL FLOOD HAZARD AREAS**
  - Without Base Flood Elevation (BFE) Zone AE
  - With BFE or Depth Zone AE, AD, AE, VE, AR, Regulatory Floodway
  - 0.2% Annual Chance Flood Hazard, Areas of 1% Annual Chance Flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
  - Future Conditions 1% Annual Chance Flood Hazard Zone X
  - Area with Reduced Flood Risk due to Levee Sea Walls Zone B
- OTHER AREAS OF FLOOD HAZARD**
  - Area of Minimal Flood Hazard Zone X
  - Area of Undetermined Flood Hazard Zone D
- OTHER AREAS**
  - Channel, Culvert or Storm Sewer
  - Accreted or Provisionally Accreted Levee, Dike or Floodwall
  - Non-accreted Levee, Dike or Floodwall
  - Cross Sections with 1% Annual Chance 19.2 Water Surface Elevation (WSE)
  - Cross Sections with 1% Annual Chance 17.5 Water Surface Elevation (WSE)
  - Cowslip Transit
  - Cowslip Transit Baseline
  - Profile Baseline
  - Hydrographic Feature
  - Base Flood Elevation Line (BFE)
  - Limit of Study
  - Jurisdiction Boundary
- GENERAL STRUCTURES**
- OTHER FEATURES**

**NOTES TO USERS**

For information on the National Flood Insurance Program (NFIP) and the National Flood Insurance Program (NFIP) Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) for the City of Menlo Park, California, please visit the FEMA website at <https://www.fema.gov>. For more information on the NFIP, please visit the FEMA website at <https://www.fema.gov>. For more information on the NFIP, please visit the FEMA website at <https://www.fema.gov>.

**SCALE**



**PANEL LOCATOR**



NATIONAL FLOOD INSURANCE PROGRAM  
FLOOD INSURANCE RATE MAP  
SAN MATEO COUNTY,  
CALIFORNIA  
DATE: 01/24/2024  
SHEET: 307 OF 510



VERSION NUMBER: 2.3.2.0  
MAP NUMBER: 0608100307  
DATE PRINTED: APRIL 5, 2010

**FLOOD MAP**



PREPARED BY:  
CITY SYSTEMS  
157 MIRAMONTE RD  
WALNUT CREEK, CA 94597

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**1174 LAUREL AVE - DETACHED ADU**

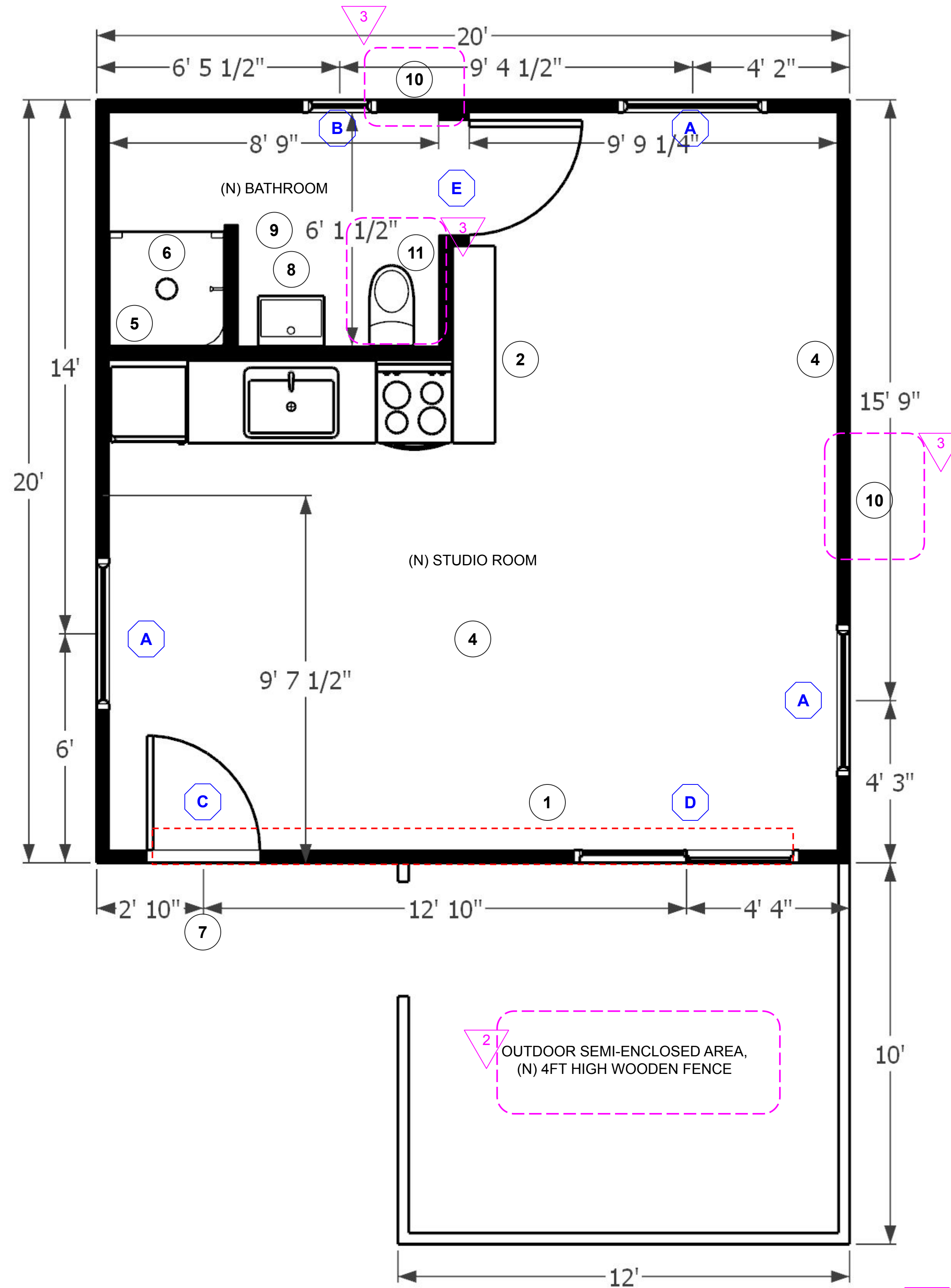
1174 LAUREL AVE, EAST PALO ALTO, CA, 94303

**FLOOR PLAN**

A1

**KEYNOTES**

- DEMOLISH EXISTING GARAGE DOOR. INSTALL NEW INFILL WALL WITH DOORS AND WINDOWS.
- PREFABRICATED KITCHEN AND BATHROOM COMPONENTS TO BE ASSEMBLED ONSITE.
- INSTALL ADDITIONAL 2X4 STUDS IN PERIMETER WALLS TO ACHIEVE 12" O.C.
- DEMO (E) CONCRETE SLAB. INSTALL (N) 10-MIL VAPOR RETARDER CONFORMING TO ASTM E1745 CLASS A REQUIREMENTS, PER CRC R506.2.3. POUR (N) 4" REINFORCED SLAB. INSTALL (N) UNDERLAYMENT AND VINYL FLOORING.
- CONNECT (N) INTERIOR WALL TO GARAGE SIDE WALL USING HARDENED STEEL STRUCTURAL NO.9 2-1/2" SCREWS OR EQUIVALENT AT 24" O.C.
- SHOWER DOOR SHALL OPEN SO AS TO MAINTAIN A 22" MINIMUM UNOBSTRUCTED OPENING FOR EGRESS PER CPC 408.5. SHOWER STALL TO BE 1024 SQUARE INCHES MINIMUM AND CAPABLE OF ENCOMPASSING A 30" DIAMETER CIRCLE, CPC 408.6. SHOWER SHALL HAVE INDIVIDUAL CONTROL VALVES OF THE PRESSURE BALANCE OR THERMOSTATIC MIXING VALVE TYPE (CPC 408.3). MAX WATER TEMPERATURE DISCHARGING FROM INDIVIDUAL SHOWERHEAD SHALL BE LIMITED TO 120 DEGREES F USING FIELD-ADJUSTED SHOWER VALVE (CPC 408.3.2).
- MINIMUM 36" DEEP CLEAR LANDING, MAX 7-3/4" TO TOP OF THE THRESHOLD FOR INSWING DOOR AND MAX 1-1/2" TO TOP OF THE THRESHOLD FOR OUT-SWINGING DOORS PER CRC R311.3.1. SLOPE OF EXTERIOR LANDING SHALL NOT EXCEED 2% SLOPE PER CRC 311.1.
- SINK FAUCETS < 1.2 GPM, > 0.8 GPM. SHOWERHEAD < 1.8 GPM. TOILET < 1.28 GPF.
- GYPSON BOARD SHALL NOT BE USED WHERE THERE WILL BE DIRECT EXPOSURE TO WATER, OR IN AREAS SUBJECT TO CONTINUOUS HIGH HUMIDITY. CRC R2702.3.7. BATHTUB AND SHOWER FLOORS AND WALLS ABOVE BATHTUBS WITH INSTALLED SHOWER HEADS AND IN SHOWER COMPARTMENTS SHALL BE FINISHED WITH A NONABSORBENT SURFACE. SUCH WALL SURFACES SHALL EXTEND TO A HEIGHT OF NOT LESS THAN 6FT ABOVE THE FLOOR. CRC R307.2.
- TWO EXTERIOR WALLS AND ROOF EAVES WITHIN 5FT OF PROPERTY LINE TO BE ONE-HOUR FIRE RATED WALLS TESTED IN ACCORDANCE WITH ASTM E119 OR UL 263 WITH EXPOSURE FROM BOTH SIDES. UL DESIGN U305.
- WATER CLOSET TO HAVE A SIDE CLEARANCE OF 15" ON EACH SIDE MEASURED FROM THE CENTERLINE OF THE WATER CLOSET TO THE WALLS OR OTHER OBSTRUCTIONS (CPC 402.5).



2 OUTDOOR SEMI-ENCLOSED AREA, (N) 4FT HIGH WOODEN FENCE

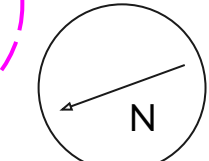
ROOM	AREA
BATHROOM	56.6 SF
LIVING SPACE	312 SF
NET SF	368.6 SF

**NATURAL VENTILATION REQUIREMENTS:**  
LIVING SPACE  
4% X 312 SF = 12.5 SF VENTILATION REQ.  
**48 SF PROVIDED**

**NATURAL LIGHT REQUIREMENTS:**  
LIVING SPACE  
8% X 312 SF = 25 SF NATURAL LIGHT REQ.  
**95 SF PROVIDED**

**WINDOW & DOOR SCHEDULE**

MARK	COUNT	HEIGHT	WIDTH	AREA	VENT.	LIGHT	DETAILS
A	3	4'-0"	4'-0"	48 SF	24 SF	45 SF	NEW WINDOW, SAFETY GLAZING CRC R308.4
B	1	4'-0"	2'-0"	8 SF	4 SF	7 SF	NEW BATHROOM WINDOW
C	1	6'-8"	3'-0"	20 SF	0 SF	0 SF	NEW FRONT DOOR, SAFETY GLAZING CRC R308.4
D	1	6'-8"	6'-0"	40 SF	20 SF	10 SF	NEW PATIO SLIDING DOOR, SAFETY GLAZING CRC R308.4
E	1	6'-6"	2'-10"	18 SF	0 SF	0 SF	NEW BATHROOM DOOR



**FLOOR PLAN**

1 1/4" = 1' - 0"

**NOTES**

2

Designer Signature, 1/24/24:



PREPARED BY:  
CITY SYSTEMS  
157 MIRAMONTE RD  
WALNUT CREEK, CA 94597

MAX HEIGHT: 13'-3" ABOVE GRADE

ROOF:  
- (N) SHINGLE ROOFING, CLASS C MIN RATING (CRC R902)  
- (N) GRACE ROOF UNDERLAYMENT  
- (N) 3/4" ROOF SHEATHING DECK

ATTIC:  
- (N) SCISSOR TRUSSES  
- (N) R-30 BATT INSULATION, 1-INCH MIN SPACE BETWEEN BOTTOM OF ROOF SHEATHING AND INSULATION (CRC R806.3)

CEILING:  
- (N) 5/8" GYPSUM BOARD

EXTERIOR WALL:  
- (E) EXTERIOR WOOD SIDING TO REMAIN  
- (E) TYVEK HOUSE WRAP TO REMAIN  
- (E) 2X4 WALL FRAMING WITH ADDITIONAL (N) 2X4 STUDS  
- (N) R-15 BATT INSULATION  
- (N) 5/8" GYPSUM BOARD INTERIOR UL TYPE X

ROOF SLOPE: 6/12

BFE, DFE, FFE: 17FT

ATTIC VENTILATION:  
- 400 SF OF ATTIC AREA  
-  $400 / 150 = 2.7$  SF (384 SQ.IN.) NET VENTILATION AREA REQUIRED (CRC R806.2)  
- PROVIDE WALL VENT BENEATH RIDGE ON WEST AND EAST ELEVATION (AS SHOWN), EACH 1.75 SF, TOTALING 3.5 SF

ATTIC SPACE ABOVE BATHROOM (7 FT CEILING HEIGHT) ACCESSIBLE THROUGH 36" X 30" ACCESS DOOR, LOCATED ON WALL ABOVE BATHROOM DOOR. ACCESS MUST BE AT LEAST AS LARGE AS LARGEST COMPONENT OF APPLIANCE (20" X 20") OR 22" X 30" (CMC 304.4).

ROOF EAVE WITHIN 5FT OF PROPERTY LINE, 1 HOUR FIRE RATED:  
- (N) 5/8" GYPSUM BOARD INTERIOR UL TYPE X  
- (N) SOFFIT BOARD

EXTERIOR WALL WITHIN 5FT OF PROPERTY LINE, 1 HOUR FIRE RATED BOTH SIDES, UL U305:  
- (E) 2X4 WALL FRAMING WITH ADDITIONAL (N) 2X4 STUDS  
- (N) R-15 BATT INSULATION  
- (N) 5/8" GYPSUM BOARD INTERIOR UL TYPE X  
- (N) 5/8" GYPSUM BOARD EXTERIOR UL TYPE X  
- (N) TYVEK HOUSE WRAP  
- (N) T-1-11 PLYWOOD EXTERIOR SIDING

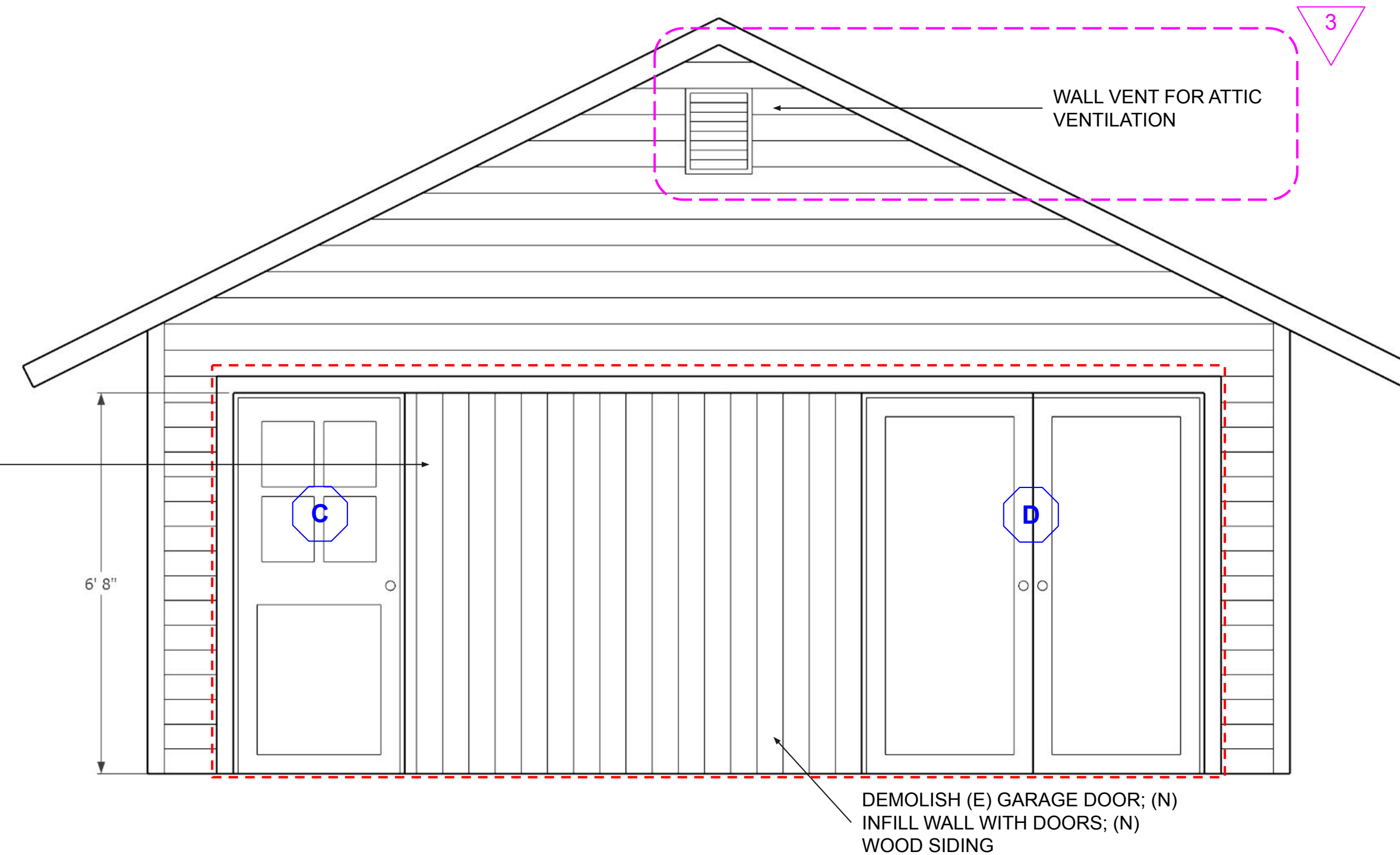
FLOOR:  
- (N) 10-MIL VAPOR RETARDER CONFORMING TO ASTM E1745 CLASS A REQUIREMENTS, PER CRC R506.2.3.  
- (N) CONCRETE SLAB  
- (N) UNDERLAYMENT + VINYL FLOORING

WEST SECTION

1 1/4" = 1' - 0"

PREMISE ADDRESS IDENTIFICATION SHALL BE PROVIDED WITH NUMERALS NOT LESS THAN FOUR INCHES IN HEIGHT WITH A MINIMUM STROKE OF 0.5 INCHES ON THE SIDE OF THE BUILDING THAT IS VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY. THE NUMBERS SHALL BE IN ARABIC NUMERALS OR ALPHABET LETTERS (CFC 505.1)

ADDRESS NUMBERS SHALL BE ILLUMINATED TO BE VISIBLE FROM THE STREET DURING DARKNESS (CBC 501.2.1)



DEMOLISH (E) GARAGE DOOR; (N) INFILL WALL WITH DOORS; (N) WOOD SIDING

WEST ELEVATION

2 1/4" = 1' - 0"

PLAN REVIEW ACCEPTANCE

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By: *Brandon Wofford* DATE: 01/24/2024

WEST COAST CODE CONSULTANTS, INC. (WCC)

No.	Description	Date
1	ZONING CLEARANCE SUBMISSION	10/15/23
2	ZONING CLEARANCE RESUBMISSION	11/6/23
3	BUILDING REVIEW RESUBMISSION	1/6/24
4	BUILDING REVIEW RESUBMISSION	1/19/24

1174 LAUREL AVE -  
DETACHED ADU  
1174 LAUREL AVE, EAST PALO ALTO,  
CA, 94303

ELEVATION AND SECTION

A2.0

Designer Signature, 1/24/24:



PREPARED BY:  
CITY SYSTEMS  
157 MIRAMONTE RD  
WALNUT CREEK, CA 94597

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BY: *Brandon Wofford* DATE: 01/24/2024

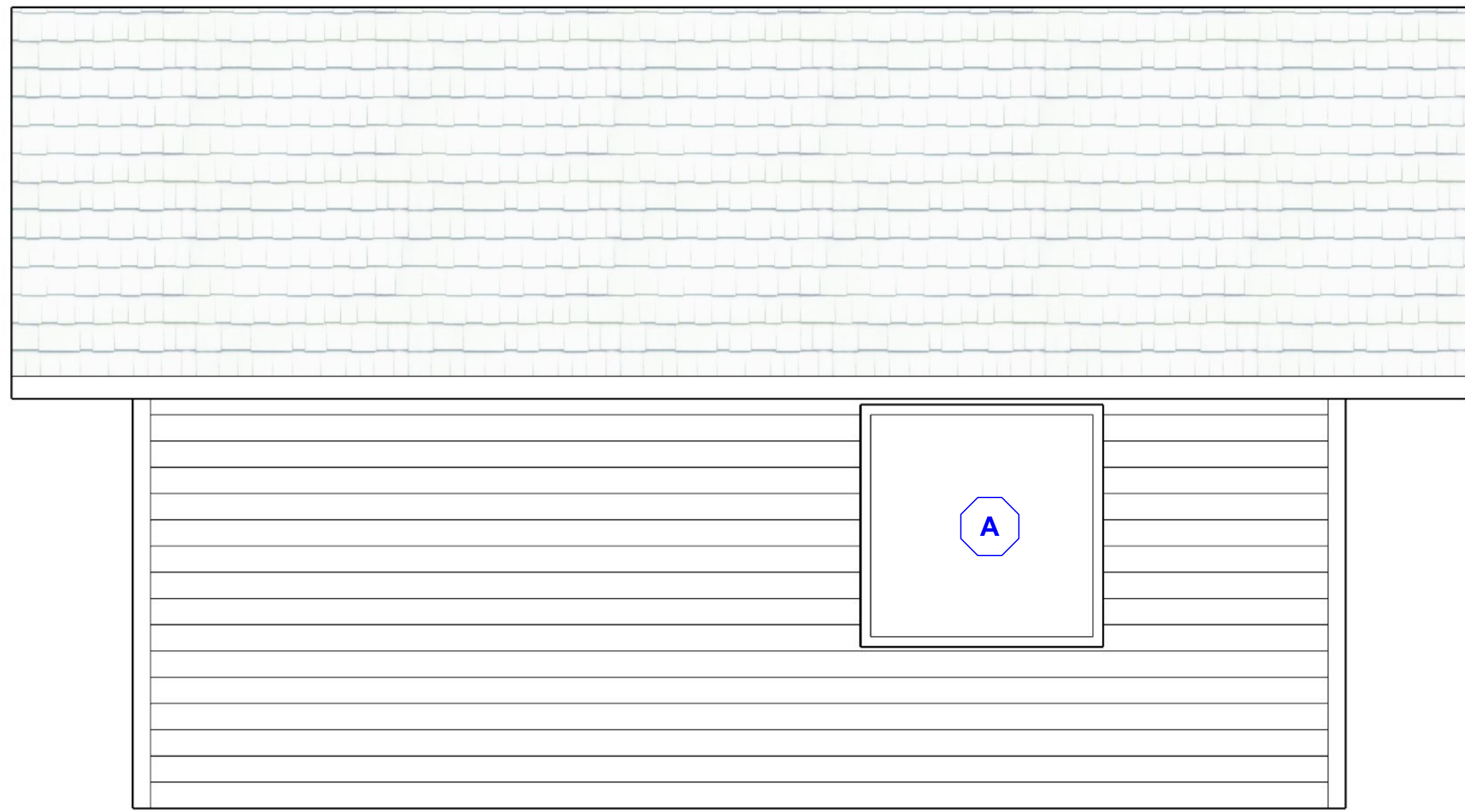
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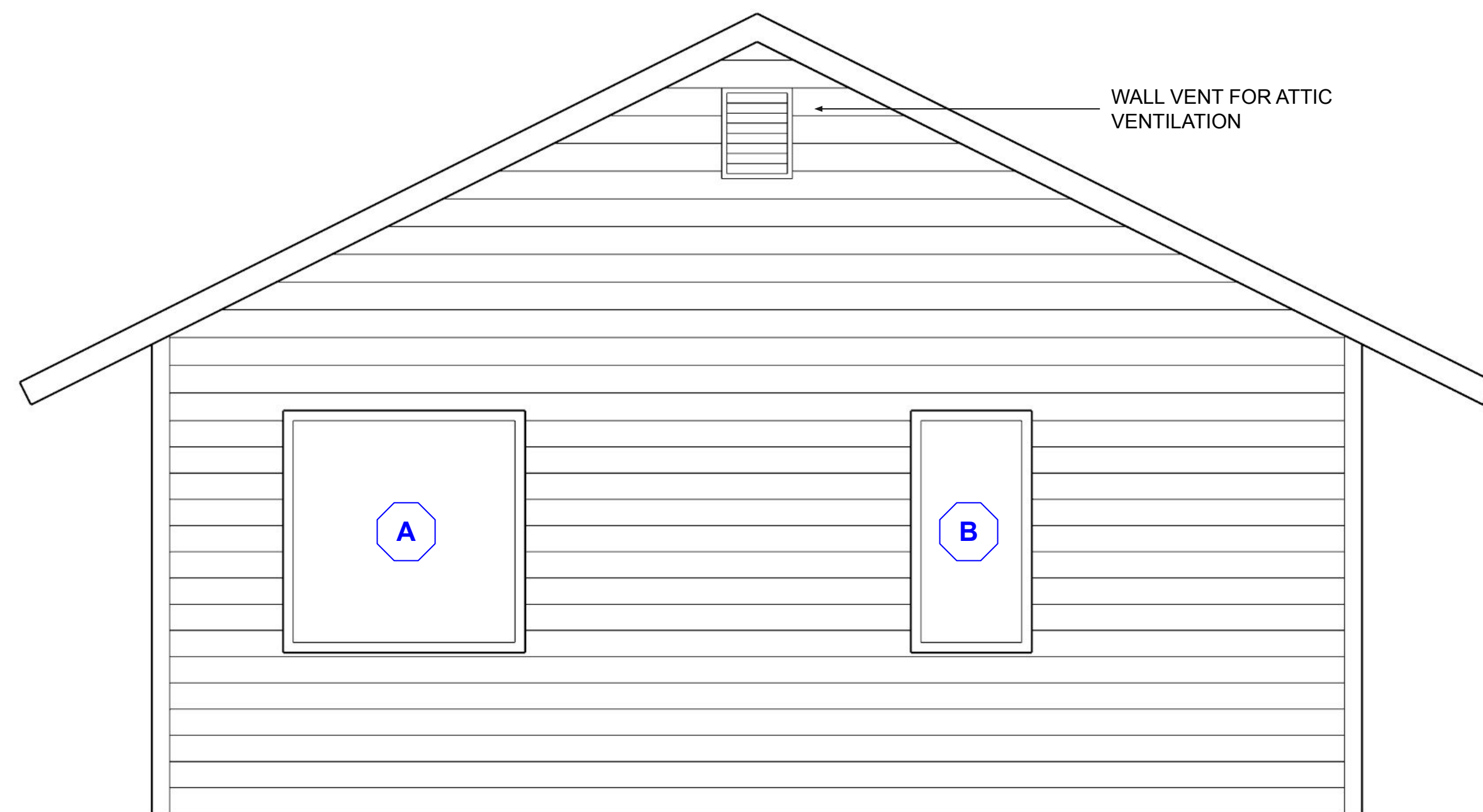
**ELEVATIONS**

**A2.1**



**1** NORTH ELEVATION  
1/4" = 1' - 0"

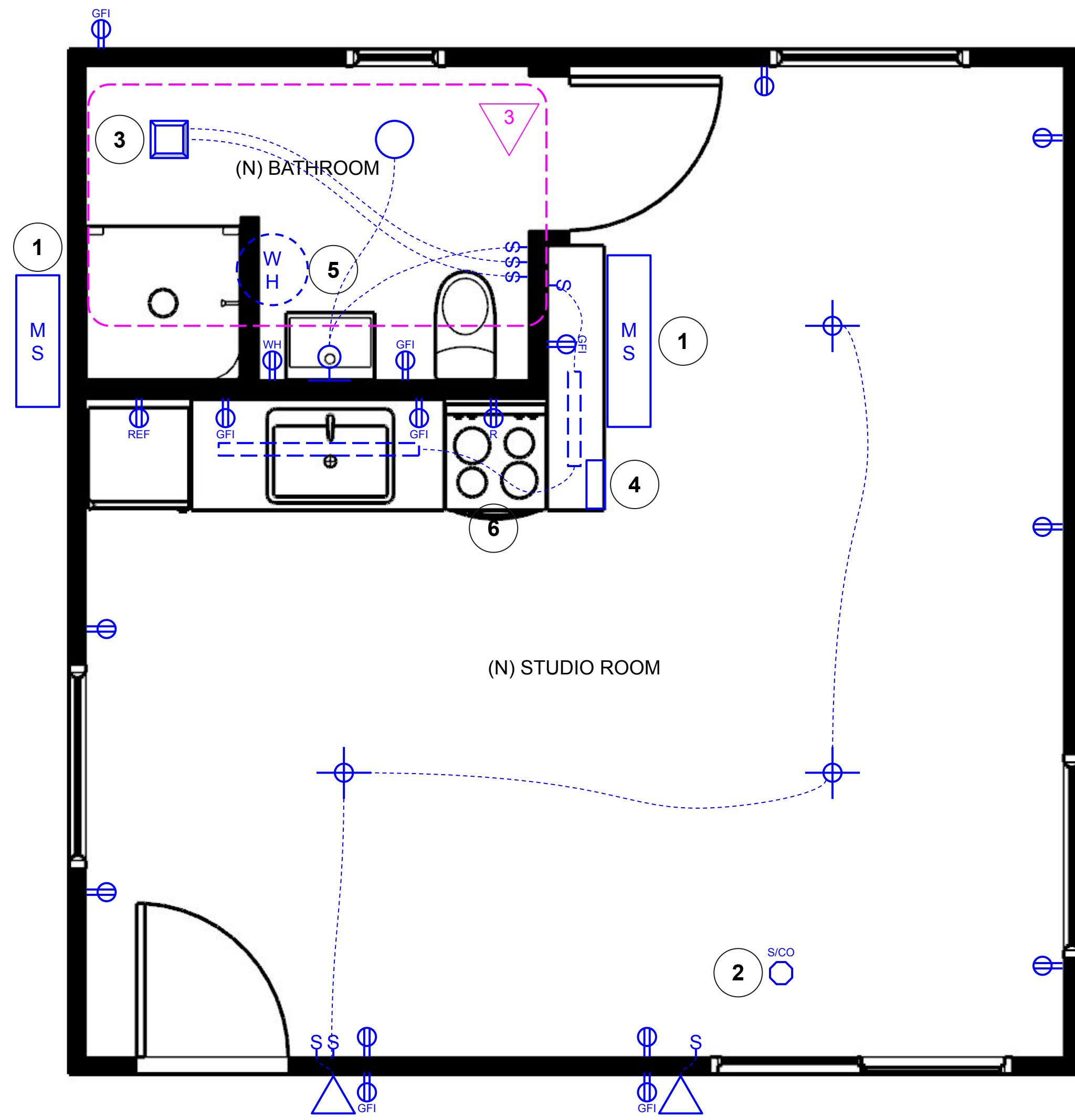
**3** SOUTH ELEVATION  
1/4" = 1' - 0"



**2** EAST ELEVATION  
1/4" = 1' - 0"

**KEYNOTES**

- NEW PIONEER 9000-BTU 115V 20 SEER DUCTLESS MINISPLIT HEAT PUMP (MODEL #WYT009ALF19RL). MOUNT AIR HANDLER ON INTERIOR WALL AT 6'-4" ABOVE FLOOR. MOUNT CONDENSER UNIT ON EXTERIOR WALL AT 7'-0" ABOVE GRADE WITH FUSE DISCONNECT BOX. SEE SHEET T3 FOR CF1R-ALT-02 FORM. PROVIDE A GFCI PROTECTED, WEATHERPROOF RECEPTACLE OUTLET WITHIN 25 FT OF THE UNIT (CEC 210.8(A)(3), 210.63(A)).
- COMBINED SMOKE AND CARBON MONOXIDE ALARM AC PRIMARY POWER TO BE SUPPLIED FROM UNSWITCHED PORTION OF BRANCH CIRCUIT 1, ALSO USED FOR POWER AND LIGHTING (CFC 907.2.10 AND NFPA 72-29.6.3). INSTALL IONIZATION SMOKE ALARM WITH AN ALARM-SILENCING SWITCH OR PHOTOELECTRIC SMOKE ALARM, 10 FT OR GREATER FROM PERMANENTLY INSTALLED COOKING APPLIANCES (CFC 907.2.10.3).
- BATHROOM LIGHT CONTROLLED BY A VACANCY SENSOR PER CEC TABLE 150(K)(2)(J). BATH FAN/LIGHT/NIGHTLIGHT COMBO. TO BE SEPARATELY SWITCHED (CEC 150.0(K)(2)(B)). SHOWER LIGHT LABELED "SUITABLE FOR WET LOCATIONS" OR "SUITABLE FOR DAMP LOCATIONS" (CEC 410.10(A)). THE EXHAUST RATE OF THE BATHROOM FAN SHALL NOT BE LESS THAN 50 CFM FOR INTERMITTENT OPERATION AND 20 CFM FOR CONTINUOUS OPERATION (CMC 405.3.1).
- ADD NEW 125 AMP SUBPANEL TO SERVE ADU, IN WALL CABINET FACING LIVING AREA. PROVIDE 36" CLEARANCE IN FRONT OF PANEL, 30" WIDE, 6'-6" HIGH FOR HEADROOM (CEC 110.26).
- INSTALL RHEEM 20 GAL ELECTRIC WATER HEATER (MODEL #XE20P06PU20U0), COMPLIANT WITH PROVISIONS OF CPC 508.4. MOUNT IN ATTIC ABOVE BATHROOM CEILING, WITH CLEARANCES PER MANUFACTURER'S SPEC. PROVIDE PASSAGEWAY FROM ACCESS TO APPLIANCE WITH SOLID FLOORING NOT LESS THAN 24" WIDE (CMC 304.4.2). A 30" X 30" PLATFORM SHALL BE PROVIDED IN FRONT OF THE SERVICE SIDE OF THE APPLIANCE (304.4.3). A LIGHT FIXTURE AND CONVENIENCE OUTLET SHALL BE PROVIDED NEAR THE APPLIANCE. SWITCH CONTROLLING THE LIGHT FIXTURE SHALL BE LOCATED AT THE ENTRANCE TO THE PASSAGEWAY (CMC 304.4.4).
- MICROWAVE WITH RANGE HOOD INSTALLED ABOVE RANGE. THE RANGE HOOD FAN SHALL RUN INTERMITTENTLY (CMC 405.4). FOR INTERMITTENT-CONTROLLED OPERATIONS, THE EXHAUST RATE SHALL BE A MIN OF 100 CFM (CMC 405.4.1). EXHAUST DUCTS FOR RANGE HOOD AND BATHROOM FAN TO TERMINATE 3 FT FROM PROPERTY LINES, 3 FT FROM OPENINGS INTO THE BUILDING, AND 10 FT FROM FORCED AIR INLETS (CMC 502.2).



**ELECTRICAL LEGEND**

- SWITCHES**  
TAG: SWITCH TYPE  
(NONE) SWITCH  
3 3 WAY
- RECEPTACLES - NON SWITCHED**  
TAG: SWITCH TYPE  
(NONE) STANDARD DUPLEX  
GFI GFI  
R RANGE  
REF REFRIGERATOR  
W/D WASHER/DRYER  
WH DEDICATED WATER HEATER CIRCUIT
- SICO**  
SMOKE AND CARBON MONOXIDE DETECTOR

**NOTES**

- REVIEW OUTLET, FIXTURE, & SWITCH LOCATIONS WITH OWNER PRIOR TO WIRING
- CENTER LIGHTS ON CEILING U.O.N.

**LIGHTING LEGEND**

- LINEAR UNDERCABINET FIXTURE
- RECESSED CAN LIGHT
- ⊕ PENDANT FIXTURE
- ⊕ WALL MOUNT FIXTURE
- BATHROOM EXHAUST FAN
- △ EXTERIOR EMERGENCY WALL LIGHT

**NOTES**

- LIGHT FIXTURES TO BE CENTERED ON CEILINGS UNLESS NOTED OTHERWISE
- REVIEW LIGHT LOCATIONS WITH OWNER DURING ROUGH-IN
- PROVIDE "HIGH EFFICACY" LED LIGHTING WHERE LED LIGHTING IS NOTED

**LIGHTING**

- ALL LUMINAIRES SHALL BE HIGH-EFFICACY IN ACCORDANCE WITH CBEES TABLE 150.0-A, AND SHALL COMPLY WITH CEC 150.0(K)
- ALL LED LUMINAIRES AND LAMPS SHALL BE MARKED "JA8-2022" AND LISTED IN THE CALIFORNIA ENERGY COMMISSION DATABASE AT [HTTPS://CACERTAPPLIANCES.ENERGY.CA.GOV/PAGES/APPLIANCESSEARCH.ASPX](https://cacertappliances.energy.ca.gov/pages/appliancesearch.aspx)
- ALL RECESSED DOWNLIGHT AND ENCLOSED LUMINAIRES SHALL BE MARKED "JA8-2022-E" AND LISTED IN THE CALIFORNIA ENERGY COMMISSION DATABASE AT [HTTPS://CACERTAPPLIANCES.ENERGY.CA.GOV/PAGES/APPLIANCESSEARCH.ASPX](https://cacertappliances.energy.ca.gov/pages/appliancesearch.aspx)
- RECESSED DOWNLIGHT LUMINAIRES IN CEILINGS SHALL NOT BE SCREW-BASED
- BATHROOMS, GARAGES, LAUNDRY ROOMS, AND UTILITY ROOMS: AT LEAST ONE LUMINAIRE IN EACH SPACE SHALL BE CONTROLLED BY A VACANCY SENSOR
- DIMMERS: EXCEPT AS NOTED FOR KITCHENS, BATHROOMS, LAUNDRY, UTILITY ROOMS, GARAGE, & EXTERIOR LIGHTING, ALL LIGHTING TO BE CONTROLLED BY DIMMERS. DIMMERS CAN BE ELIMINATED IF FLUORESCENT OR APPROVED HIGH EFFICACY DEVICE IS USED. ALL LUMINAIRES REQUIRING "JA8-2022" OR "JA8-2022-E" MARKING SHALL BE CONTROLLED BY A DIMMER OR VACANCY SENSOR. EXCEPTION: CLOSESTS LESS THAN 70 SF & HALLWAYS
- PROVIDE A SWITCHED LIGHT OUTLET OR SWITCHED RECEPTACLE IN EVERY HABITABLE ROOM
- ALL RECESSED LIGHT FIXTURES TO EMPLOY GASKET OR CAULKING TO SEPARATE CONDITIONED FROM NON-CONDITIONED SPACE
- SWITCHED RECEPTACLES ARE NOT PERMITTED IN KITCHEN OR BATHROOM

**EXTERIOR LIGHTS**

- PROVIDE EXTERIOR LIGHT FIXTURE AT ALL EXTERIOR DOORS. CEC 210.70(A)
- OUTDOOR LIGHTING PERMANENTLY MOUNTED TO BUILDINGS SHALL BE CONTROLLED BY ONE OF THE FOLLOWING SO AS TO NOT OPERATE DURING DAYLIGHT HOURS:
  - PHOTOCONTROL AND MOTION SENSOR
  - PHOTOCONTROL AND AUTOMATIC TIME-SWITCH CONTROL
  - ASTRONOMICAL TIME CLOCK
  - ENERGY MANAGEMENT CONTROL SYSTEM PER CBEES 150.0(K)3AIIIC
- EXTERIOR LIGHTS ATTACHED TO STRUCTURE SHALL TURN OFF AUTOMATICALLY WITHIN 30 MINUTES IF NOT REACTIVATED BY MOTION DETECTOR (2) AND (3) ABOVE NOT REQUIRED IF FLUORESCENT OR OTHER APPROVED HIGH EFFICACY FIXTURE USED

**CLOSET LIGHTING**

- PROVIDE MIN. 12" CLEARANCE BETWEEN FULLY ENCLOSED LED FIXTURE & NEAREST POINT OF STORAGE
- PROVIDE MIN. 6" CLEARANCE BETWEEN FLUORESCENT FIXTURE & NEAREST POINT OF STORAGE

**GENERAL ELECTRICAL NOTES**

- THESE NOTES CONVEY MIN. CONSTRUCTION REQUIREMENTS AND ARE TO BE USED WHERE APPLICABLE CONDITIONS OCCUR. MORE STRINGENT REQUIREMENTS STIPULATED ELSEWHERE WITHIN THESE DOCUMENTS OR WITHIN RELEVANT MANUFACTURER'S INSTALLATION INSTRUCTIONS WILL SUPERSEDE
- UNLESS OTHERWISE NOTED, ALL MATERIALS AND EQUIPMENT TO BE INSTALLED PER THE APPLICABLE PROVISIONS OF THESE DOCUMENTS AND THE MANUFACTURER'S INSTALLATION INSTRUCTIONS

**OVERCURRENT PROTECTION**

- OVERCURRENT DEVICES SHALL BE READILY ACCESSIBLE
- OVERCURRENT DEVICES SHALL NOT BE LOCATED WHERE THEY WILL BE EXPOSED TO PHYSICAL DAMAGE
- OVERCURRENT DEVICES SHALL NOT BE IN THE VICINITY OF EASILY IGNITABLE MATERIALS, SUCH AS IN A CLOTHES CLOSET
- OVERCURRENT DEVICES IN DWELLING UNITS SHALL NOT BE LOCATED IN BATHROOM
- BRANCH CIRCUITS THAT SUPPLY BEDROOM RECEPTACLES SHALL BE PROTECTED BY AN ARC-FAULT CIRCUIT INTERRUPTER
- ALL PANEL CIRCUITS TO BE LABELED

**KITCHEN**

- PROVIDE MIN. (2) 20A, SMALL APPLIANCE BRANCH CIRCUITS. MAY INCLUDE APPLIANCE OUTLETS IN PANTRY, DINING ROOM, & OTHER SIMILAR AREAS. CEC 210.52(C)(3)
- REFRIGERATOR MAY BE ON ITS OWN 15A OR GREATER CIRCUIT
- NO POINT ALONG COUNTERTOP SHALL BE MORE THAN 24" FROM OUTLET. OUTLETS MUST BE NO MORE THAN 18" ABOVE COUNTERTOP. SPACES SEPARATED BY SINKS, RANGE TOPS, OR REFRIGERATORS SHALL BE CONSIDERED SEPARATE SPACE. OUTLETS NOT REQ. IN WALL SPACES LESS THAN 12".
- GFI PROTECTION REQUIRED FOR COUNTERTOP OUTLETS
- AT LEAST 50% OF LIGHTING WATTAGE TO BE FLUORESCENT OR OTHER APPROVED HIGH EFFICACY DEVICE
- DO NOT SCALE APPLIANCE LOCATIONS FROM DRAWING. CONFIRM ALL LOCATIONS WITH CLIENT AT TIME OF ROUGH-IN

**BATHROOMS**

- PROVIDE MIN. 20A BRANCH CIRCUIT TO RECEPTACLES WITH NO OTHER OUTLETS. IF 20A BRANCH SUPPLIES SINGLE BATHROOM, LIGHTING IN SAME BATHROOM ALLOWED. ADDITIONAL EQUIPMENT ALLOWED UNDER SPECIAL CIRCUMSTANCES
- AT LEAST ONE GFI OUTLET WITHIN 36" OF OUTSIDE EDGE OF SINK
- ALL LIGHTING TO BE FLUORESCENT OR ACTIVATED BY TITLE 24 APPROVED SWITCH, WILL AUTOMATICALLY TURN OFF WITHIN 30 MINUTES IF NO ACTIVITY FROM MOTION DETECTOR

**LAUNDRY**

- MIN. 20A BRANCH CIRCUIT TO RECEPTACLES WITH NO OTHER OUTLETS

**FIRE RATED WALLS**

- 24" MIN. SPACING BETWEEN STEEL RECEPTACLE BOXES THAT ARE "BACK-TO-BACK". OPENINGS SHALL NOT EXCEED 100 SQ.IN. FOR ANY 100 SF OF WALL AREA

**SMOKE DETECTORS**

- SMOKE DETECTORS MUST BE WITHIN 24" OF HIGHEST POINT IN ROOM. DETECTORS REQ. IN EACH BEDROOM, HALL OR AREA IMMEDIATELY OUTSIDE BEDROOMS(S), TOP OF STAIRS, AND A MINIMUM OF 1 DETECTOR AT EACH FLOOR. DETECTORS TO BE WIRED TOGETHER WITH BATTERY BACKUP

**INTERIOR RECEPTACLES**

- NO POINT ALONG THE FLOOR LINE IN WALL SPACE SHALL BE MORE THAN 6 FT FROM OUTLET WHEN MEASURED HORIZONTALLY. OUTLET NOT REQ. FOR WALL SPACE LESS THAN 24"
- UNLESS OTHERWISE NOTED, BOTTOM OF RECEPTACLE BOXES TO BE 14" ABOVE THE SUBFLOOR OR SLAB
- BRANCH CIRCUITS THAT SUPPLY BEDROOM RECEPTACLES SHALL BE PROTECTED BY AN ARC-FAULT CIRCUIT INTERRUPTER
- ALL 125V & 20A RECEPTACLE OUTLETS SHALL BE LISTED TAMPER RESISTANT PER CEC 406.12
- PROVIDE 30A CIRCUIT FOR ELECTRIC CLOTHES DRYER. CEC 220.54

**EXTERIOR RECEPTACLES**

- WEATHERPROOF, GFI, TAMPER RESISTANT RECEPTACLES REQ. AT ENTRANCE AND YARDS, NO MORE THAN 6'-1/2" ABOVE GRADE (CEC 210.8, 406.9(B), 406.12, 210.52(E)).

**SWITCHES**

- UNLESS OTHERWISE NOTED, BOTTOM OF SWITCH BOXES TO BE 40" ABOVE SUBFLOOR OR SLAB
- DOOR BELL SWITCH TO BE NO MORE THAN 48" ABOVE LANDING

**GROUNDING**

- UFER AT SERVICE DISCONNECT - CONNECT #4 CU GROUND ELECTRODE CONDUCTOR TO #4 FOOTING REBAR WITH A MINIMUM LENGTH OF 20 FT OR EMBED 20 LF OF #4 CU CONDUCTOR IN FOOTING. UFER TO HAVE A MIN. OF 2" CONCRETE ENCASEMENT
- BOND ALL METAL PIPING (COLD WATER, HOT WATER)

**CONDUCTORS**

- ALL CONDUCTORS TO BE COPPER WITH TYPE THHN/THWN INSULATION MINIMUM

**NOTES**

2

Designer Signature, 1/24/24:



PREPARED BY:  
CITY SYSTEMS  
157 MIRAMONTE RD  
WALNUT CREEK, CA 94597

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BY: *Brandon Wolford* DATE: 01/24/2024

WEST COAST CODE CONSULTANTS, INC. (WCC)

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**1174 LAUREL AVE - DETACHED ADU**

1174 LAUREL AVE, EAST PALO ALTO, CA, 94303

**LIGHTING AND ELECTRICAL PLAN**

A3

**FLOOR PLAN**

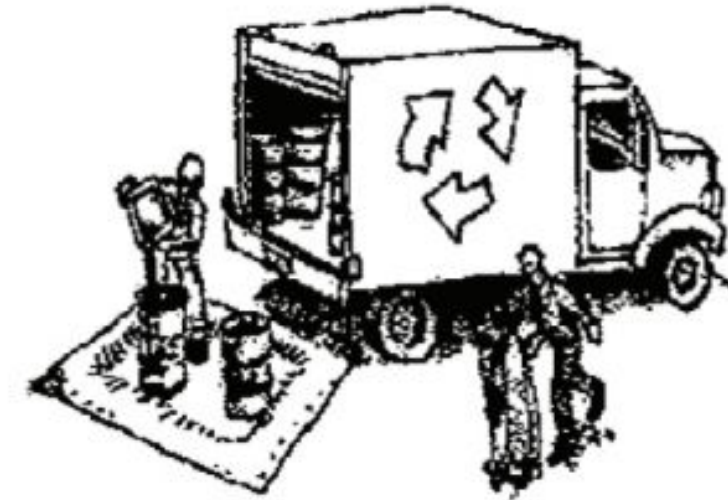
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1/4" = 1' - 0"

# Construction Best Management Practices (BMPs)

Construction projects are required to implement the stormwater best management practices (BMP) on this page, as they apply to your project, all year long.

## Materials & Waste Management



### Non-Hazardous Materials

- ❑ Berm and cover stockpiles of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
- ❑ Use (but don't overuse) reclaimed water for dust control.

### Hazardous Materials

- ❑ Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, county, state and federal regulations.
- ❑ Store hazardous materials and wastes in water tight containers, store in appropriate secondary containment, and cover them at the end of every work day or during wet weather or when rain is forecast.
- ❑ Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
- ❑ Arrange for appropriate disposal of all hazardous wastes.

### Waste Management

- ❑ Cover waste disposal containers securely with tarps at the end of every work day and during wet weather.
- ❑ Check waste disposal containers frequently for leaks and to make sure they are not overfilled. Never hose down a dumpster on the construction site.
- ❑ Clean or replace portable toilets, and inspect them frequently for leaks and spills.
- ❑ Dispose of all wastes and debris properly. Recycle materials and wastes that can be recycled (such as asphalt, concrete, aggregate base materials, wood, gyp board, pipe, etc.)
- ❑ Dispose of liquid residues from paints, thinners, solvents, glues, and cleaning fluids as hazardous waste.

### Construction Entrances and Perimeter

- ❑ Establish and maintain effective perimeter controls and stabilize all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
- ❑ Sweep or vacuum any street tracking immediately and secure sediment source to prevent further tracking. Never hose down streets to clean up tracking.

## Equipment Management & Spill Control



### Maintenance and Parking

- ❑ Designate an area, fitted with appropriate BMPs, for vehicle and equipment parking and storage.
- ❑ Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
- ❑ If refueling or vehicle maintenance must be done onsite, work in a bermed area away from storm drains and over a drip pan or drop cloths big enough to collect fluids. Recycle or dispose of fluids as hazardous waste.
- ❑ If vehicle or equipment cleaning must be done onsite, clean with water only in a bermed area that will not allow rinse water to run into gutters, streets, storm drains, or surface waters.
- ❑ Do not clean vehicle or equipment onsite using soaps, solvents, degreasers, or steam cleaning equipment.

### Spill Prevention and Control

- ❑ Keep spill cleanup materials (e.g., rags, absorbents and cat litter) available at the construction site at all times.
- ❑ Inspect vehicles and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
- ❑ Clean up spills or leaks immediately and dispose of cleanup materials properly.
- ❑ Do not hose down surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rags).
- ❑ Sweep up spilled dry materials immediately. Do not try to wash them away with water, or bury them.
- ❑ Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
- ❑ Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) Dial 911 or your local emergency response number, 2) Call the Governor's Office of Emergency Services Warning Center, (800) 852-7550 (24 hours).

## Earthmoving



- ❑ Schedule grading and excavation work during dry weather.
- ❑ Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or bonded fiber matrix) until vegetation is established.
- ❑ Remove existing vegetation only when absolutely necessary, and seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.
- ❑ Prevent sediment from migrating offsite and protect storm drain inlets, gutters, ditches, and drainage courses by installing and maintaining appropriate BMPs, such as fiber rolls, silt fences, sediment basins, gravel bags, berms, etc.
- ❑ Keep excavated soil on site and transfer it to dump trucks on site, not in the streets.

### Contaminated Soils

- ❑ If any of the following conditions are observed, test for contamination and contact the Regional Water Quality Control Board:
  - Unusual soil conditions, discoloration, or odor.
  - Abandoned underground tanks.
  - Abandoned wells
  - Buried barrels, debris, or trash.

## Paving/Asphalt Work



- ❑ Avoid paving and seal coating in wet weather or when rain is forecast, to prevent materials that have not cured from contacting stormwater runoff.
- ❑ Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, fog seal, etc.
- ❑ Collect and recycle or appropriately dispose of excess abrasive gravel or sand. Do NOT sweep or wash it into gutters.
- ❑ Do not use water to wash down fresh asphalt concrete pavement.

### Sawcutting & Asphalt/Concrete Removal

- ❑ Protect nearby storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
- ❑ Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
- ❑ If sawcut slurry enters a catch basin, clean it up immediately.

## Concrete, Grout & Mortar Application



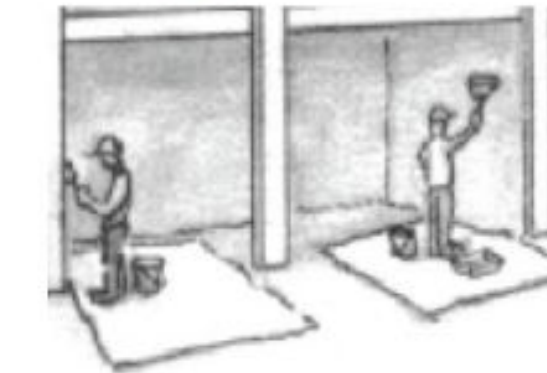
- ❑ Store concrete, grout, and mortar away from storm drains or waterways, and on pallets under cover to protect them from rain, runoff, and wind.
- ❑ Wash out concrete equipment/trucks offsite or in a designated washout area, where the water will flow into a temporary waste pit, and in a manner that will prevent leaching into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
- ❑ When washing exposed aggregate, prevent washwater from entering storm drains. Block any inlets and vacuum gutters, hose washwater onto dirt areas, or drain onto a bermed surface to be pumped and disposed of properly.

## Landscaping



- ❑ Protect stockpiled landscaping materials from wind and rain by storing them under tarps all year-round.
- ❑ Stack bagged material on pallets and under cover.
- ❑ Discontinue application of any erodible landscape material within 2 days before a forecast rain event or during wet weather.

## Painting & Paint Removal



### Painting Cleanup and Removal

- ❑ Never clean brushes or rinse paint containers into a street, gutter, storm drain, or stream.
- ❑ For water-based paints, paint out brushes to the extent possible, and rinse into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
- ❑ For oil-based paints, paint out brushes to the extent possible and clean with thinner or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of excess liquids as hazardous waste.
- ❑ Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.
- ❑ Chemical paint stripping residue and chips and dust from marine paints or paints containing lead, mercury, or tributyltin must be disposed of as hazardous waste. Lead based paint removal requires a state-certified contractor.

## Dewatering



- ❑ Discharges of groundwater or captured runoff from dewatering operations must be properly managed and disposed. When possible send dewatering discharge to landscaped area or sanitary sewer. If discharging to the sanitary sewer call your local wastewater treatment plant.
- ❑ Divert run-on water from offsite away from all disturbed areas.
- ❑ When dewatering, notify and obtain approval from the local municipality before discharging water to a street gutter or storm drain. Filtration or diversion through a basin, tank, or sediment trap may be required.
- ❑ In areas of known or suspected contamination, call your local agency to determine whether the ground water must be tested. Pumped groundwater may need to be collected and hauled off-site for treatment and proper disposal.

Designer Signature, 1/24/24:




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By: *Brandon Wofford* DATE: 01/24/2024  
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CONSTRUCTION  
BEST  
MANAGEMENT  
PRACTICES

A4

**Storm drain polluters may be liable for fines of up to \$10,000 per day!**

# AIA California 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE RESIDENTIAL MANDATORY MEASURES, SHEET 1 (January 2023)

Designer Signature, 1/24/24:



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CITY SYSTEMS  
157 MIRAMONTE RD  
WALNUT CREEK, CA 94597

**CHAPTER 3 GREEN BUILDING SECTION 301 GENERAL**

**301.1 SCOPE.** Buildings shall be designed to include the green building measures specified as mandatory in the application checklists contained in this code. Voluntary green building measures are also included in the application checklists and may be included in the design and construction of structures covered by this code, but are not required unless adopted by a city, county, or city and county as specified in Section 101.7.

**301.1.1 Additions and alterations. [HCD]** The mandatory provisions of Chapter 4 shall be applied to additions or alterations of existing residential buildings where the addition or alteration increases the building's conditioned area, volume, or size. The requirements shall apply only to and/or within the specific area of the addition or alteration.

The mandatory provision of Section 4.106.4.2 may apply to additions or alterations of existing parking facilities or the addition of new parking facilities serving existing multifamily buildings. See Section 4.106.4.3 for application.

**Note:** Repairs including, but not limited to, resurfacing, restriping and repairing or maintaining existing lighting fixtures are not considered alterations for the purpose of this section.

**Note:** On and after January 1, 2014, residential buildings undergoing permitted alterations, additions, or improvements shall replace noncompliant plumbing fixtures with water-conserving plumbing fixtures. Plumbing fixture replacement is required prior to issuance of a certificate of final completion, certificate of occupancy or final permit approval by the local building department. See Civil Code Section 1101.1, et seq., for the definition of a noncompliant plumbing fixture, types of residential buildings affected and other important enactment dates.

**301.2 LOW-RISE AND HIGH-RISE RESIDENTIAL BUILDINGS. [HCD]** The provisions of individual sections of CALGreen may apply to low-rise residential buildings, high-rise residential buildings, or both. Individual sections will be designated by banners to indicate where the section applies specifically to low-rise only (LR) or high-rise only (HR). When the section applies to both low-rise and high-rise buildings, no banner will be used.

**SECTION 302 MIXED OCCUPANCY BUILDINGS**

**302.1 MIXED OCCUPANCY BUILDINGS.** In mixed occupancy buildings, each portion of a building shall comply with the specific green building measures applicable to each specific occupancy.

Exceptions:

- [HCD] Accessory structures and accessory occupancies serving residential buildings shall comply with Chapter 4 and Appendix A4, as applicable.
- [HCD] For purposes of CALGreen, live/work units, complying with Section 4.19 of the California Building Code, shall not be considered mixed occupancies. Live/Work units shall comply with Chapter 4 and Appendix A4, as applicable.

**DIVISION 4.1 PLANNING AND DESIGN**

**ABBREVIATION DEFINITIONS:**

HCD Department of Housing and Community Development  
BSC California Building Standards Commission  
DSA-SS Division of the State Architect, Structural Safety  
OSHPD Office of Statewide Health Planning and Development  
LR High Rise  
HR Additions and Alterations  
N New

**CHAPTER 4 RESIDENTIAL MANDATORY MEASURES**

**SECTION 4.102 DEFINITIONS**

**4.102.1 DEFINITIONS**  
The following terms are defined in Chapter 2 (and are included here for reference)

**FRENCH DRAIN.** A trench, hole or other depressed area loosely filled with rock, gravel, fragments of brick or similar pervious material used to collect or channel drainage or runoff water.

**WATTLES.** Wattles are used to reduce sediment in runoff. Wattles are often constructed of natural plant materials such as hay, straw or similar material shaped in the form of tubes and placed on a downflow slope. Wattles are also used for perimeter and inlet controls.

**4.106 SITE DEVELOPMENT**

**4.106.1 GENERAL.** Preservation and use of available natural resources shall be accomplished through evaluation and careful planning to minimize negative effects on the site and adjacent areas. Preservation of slopes, management of storm water drainage and erosion controls shall comply with this section.

**4.106.2 STORM WATER DRAINAGE AND RETENTION DURING CONSTRUCTION.** Projects which disturb less than one acre of soil and are not part of a larger common plan of development which in total disturbs one acre or more, shall manage storm water drainage during construction. In order to manage storm water drainage during construction, one or more of the following measures shall be implemented to prevent flooding of adjacent property, prevent erosion and retain soil runoff on the site.

- Retention basins of sufficient size shall be utilized to retain storm water on the site.
- When storm water is conveyed to a public drainage system, collection point, gutter or similar disposal method, water shall be filtered by use of a barrier system, wattle or other method approved by the enforcing agency.
- Compliance with a lawfully enacted storm water management ordinance.

**Note:** Refer to the State Water Resources Control Board for projects which disturb one acre or more of soil, or are part of a larger common plan of development which in total disturbs one acre or more of soil. (Website: [https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/construction.html](https://www.waterboards.ca.gov/water_issues/programs/stormwater/construction.html))

**4.106.3 GRADING AND PAVING.** Construction plans shall indicate how the site grading or drainage system will manage all surface water flows to keep water from entering buildings. Examples of methods to manage surface water include, but are not limited to, the following:

- Swales
- Water collection and disposal systems
- French drains
- Water retention gardens
- Other water measures which keep surface water away from buildings and aid in groundwater recharge.

**Exception:** Additions and alterations not altering the drainage path.

**4.106.4 Electric vehicle (EV) charging for new construction.** New construction shall comply with Sections 4.106.4.1 or 4.106.4.2 to facilitate future installation and use of EV chargers. Electric vehicle supply equipment (EVSE) shall be installed in accordance with the California Electrical Code, Article 625.

**Exceptions:**

- On a case-by-case basis, where the local enforcing agency has determined EV charging and infrastructure are not feasible based upon one or more of the following conditions:
  - Where there is no local utility power supply or the local utility is unable to supply adequate power.
  - Where there is evidence suitable to the local enforcing agency substantiating that additional local utility infrastructure design requirements, directly related to the implementation of Section 4.106.4, may adversely impact the construction cost of the project.
  - Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU) without additional parking facilities.

**4.106.4.1 New one- and two-family dwellings and townhouses with attached private garages.** For each dwelling unit, install a listed raceway to accommodate a dedicated 208/240-volt branch circuit. The raceway shall not be less than trade size 1 (nominal 1-inch inside diameter). The raceway shall originate at the main service or subpanel and shall terminate into a listed cabinet, box or other enclosure in close proximity to the proposed location of an EV charger. Raceways are required to be continuous at enclosed, inaccessible or concealed areas and spaces. The service panel and/or subpanel shall provide capacity to install a 40-ampere 208/240-volt minimum dedicated branch circuit and space(s) reserved to permit installation of a branch circuit overcurrent protective device.

**Exception:** A raceway is not required if a minimum 40-ampere 208/240-volt dedicated EV branch circuit is installed in close proximity to the proposed location of an EV charger at the time of original construction in accordance with the California Electrical Code.

**4.106.4.1.1 Identification.** The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging as "EV CAPABLE". The raceway termination location shall be permanently and visibly marked as "EV CAPABLE".

**4.106.4.2 New multifamily dwellings, hotels and motels and new residential parking facilities.** When parking is provided, parking spaces for new multifamily dwellings, hotels and motels shall meet the requirements of Sections 4.106.4.2.1 and 4.106.4.2.2. Calculations for spaces shall be rounded up to the nearest whole number. A parking space served by electric vehicle supply equipment or designed as a future EV charging space shall count as at least one standard automobile parking space only for the purpose of complying with any applicable minimum parking space requirements established by a local jurisdiction. See Vehicle Code Section 22511.2 for further details.

**4.106.4.2.1 Multifamily development projects with less than 20 dwelling units; and hotels and motels with less than 20 sleeping units or guest rooms.** The number of dwelling units, sleeping units or guest rooms shall be based on all buildings on a project site subject to this section.

**1.EV Capable.** Ten (10) percent of the total number of parking spaces on a building site, provided for all types of parking facilities, shall be electric vehicle charging spaces (EV spaces) capable of supporting future Level 2 EVSE. Electrical load calculations shall demonstrate that the electrical panel service capacity and electrical system, including any on-site distribution transformers, have sufficient capacity to simultaneously charge all EVs at all required EV spaces at a minimum of 40 amperes.

The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging purposes as "EV CAPABLE" in accordance with the California Electrical Code.

**Exceptions:**

- When EV chargers (Level 2 EVSE) are installed in a number equal to or greater than the required number of EV capable spaces.
- When EV chargers (Level 2 EVSE) are installed in a number less than the required number of EV capable spaces, the number of EV capable spaces required may be reduced by a number equal to the number of EV chargers installed.

**Note:**

a. Construction documents are intended to demonstrate the project's capability and capacity for facilitating future EV charging.

b. There is no requirement for EV spaces to be constructed or available until receptacles for EV charging or EV chargers are installed for use.

**2.EV Ready.** Twenty-five (25) percent of the total number of parking spaces shall be equipped with low power Level 2 EV charging receptacles. For multifamily parking facilities, no more than one receptacle is required per dwelling unit when more than one parking space is provided for use by a single dwelling unit.

**Exception:** Areas of parking facilities served by parking lifts.

**4.106.4.2.2 Multifamily development projects with 20 or more dwelling units, hotels and motels with 20 or more sleeping units or guest rooms.** The number of dwelling units, sleeping units or guest rooms shall be based on all buildings on a project site subject to this section.

**1.EV Capable.** Ten (10) percent of the total number of parking spaces on a building site, provided for all types of parking facilities, shall be electric vehicle charging spaces (EV spaces) capable of supporting future Level 2 EVSE. Electrical load calculations shall demonstrate that the electrical panel service capacity and electrical system, including any on-site distribution transformers, have sufficient capacity to simultaneously charge all EVs at all required EV spaces at a minimum of 40 amperes.

The service panel or subpanel circuit directory shall identify the overcurrent protective device space(s) reserved for future EV charging purposes as "EV CAPABLE" in accordance with the California Electrical Code.

**Exception:** When EV chargers (Level 2 EVSE) are installed in a number greater than five (5) percent of parking spaces required by Section 4.106.4.2.2, Item 3, the number of EV capable spaces required may be reduced by a number equal to the number of EV chargers installed over the five (5) percent required.

**Note:**

a. Construction documents shall show locations of future EV spaces.

b. There is no requirement for EV spaces to be constructed or available until receptacles for EV charging or EV chargers are installed for use.

**2.EV Ready.** Twenty-five (25) percent of the total number of parking spaces shall be equipped with low power Level 2 EV charging receptacles. For multifamily parking facilities, no more than one receptacle is required per dwelling unit when more than one parking space is provided for use by a single dwelling unit.

**Exception:** Areas of parking facilities served by parking lifts.

**3.EV Chargers.** Five (5) percent of the total number of parking spaces shall be equipped with Level 2 EVSE. Where common use parking is provided, at least one EV charger shall be located in the common use parking area and shall be available for use by all residents or guests.

When low power Level 2 EV charging receptacles or Level 2 EVSE are installed beyond the minimum required, an automatic load management system (ALMS) may be used to reduce the maximum required electrical capacity to each space served by the ALMS. The electrical system and any on-site distribution transformers shall have sufficient capacity to deliver at least 3.0 MW simultaneously to each EV charging station (EVCS) served by the ALMS. The branch circuit shall have a minimum capacity of 40 amperes, and installed EVSE shall have a capacity of not less than 30 amperes. ALMS shall not be used to reduce the minimum required electrical capacity to the required EV capable spaces.

**4.106.4.2.2.1 Electric vehicle charging stations (EVCS).** Electric vehicle charging stations required by Section 4.106.4.2.2, Item 3, shall comply with Section 4.106.4.2.2.1. **Exception:** Electric vehicle charging stations serving public accommodations, public housing, motels and hotels shall not be required to comply with this section. See California Building Code, Chapter 11B, for applicable requirements.

**4.106.4.2.2.1.1 Location.** EVCS shall comply with at least one of the following options:

- The charging space shall be located adjacent to an accessible parking space meeting the requirements of the California Building Code, Chapter 11A, to allow use of the EV charger from the accessible parking space. Chapter 2 to the building.
- The charging space shall be located on an accessible route, as defined in the California Building Code, Chapter 2 to the building.

**Exception:** Electric vehicle charging stations designed and constructed in compliance with the California Building Code, Chapter 11B, are not required to comply with Section 4.106.4.2.2.1.1 and Section 4.106.4.2.2.1.2, Item 3.

**4.106.4.2.2.1.2 Electric vehicle charging stations (EVCS) dimensions.** The charging spaces shall be designed to comply with the following:

- The minimum length of each EV space shall be 18 feet (5486 mm).
- The minimum width of each EV space shall be 9 feet (2743 mm).
- One in every 25 charging spaces, but not less than one, shall also have an 8-foot (2438 mm) wide minimum aisle. A 5-foot (1524 mm) wide minimum aisle shall be permitted provided the minimum width of the EV space is 12 feet (3658 mm).
- Surface slope for this EV space and the aisle shall not exceed 1 unit vertical in 48 units horizontal (2.083 percent slope) in any direction.

**4.106.4.2.2.1.3 Accessible EV spaces.** In addition to the requirements in Sections 4.106.4.2.2.1.1 and 4.106.4.2.2.1.2, all EVSE, when installed, shall comply with the accessibility provisions for EV chargers in the California Building Code, Chapter 11B, EV ready spaces and EVCS in multifamily developments shall comply with California Building Code, Chapter 11A, Section 1109A.

**4.106.4.2.3 EV space requirements.**

**1.Single EV space required.** Install a listed raceway capable of accommodating a 208/240-volt dedicated branch circuit. The raceway shall not be less than trade size 1 (nominal 1-inch inside diameter). The raceway shall originate at the main service or subpanel and shall terminate into a listed cabinet, box or other enclosure in close proximity to the location or the proposed location of the EV space. Construction documents shall identify the raceway termination point, receptacle or charger location, as applicable. The service panel and/or subpanel shall have a 40-ampere minimum dedicated branch circuit, including branch circuit overcurrent protective device installed, or space(s) reserved to permit installation of a branch circuit overcurrent protective device.

**Exception:** A raceway is not required if a minimum 40-ampere 208/240-volt dedicated EV branch circuit is installed in close proximity to the location or the proposed location of the EV space, at the time of original construction in accordance with the California Electrical Code.

**2.Multiple EV spaces required.** Construction documents shall indicate the raceway termination point and the location of installed or future EV spaces, receptacles or EV chargers. Construction documents shall also provide information on ampacity of installed or future receptacles or EVSE, raceway methods, wiring schematics and electrical load calculations. Plan design shall be based upon a 40-ampere minimum branch circuit. Required raceways and related components that are intended to be installed underground, enclosed, inaccessible or in concealed areas and spaces shall be installed at the time of original construction.

**4.106.4.3 Electric vehicle charging for additions and alterations of parking facilities serving existing multifamily buildings.** When new parking facilities are added, or electrical systems or lighting of existing parking facilities are added or altered and the work requires a building permit, ten (10) percent of the total number of parking spaces added or altered shall be electric vehicle charging spaces (EV spaces) capable of supporting future Level 2 EVSE.

**Note:**

- Construction documents are intended to demonstrate the project's capability and capacity for facilitating future EV charging.
- There is no requirement for EV spaces to be constructed or available until EV chargers are installed for use.

**DIVISION 4.2 ENERGY EFFICIENCY**

**4.201 GENERAL**

**4.201.1 SCOPE.** For the purposes of mandatory energy efficiency standards in this code, the California Energy Commission will continue to adopt mandatory standards.

**DIVISION 4.3 WATER EFFICIENCY AND CONSERVATION**

**4.303 INDOOR WATER USE**

**4.303.1 WATER CONSERVING PLUMBING FIXTURES AND FITTINGS.** Plumbing fixtures (water closets and urinals) and fittings (faucets and showerheads) shall comply with the sections 4.303.1.1, 4.303.1.2, 4.303.1.3, and 4.303.4.4.

**Note:** All noncompliant plumbing fixtures in any residential real property shall be replaced with water-conserving plumbing fixtures. Plumbing fixtures replaced prior to issuance of a certificate of final completion, certificate of occupancy, or final permit approval by the local building department. See Civil Code Section 1101.1, et seq., for the definition of a noncompliant plumbing fixture, types of residential buildings affected and other important enactment dates.

**4.303.1.1 Water Closets.** The effective flush volume of all water closets shall not exceed 1.28 gallons per flush. Tank-type water closets shall be certified to the performance criteria of the U.S. EPA WaterSense Specification for Tank-type Toilets.

**Note:** The effective flush volume of dual flush toilets is defined as the composite, average flush volume of two reduced flushes and one full flush.

**4.303.1.2 Urinals.** The effective flush volume of wall mounted urinals shall not exceed 0.125 gallons per flush. The effective flush volume of all other urinals shall not exceed 0.5 gallons per flush.

**4.303.1.3 Showerheads.**

**4.303.1.3.1 Single Showerhead.** Showerheads shall have a maximum flow rate of not more than 1.8 gallons per minute at 80 psi. Showerheads shall be certified to the performance criteria of the U.S. EPA WaterSense Specification for Showerheads.

**4.303.1.3.2 Multiple showerheads serving one shower.** When a shower is served by more than one showerhead, the combined flow rate of all the showerheads and/or other shower outlets controlled by a single valve shall not exceed 1.8 gallons per minute at 80 psi, or the shower shall be designed to only allow one shower outlet to be in operation at a time.

**Note:** A hand-held shower shall be considered a showerhead.

**4.303.1.4 Faucets.**

**4.303.1.4.1 Residential Lavatory Faucets.** The maximum flow rate of residential lavatory faucets shall not exceed 1.2 gallons per minute at 80 psi. The minimum flow rate of residential lavatory faucets shall not be less than 0.8 gallons per minute at 20 psi.

**4.303.1.4.2 Lavatory Faucets in Common and Public Use Areas.** The maximum flow rate of lavatory faucets installed in common and public use areas (outside of dwelling or sleeping units) in residential buildings shall not exceed 0.5 gallons per minute at 80 psi.

**4.303.1.4.3 Metering Faucets.** Metering faucets when installed in residential buildings shall not deliver more than 0.2 gallons per cycle.

**4.303.1.4.4 Kitchen Faucets.** The maximum flow rate of kitchen faucets shall not exceed 1.8 gallons per minute at 80 psi. Kitchen faucets may temporarily increase the flow above the maximum rate, but not to exceed 2.2 gallons per minute at 80 psi, and must default to a maximum flow rate of 1.8 gallons per minute at 80 psi.

**Note:** Where complying faucets are unavailable, aerators or other means may be used to achieve reduction.

**4.303.1.4.5 Pre-rinse spray valves.** When installed, shall meet the requirements in the California Code of Regulations, Title 20 (Appliance Efficiency Regulations), Sections 1605.1 (h)(4) Table H-2, Section 1605.5 (h)(4)(A), and Section 1607 (d)(7) and shall be equipped with an integral automatic shut-off.

**FOR REFERENCE ONLY:** The following table and code section have been reprinted from the California Code of Regulations, Title 20 (Appliance Efficiency Regulations), Section 1605.1 (h)(4) and Section 1605.5 (h)(4)(A).

TABLE H-2 STANDARDS FOR COMMERCIAL PRE-RINSE SPRAY VALVES MANUFACTURED ON OR AFTER JANUARY 28, 2019	
PRODUCT CLASS	MAXIMUM FLOW RATE (gpm)
Product Class 1 (≤ 5.0 ozf)	1.00
Product Class 2 (> 5.0 ozf and ≤ 8.0 ozf)	1.20
Product Class 3 (> 8.0 ozf)	1.28

**4.303.2 Submitters for multifamily buildings and dwelling units in mixed-used residential/commercial buildings.** Submitters shall be installed to measure water usage of individual rental dwelling units in accordance with the California Plumbing Code.

**4.303.3 Standards for plumbing fixtures and fittings.** Plumbing fixtures and fittings shall be installed in accordance with the California Plumbing Code, and shall meet the applicable standards referenced in Table 1701.1.1 of the California Plumbing Code.

**NOTE:** THIS TABLE COMPILES THE DATA IN SECTION 4.303.1, AND IS INCLUDED AS A CONVENIENCE FOR THE USER.

TABLE - MAXIMUM FIXTURE WATER USE	
FIXTURE TYPE	FLOW RATE
SHOWER HEADS (RESIDENTIAL)	1.8 GPM @ 80 PSI
LAVATORY FAUCETS (RESIDENTIAL)	MAX. 1.2 GPM @ 80 PSI; MIN. 0.8 GPM @ 20 PSI
LAVATORY FAUCETS IN COMMON & PUBLIC USE AREAS	0.5 GPM @ 80 PSI
KITCHEN FAUCETS	1.8 GPM @ 80 PSI
METERING FAUCETS	0.2 GAL/CYCLE
WATER CLOSET	1.28 GAL/FLUSH
URINALS	0.125 GAL/FLUSH

**4.304 OUTDOOR WATER USE**

**4.304.1 OUTDOOR POTABLE WATER USE IN LANDSCAPE AREAS.** Residential developments shall comply with a local water efficient landscape ordinance or the current California Department of Water Resources' Model Water Efficient Landscape Ordinance (MWELO), whichever is more stringent.

**NOTES:**

- The Model Water Efficient Landscape Ordinance (MWELO) is included in the California Code Regulations, Title 23, Chapter 2.7, Division 2. MWELO and supporting documents, including water budget calculator, are available at: <https://www.water.ca.gov/>

**DIVISION 4.4 MATERIAL CONSERVATION AND RESOURCE EFFICIENCY**

**4.406 ENHANCED DURABILITY AND REDUCED MAINTENANCE**

**4.406.1 ROOFING.** Annular spaces around pipes, electric cables, conduits or other openings in soffit/soffit panels at exterior walls shall be protected against the passage of rodents by closing such openings with cement mortar, concrete masonry or a similar method acceptable to the enforcing agency.

**4.406.2 CONSTRUCTION WASTE REDUCTION, DISPOSAL AND RECYCLING**

**4.406.2.1 CONSTRUCTION WASTE MANAGEMENT.** Recycle and/or salvage for reuse a minimum of 65 percent of the non-hazardous construction and demolition waste in accordance with either Section 4.408.2, 4.408.3 or 4.408.4, or meet a more stringent local construction and demolition waste management ordinance.

**Exceptions:**

- Excavated soil and land-clearing debris.
- Alternate waste reduction methods developed by working with local agencies if diversion or recycle facilities capable of compliance with this item do not exist or are not located reasonably close to the jobsite.
- The enforcing agency may make exceptions to the requirements of this section when isolated jobsites are located in areas beyond the haul boundaries of the diversion facility.

**4.408.2 CONSTRUCTION WASTE MANAGEMENT PLAN.** Submit a construction waste management plan in accordance with items 1 through 5. The construction waste management plan shall be updated as necessary and shall be available during construction for examination by the enforcing agency.

- Identify the construction and demolition waste materials to be diverted from disposal by recycling, reuse on the project or salvage for future use or sale.
- Specify if construction and demolition waste materials will be sorted on-site (separate) or bulk mixed (single stream).
- Identify diversion facilities where the construction and demolition waste material collected will be sent.
- Identify construction methods employed to reduce the amount of construction and demolition waste generated.
- Specify that the amount of construction and demolition waste materials diverted shall be calculated by weight or volume, but not by both.

**4.408.3 WASTE MANAGEMENT COMPANY.** Utilize a waste management company, approved by the enforcing agency, which can provide verifiable documentation that the percentage of construction and demolition waste material diverted from the landfill complies with Section 4.408.1.

**Note:** The owner or contractor may make the determination if the construction and demolition waste materials will be diverted by a waste management company.

**4.408.4 WASTE STREAM REDUCTION ALTERNATIVE (LRS).** Projects that generate a total combined weight of construction and demolition waste disposed of in landfills, which do not exceed 3.4 lbs./sq. ft. of the building area, shall meet the minimum 65% construction waste reduction requirement in Section 4.408.1.

**4.408.4.1 WASTE STREAM REDUCTION ALTERNATIVE.** Projects that generate a total combined weight of construction and demolition waste disposed of in landfills, which do not exceed 2 pounds per square foot of the building area, shall meet the minimum 65% construction waste reduction requirement in Section 4.408.1.

**4.408.5 DOCUMENTATION.** Documentation shall be provided to the enforcing agency which demonstrates compliance with Section 4.408.2, Items 1 through 5, Section 4.408.3 or Section 4.408.4.

**NOTES:**

- Sample forms found in "A Guide to the California Green Building Standards Code (Residential)" located at [www.hcd.ca.gov/CALGreen.html](http://www.hcd.ca.gov/CALGreen.html) may be used to assist in documenting compliance with this section.
- Mixed construction and demolition debris (C & D) processors can be located at the California Department of Resources Recycling and Recovery (CalRecycle).

**4.410 BUILDING MAINTENANCE AND OPERATION**

**4.410.1 OPERATION AND MAINTENANCE MANUAL.** At the time of final inspection, a manual, compact disc, web-based reference or other media acceptable to the enforcing agency which includes all of the following shall be placed in the building:

- Directions to the owner or occupant that the manual shall remain with the building throughout the life cycle of the structure.
- Operation and maintenance instructions for the following:
  - Equipment and appliances, including water-saving devices and systems, HVAC systems, photovoltaic systems, electric vehicle chargers, water-heating systems and other major appliances and equipment.
  - Roof and yard drainage, including gutters and downspouts.
  - Space conditioning systems, including condensers and air filters.
  - Landscape irrigation systems.
  - Water reuse systems.
- Information from local utility, water and waste recovery providers on methods to further reduce resource consumption, including recycle programs and locations.
- Public transportation and carpool options available in the area.
- Educational material on the positive impacts of an interior relative humidity between 30-60 percent and what methods an occupant may use to maintain the relative humidity level in that range.
- Information about water-conserving landscape and irrigation design and controllers which conserve water.
- Instructions for maintaining gutters and downspouts and the importance of diverting water at least 5 feet away from the foundation.
- Information on required routine maintenance measures, including, but not limited to, caulking, painting, grading around the building, etc.
- Information about state solar energy and incentive programs available.
- A copy of all special inspections verifications required by the enforcing agency or this code.
- Information from the Department of Forestry and Fire Protection on maintenance of defensible space around residential structures.
- Information and/or drawings identifying the location of grab bar reinforcements.

**4.410.2 RECYCLING BY OCCUPANTS.** Where a or more multifamily dwelling units are constructed on a building site, provide readily accessible area(s) that serves all buildings on the site and are identified for the depositing, storage and collection of non-hazardous materials for recycling, including (at a minimum) paper, corrugated cardboard, glass, plastics, organic waste, and metals, or meet a lawfully enacted local recycling ordinance, if more restrictive.

**Exception:** Rural jurisdictions that meet and apply for the exemption in Public Resources Code Section 42649.82 (a)(2)(A) et seq. are not required to comply with the organic waste portion of this section.

**DIVISION 4.5 ENVIRONMENTAL QUALITY**

**SECTION 4.501 GENERAL**

**4.501.1 SCOPE.** The provisions of this chapter shall outline means of reducing the quality of air contaminants that are odorous, irritating and/or harmful to the comfort and well-being of a building's installers, occupants and neighbors.

**SECTION 4.502 DEFINITIONS**

The following terms are defined in Chapter 2 (and are included here for reference)

**AGRIFIBER PRODUCTS.** Agrifiber products include wheatboard, strawboard, panel substrates and door cores, not including furniture, fixtures and equipment (FF&E) not considered base building elements.

**COMPOSITE WOOD PRODUCTS.** Composite wood products include hardwood plywood, particleboard and medium-density fiberboard. "Composite wood products" does not include hardboard, structural plywood, structural panels, structural composite lumber, oriented strand board, glued laminated timber, prefabricated wood joists or finger-jointed lumber, all as specified in California Code of regulations (CCR), title 17, Section 93102.

**DIRECT-VENT APPLIANCE.** A fuel-burning appliance with a sealed combustion system that draws all air for combustion from the outside atmosphere and discharges all flue gases to the outside atmosphere.

PLAN REVIEW ACCEPTANCE

FOR COMPLIANCE WITH THE APPLICABLE CALIFORNIA BUILDING, PLUMBING, MECHANICAL, ELECTRICAL, AND ENERGY CODES AS AMENDED BY THE JURISDICTION

PLAN REVIEW ACCEPTANCE OF DOCUMENTS DOES NOT AUTHORIZE CONSTRUCTION TO PROCEED IN VIOLATION OF ANY FEDERAL, STATE, NOR LOCAL REGULATION.

By: *Brendan Wilford* DATE: 01/24/2024

WEST COAST CODE CONSULTANTS, INC. (WCC)

No.	Description	Date
1	ZONING CLEARANCE SUBMISSION	10/15/23
2	ZONING CLEARANCE RESUBMISSION	11/6/23
3	BUILDING REVIEW RESUBMISSION	1/6/24
4	BUILDING REVIEW RESUBMISSION	1/19/24

1174 LAUREL AVE - DETACHED ADU  
1174 LAUREL AVE, EAST PALO ALTO, CA, 94303  
GREEN BUILDING REQUIREMENTS

G1

DISCLAIMER: THIS DOCUMENT IS PROVIDED AND INTENDED TO BE USED AS A MEANS TO INDICATE AREAS OF COMPLIANCE WITH THE CALIFORNIA GREEN BUILDING STANDARDS (CALGREEN) CODE. DUE TO THE VARIABLES BETWEEN BUILDING DEPARTMENT JURISDICTIONS, THIS CHECKLIST IS TO BE USED ON AN INDIVIDUAL PROJECT BASIS AND MAY BE MODIFIED BY THE END USER TO MEET THOSE INDIVIDUAL NEEDS. THE END USER ASSUMES ALL RESPONSIBILITY ASSOCIATED WITH THE USE OF THIS DOCUMENT, INCLUDING VERIFICATION WITH THE FULL CODE.

**AIA California 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE RESIDENTIAL MANDATORY MEASURES, SHEET 2 (January 2023)**

Designer Signature, 1/24/24:



PREPARED BY:  
CITY SYSTEMS  
157 MIRAMONTE RD  
WALNUT CREEK, CA 94597

**MAXIMUM INCREMENTAL REACTIVITY (MIR).** The maximum change in weight of ozone formed by adding a compound to the "Base Reactive Organic Gas (ROG) Mixture" per weight of compound added, expressed to hundredths of a gram (g) (g/g ROG).  
Note: MIR values for individual compounds and hydrocarbon solvents are specified in CCR, Title 17, Sections 94700 and 94701.

**MOISTURE CONTENT.** The weight of the water in wood expressed in percentage of the weight of the oven-dry wood.

**PRODUCT-WEIGHTED MIR (PWMIR).** The sum of all weighted-MIR for all ingredients in a product subject to this article. The PWMIR is the total product reactivity expressed to hundredths of a gram of ozone formed per gram of product (excluding container and packaging).  
Note: PWMIR is calculated according to equations found in CCR, Title 17, Section 94521 (a).

**REACTIVE ORGANIC COMPOUND (ROC).** Any compound that has the potential, once emitted, to contribute to ozone formation in the troposphere.

**VOC.** A volatile organic compound (VOC) broadly defined as a chemical compound based on carbon chains or rings with vapor pressures greater than 0.1 millimeters of mercury at room temperature. These compounds typically contain hydrogen and may contain oxygen, nitrogen and other elements. See CCR Title 17, Section 94508(a).

**4.503 FIREPLACES**  
4.503.1 **GENERAL.** Any installed gas fireplace shall be a direct-vent sealed-combustion type. Any installed woodstove or pellet stove shall comply with U.S. EPA New Source Performance Standards (NSPS) emission limits as applicable, and shall have a permanent label indicating they are certified to meet the emission limits. Woodstoves, pellet stoves and fireplaces shall also comply with applicable local ordinances.

**4.504 POLLUTANT CONTROL**  
4.504.1 **COVERING OF DUCT OPENINGS & PROTECTION OF MECHANICAL EQUIPMENT DURING CONSTRUCTION.** At the time of rough installation, during storage on the construction site and until final startup of the heating, cooling and ventilating equipment, all duct and other related air distribution component openings shall be covered with tape, plastic, sheet metal or other methods acceptable to the enforcing agency to reduce the amount of water, dust or debris which may enter the system.

**4.504.2 FINISH MATERIAL POLLUTANT CONTROL.** Finish materials shall comply with this section.

4.504.2.1 **Adhesives, Sealants and Caulks.** Adhesives, sealant and caulks used on the project shall meet the requirements of the following standards unless more stringent local or regional air pollution or air quality management district rules apply.

- Adhesives, adhesive bonding primers, adhesive primers, sealants, sealant primers and caulks shall comply with local or regional air pollution control or air quality management district rules where applicable or CCAQMD Rule 116B VOC limits, as shown in Table 4.504.1 or 4.504.2, as applicable. Such products shall also comply with the Rule 116B prohibition on the use of certain toxic compounds (chloroform, ethylene dichloride, methylene chloride, perchloroethylene and trichloroethylene), except for aerosol products, as specified in Subsection 2 below.
- Aerosol adhesives, and smaller unit sizes of adhesives, and sealant or caulking compounds (in units of product, less packaging, which do not weigh more than 1 pound and do not consist of more than 16 fluid ounces) shall comply with statewide VOC standards and other requirements, including prohibitions on use of certain toxic compounds, of California Code of Regulations, Title 17, commencing with section 94507.

4.504.2.2 **Paints and Coatings.** Architectural paints and coatings shall comply with VOC limits in Table 1 of the ARB Architectural Suggested Control Measure, as shown in Table 4.504.3, unless more stringent local limits apply. The VOC content limit for coatings that do not meet the definitions for the specialty coatings categories listed in Table 4.504.3 shall be determined by classifying the coating as a Flat, Nonflat or Nonflat-High Gloss coating, based on its gloss, as defined in subsections 4.21, 4.36, and 4.37 of the 2007 California Air Resources Board, Suggested Control Measure, and the corresponding Flat, Nonflat or Nonflat-High Gloss VOC limit in Table 4.504.3 shall apply.

4.504.2.3 **Aerosol Paints and Coatings.** Aerosol paints and coatings shall meet the Product-weighted MIR Limits for ROC in Section 94522(a)(2) and other requirements, including prohibitions on use of certain toxic compounds and ozone depleting substances, in Sections 94522(e)(1) and (f)(1) of California Code of Regulations, Title 17, commencing with Section 94520, and in areas under the jurisdiction of the Bay Area Air Quality Management District additionally comply with the percent VOC by weight of product limits of Regulation 8, Rule 49.

4.504.2.4 **Verification.** Verification of compliance with this section shall be provided at the request of the enforcing agency. Documentation may include, but is not limited to, the following:

- Manufacturer's product specification.
- Field verification of on-site product containers.

**TABLE 4.504.1 - ADHESIVE VOC LIMIT<sup>1,2</sup>**  
(Less Water and Less Exempt Compounds in Grams per Liter)

ARCHITECTURAL APPLICATIONS	VOC LIMIT
INDOOR CARPET ADHESIVES	50
CARPET PAD ADHESIVES	50
OUTDOOR CARPET ADHESIVES	150
WOOD FLOORING ADHESIVES	100
RUBBER FLOOR ADHESIVES	60
SUBFLOOR ADHESIVES	50
CERAMIC TILE ADHESIVES	65
VCT & ASPHALT TILE ADHESIVES	50
DRYWALL & PANEL ADHESIVES	50
COVE BASE ADHESIVES	50
MULTIPURPOSE CONSTRUCTION ADHESIVE	70
STRUCTURAL GLAZING ADHESIVES	100
SINGLE-PLY ROOF MEMBRANE ADHESIVES	250
OTHER ADHESIVES NOT LISTED	50
<b>SPECIALTY APPLICATIONS</b>	
PVC WELDING	510
CPVC WELDING	490
ABS WELDING	325
PLASTIC CEMENT WELDING	250
ADHESIVE PRIMER FOR PLASTIC	550
CONTACT ADHESIVE	80
SPECIAL PURPOSE CONTACT ADHESIVE	250
STRUCTURAL WOOD MEMBER ADHESIVE	140
TOP & TRIM ADHESIVE	250
<b>SUBSTRATE SPECIFIC APPLICATIONS</b>	
METAL TO METAL	30
PLASTIC FOAMS	50
POROUS MATERIAL (EXCEPT WOOD)	50
WOOD	30
FIBERGLASS	80

1. IF AN ADHESIVE IS USED TO BOND DISSIMILAR SUBSTRATES TOGETHER, THE ADHESIVE WITH THE HIGHEST VOC CONTENT SHALL BE ALLOWED.  
2. FOR ADDITIONAL INFORMATION REGARDING METHODS TO MEASURE THE VOC CONTENT SPECIFIED IN THIS TABLE, SEE SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT RULE 116B.

**TABLE 4.504.2 - SEALANT VOC LIMIT**  
(Less Water and Less Exempt Compounds in Grams per Liter)

SEALANTS	VOC LIMIT
ARCHITECTURAL	250
MARINE DECK	760
NONMEMBRANE ROOF	300
ROADWAY	250
SINGLE-PLY ROOF MEMBRANE	450
OTHER	420
<b>SEALANT PRIMERS</b>	
ARCHITECTURAL	
NON-POROUS	250
POROUS	775
MODIFIED BITUMINOUS	500
MARINE DECK	760
OTHER	750

**TABLE 4.504.3 - VOC CONTENT LIMITS FOR ARCHITECTURAL COATINGS<sup>1,2</sup>**  
GRAMS OF VOC PER LITER OF COATING, LESS WATER & LESS EXEMPT COMPOUNDS

COATING CATEGORY	VOC LIMIT
FLAT COATINGS	50
NON-FLAT COATINGS	100
NONFLAT-HIGH GLOSS COATINGS	150
<b>SPECIALTY COATINGS</b>	
ALUMINUM ROOF COATINGS	400
BASEMENT SPECIALTY COATINGS	400
BITUMINOUS ROOF COATINGS	50
BITUMINOUS ROOF PRIMERS	350
BOND BREAKERS	350
CONCRETE CURING COMPOUNDS	350
CONCRETE/MASONRY SEALERS	100
DRIVEWAY SEALERS	50
DRY FOG COATINGS	150
FAUX FINISHING COATINGS	350
FIRE RESISTIVE COATINGS	350
FLOOR COATINGS	100
FORM-RELEASE COMPOUNDS	250
GRAPHIC ARTS COATINGS (SIGN PAINTS)	500
HIGH TEMPERATURE COATINGS	420
INDUSTRIAL MAINTENANCE COATINGS	250
LOW SOLIDS COATINGS	120
MAGNETIC CEMENT COATINGS	450
MASTIC TEXTURE COATINGS	100
METALLIC PIGMENTED COATINGS	500
MULTICOLOR COATINGS	250
PRETREATMENT WASH PRIMERS	420
PRIMERS, SEALERS, & UNDERCOATERS	100
REACTIVE PENETRATING SEALERS	350
RECYCLED COATINGS	250
ROOF COATINGS	50
RUST PREVENTATIVE COATINGS	250
SHELLACS	
CLEAR	730
OPAQUE	550
SPECIALTY PRIMERS, SEALERS & UNDERCOATERS	100
STAINS	250
STONE CONSOLIDANTS	450
SWIMMING POOL COATINGS	340
TRAFFIC MARKING COATINGS	100
TUB & TILE REFINISH COATINGS	420
WATERPROOFING MEMBRANES	250
WOOD COATINGS	275
WOOD PRESERVATIVES	350
ZINC-RICH PRIMERS	340

1. GRAMS OF VOC PER LITER OF COATING, INCLUDING WATER & EXEMPT COMPOUNDS  
2. THE SPECIFIED LIMITS REMAIN IN EFFECT UNLESS REVISED LIMITS ARE LISTED IN SUBSEQUENT COLUMNS IN THE TABLE.  
3. VALUES IN THIS TABLE ARE DERIVED FROM THOSE SPECIFIED BY THE CALIFORNIA AIR RESOURCES BOARD, ARCHITECTURAL COATINGS SUGGESTED CONTROL MEASURE, FEB. 1, 2008. MORE INFORMATION IS AVAILABLE FROM THE AIR RESOURCES BOARD.

**TABLE 4.504.5 - FORMALDEHYDE LIMITS**  
MAXIMUM FORMALDEHYDE EMISSIONS IN PARTS PER MILLION

PRODUCT	CURRENT LIMIT
HARDWOOD PLYWOOD VENEER CORE	0.05
HARDWOOD PLYWOOD COMPOSITE CORE	0.05
PARTICLE BOARD	0.09
MEDIUM DENSITY FIBERBOARD	0.11
THIN MEDIUM DENSITY FIBERBOARD <sup>1</sup>	0.13

1. VALUES IN THIS TABLE ARE DERIVED FROM THOSE SPECIFIED BY THE CALIF. AIR RESOURCES BOARD, AIR TOXICS CONTROL MEASURE FOR COMPOSITE WOOD AS TESTED IN ACCORDANCE WITH ASTM E 1333. FOR ADDITIONAL INFORMATION, SEE CALIF. CODE OF REGULATIONS, TITLE 17, SECTIONS 93120 THROUGH 931212.  
2. THIN MEDIUM DENSITY FIBERBOARD HAS A MAXIMUM THICKNESS OF 5/16" (8 MM).

**DIVISION 4.5 ENVIRONMENTAL QUALITY (continued)**  
4.504.3 **CARPET SYSTEMS.** All carpet installed in the building interior shall meet the requirements of the California Department of Public Health, "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 2017 (Emission testing method for California Specification 01350).  
See California Department of Public Health's website for certification programs and testing labs. <https://www.cdph.ca.gov/Programs/CDC/DPID/DCDC/EHLB/IAQ/Pages/VOC.aspx>.

4.504.3.1 **Carpet cushion.** All carpet cushion installed in the building interior shall meet the requirements of the California Department of Public Health, "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 2017 (Emission testing method for California Specification 01350).  
See California Department of Public Health's website for certification programs and testing labs. <https://www.cdph.ca.gov/Programs/CDC/DPID/DCDC/EHLB/IAQ/Pages/VOC.aspx>.

4.504.3.2 **Carpet adhesive.** All carpet adhesive shall meet the requirements of Table 4.504.1.

4.504.4 **RESILIENT FLOORING SYSTEMS.** Where resilient flooring is installed, at least 80% of floor area receiving resilient flooring shall meet the requirements of the California Department of Public Health, "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers," Version 1.2, January 2017 (Emission testing method for California Specification 01350).  
See California Department of Public Health's website for certification programs and testing labs. <https://www.cdph.ca.gov/Programs/CDC/DPID/DCDC/EHLB/IAQ/Pages/VOC.aspx>.

4.504.5 **COMPOSITE WOOD PRODUCTS.** Hardwood plywood, particleboard and medium density fiberboard composite wood products used on the interior or exterior of the buildings shall meet the requirements for formaldehyde as specified in ARBS Air Toxics Control Measure for Composite Wood (17 CCR 93120 et seq.) by or before the dates specified in those sections, as shown in Table 4.504.5.

4.504.5.1 **Documentation.** Verification of compliance with this section shall be provided as requested by the enforcing agency. Documentation shall include at least one of the following:

- Product certifications and specifications.
- Chain of custody certifications.
- Product labeled and involved as meeting the Composite Wood Products regulation (see CCR, Title 17, Section 93120, et seq.)
- External grade products marked as meeting the PS-1 or PS-2 standards of the Engineered Wood Association, the Australian AS/NZS 2269, European EN 336 standards, and Canadian CSA 0121, CSA 0151, CSA 0153 and CSA 0225 standards.
- Other methods acceptable to the enforcing agency.

**4.505 INTERIOR MOISTURE CONTROL**  
4.505.1 **General.** Buildings shall not exceed the provisions of the California Building Standards Code.  
4.505.2 **CONCRETE SLAB FOUNDATIONS.** Concrete slab foundations required to have a vapor retarder by the California Residential Code, Chapter 5, shall also comply with this section.  
4.505.2.1 **Capillary break.** A capillary break shall be installed in compliance with at least one of the following:

- A 4-inch (101.6 mm) thick base of 1/2 inch (12.7mm) or larger clean aggregate shall be provided with a vapor barrier in direct contact with concrete and a concrete mix design, which will address bleeding, shrinkage, and curling, shall be used. For additional information, see American Concrete Institute, ACI 302.2R-06.
- Other equivalent methods approved by the enforcing agency.
- A slab design specified by a licensed design professional.

4.505.3 **MOISTURE CONTENT OF BUILDING MATERIALS.** Building materials with visible signs of water damage shall not be installed. Wall and floor framing shall not be enclosed when the framing members exceed 10 percent moisture content. Moisture content shall be verified in compliance with the following:

- Moisture content shall be determined with either a probe-type or contact-type moisture meter. Equivalent moisture verification methods may be approved by the enforcing agency and shall satisfy requirements found in Section 101.8 of this code.
- Moisture readings shall be taken at a point 2 feet (610 mm) to 4 feet (1219 mm) from the grade stamped end of each piece verified.
- At least three random moisture readings shall be performed on wall and floor framing with documentation acceptable to the enforcing agency provided at the time of approval to enclose the wall and floor framing.

Insulation products which are visibly wet or have a high moisture content shall be replaced or allowed to dry prior to enclosure in wall or floor cavities. Wet-applied insulation products shall follow the manufacturers' drying recommendations prior to enclosure.

**4.506 INDOOR AIR QUALITY AND EXHAUST**  
4.506.1 **Bathroom exhaust fans.** Each bathroom shall be mechanically ventilated and shall comply with the following:

- Fans shall be ENERGY STAR compliant and be ducted to terminate outside the building.
- Unless functioning as a component of a whole house ventilation system, fans must be controlled by a humidity control.
- Humidity controls shall be capable of adjustment between a relative humidity range less than or equal to 50% to a maximum of 80%. A humidity control may utilize manual or automatic means of adjustment.
- Humidity control may be a separate component to the exhaust fan and is not required to be integral (i.e., built-in).

**Notes:**

- For the purposes of this section, a bathroom is a room which contains a bathtub, shower or tub/shower combination.
- Lighting integral to bathroom exhaust fans shall comply with the California Energy Code.

**4.507 ENVIRONMENTAL COMFORT**  
4.507.2 **HEATING AND AIR-CONDITIONING SYSTEM DESIGN.** Heating and air conditioning systems shall be sized, designed and have their equipment selected using the following methods:

- The heat loss and heat gain is established according to ANSI/ACCA 2 Manual J - 2011 (Residential Load Calculation), ASHRAE handbooks or other equivalent design software or methods.
- Duct systems are sized according to ANSI/ACCA 1 Manual D - 2014 (Residential Duct Systems), ASHRAE handbooks or other equivalent design software or methods.
- Select heating and cooling equipment according to ANSI/ACCA 3 Manual S - 2014 (Residential Equipment Selection), or other equivalent design software or methods.

**Exception:** Use of alternate design temperatures necessary to ensure the system functions are acceptable.

**CHAPTER 7 INSTALLER & SPECIAL INSPECTOR QUALIFICATIONS**  
**702 QUALIFICATIONS**  
**702.1 INSTALLER TRAINING.** HVAC system installers shall be trained and certified in the proper installation of HVAC systems including ducts and equipment by a nationally or regionally recognized training or certification program. Uncertified persons may perform HVAC installations when under the direct supervision and responsibility of a person trained and certified to install HVAC systems or contractor licensed to install HVAC systems. Examples of acceptable HVAC training and certification programs include but are not limited to the following:

- State certified apprenticeship programs.
- Public utility training programs.
- Training programs sponsored by trade, labor or statewide energy consulting or verification organizations.
- Programs sponsored by manufacturing organizations.
- Other programs acceptable to the enforcing agency.

**702.2 SPECIAL INSPECTION [HCD].** When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition to other certifications or qualifications acceptable to the enforcing agency, the following certifications or education may be considered by the enforcing agency when evaluating the qualifications of a special inspector:

- Certification by a national or regional green building program or standard publisher.
- Certification by a statewide energy consulting or verification organization, such as HERS raters, building performance contractors, and home energy auditors.
- Successful completion of a third party apprentice training program in the appropriate trade.
- Other programs acceptable to the enforcing agency.

**Notes:**

- Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code.
- HERS raters are special inspectors certified by the California Energy Commission (CEC) to rate homes in California according to the Home Energy Rating System (HERS).

[BSC] When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition, the special inspector shall have a certification from a recognized state, national or international association, as determined by the local agency. The area of certification shall be closely related to the primary job function, as determined by the local agency.

**Note:** Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code.

**703 VERIFICATIONS**  
**703.1 DOCUMENTATION.** Documentation used to show compliance with this code shall include but is not limited to, construction documents, plans, specifications, builder or installer certification, inspection reports, or other methods acceptable to the enforcing agency which demonstrate substantial conformance. When specific documentation or special inspection is necessary to verify compliance, that method of compliance will be specified in the appropriate section or identified applicable checklist.

**PLAN REVIEW ACCEPTANCE**  
FOR COMPLIANCE WITH THE APPLICABLE CALIFORNIA BUILDING, PLUMBING, MECHANICAL, ELECTRICAL, AND ENERGY CODES AS AMENDED BY THE JURISDICTION PLAN REVIEW ACCEPTANCE OF DOCUMENTS DOES NOT AUTHORIZE CONSTRUCTION TO PROCEED IN VIOLATION OF ANY FEDERAL, STATE, OR LOCAL REGULATION.  
BY: Brandon Wolford DATE: 01/24/2024  
WEST COAST CODE CONSULTANTS, INC. (WCC)

No.	Description	Date
1	ZONING CLEARANCE SUBMISSION	10/15/23
2	ZONING CLEARANCE RESUBMISSION	11/6/23
3	BUILDING REVIEW RESUBMISSION	1/6/24
4	BUILDING REVIEW RESUBMISSION	1/19/24

**1174 LAUREL AVE - DETACHED ADU**  
1174 LAUREL AVE, EAST PALO ALTO, CA, 94303  
**GREEN BUILDING REQUIREMENTS**

DISCLAIMER: THIS DOCUMENT IS PROVIDED AND INTENDED TO BE USED AS A MEANS TO INDICATE AREAS OF COMPLIANCE WITH THE CALIFORNIA GREEN BUILDING STANDARDS (CALGREEN) CODE. DUE TO THE VARIABLES BETWEEN BUILDING DEPARTMENT JURISDICTIONS, THIS CHECKLIST IS TO BE USED ON AN INDIVIDUAL PROJECT BASIS AND MAY BE MODIFIED BY THE END USER TO MEET THOSE INDIVIDUAL NEEDS. THE END USER ASSUMES ALL RESPONSIBILITY ASSOCIATED WITH THE USE OF THIS DOCUMENT, INCLUDING VERIFICATION WITH THE FULL CODE.

**CERTIFICATE OF COMPLIANCE**

This compliance document is only applicable to simple alterations that do not require HERS verification for compliance. When HERS verification is required, a CF1R-ALT-01 shall first be registered with a HERS Provider Data Registry.

Alterations to Space Conditioning Systems that are exempt from HERS verification requirements may use the CF1R-ALT-05 and CF2R-ALT-05 Compliance Documents. Possible exemptions from duct leakage testing include: less than 25 feet (ft) of ducts were added or replaced; or the existing duct system was insulated with asbestos; or the existing duct system was previously tested and passed by a HERS Rater. If space conditioning systems are altered and are not exempt from HERS verification, then a CF1R-ALT-02 must be completed and registered with a HERS Provider Data Registry.

Alterations that utilize closed cell Spray Polyurethane Foam (ccSPF) with a density of 1.5 to less than 2.5 pounds per cubic foot having an R-value greater than 5.8 per inch, or open cell Spray Polyurethane Foam (ocSPF) with a density of 0.4 to less than 1.5 pounds per cubic foot having an R-value of 3.6 per inch, shall complete and register a CF1R-ALT-01 with a HERS Provider Data Registry.

If more than one person has responsibility for installation of the items on this certificate, each person shall prepare and sign a certificate applicable to the portion of construction for which they are responsible. Alternatively, the person with chief responsibility for construction shall prepare and sign this certificate for the entire construction. All applicable Mandatory Measures shall be met. Temporary labels shall not be removed before verification by the building inspector.

**Project Details**

Field Name	Data Entry	Field Name	Data Entry
Project Name	LAUREL ADUO GARAGE CONVERSION	Enforcement Agency	CITY OF EAST PALO ALTO
Dwelling Address	1174 LAUREL AVE	Permit Number	TBD
City and Zip Code	EAST PALO ALTO, 94303	Date Permit Issued	TBD

**A. GENERAL INFORMATION**

Field	Field Name	Data Entry
01	Project Name	LAUREL ADUO GARAGE CONVERSION
02	Date Prepared	10/4/23
03	Project Location	1174 LAUREL AVE
04	Building Front Orientation (deg or cardinal)	70 DEGREES WEST OF NORTH
05	CA City	EAST PALO ALTO
06	Number of Altered Dwelling Units	1
07	Zip Code	94303
08	Fuel Type	ELECTRIC
09	Climate Zone	3
10	Total Conditioned Floor Area (ft²)	400
11	Building Type	SINGLE FAMILY
12	Slab Area (ft²)	400
13	Project Scope	INSULATION; FENESTRATION/GLAZING ADDL SPACE CONDITIONING SYSTEM; WATER HEATER

**B. Building Insulation Details (Section 150.2(b)1)**

Field	Field Name	Data Entry 1	Data Entry 2	Data Entry 3
01	Tag/ID			
02	Assembly Type	WALL	CEILING	
03	Frame Type	WOOD	WOOD	
04	Frame Depth (inches)	2X4	2X4	
05	Frame Spacing (inches)	12" O.C.	24" O.C.	
06a	Proposed Cavity R-value	15	30	
06b	Proposed Continuous Insulation R-value	N/A	N/A	
07	Proposed U-Factor	0.095	0.031	
08	Proposed Joint Appendix JA4 Reference Table	4.3.1	4.2.1	
09	Proposed Joint Appendix JA4 Reference Cell	A-4	A-20	
10	Required U-Factor from Table 150.1-A	0.125	0.031	
11	Comments	ADDING EXTERIOR WALL INSULATION TO EXISTING WALLS		

**C. Roof Replacement (Section 150.2(b)1H)**

**NOTES:**

- Roof area covered by building integrated photovoltaic (PV) panels and solar thermal panels are exempt from the above Cool Roof requirements.
- Liquid field applied coatings must comply with installation criteria from Section 110.8(i)4.

Field	Field Name	Data Entry 1	Data Entry 2	Data Entry 3
01	Method of Compliance	EXCEPTION		
02	Roof Pitch	6:12		
03	Exception	NOT IN CLIMATE ZONES 2,4,9,10,12,14 NO DUCTS ARE INSTALLED IN ATTIC		
04	CRRC Product ID Number			
05	Product Type			
06	R-value Deck Insulation			
07	Proposed Initial Solar Reflectance			
08	Proposed Aged Solar Reflectance			
09	Proposed Thermal Emittance			
10	Proposed SRI (Optional)			
11	Minimum Required Aged Solar Reflectance			
12	Minimum Required Thermal Emittance			
13	Minimum Required SRI (Optional)			

Designer Signature, 1/24/24:



PREPARED BY:  
CITY SYSTEMS  
157 MIRAMONTE RD  
WALNUT CREEK, CA 94597

**PLAN REVIEW ACCEPTANCE**

FOR COMPLIANCE WITH THE APPLICABLE CALIFORNIA BUILDING, PLUMBING, MECHANICAL, ELECTRICAL, AND ENERGY CODES AS AMENDED BY THE JURISDICTION PLAN REVIEW ACCEPTANCE OF DOCUMENTS DOES NOT AUTHORIZE CONSTRUCTION TO PROCEED IN VIOLATION OF ANY FEDERAL, STATE, NOR LOCAL REGULATION.

By: *Brandon Wofford* DATE: 01/24/2024


WEST COAST CODE CONSULTANTS, INC. (WCC)

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4	BUILDING REVIEW RESUBMISSION	1/19/24

1174 LAUREL AVE -  
DETACHED ADU  
1174 LAUREL AVE, EAST PALO ALTO,  
CA, 94303

**TITLE 24**

**T1**

Designer Signature, 1/24/24:  




PREPARED BY:  
 CITY SYSTEMS  
 157 MIRAMONTE RD  
 WALNUT CREEK, CA 94597

**D. Fenestration/Glazing Allowed Areas and Efficiencies (Section 150.2(b)1)**

**E. Fenestration Proposed Areas and Efficiencies – Add (Section 150.2(b)1A)**

*Note: Doors with greater than or equal to 25 percent glazed area are considered glazed doors and are treated as fenestration products.*

Field	Field Name	Data Entry 1	Data Entry 2	Data Entry 3
01	Alteration Type	ADDING NET 68 SF OF GLAZING		
02	Maximum Allowed Fenestration Area For All Orientations (ft <sup>2</sup> )	74		
03	Maximum Allowed West-Facing Fenestration Area Only (ft <sup>2</sup> )	18		
04a	Existing Fenestration Area for All Orientations (ft <sup>2</sup> )	0		
04b	Existing West-Facing Fenestration Area (ft <sup>2</sup> )	0		
05a	Maximum Allowed U-factor (Windows)	0.30		
05b	Maximum Allowed U-factor (Skylights)	N/A		
06a	Maximum Allowed SHGC (Windows)	0.23		
06b	Maximum Allowed SHGC (Skylights)	N/A		
07	Comments			

**Table E-1**

Field	Field Name	Data Entry 1	Data Entry 2	Data Entry 3
01	Tag/ID	A	B	D
02	Fenestration Type	OPERABLE	OPERABLE	OPERABLE
03	Frame Type	NON-METAL	NON-METAL	NON-METAL
04	Dynamic Glazing	N/A	N/A	N/A
05	Orientation N, S, W, E	N, S, E	E	W
06	Number of Panes	2	2	2
07	Proposed Fenestration Area (ft <sup>2</sup> ) (N, S, E)	16 N, 16 S, 16 E	8	0
08	Proposed West Facing Fenestration Area (ft <sup>2</sup> )	0	0	12
09	Proposed U-factor	0.3	0.3	0.3
10	Proposed U-factor Source	NFRC	NFRC	NFRC
11	Proposed SHGC	0.23	0.23	0.23
12	Proposed SHGC Source	NFRC	NFRC	NFRC
13	Exterior Shading Device	N/A	N/A	N/A
14	Combined SHGC from CF1R-ENV-03	N/A	N/A	N/A

**Table E-2**

Field	Field Name	Data Entry
15	Total Proposed Fenestration Area	68
16	Maximum Allowed Fenestration Area	74
17	<b>Compliance Statement:</b> Existing + Proposed Fenestration Area ≤ Maximum Allowed Fenestration Area	<input checked="" type="radio"/> Yes <input type="radio"/> No
18	Total Proposed West-Facing Fenestration Area	12
19	Maximum Allowed West-Facing Fenestration Area	18
20	<b>Compliance Statement:</b> Existing + Proposed West-Facing Fenestration Area ≤ Maximum Allowed West-Facing Fenestration Area	<input checked="" type="radio"/> Yes <input type="radio"/> No
21	Proposed Fenestration U-factor (Windows)	0.3
22	Required Fenestration U-factor (Windows)	0.3
23	<b>Compliance Statement:</b> Proposed Fenestration U-factor ≤ Required Fenestration U-factor	<input checked="" type="radio"/> Yes <input type="radio"/> No
24	Proposed Fenestration SHGC (Windows)	0.23
25	Required Fenestration SHGC (Windows)	0.23
26	<b>Compliance Statement:</b> Proposed Fenestration SHGC ≤ Required Fenestration SHGC	<input checked="" type="radio"/> Yes <input type="radio"/> No
27	Proposed Fenestration U-factor (Skylights)	N/A
28	Required Fenestration U-factor (Skylights)	N/A
29	<b>Compliance Statement:</b> Proposed Fenestration U-factor ≤ Required Fenestration U-factor	<input type="radio"/> Yes <input type="radio"/> No
30	Proposed Fenestration SHGC (Skylights)	N/A
31	Required Fenestration SHGC (Skylights)	N/A
32	<b>Compliance Statement:</b> Proposed Fenestration SHGC ≤ Required Fenestration SHGC	<input type="radio"/> Yes <input type="radio"/> No

**F. Fenestration/Glazing Proposed Areas and Efficiencies – Replace (Section 150.2(b)1B)**

*Note: Doors with greater than or equal to 25 percent glazed area are considered glazed doors and are treated as fenestration products.*

**Table F-1**

Field	Field Name	Data Entry 1	Data Entry 2	Data Entry 3
01	Tag/ID			
02	Fenestration Type			
03	Frame Type			
04	Dynamic Glazing			
05	Orientation N, S, W, E			
06	Area Removed (ft <sup>2</sup> )			
07	Area Added (ft <sup>2</sup> )			
08	Net Added Area (ft <sup>2</sup> )			
09	Proposed U-factor			
10	Proposed U-factor Source			
11	Proposed SHGC			
12	Proposed SHGC Source			
13	Exterior Shading Device			
14	Combined SHGC from CF1R-ENV-03			

**PLAN REVIEW ACCEPTANCE**  
 FOR COMPLIANCE WITH THE APPLICABLE CALIFORNIA BUILDING, PLUMBING, MECHANICAL, ELECTRICAL, AND ENERGY CODES AS AMENDED BY THE JURISDICTION.  
 PLAN REVIEW ACCEPTANCE OF DOCUMENTS DOES NOT AUTHORIZE CONSTRUCTION TO PROCEED IN VIOLATION OF ANY FEDERAL, STATE, NOR LOCAL REGULATION.  
 BY: *Brandon Wofford* DATE: 01/24/2024  
 WEST COAST CODE CONSULTANTS, INC. (WCC)

No.	Description	Date
1	ZONING CLEARANCE SUBMISSION	10/15/23
2	ZONING CLEARANCE RESUBMISSION	11/6/23
3	BUILDING REVIEW RESUBMISSION	1/6/24
4	BUILDING REVIEW RESUBMISSION	1/19/24

**1174 LAUREL AVE -  
 DETACHED ADU**  
 1174 LAUREL AVE, EAST PALO ALTO,  
 CA, 94303

**TITLE 24**

**T2**

Table F-2

Field	Field Name	Data Entry
15	Net Added West-facing Fenestration Area	12
16	Is Net Added Fenestration Area ≤ for west-facing fenestration?	<input type="radio"/> Yes <input checked="" type="radio"/> No
17	Net Added Fenestration Area (all orientations)	68
18	Is Net Added Fenestration Area ≤ 0 for all orientations?	<input type="radio"/> Yes <input checked="" type="radio"/> No
19	Proposed Fenestration U-factor (Windows)	0.3
20	Required Fenestration U-factor (Windows)	0.3
21	Is the proposed Fenestration U-factor ≤ the Required Fenestration U-factor?	<input checked="" type="radio"/> Yes <input type="radio"/> No
22	Proposed Fenestration SHGC (Windows)	0.23
23	Required Fenestration SHGC (Windows)	0.23
24	Is the Proposed Fenestration SHGC ≤ the Required Fenestration SHGC?	<input checked="" type="radio"/> Yes <input type="radio"/> No
25	Proposed Fenestration U-factor (Skylights)	N/A
26	Required Fenestration U-factor (Skylights)	N/A
27	Is the proposed Fenestration U-factor ≤ the Required Fenestration U-factor?	<input type="radio"/> Yes <input type="radio"/> No
28	Proposed Fenestration SHGC (Skylights)	N/A
29	Required Fenestration SHGC (Skylights)	N/A
30	Is the Proposed Fenestration SHGC ≤ the Required Fenestration SHGC?	<input type="radio"/> Yes <input type="radio"/> No



PRESCRIPTIVE RESIDENTIAL ALTERATIONS THAT DO NOT REQUIRE HERS FIELD VERIFICATION

CEC-CF1R-ALT-05-E

H. Water Heating Systems (Section 150.2(b)1H)

List water heaters and boilers for both domestic hot water (DHW) heaters and hydronic space heating.

Options:

- Gas or propane water heating system; or
- A single heat pump water heater. The storage tank shall not be located outdoors and shall be placed on an incompressible, rigid insulated surface with a minimum thermal resistance of R-10. The water heater shall be installed with a communication interface that meets either the requirements of Section 110.12(a) or has a ANSI/CTA-2045-B communication port; or
- A single heat pump water heater that meets the requirements of NEEA Advanced Water Heater Specification Tier 3 or higher; or
- If no natural gas is connected to the existing water heater location, a consumer electric water heater

Table H-1

Field	Field Name	Data Entry
01	Is natural gas connected to the existing water heater?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Table H-2

Field	Field Name	Data Entry 1	Data Entry 2	Data Entry 3
02	Water Heating System ID or Name	ADU WATER HEATER		
03	Water Heating System Type	DHW		
04	System Option (from §150.2(b)1Hiii)	4		
05	Water Heater Type	CONSUMER STORAGE		
06	Volume	20 GAL		
07	Fuel Type	ELECTRICITY		
08	# of Water Heaters in System	1		

G. Space Conditioning (SC) Systems – Heating/Cooling (Prescriptive Section 150.2(b))

Alterations to Space Conditioning Systems shall be exempt from HERS verification requirements as prerequisite for use of the CF1R-ALT-05 and CF2R-ALT-05 compliance documents. If new space conditioning systems are installed or existing systems are altered and are not exempt from HERS verification, then a CF1R-ALT-02 shall be completed and registered with a HERS Provider Data Registry. In each row below for each dwelling unit in the building, check the box that indicates the exemption from HERS verification compliance:

- a: space conditioning system was not altered;
- b: less than 25 ft of ducts were added or replaced;
- c: (exempt from duct leakage testing) if: the existing duct system was insulated with asbestos;
- d: (exempt from duct leakage testing) if: the existing duct system was previously tested and passed by a HERS Rater.

01	02	03
SC System Identification or Name	SC System Location or Area Served	Exemption from HERS Verification
MINISPLIT	ADU	<input type="radio"/> a <input checked="" type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d
		<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d

PRESCRIPTIVE RESIDENTIAL ALTERATIONS THAT DO NOT REQUIRE HERS FIELD VERIFICATION



CEC-CF1R-ALT-05-E

Documentation Author's Declaration Statement

I certify that this Certificate of Compliance documentation is accurate and complete.

Documentation Author Name: DEREK OUYANG	Documentation Author Signature: 
Company: CITY SYSTEMS	Signature Date: 10/4/23
Address: 157 MIRAMONTE RD	CEA/HERS Certification Identification (if applicable): N/A
City/State/Zip: WALNUT CREEK, CA 94597	Phone: (626)246-8299

Responsible Person's Declaration Statement

I certify the following under penalty of perjury, under the laws of the State of California:

- The information provided on this Certificate of Compliance is true and correct.
- I am eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design or system design identified on this Certificate of Compliance (responsible designer).
- The energy features and performance specifications, materials, components, and manufactured devices for the building design or system design identified on this Certificate of Compliance conform to the requirements of Title 24, Part 1 and Part 6 of the California Code of Regulations.
- The building design features or system design features identified on this Certificate of Compliance are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with this building permit application.
- I understand that a registered copy of this Certificate of Compliance shall be made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections.

I understand that a registered copy of this Certificate of Compliance is required to be included with the documentation the builder provides to the building owner at occupancy.

Responsible Designer Name: DEREK OUYANG	Responsible Designer Signature: 
Company: CITY SYSTEMS	Date Signed: 10/4/23
Address: 157 MIRAMONTE RD	License: N/A
City/State/Zip: WALNUT CREEK, CA 94597	Phone: (626)246-8299

For assistance or questions regarding the Energy Standards, contact the Energy Hotline at: 1-800-772-3300

Designer Signature, 1/24/24:



PREPARED BY:  
CITY SYSTEMS  
157 MIRAMONTE RD  
WALNUT CREEK, CA 94597

**PLAN REVIEW ACCEPTANCE**  
 FOR COMPLIANCE WITH THE APPLICABLE CALIFORNIA BUILDING, PLUMBING, MECHANICAL, ELECTRICAL, AND ENERGY CODES AS AMENDED BY THE JURISDICTION.  
 PLAN REVIEW ACCEPTANCE OF DOCUMENTS DOES NOT AUTHORIZE CONSTRUCTION TO PROCEED IN VIOLATION OF ANY FEDERAL, STATE, NOR LOCAL REGULATION.  
 BY: *Brandon Wofford* DATE: 01/24/2024  
 WEST COAST CODE CONSULTANTS, INC. (WCC)

No.	Description	Date
1	ZONING CLEARANCE SUBMISSION	10/15/23
2	ZONING CLEARANCE RESUBMISSION	11/6/23
3	BUILDING REVIEW RESUBMISSION	1/6/24
4	BUILDING REVIEW RESUBMISSION	1/19/24

1174 LAUREL AVE -  
DETACHED ADU  
1174 LAUREL AVE, EAST PALO ALTO,  
CA, 94303

TITLE 24

T3



**ALTERATIONS TO SPACE CONDITIONING SYSTEMS  
(FORMERLY CF-1R-ALT-HVAC)**

**CF1R-ALT-02-E**  
(Page 1 of 3)

**CERTIFICATE OF COMPLIANCE**

Project Name:	Laurel Aduo	Enforcement Agency:	City of East Palo Alto
Dwelling Address:	1174 Laurel Avenue	Permit Number:	TBD
City and Zip Code	East Palo Alto, 94303	Permit Application Date:	2023-10-04

<b>A. General Information</b> CF1R-ALT-02 is applicable to multiple space conditioning systems contained within a single dwelling unit.					
01	Project Name	Laurel Aduo	02	Date Prepared	2023-10-04
03	Project Location	1174 Laurel Avenue	04	Building Type	Single family
05	CA City	East Palo Alto	06	Dwelling Unit Name	Laurel Aduo
07	Zip Code	94303	08	Dwelling Unit Conditioned Floor Area (ft <sup>2</sup> )	369
09	Climate Zone	3	10	Number of Space Conditioning (SC) Systems in this Dwelling Unit:	1

<b>B. Space Conditioning (SC) System Information</b>									
01	02	03	04	05	06	07	08	09	10
SC System ID or Name	SC System Location or Area Served	CFA served by this SC System (ft <sup>2</sup> )	Is the SC system a ducted system?	Installing a refrigerant containing component?	Installing new SC system components?	Installing more than 25 feet of ducts?	Installing entirely new duct system?	Installing entirely new SC system?	Alteration Type
Laurel Minisplit	ADU	369	No	Yes	Yes	No	No	Yes	Entirely new or complete replacement space conditioning system

Registration Number: 223-A026596022A-000-000-0000000-0000      Registration Date/Time: 2023-10-04 09:41:53      HERS Provider: CalCERTS  
CA Building Energy Efficiency Standards - 2022 Residential Compliance      Report Version: 2022.0.000      Report Generated: 2023-10-04 09:41:54  
Schema Version: rev 20220101



**ALTERATIONS TO SPACE CONDITIONING SYSTEMS  
(FORMERLY CF-1R-ALT-HVAC)**

**CF1R-ALT-02-E**  
(Page 2 of 3)

<b>C. Extension of Existing Duct System, Greater Than 25 Feet (Section 150.2(b)1Diiib)</b>
This section does not apply to this project.

<b>D. Altered Space Conditioning System (Sections 150.2(b)1E and F)</b>
This section does not apply to this project.

<b>E. Entirely New or Complete Replacement Duct System, with or without Equipment Changeout (Sections 150.2(b)1Diiia and 150.2(b)1E, F)</b>
This section does not apply to this project.

<b>F. Entirely New or Complete Replacement Space Conditioning System (Section 150.2(b)1C)</b>												
01	02	03	04	05	06	07	08	09	10	11	12	13
System ID/ Name	SC System Description of Area Served	Heating System Type	Altered Heating Component	Heating Efficiency Type	Heating Minimum Efficiency Value	Cooling System Type	Altered Cooling Component	Cooling Efficiency Type	Cooling Minimum Efficiency Value SEER/SEER2	Cooling Minimum Efficiency Value EER/EER2/CEER	Required Thermostat Type	New Duct R-Value
Laurel Minisplit	ADU	Ductless mini-split HP	All new heating components	HSPF	8.2	Ductless mini-split AC	All new cooling components	EERSEER	14	11.7	SetbackThermostat	n/a

**Required Documentation:**  
CF2R-MCH-01-E - Space Conditioning Systems  
- Duct insulation requirement for the new portions of supply-air and return-air ducts or plenums: R6 (CZ 3, 5-7) and R8 (CZ 1, 2, 4, 8-16)  
CF2R and CF3R-MCH-20-H Duct Leakage Test required  
- Leakage rate compliance: less than or equal to 5 percent.  
CF2R and CF3R-MCH-22 Fan Efficacy  
CF2R and CF3R-MCH-23 Airflow Rate Verification  
- Compliance: Fan Efficacy less than or equal to 0.58 W/cfm and 0.45 W/cfm for gas furnaces and System Airflow greater than or equal to 350 cfm per ton.  
- Alternative Compliance: CF2R and CF3R-MCH-28 Return Duct Design verification is an alternative to MCH-22 and MCH-23 verification.  
CF2R and CF3R-MCH-25-H Refrigerant Charge verification required when refrigerant containing components are installed or altered (applicable in CZ 2, 8-15).  
**Exceptions:**  
Heating-only systems are exempt from the 0.58 W per cfm and 350 cfm per ton requirements.  
**Note:** An "entirely new or replacement duct system" means at least 75% of the duct system is new duct material, and up to 25% may consist of reused parts from the dwelling unit's existing duct system (e.g., registers, grilles, boots, air handler, coil, plenums, duct material) if the reused parts are accessible and can be sealed to prevent leakage.

Registration Number: 223-A026596022A-000-000-0000000-0000      Registration Date/Time: 2023-10-04 09:41:53      HERS Provider: CalCERTS  
CA Building Energy Efficiency Standards - 2022 Residential Compliance      Report Version: 2022.0.000      Report Generated: 2023-10-04 09:41:54  
Schema Version: rev 20220101



**ALTERATIONS TO SPACE CONDITIONING SYSTEMS  
(FORMERLY CF-1R-ALT-HVAC)**

**CF1R-ALT-02-E**  
(Page 3 of 3)

**DOCUMENTATION AUTHOR'S DECLARATION STATEMENT**

I certify that this Certificate of Compliance documentation is accurate and complete.

Documentation Author Name: Derek Ouyang	Documentation Author Signature: <i>Derek Ouyang</i>
Company: City Systems	Signature Date: 2023-10-04 09:41:53
Address: 157 Miramonte Rd	CEA/ HERS Certification Identification (if applicable):
City/State/Zip: Walnut Creek CA 94597	Phone: 928-380-0269

**RESPONSIBLE PERSON'S DECLARATION STATEMENT**

I certify the following under penalty of perjury, under the laws of the State of California:

- The information provided on this Certificate of Compliance is true and correct.
- I am eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design or system design identified on this Certificate of Compliance (responsible designer).
- The energy features and performance specifications, materials, components, and manufactured devices for the building design or system design identified on this Certificate of Compliance conform to the requirements of Title 24, Part 1 and Part 6 of the California Code of Regulations.
- The building design features or system design features identified on this Certificate of Compliance are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with this building permit application.
- I understand that a registered copy of this Certificate of Compliance shall be made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections, and I will take the necessary steps to accomplish this requirement.
- I understand that a registered copy of this Certificate of Compliance is required to be included with the documentation the builder provides to the building owner at occupancy, and I will take the necessary steps to accomplish these requirements.

Responsible Designer Name: Derek Ouyang	Responsible Designer Signature: <i>Derek Ouyang</i>
Company: City Systems	Date Signed: 2023-10-04 09:41:53
Address: 157 Miramonte Rd	License: HOMEOWNER
City/State/Zip: Walnut Creek CA 94597	Phone: 928-380-0269



Digitally signed by CalCERTS. This digital signature is provided in order to secure the content of this registered document, and in no way implies Registration Provider responsibility for the accuracy of the information.

Registration Number: 223-A026596022A-000-000-0000000-0000      Registration Date/Time: 2023-10-04 09:41:53      HERS Provider: CalCERTS  
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Schema Version: rev 20220101

Designer Signature, 1/24/24:



PREPARED BY:  
CITY SYSTEMS  
157 MIRAMONTE RD  
WALNUT CREEK, CA 94597

**PLAN REVIEW ACCEPTANCE**

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By: *Brandon Wofford* DATE: 01/24/2024  
WEST COAST CODE CONSULTANTS, INC. (WCC)

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**1174 LAUREL AVE -  
DETACHED ADU**  
1174 LAUREL AVE, EAST PALO ALTO,  
CA, 94303  
**CF1R-ALT-02**

**T4**



### 2022 Single-Family Residential Mandatory Requirements Summary

NOTE: Single-family residential buildings subject to the Energy Codes must comply with all applicable mandatory measures, regardless of the compliance approach used. Review the respective section for more information. (04/2022)

#### Building Envelope:

Table with 2 columns: Code Section and Description. Includes sections for Air Leakage, Labeling, Field fabricated exterior doors and fenestration products, Air Leakage, Insulation Certification by Manufacturers, Insulation Requirements for Heated Slab Floors, Roofing Products Solar Reflectance and Thermal Emittance, Radiant Barrier, Roof Deck, Ceiling and Rafter Roof Insulation, Loose-fill Insulation, Wall Insulation, Raised-floor Insulation, Slab Edge Insulation, Vapor Retarder, Vapor Retarder, and Fenestration Products.

#### Fireplaces, Decorative Gas Appliances, and Gas Log:

Table with 2 columns: Code Section and Description. Includes sections for Pilot Light, Closable Doors, Combustion Intake, Flue Damper, and Space Conditioning, Water Heating, and Plumbing System.

Table with 2 columns: Code Section and Description. Includes sections for Certification, HVAC Efficiency, Controls for Heat Pumps with Supplementary Electric Resistance Heaters, Thermostats, Insulation, and Isolation Valves.

5/6/22



### 2022 Single-Family Residential Mandatory Requirements Summary

Table with 2 columns: Code Section and Description. Includes sections for Screw based luminaires, Light Sources in Enclosed or Recessed Luminaires, Light Sources in Drawers, Cabinets, and Linen Closets, Interior Switches and Controls, Multiple Controls, Mandatory Requirements, Energy Management Control Systems, Automatic Shutoff Controls, Dimmers, Independent controls, Residential Outdoor Lighting, Internally illuminated address signs, and Residential Garages for Eight or More Vehicles.

#### Solar Readiness:

Table with 2 columns: Code Section and Description. Includes sections for Single-family Residences, Minimum Solar Zone Area, Azimuth, Shading, Structural Design Loads on Construction Documents, Interconnection Pathways, Documentation, and Main Electrical Service Panel.

#### Electric and Energy Storage Ready:

Table with 2 columns: Code Section and Description. Includes sections for Single-family Residences and Main Electrical Service Panel.

5/6/22



### 2022 Single-Family Residential Mandatory Requirements Summary

Table with 2 columns: Code Section and Description. Includes sections for Pilot Lights, Building Cooling and Heating Loads, Clearances, Liquid Line Drier, Water Piping, Solar Water-heating System Piping, and Gas or Propane Water Heating Systems.

#### Ducts and Fans:

Table with 2 columns: Code Section and Description. Includes sections for Ducts, CMC Compliance, Field-Fabricated Duct Systems, Backdraft Damper, Gravity Ventilation Dampers, Protection of Insulation, Porous Inner Core Flue Duct, and Duct System Sealing and Leakage Test.

5/6/22



### 2022 Single-Family Residential Mandatory Requirements Summary

Table with 2 columns: Code Section and Description. Includes sections for Energy Storage System (ESS) Ready, Heat Pump Space Heater Ready, Electric Cooktop Ready, and Electric Clothes Dryer Ready.

\*Exceptions may apply.

5/6/22



### 2022 Single-Family Residential Mandatory Requirements Summary

Table with 2 columns: Code Section and Description. Includes section for Space Conditioning System Airflow Rate and Fan Efficacy.

#### Ventilation and Indoor Air Quality:

Table with 2 columns: Code Section and Description. Includes sections for Requirements for Ventilation and Indoor Air Quality, Central Fan Integrated (CFI) Ventilation Systems, Whole-Dwelling Unit Mechanical Ventilation for Single-Family Detached and townhouses, Local Mechanical Exhaust, and Airflow Measurement and Sound Ratings of Whole-Dwelling Unit Ventilation Systems.

#### Pool and Spa Systems and Equipment:

Table with 2 columns: Code Section and Description. Includes sections for Certification by Manufacturers, Piping, Covers, Directional Inlets and Time Switches for Pools, and Pool Systems and Equipment Installation.

#### Lighting:

Table with 2 columns: Code Section and Description. Includes sections for Lighting Controls and Components, Luminaires Efficacy, Screw based luminaires, Recessed Downlight Luminaires in Ceilings, Light Sources in Enclosed or Recessed Luminaires, Blank Electrical Boxes, and Lighting Integral to Exhaust Fans.

5/6/22

Designer Signature, 1/24/24:

[Signature]



PREPARED BY: CITY SYSTEMS 157 MIRAMONTE RD WALNUT CREEK, CA 94597

#### PLAN REVIEW ACCEPTANCE

FOR COMPLIANCE WITH THE APPLICABLE CALIFORNIA BUILDING, PLUMBING, MECHANICAL, ELECTRICAL, AND ENERGY CODES AS AMENDED BY THE JURISDICTION. PLAN REVIEW ACCEPTANCE OF DOCUMENTS DOES NOT AUTHORIZE CONSTRUCTION TO PROCEED IN VIOLATION OF ANY FEDERAL, STATE, NOR LOCAL REGULATION.

BY: Brandon Wolford DATE: 01/24/2024

WEST COAST CODE CONSULTANTS, INC. (WCC)

Table with 3 columns: No., Description, Date. Lists zoning clearance submissions and building review resubmissions.

1174 LAUREL AVE - DETACHED ADU 1174 LAUREL AVE, EAST PALO ALTO, CA, 94303

## RESIDENTIAL MANDATORY MEASURES SUMMARY

T5

# LAUREL AVE ADU

ADDRESS: 1174 LAUREL AVE, EAST PALO ALTO, CA, 94303

### GENERAL

- GOVERNING CODES: ALL CONSTRUCTION SHALL CONFORM TO CALIFORNIA CODE OF REGULATIONS, TITLE 24: CALIFORNIA BUILDING STANDARDS CODE:
  - 2022 CALIFORNIA BUILDING CODE (CBC)
  - 2022 CALIFORNIA RESIDENTIAL CODE (CRC)
  - 2022 CALIFORNIA PLUMBING CODE (CPC)
  - 2022 CALIFORNIA ELECTRIC CODE (CEC)
  - 2022 CALIFORNIA MECHANICAL CODE (CMC)
  - 2022 CALIFORNIA ENERGY CODE (CEC)
- THE NOTES ON THE STRUCTURAL PLANS SHALL TAKE PRECEDENCE OVER THESE NOTES.
- THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AT THE JOB SITE BEFORE COMMENCING WORK AND SHALL REPORT ANY DISCREPANCIES TO THE ENGINEER OF RECORD.
- OMISSIONS OR CONFLICTS BETWEEN VARIOUS ELEMENTS OF THE DRAWINGS, NOTES, AND DETAILS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER OF RECORD AND RESOLVED BEFORE PROCEEDING WITH THE WORK.
- DETAILS SHOWN SHALL BE INCORPORATED INTO THE PROJECT AT ALL APPROPRIATE LOCATIONS WHETHER SPECIFICALLY CALLED OUT OR NOT.
- THE CLIENT/CLIENT'S REPRESENTATIVE MUST SUBMIT **IN WRITING** FOR ANY INQUIRIES OR MODIFICATION REQUESTS FOR THE PLANS AND SPECIFICATIONS. SHOP DRAWINGS SUBMITTED TO THE ENGINEER OF RECORD FOR REVIEW DO NOT CONSTITUTE "IN WRITING" UNLESS IT IS CLEARLY NOTED THAT SPECIFIC CHANGES ARE BEING REQUESTED.
- UNLESS SPECIFICALLY SHOWN ON THESE PLANS, NO STRUCTURAL MEMBER SHALL BE CUT, DRILLED, OR NOTCHED WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE ENGINEER OF RECORD.
- CONSTRUCTION METHOD AND PROJECT SAFETY: THE CONTRACT DRAWINGS AND SPECIFICATIONS REPRESENT THE FINISHED STRUCTURE AND DO NOT INDICATE METHODS, PROCEDURES OR SEQUENCE OF CONSTRUCTION. TAKE NECESSARY PRECAUTIONS TO MAINTAIN AND INSURE THE INTEGRITY OF THE STRUCTURE DURING CONSTRUCTION. HC STRUCTURAL ENGINEERING WILL NOT ENFORCE SAFETY MEASURES OR REGULATIONS. CONTRACTOR SHALL DESIGN, CONSTRUCT AND MAINTAIN ALL SAFETY DEVICES, INCLUDING SHORING AND BRACING, AND SHALL BE SOLELY RESPONSIBLE FOR CONFORMING TO ALL LOCAL, STATE AND FEDERAL SAFETY AND HEALTH STANDARDS, LAWS AND REGULATIONS.

### DESIGN CRITERIA

- APPLICABLE CODE: CALIFORNIA CODE OF REGULATIONS (CALIFORNIA BUILDING CODE, CBC) 2019 EDITION, PART 2.
- LIVE LOADS:
  - ROOF (BASIC LIVE LOAD): **20 PSF**
  - CEILING (UNINHABITABLE ATTIC W/OUT STORAGE): **10 PSF**
- WIND DESIGN PARAMETERS:
  - BASIC WIND SPEED: **91 MPH**
  - EXPOSURE: **B**
  - WIND IMPORTANCE FACTOR:  $I_w=1.0$
- SEISMIC DESIGN PARAMETERS:
  - OCCUPANCY CATEGORY: **2, STANDARD**
  - SEISMIC DESIGN CATEGORY: **D**
  - SEISMIC IMPORTANCE FACTOR:  $I_s = 1.0$
  - LATITUDE: **37.471863 NORTH**
  - LONGITUDE: **122.1509877 WEST**
  - SITE CLASS: **D**
  - MAPPED MCE ACCELERATIONS
    - $S_s = 1.500$
    - $S_1 = 0.600$
  - SITE COEFFICIENT AT SHORT PERIOD
    - $F_a = 1.20$
    - $F_v = 1.70$
  - ADJUSTED MCE SPECTRAL RESPONSE ACCELERATION PARAMETERS:
    - $S_{0.5} = 1.200$
    - $S_{0.1} = 0.680$
- STRUCTURAL RESPONSE MODIFICATION FACTORS:
  - A. BEARING WALL SYSTEM**
  - 15. LIGHT FRAME WALLS SHEATHED WITH WOOD STRUCTURAL PANELS RATED FOR SHEAR RESISTANCE**
  - $R = 6.5$  (RESPONSE MODIFICATION COEFFICIENT)
  - $C_d = 2.5$  (OVERSTRENGTH FACTOR)
  - $C_t = 4$  (DEFLECTION AMPLIFICATION FACTOR)
  - $V = 0.1538 \times W$  (DESIGN BASE SHEAR)
- FOUNDATION DESIGN VALUES:
  - BEARING CAPACITY (DL ONLY): **1500 PSF**
  - BEARING CAPACITY (DL + LL): **1500 PSF**
  - BEARING CAPACITY (DL+LL+E/W): **2000 PSF**

### HAZARDOUS MATERIALS

- HC STRUCTURAL ENGINEERING ASSUMES NO RESPONSIBILITY FOR THE MANAGEMENT OF HAZARDOUS MATERIALS THAT MAY BE ON THE SITE.
- HC STRUCTURAL ENGINEERING HAS NOT PERFORMED INVESTIGATIONS TO DETERMINE THE PRESENCE OF HAZARDOUS MATERIALS. THE OWNER WILL PROVIDE THE RESULTS OF SUCH INVESTIGATIONS IF THEY HAVE BEEN PERFORMED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING THAT PERSONNEL WITHIN THE WORK AREA ARE PROTECTED FROM EXPOSURE TO HAZARDOUS MATERIALS. IF HAZARDOUS MATERIALS ARE DISCOVERED, THE CONTRACTOR SHALL IMMEDIATELY CEASE WORK UNTIL CONDITIONS CAN BE MAINTAINED IN COMPLIANCE WITH ALL APPLICABLE REGULATIONS.

### WOOD NOTES

- ALL WOOD CONSTRUCTION SHALL BE PER CBC, CHAPTER 23.
- ALL STRUCTURAL LUMBER SHALL BE DOUGLAS FIR-LARCH AND MUST CONFORM TO THE GRADING RULES OF THE WESTERN WOOD PRODUCTS ASSOCIATION. REFER TO THE ARCHITECTURAL DRAWINGS FOR ANY ADDITIONAL APPEARANCE REQUIREMENTS. ALL PRESSURE TREATED LUMBER TO BE STAMPED BY AN APPROVED GRADING AGENCY.
- STRUCTURAL LUMBER SHALL BE (UNLESS OTHERWISE NOTED):
  - BEAMS & POSTS (2x AND 4x) NO. 2
  - BEAMS & POSTS (6x OR LARGER) NO. 1
  - STUDS NO. 2 (2x4, 3x4, 2x6 AND 3x6)
  - JOISTS NO. 2
- NEW STUD AND POST SIZES SHALL BE (UNLESS OTHERWISE NOTED):
  - STUD WALLS 2x4 @ 16" ON CENTER FOR INTERIOR WALLS, OR S.A.D. 2x6 @ 16" ON CENTER FOR EXTERIOR WALLS & PLUMBING WALLS & SHEAR WALLS
  - POSTS AS MINIMUM SHALL HAVE WIDTH TO MATCH BEAM WIDTH ABOVE AND DEPTH TO MATCH WALL THICKNESS UNLESS OTHERWISE NOTED.
- ALL STRUCTURAL LUMBER SHALL HAVE A MAXIMUM MOISTURE CONTENT OF 19% AT TIME OF INSTALLATION.
- ALL NAILS USED IN TIMBER-TO-TIMBER CONNECTIONS SHALL BE COMMON WIRE NAILS AND NAILING SHALL CONFORM TO THE APPLICABLE BUILDING CODES. WHERE NAILS TEND TO SPLIT THE WOOD, NAIL HOLES SHALL BE PREDRILLED.
- ALL NAILS CONNECTING PRE-MANUFACTURED METAL ITEMS (CONNECTORS, HANGERS, STRAPS, ETC) TO TIMBER SHALL CONFORM TO THE MANUFACTURER'S CATALOGUE AND APPLICABLE ICC-EES EVALUATION REPORTS.
- ALL STUD WALLS SHALL HAVE 2x FIRE BLOCKING AT 10'-0" O.C. MAXIMUM.
- WALL STUDS SHALL ALIGN WITH FLOOR AND ROOF JOISTS FOR FULL HEIGHT OF STRUCTURE.
- 2x BLOCKING SHALL BE INSTALLED BETWEEN JOISTS AND RAFTERS OVER SUPPORTS.
- WHERE WOOD IS IN CONTACT WITH EARTH, CONCRETE OR MASONRY, PRESSURE TREATED DOUGLAS FIR-LARCH SHALL BE USED.
- UNLESS NOTED OTHERWISE, ALL SILL PLATES IN CONTACT WITH CONCRETE OR MASONRY SHALL BE ANCHORED WITH 5/8" ANCHOR BOLTS WITH 7" EMBEDMENT AT 4'-0" O.C. W/ 3"x3"x1/4" PLATE WASHERS.
- ALL BOLT HEADS AND NUTS WHICH BEAR AGAINST THE FACE OF WOOD MEMBERS SHALL BE PROVIDED WITH WASHERS. NO UPSET THREADS ARE ALLOWED, UNLESS OTHERWISE NOTED.
- PROVIDE POST OR MULTIPLE STUDS FOR SOLID BEARING AT THE ENDS OF ALL BEAMS OR GIRDER TRUSSES WHERE POSTS ARE NOT SHOWN.
- PROVIDE SOLID BLOCKING AT BEARING WALLS UNDER PERPENDICULAR PARTITIONS. PROVIDE DOUBLE FLOOR JOISTS UNDER PARALLEL PARTITIONS.
- MINIMUM SPLICE NAILING OF DOUBLE PLATES TO BE AS FOLLOWS: SIXTEEN (16) 16d EACH SIDE OF SPLICE WITH NO ADJACENT SPLICE WITHIN 4'-0". SEE TYPICAL DETAIL FOR ADDITIONAL INFORMATION.
- FACE NAIL TWO PIECE BUILT-UP BEAMS WITH 16d AT 12" O.C. STAGGERED AT TOP AND BOTTOM TO ALTERNATE SIDES OF BEAM. PROVIDE ADDITIONAL ROW OF NAILING AT ALL BEAMS GREATER THAN 12" DEEP.
- BOLT HOLES IN WOOD SHALL BE THE DIAMETER OF THE BOLT PLUS 1/16", MAXIMUM.
- PRE-DRILL ALL HOLES FOR 20d AND LARGER NAILS, SPIKES AND LAG BOLTS. LEAD HOLES FOR LAGS SHALL BE AS FOLLOWS:
  - SHANK PORTION: SAME DIAMETER AND LENGTH AS SHANK.
  - THREADED PORTION: 60% TO 75% OF THE DIAMETER OF THE THREAD AND THE SAME LENGTH AS THREAD.
- HOLES FOR PIPES EXCEEDING ONE-THIRD OF THE PLATE WIDTH SHALL NOT BE PLACED IN PARTITIONS USED AS SHEAR WALLS AND BEARING WALLS UNLESS OTHERWISE DETAILED. PIPES SHALL PASS THROUGH THE CENTER OF THE PLATES. NOTCHING IS NOT ALLOWED.
- PROVIDE 2x SOLID BLOCKING AT A MINIMUM OF 8'-0" O.C. FOR SOLID SAWN JOISTS WHERE SHEATHING OR GYPSUM BOARD IS NOT APPLIED TO TOP AND BOTTOM OF JOISTS FOR ENTIRE LENGTH OF JOIST.
- ALL PREMANUFACTURED METAL ITEMS (CONNECTORS, HANGERS, STRAPS, ETC.) SHALL BE BY SIMPSON STRONG TIE COMPANY, INC. UNLESS OTHERWISE NOTED.
- RETIGHTEN ALL BOLTS BEFORE CLOSING IN.
- USE SIMPSON MASONRY ANCHORS TITEN HD (ESR-1056) FOR WOOD TO MASONRY CONNECTION.
- ALL BOLTS, SCREWS, NAILS AND CONNECTORS EXPOSED TO THE WEATHER SHALL BE GALVANIZED. ALL BOLTS, SCREWS, NAILS AND CONNECTORS IN CONTACT WITH PRESSURE TREATED LUMBER SHALL BE HOTDIP ZINC COATED GALVANIZED OR STAINLESS STEEL PER SECTION 2304.9.5.
- DO NOT NOTCH ANY MEMBERS WITHOUT THE APPROVAL OF THE ENGINEER OF RECORD, UNLESS SPECIFICALLY PERMITTED IN THESE DRAWINGS AND DETAILS.

### DIMENSIONAL CONTROL

- DO NOT USE SCALED DIMENSIONS. WHERE NO WRITTEN DIMENSION IS PROVIDED, CONSULT WITH THE OWNER'S REPRESENTATIVE FOR CLARIFICATION BEFORE PROCEEDING.
- VERIFICATION: VERIFY ALL DIMENSIONS, ELEVATIONS AND SITE CONDITIONS BEFORE STARTING WORK. NOTIFY THE ENGINEER OF RECORD IMMEDIATELY OF ANY DISCREPANCIES.

### CONCRETE

- REINFORCING STEEL  
ALL BARS, U.O.N.: ASTM A615, GR 60 OR ASTM A706, DEFORMED.
  - MINIMUM CONCRETE COVER  
CAST AGAINST & EXPOSED TO EARTH.....3"  
EXPOSED TO EARTH OR WEATHER.....2"  
NOT EXPOSED TO WEATHER OR IN CONTACT WITH GROUND:  
SLABS, WALLS, JOISTS.....3/4"
  - CONCRETE MIXES FOR (N) CONCRETE ONLY
 

MIX ID	USE	STRENGTH, f'c	WEIGHT
A	FOOTINGS	2,500 PSI	NORMAL
B	CONCRETE SLAB ON GRADE	2,500 PSI	NORMAL
  - CHAIRS, SPACERS, AND SAND PLATES: AS REQUIRED TO MAINTAIN CONCRETE COVER.
  - VERTICAL REINFORCEMENT SHALL BE DOWELED TO SUPPORTING MEMBERS WITH THE SAME SIZE AND SPACING OF REINFORCEMENT AS SHOWN IN THE DRAWINGS AND GENERAL NOTES.
  - ANCHOR BOLTS, DOWELS, AND HOLD DOWN SECURELY HELD IN PLACE PRIOR TO FOUNDATION INSPECTION BY THE BUILDING OFFICIAL AND OBSERVATION BY A INSPECTING AGENCY.
  - ADMIXTURES: REVIEWED BY THE ENGINEER. CALCIUM CHLORIDE OR ADDED CHLORIDES ARE NOT PERMITTED.
  - VIBRATION: ALL CONCRETE SHALL BE CONSOLIDATED WITH MECHANICAL VIBRATORS.
- ### FOUNDATION NOTES
- INSTALLATION OF THE FOOTINGS WITH RESPECT TO THE DEPTH BELOW FINISHED OR NATURAL GRADE SHALL BE AT A MINIMUM ACCORDING TO THE FOUNDATION DETAILS ON THE DRAWINGS. FIELD DISCOVERED CONDITIONS MAY NECESSITATE DEEPER FOUNDATIONS.
  - ALL WATER SHALL BE REMOVED FROM FOUNDATION EXCAVATIONS PRIOR TO PLACING OF CONCRETE.
  - ALL BACKFILL WITH ENGINEERED FILLS SHALL BE COMPACTED TO 95% RELATIVE DENSITY, UNLESS OTHERWISE NOTED IN THE GEOTECHNICAL REPORT.
  - FOOTINGS AND GRADE BEAMS SHALL BE CENTERED UNDER BEARING WALLS ABOVE, UNLESS OTHERWISE NOTED.
  - VERIFY LOCATIONS FOR OPENINGS OR PENETRATIONS THROUGH CONCRETE, CONCRETE CURBS, FLOOR DEPRESSIONS, FLOOR SLOPES AND DRAINS, INSERTS, ETC. PRIOR TO POURING CONCRETE. COORDINATE WITH ARCHITECTURAL AND OTHER DRAWINGS.

### TESTS, INSPECTIONS, AND OBSERVATIONS NOTES

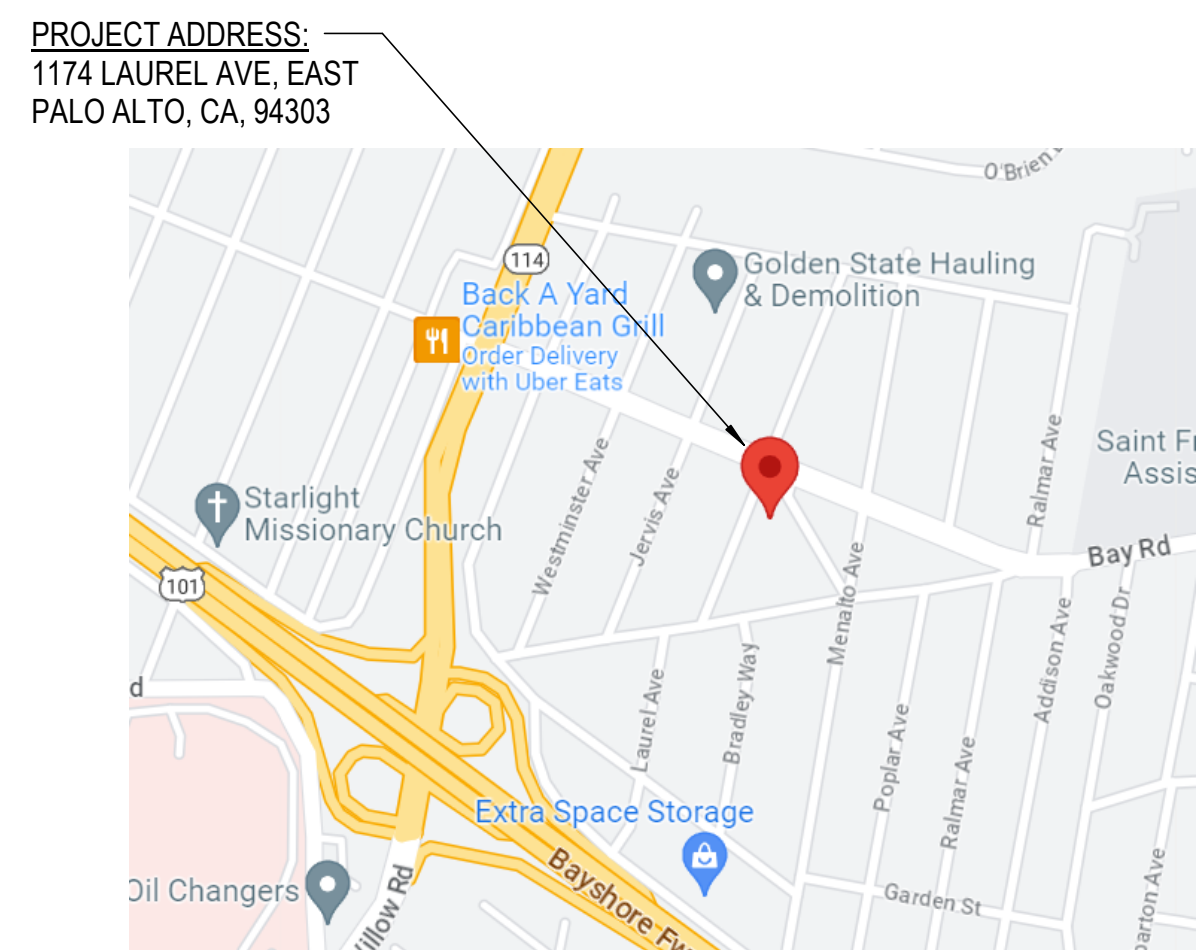
- TESTS AND INSPECTIONS SHALL BE PROVIDED FOR ALL ITEMS AS REQUIRED BY THE CBC, CHAPTER 17.
- THE OWNER SHALL BE RESPONSIBLE FOR RETAINING AN INDEPENDENT TESTING AND INSPECTION LABORATORY QUALIFIED BY THE BUILDING OFFICIAL TO PERFORM ALL REQUIRED TESTING AND INSPECTIONS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING THE TESTING AND INSPECTION LABORATORY WITH CONSTRUCTION SCHEDULES TO ENSURE PROPER COORDINATION OF WORK.
- THE SPECIAL INSPECTOR SHALL SUBMIT INSPECTION REPORTS TO THE BUILDING OFFICIAL AND THE DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE. THE REPORTS SHALL INDICATE WHETHER WORK INSPECTED CONFORMED TO THE CONSTRUCTION DOCUMENTS. ANY DISCREPANCIES SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE CONTRACTOR FOR CORRECTION. IF DISCREPANCIES ARE NOT CORRECTED, THEY SHALL BE BROUGHT TO THE ATTENTION OF THE BUILDING OFFICIAL AND ENGINEER OF RECORD.
- THE FOLLOWING ITEMS SHALL BE INSPECTED BY AN APPROVED TESTING AND INSPECTION LABORATORY:
  - CONCRETE (CBC 1705.3)
    - POST-INSTALLED ANCHORS WITH EPOXY
- IN ADDITION TO SPECIAL INSPECTIONS, THE FOLLOWING SPECIFIED ITEMS SHALL HAVE PERIODIC STRUCTURAL OBSERVATION BY THE STRUCTURAL ENGINEER OF RECORD OR A PROFESSIONAL CIVIL ENGINEER LICENSED IN THE STATE OF CALIFORNIA, AT THE FOLLOWING BENCH MARKS:
  - REINFORCING STEEL, CONCRETE FORMWORK, AND ANCHOR EMBEDMENTS PRIOR TO CONCRETE POUR.
- THE CONTRACTOR SHALL NOTIFY THE STRUCTURAL ENGINEER OR INSPECTOR A MINIMUM OF 48 HOURS (EXCLUDING WEEKEND DAYS) PRIOR TO THE TIME OF A REQUIRED INSPECTION AND OBSERVATION.

SHEET LIST	
	Sheet Name
S0.0	GENERAL NOTES - STRUCTURAL
S1.0	FOUNDATION PLAN
S1.1	ROOF AND CEILING FRAMING PLAN
S2.0	DETAILS
S2.1	DETAILS
S2.2	DETAILS

## SCOPE OF WORK

CONVERSION OF EXISTING DETACHED GARAGE TO PROPOSED DETACHED ADU

### VICINITY MAP



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**PLAN REVIEW ACCEPTANCE**

FOR COMPLIANCE WITH THE APPLICABLE CALIFORNIA BUILDING, PLUMBING, MECHANICAL, ELECTRICAL AND ENERGY CODES AS AMENDED BY THE JURISDICTION.  
PLAN REVIEW ACCEPTANCE OF DOCUMENTS DOES NOT AUTHORIZE CONSTRUCTION TO PROCEED IN VIOLATION OF ANY FEDERAL, STATE, OR LOCAL REGULATION.

BY: *Yusuf A. Chow* DATE: **01/24/2024**

WEST COAST CODE CONSULTANTS, INC. (WCCI)

### APPROVAL STAMP



No.	Description	Date

## LAUREL AVE ADU

1174 LAUREL AVE, EAST PALO ALTO, CA,  
94303

## GENERAL NOTES - STRUCTURAL

Project number	2023-040
Date	08-18-2023
Drawn by	DA
Checked by	JG

# S0.0

Scale As indicated

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## ROOF FRAMING CALL OUTS

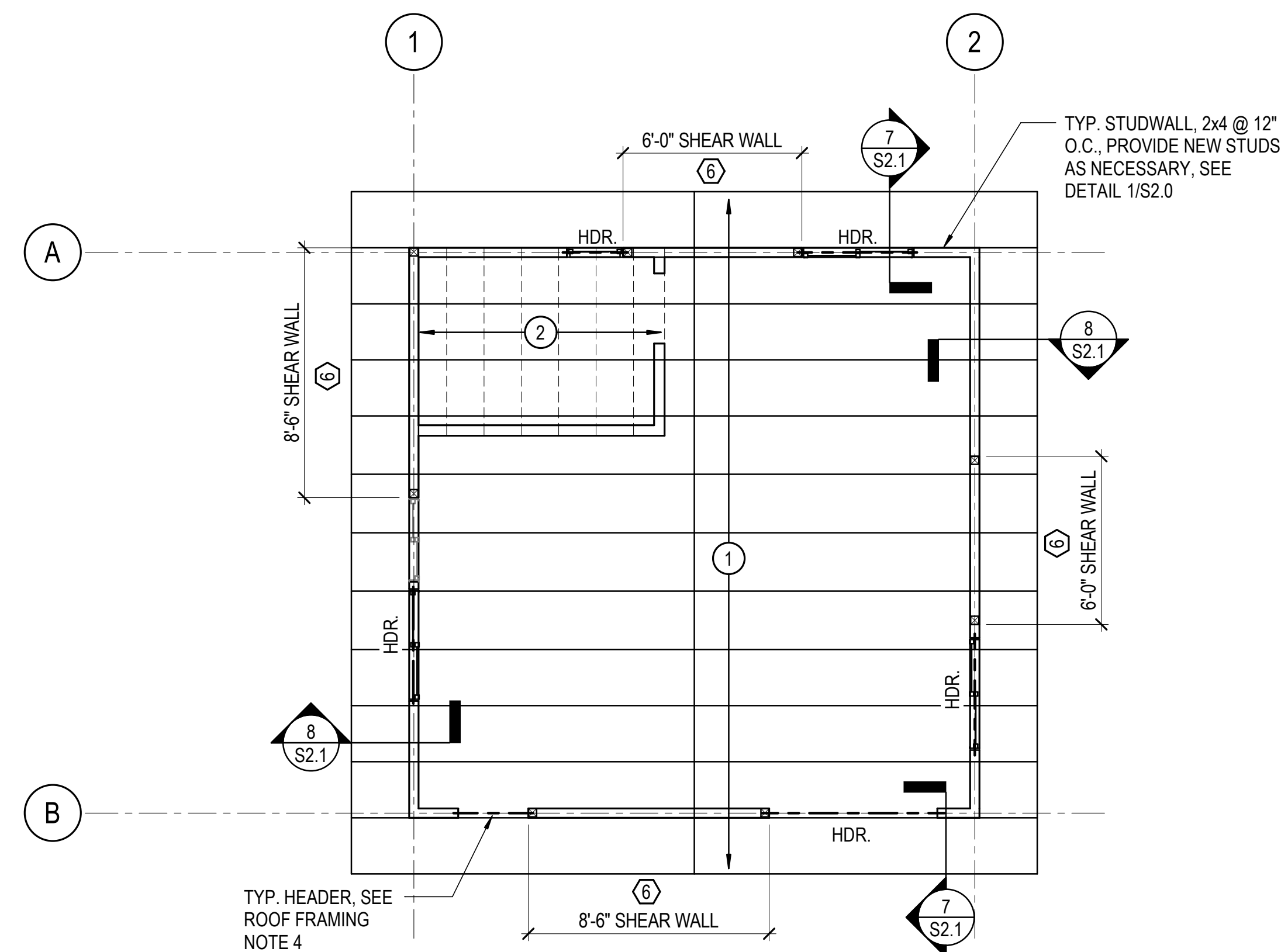
- ① NEW SCISSOR ROOF TRUSSES @ 24" O.C., PER TRUSS MANUFACTURER
- ② 2x6 CEILING JOISTS @ 16" O.C.

## SHEAR WALL NOTES

1. SEE TYPICAL SHEAR WALL DETAIL 2/S2.0 FOR ADDITIONAL NOTES AND FRAMING INFORMATION.
2. ALL NAILS SHALL BE COMMON NAILS U.O.N. NAILS SHALL NOT BE DRIVEN CLOSER TOGETHER THAN 1/2 OF THEIR LENGTH NOR CLOSER TO THE EDGE OF THE MEMBER THAN 1/4 OF THEIR LENGTH. PREDRILL HOLES WHERE WOOD TENDS TO SPLIT. THE PENETRATION OF THE NAIL INTO THE PIECE RECEIVING THE POINT SHALL NOT BE LESS THAN 1/2 THE NAIL LENGTH.
3. ALL SHEAR WALLS LABELED AS "PERFORATED" SHALL HAVE CS16 STRAP ABOVE AND BELOW WINDOW OPENINGS, AND ABOVE DOOR OPENINGS, PER DETAIL 2/S2.0

## ROOF FRAMING NOTES

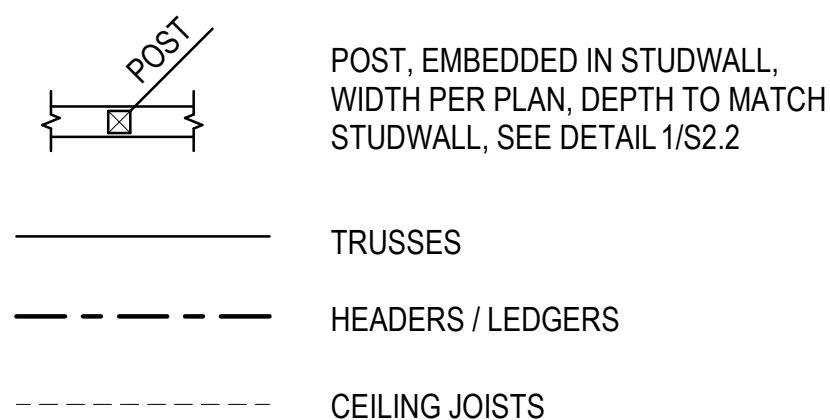
1. NEW ROOF PLYWOOD SHALL BE 15/32" PERFORMANCE CATEGORY APA RATED SHEATHING, 32/16, STRUCTURAL 1, EXPOSURE 1 W/ 10d NAILS AT 6" E.N., 12" F.N., 6" B.N.
2. PLACE SHEAR PANEL ON SHEAR WALLS PRIOR TO THE CONSTRUCTION OF INTERSECTING WALLS. SEE DETAIL 3/S3.0
3. ALL NAILS SHALL BE COMMON NAILS U.O.N. NAILS SHALL NOT BE DRIVEN CLOSER TOGETHER THAN 1/2 OF THEIR LENGTH NOR CLOSER TO THE EDGE OF THE MEMBER THAN 1/4 OF THEIR LENGTH. PREDRILL HOLES WHERE WOOD TENDS TO SPLIT. THE PENETRATION OF THE NAIL INTO THE PIECE RECEIVING THE POINT SHALL NOT BE LESS THAN 1/2 THE NAIL LENGTH.
4. ALL HEADERS AT DOOR AND WINDOW OPENINGS SHALL BE THE FOLLOWING U.O.N.:  
A. 4x8 D.F. #2 MIN @ 2x4 STUDWALL  
B. 6x8 D.F. #1 MIN @ 2x6 STUDWALL
5. EXTERIOR STUD WALLS SHALL HAVE 15/32" PERFORMANCE CATEGORY APA RATED SHEATHING, 32/16, STRUCTURAL 1, EXPOSURE 1 W/ 10d NAILS AT 6" E.N., 12" F.N., 6" B.N., TYP. U.O.N. ON SHEAR WALL PLANS.
6. ALL LUMBER EXPOSED TO WEATHER OR LUMBER IN DIRECT CONTACT W/ CONCRETE SHALL BE PRESSURE TREATED OR RATED FOR EXTERIOR USE.
7. ALL METAL CONNECTORS EXPOSED TO WEATHER SHALL BE Z-MAX GALVANIZED OR RATED FOR EXTERIOR USE.
8. **STUDWALL TO BE 2x4 @ 12" O.C., PROVIDE NEW STUDS AS NECESSARY.**



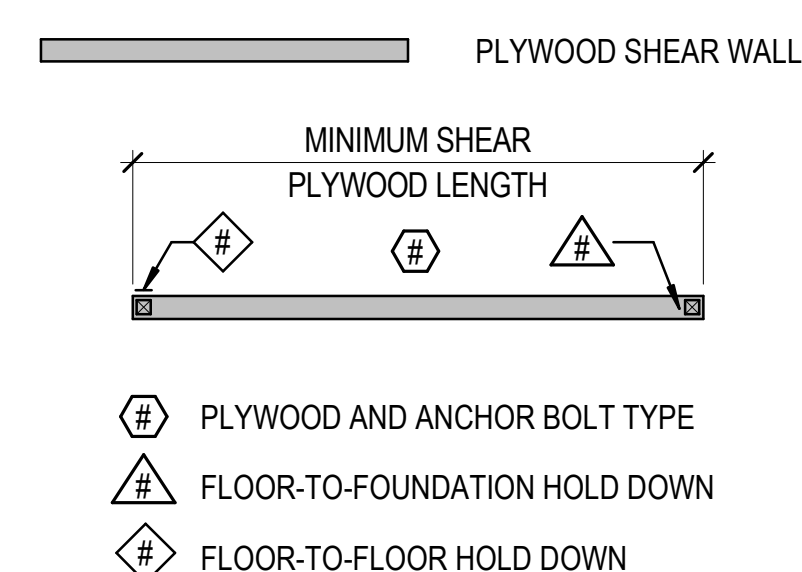
ROOF AND CEILING FRAMING PLAN

1/4" = 1'-0"

### FRAMING LEGEND



### SHEAR WALL LEGEND



### SHEAR WALL PLYWOOD AND ANCHOR BOLT SCHEDULE

	Min. Plywood Thickness	Plywood Grade	Common Nail Size	Edge Nailing	Field Nailing	Unsupported Panel Edges	Panel Edge Studs Required	Allowable Shear lbs/ft	Sole Plate Nailing 16d Face	Shear Clip Spacing <sup>(2)</sup>	Anchor Bolt Spacing <sup>(3)</sup>	Sill Plate Size
⑥ <sup>(1)</sup>	15/32"	STRUCT. 1	10d	6" o.c.	12" o.c.	Blocked	2x	340	8 1/2" o.c.	16" o.c.	48" o.c.	2x
④ <sup>(1)</sup>	15/32"	STRUCT. 1	10d	4" o.c.	12" o.c.	Blocked	2x	510	5 1/2" o.c.	10" o.c.	36" o.c.	2x
③ <sup>(1)</sup>	15/32"	STRUCT. 1	10d	3" o.c.	12" o.c.	Blocked	3x	665	4 1/2" o.c.	9" o.c.	36" o.c.	3x
② <sup>(1)</sup>	15/32"	STRUCT. 1	10d	2" o.c.	12" o.c.	Blocked	3x	870	3 1/2" o.c.	6" o.c.	24" o.c.	3x
④④ <sup>(6)</sup>	15/32"	STRUCT. 1	10d	4" o.c.	12" o.c.	Blocked	3x	1020	5 1/2" o.c.	6" o.c.	24" o.c.	3x
③③ <sup>(6)</sup>	15/32"	STRUCT. 1	10d	3" o.c.	12" o.c.	Blocked	3x	1330	4 1/2" o.c.	6" o.c.	18" o.c.	3x
②② <sup>(6)</sup>	15/32"	STRUCT. 1	10d	2" o.c.	12" o.c.	Blocked	3x	1740	3 1/2" o.c.	12" o.c. <sup>(4)</sup>	12" o.c.	3x

- NOTE:
1. PLYWOOD MAY BE INSTALLED ON EITHER SIDE OF STUD WALL.
  2. SHEAR CLIPS SHALL BE A35 CLIPS U.O.N., LTP4 CLIPS MAY BE USED IN LIEU OF A35 CLIPS.
  3. ANCHOR BOLTS INTO NEW CONCRETE FOOTING SHALL BE 5/8" GALV. HOOKED ANCHOR BOLTS WITH A MINIMUM EMBEDMENT OF 7". ANCHOR BOLTS INTO EXISTING CONCRETE FOUNDATION SHALL BE SIMPSON 5/8" TITEN HD (ESR-2713) WITH A MINIMUM EMBEDMENT OF 5 3/4". PROVIDE 3x3x1/4" PLATE WASHER AT EACH ANCHOR BOLT.
  4. SHEAR CLIPS AT ②② SHALL BE HSLQ37 HEAVY SHEAR TRANSFER ANGLE.
  5. CALLOUT INDICATES PLYWOOD ON BOTH SIDES OF SHEAR WALL.

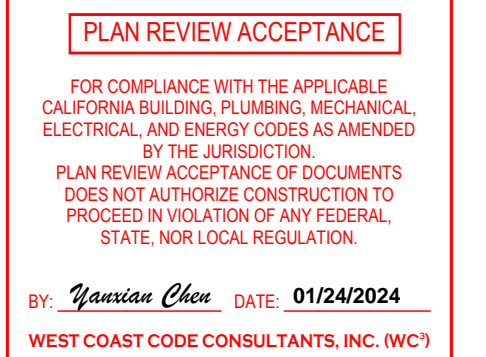
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APPROVAL STAMP



No.	Description	Date

### LAUREL AVE ADU

1174 LAUREL AVE, EAST PALO ALTO, CA, 94303

### ROOF AND CEILING FRAMING PLAN

Project number 2023-040  
 Date 08-18-2023  
 Drawn by DA  
 Checked by HSC

S1.1

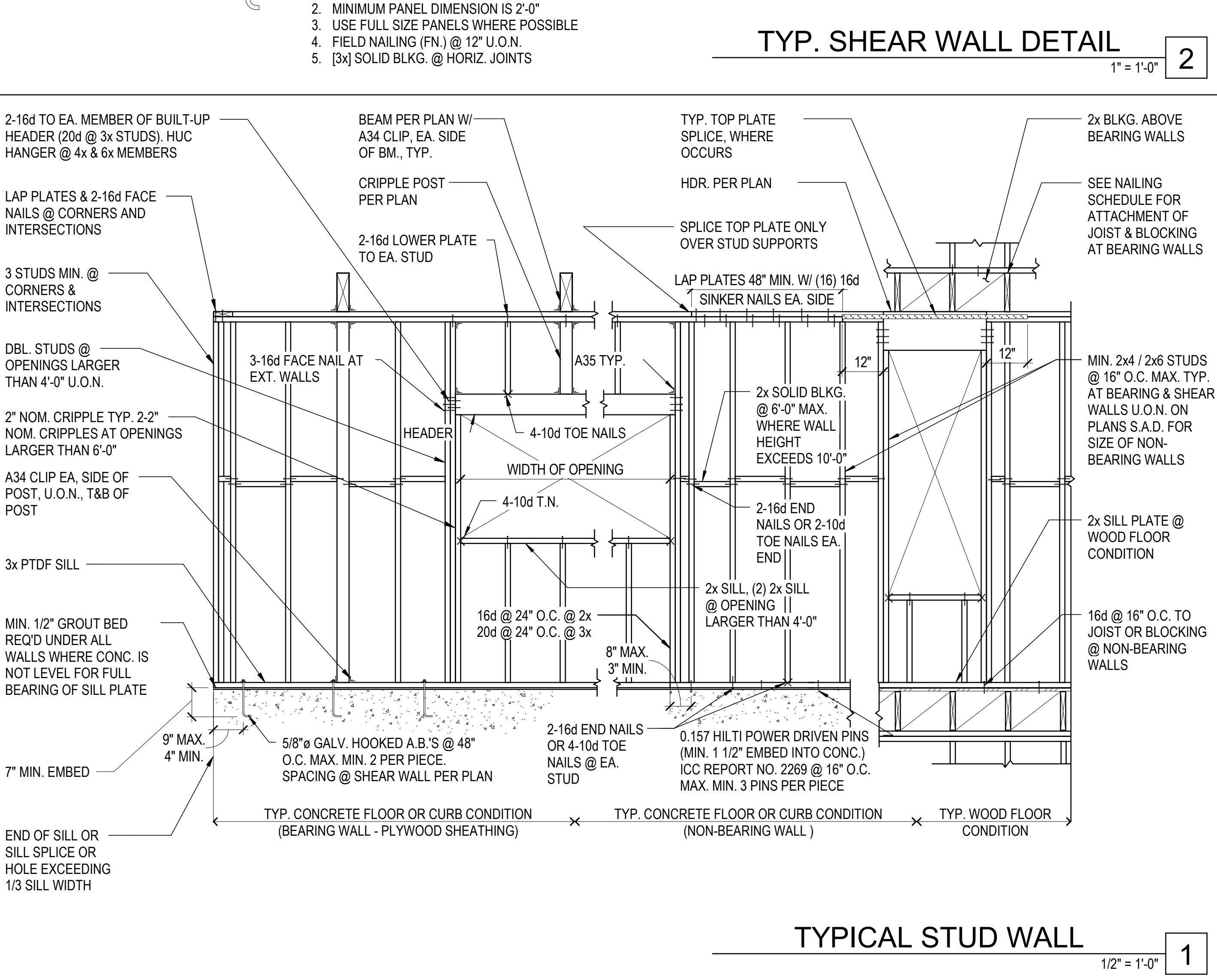
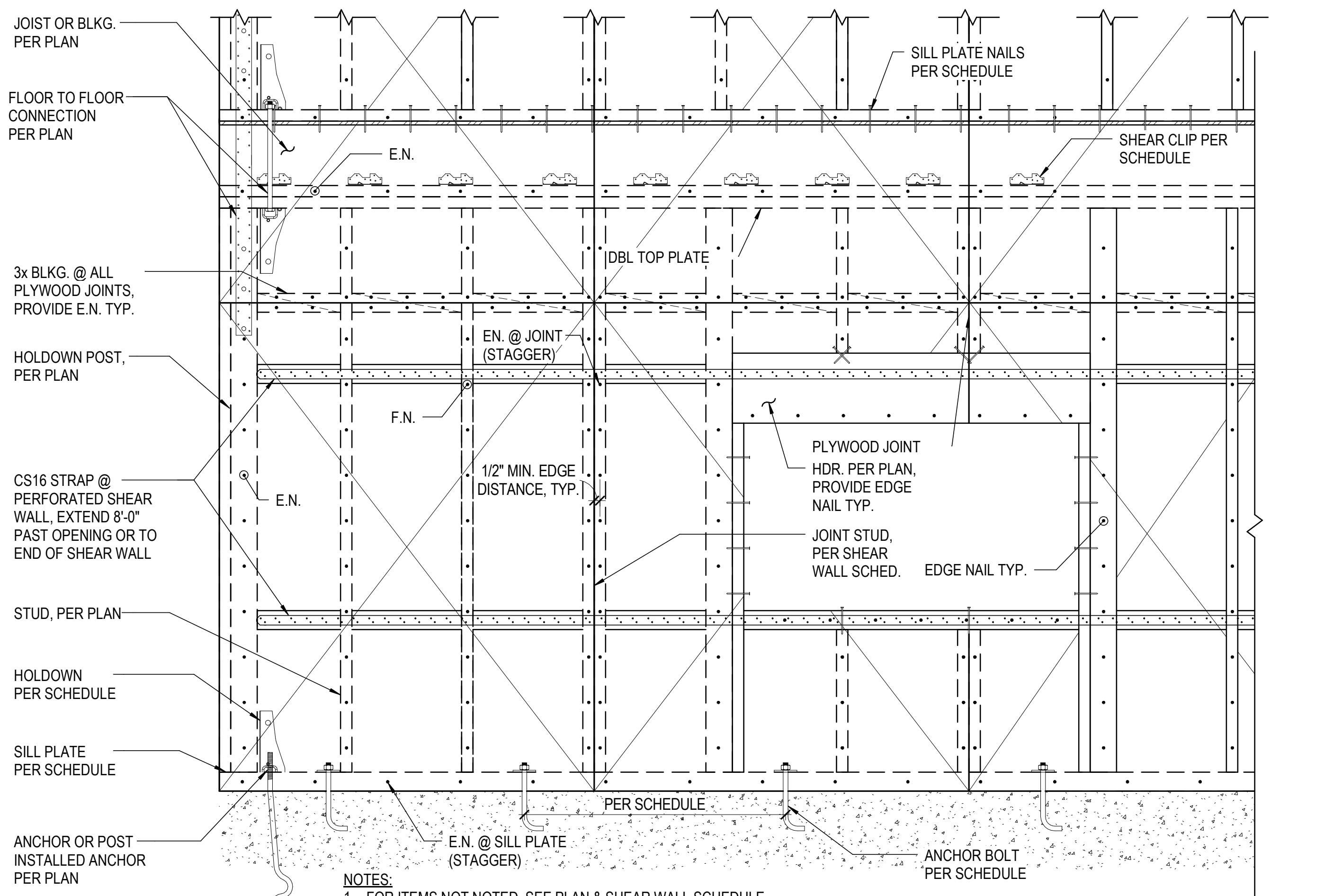
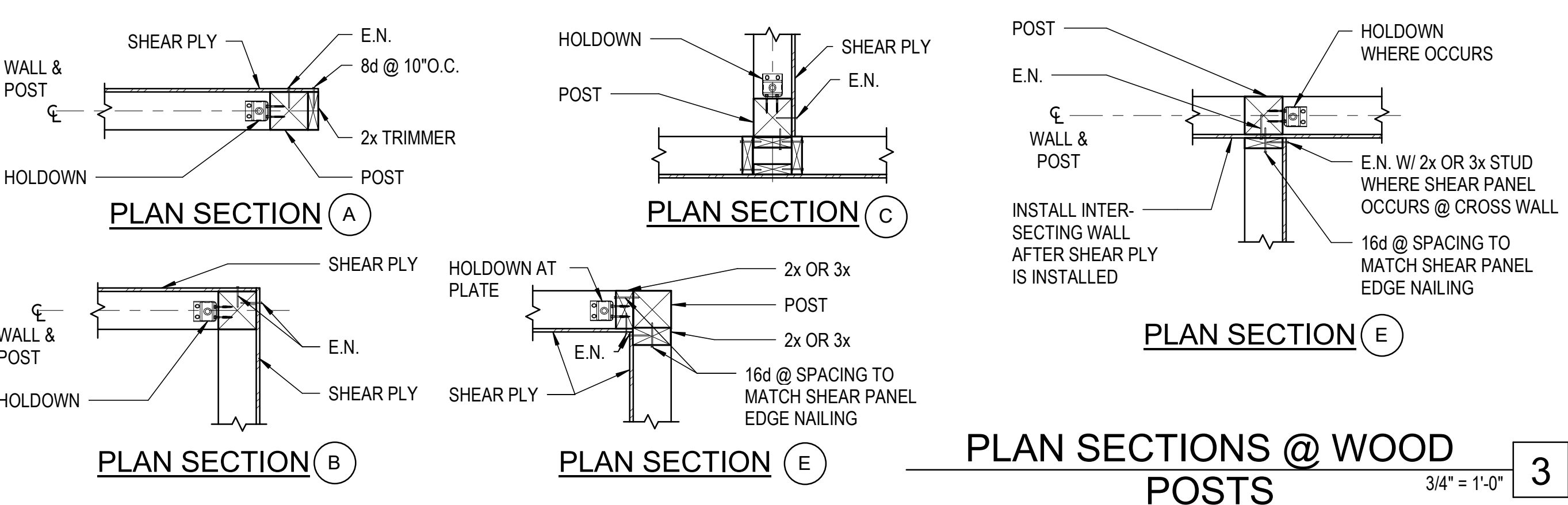
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**FASTENING SCHEDULE [2016 CBC TABLE 2304.10.1] - THE FOLLOWING ARE GENERAL REQUIREMENTS OF THE FASTENING SCHEDULE BASED ON THE 2016 CA BUILDING CODE.**

ELEMENT / CONNECTION	FASTENER	LOCATION	ELEMENT / CONNECTION	FASTENER	LOCATION
<b>ROOF</b>					
1. BLOCKING BETWEEN CEILING JOISTS, RAFTERS OR TRUSSES TO TOP PLATE OR OTHER FRAMING BELOW	3 - 8d COMMON (2 1/2" x 0.131") 3 - 10d BOX (3" x 0.128") 3 - 3" x 0.131" NAILS 3 - 3" 14 GAGE STAPLES, 7/16" CROWN	TOENAIL EACH END	<b>FLOOR</b>		
2. BLOCKING BETWEEN RAFTERS OR TRUSS NOT AT THE WALL TOP PLATE, TO RAFTER OR TRUSS	2 - 8d COMMON (2 1/2" x 0.131") 2 - 3" x 0.131" NAILS 2 - 3" 14 GAGE STAPLES	TOENAIL EACH END	22. JOIST TO SILL, TOP PLATE, OR GIRDER	3 - 8d COMMON 3 - 10d BOX 3 - 3" x 0.131" NAILS 3 - 3" 14 GAGE STAPLES, 7/16" CROWN	TOENAIL
FLAT BLOCKING TO TRUSS AND WEB FILLER	2 - 16d COMMON (3 1/2" x 0.162") 3 - 3" x 0.131" NAILS 3 - 3" 14 GAGE STAPLES	END NAIL	23. RIM JOIST, BAND JOIST, OR BLOCKING TO TOP PLATE, SILL OR OTHER FRAMING BELOW	8d COMMON 10d BOX 3" x 0.131" NAILS 3" 14 GAGE STAPLES, 7/16" CROWN	6" O.C., TOE NAIL
2. CEILING JOISTS TO TOP PLATE	3 - 8d COMMON 3 - 10d BOX 3 - 3" x 0.131" NAILS 3 - 3" 14 GAGE STAPLES, 7/16" CROWN	TOENAIL EACH JOIST	24. 1" x 6" SUBFLOOR OR LESS TO EACH JOIST	2 - 8d COMMON 2 - 10d BOX	FACE NAIL
3. CEILING JOISTS NOT ATTACHED TO PARALLEL RAFTER LAPS OVER PARTITIONS (NO THRUST) (TABLE AND SECTION 2308.7.3.1)	3 - 16d COMMON 4 - 10d BOX 4 - 3" x 0.131" NAILS 4 - 3" 14 GAGE STAPLES, 7/16" CROWN	FACE NAIL	25. 2" SUBFLOOR TO JOIST OR GIRDER	2 - 16d COMMON	FACE NAIL
4. CEILING JOISTS ATTACHED TO PARALLEL RAFTER (HEEL JOINT) (TABLE AND SECTION 2308.7.3.1)	TABLE 2308.7.3.1	FACE NAIL	26. 2" PLANK	2 - 16d COMMON	EACH BEARING, FACE NAIL
5. CEILING JOISTS TO TOP PLATE	3 - 10d COMMON 4 - 10d BOX 4 - 3" x 0.131" NAILS 4 - 3" 14 GAGE STAPLES, 7/16" CROWN	FACE NAIL	27. BUILT UP GIRDERS AND BEAMS, 2" LUMBER LAYERS	20d COMMON	32" O.C. FACE NAIL AT TOP AND BOTTOM STAGGERED ON OPPOSITE SIDES
6. RAFTER OR ROOF TRUSS TO TOP PLATE (TABLE AND SECTION 2308.7.5)	3 - 10d COMMON 3 - 16d BOX 4 - 10d BOX 4 - 3" x 0.131" NAILS 4 - 3" 14 GAGE STAPLES, 7/16" CROWN	TOENAIL	10d BOX 3" x 0.131" NAILS 3" 14 GAGE STAPLES, 7/16" CROWN	AND 2 - 20d COMMON 3 - 10d BOX 3 - 3" x 0.131" NAILS 3 - 3" 14 GAGE STAPLES, 7/16" CROWN	24" O.C. FACE NAIL AT TOP AND BOTTOM STAGGERED ON OPPOSITE SIDES
7. ROOF RAFTERS TO RIDGE VALLEY OR HIP RAFTERS, OR ROOF RAFTER TO 2" RIDGE BEAM	2 - 16d COMMON 3 - 10d BOX 3 - 3" x 0.131" NAILS 3 - 3" 14 GAGE STAPLES, 7/16" CROWN	END NAIL	<b>WOOD STRUCTURAL PANELS, SUBFLOOR, ROOF AND INTERIOR WALL SHEATHING TO FRAMING AND PARTICLEBOARD WALL SHEATHING TO FRAMING</b>		
<b>WALL</b>					
8. STUD TO STUD (NOT AT BRACED WALL PANELS)	16d COMMON 10d BOX 3" x 0.131" NAILS 3" 14 GAGE STAPLES, 7/16" CROWN	24" O.C. FACE NAIL 16" O.C. FACE NAIL	31. 3/8" - 1/2"	6d COMMON OR DEFORMED (2" x 0.113") (SUBFLOOR AND WALL) 8d BOX OR DEFORMED (ROOF) 2 3/8" x 0.113" NAIL (SUBFLOOR AND WALL)	6" EDGE 12" INTERMEDIATE SUPPORTS
9. STUD TO STUD AND BUTTING STUDS AT INTERSECTING WALL CORNERS (AT BRACED WALL PANELS)	16d COMMON 16d BOX 3" x 0.131" NAILS 3" 14 GAGE STAPLES, 7/16" CROWN	16" O.C. FACE NAIL 12" O.C. FACE NAIL	32. 19/32" - 3/4"	8d COMMON 6d DEFORMED 2 3/8" x 0.113" NAIL	6" EDGE 12" INTERMEDIATE SUPPORTS 4" EDGE 8" INTERMEDIATE SUPPORTS
10. BUILT-UP HEADER	16d COMMON 16d BOX	16" O.C. EACH EDGE, FACE NAIL 12" O.C. EACH EDGE, FACE NAIL	33. 7/8" - 1 1/4"	10d COMMON 8d DEFORMED	6" EDGE 12" INTERMEDIATE SUPPORTS
11. CONTINUOUS HEADER TO STUD	4 - 8d COMMON 4 - 10d BOX	TOENAIL	<b>OTHER EXTERIOR WALL SHEATHING</b>		
12. TOP PLATE TO TOP PLATE	16d COMMON 10d BOX 3" x 0.131" NAILS 3" 14 GAGE STAPLES, 7/16" CROWN	16" O.C. FACE NAIL 12" O.C. FACE NAIL	34. 1/2" FIBERBOARD SHEATHING	1 1/2" GALVANIZED ROOF NAIL 1 1/4" 16 GAGE STAPLE WITH 7/16" OR 1" CROWN	3" EDGE 6" INTERMEDIATE SUPPORTS
13. TOP PLATE TO TOP PLATE, AT END JOINTS	8 - 16d COMMON 12 - 10d BOX 12 - 3" x 0.131" NAILS 12 - 3" 14 GAGE STAPLES, 7/16" CROWN	EACH SIDE OF END JOINT, FACE NAIL (MIN 24" LAP SPLICE LENGTH EACH SIDE OF END JOINT)	35. 25/32" FIBERBOARD SHEATHING	1 3/4" GALVANIZED ROOF NAIL 1 1/2" 16 GAGE STAPLE WITH 7/16" OR 1" CROWN	3" EDGE 6" INTERMEDIATE SUPPORTS
14. BOTTOM PLATE TO JOIST, RIM JOIST, BAND JOIST OR BLOCKING (NOT AT BRACED WALL PANELS)	16d COMMON 16d BOX 3" x 0.131" NAILS 3" 14 GAGE STAPLES, 7/16" CROWN	16" O.C. FACE NAIL 12" O.C. FACE NAIL	<b>WOOD STRUCTURAL PANELS, COMBINATION SUBFLOOR UNDERLAYMENT TO FRAMING</b>		
15. BOTTOM PLATE TO JOIST, RIM JOIST, BAND JOIST OR BLOCKING AT BRACED WALL PANELS	2 - 16d COMMON 3 - 16d BOX 4 - 3" x 0.131" NAILS 4 - 3" 14 GAGE STAPLES, 7/16" CROWN	16" O.C. FACE NAIL	36. 3/4" AND LESS	8d COMMON 6d DEFORMED	6" EDGE 12" INTERMEDIATE SUPPORTS
16. STUD TO TOP OR BOTTOM PLATE	4 - 8d COMMON 4 - 10d BOX 4 - 3" x 0.131" NAILS 4 - 3" 14 GAGE STAPLES, 7/16" CROWN	TOENAIL	37. 7/8" - 1"	8d COMMON 8d DEFORMED	6" EDGE 12" INTERMEDIATE SUPPORTS
17. TOP OR BOTTOM PLATE TO STUD	2 - 16d COMMON 3 - 10d BOX 3 - 3" x 0.131" NAILS 3 - 3" 14 GAGE STAPLES, 7/16" CROWN	END NAIL	38. 1 1/8" - 1 1/4"	10d COMMON 8d DEFORMED	6" EDGE 12" INTERMEDIATE SUPPORTS
18. TOP PLATES, LAPS AT CORNERS AND INTERSECTIONS	2 - 16d COMMON 3 - 10d BOX 3 - 3" x 0.131" NAILS 3 - 3" 14 GAGE STAPLES, 7/16" CROWN	FACE NAIL	<b>PANEL SIDING TO FRAMING</b>		
19. 1" BRACE TO EACH STUD AND PLATE	2 - 8d COMMON 2 - 10d BOX 2 - 3" x 0.131" NAILS 2 - 3" 14 GAGE STAPLES, 7/16" CROWN	FACE NAIL	39. 1/2" OR LESS	6d CORROSION - RESISTANT SIDING 6d CORROSION - RESISTANT CASING	6" EDGE 12" INTERMEDIATE SUPPORTS
20. 1" x 6" SHEATHING TO EACH BEARING	2 - 8d COMMON 2 - 10d BOX	FACE NAIL	40. 5/8"	8d CORROSION - RESISTANT SIDING 8d CORROSION - RESISTANT CASING	6" EDGE 12" INTERMEDIATE SUPPORTS
21. 1" x 8" AND WIDER SHEATHING TO EACH BEARING	3 - 8d COMMON 3 - 10d BOX	FACE NAIL	<b>INTERIOR PANELING</b>		
<p>a. Nails spaced at 6 inches at intermediate supports where spans are 48" or more. For nailing of wood structural panel and particleboard diaphragms and shear walls, refer to Section 2305. Nails for wall sheathing are permitted to be common, box or casing.</p> <p>b. Spacing shall be 6 inches on center on the edges and 12 inches on center at intermediate supports for nonstructural applications. Panel supports at 16 inches (20 inches if strength axis in the long direction of the panel, unless otherwise marked).</p> <p>c. Where a rafter is fastened to an adjacent parallel ceiling joist in accordance with this schedule and the ceiling joist is fastened to the top plate in accordance with this schedule, the number of toenails in the rafters shall be permitted to be reduced by one nail.</p> <p>**See Table 2304.10.1 for more information</p>					

**MINIMUM NAILING SCHEDULE** 12" = 1'-0" 4





THESE PLANS ARE THE PROPERTY OF HC STRUCTURAL ENGINEERING, INC. FOR THE EXPRESS USE ON THIS PROJECT. ANY REPRODUCTION OR USE OF THIS DRAWINGS OR ANY OF ITS DETAILS WITHOUT WRITTEN CONSENT OF HC STRUCTURAL ENGINEERING, INC. IS A VIOLATION OF COPYRIGHT LAW AND THE VIOLATOR MAY BE SUBJECT TO PROSECUTION IN A COURT OF LAW.

Consultant  
Address  
Phone  
Fax  
e-mail

Consultant  
Address  
Phone  
Fax  
e-mail

**PLAN REVIEW ACCEPTANCE**  
FOR COMPLIANCE WITH THE APPLICABLE CALIFORNIA BUILDING, PLUMBING, MECHANICAL, ELECTRICAL, AND ENERGY CODES AS AMENDED BY THE JURISDICTION.  
PLAN REVIEW ACCEPTANCE OF DOCUMENTS DOES NOT AUTHORIZE CONSTRUCTION TO PROCEED IN VIOLATION OF ANY FEDERAL, STATE, NOR LOCAL REGULATION.  
BY: *Yusuf Alwan*, DATE: 01/24/2024  
WEST COAST CODE CONSULTANTS, INC. (WCCI)

APPROVAL STAMP



No.	Description	Date

**LAUREL AVE ADU**

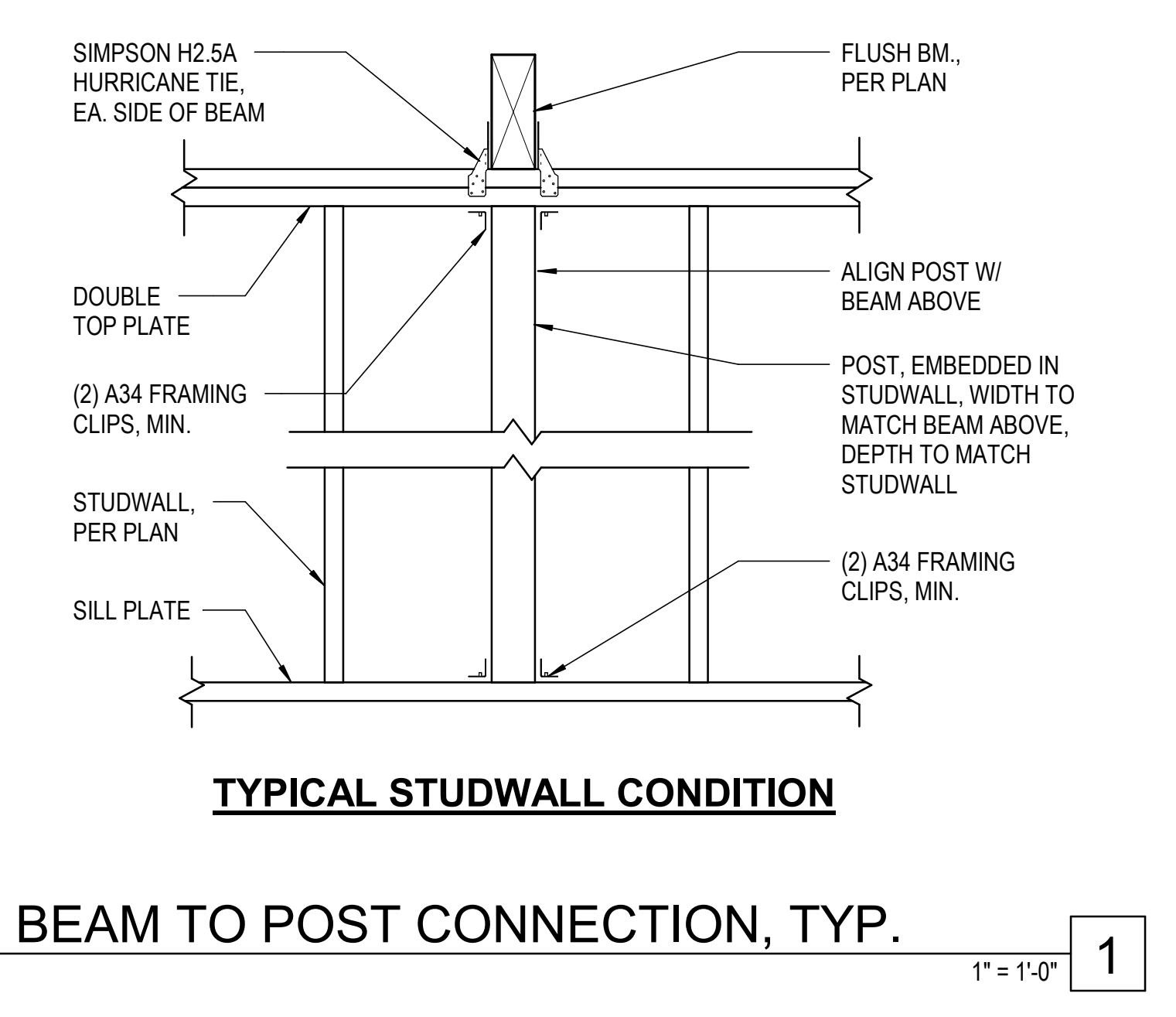
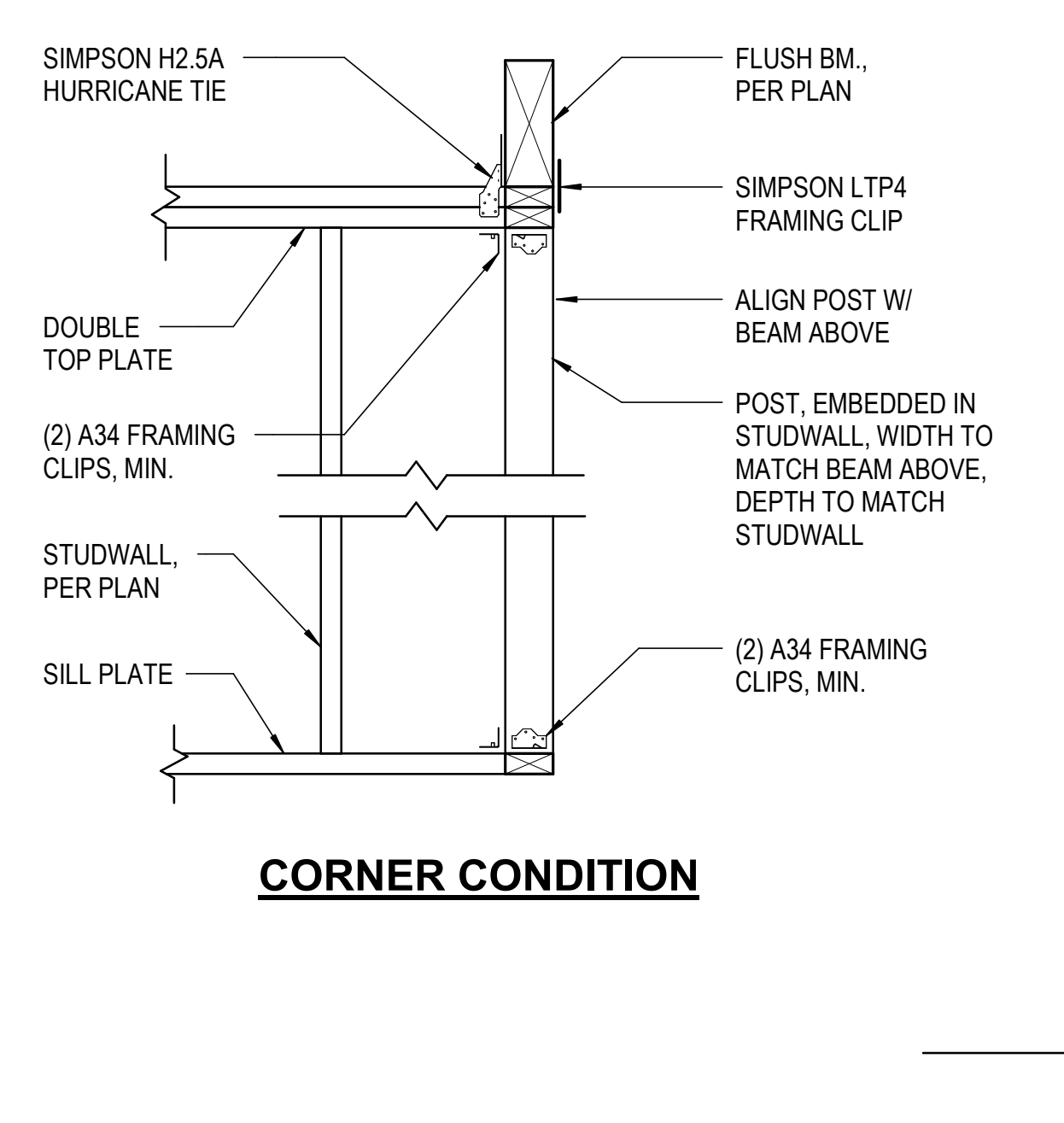
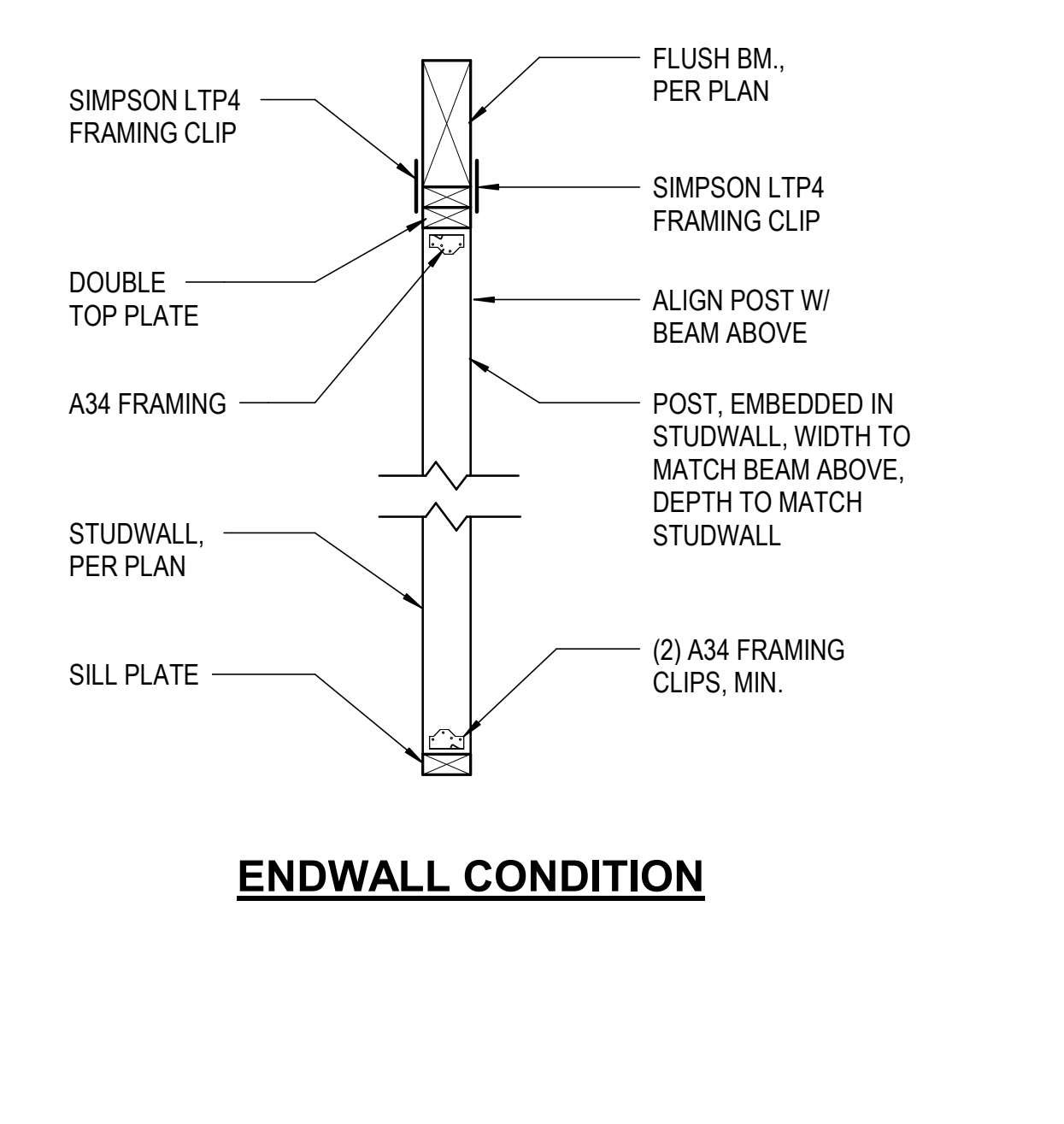
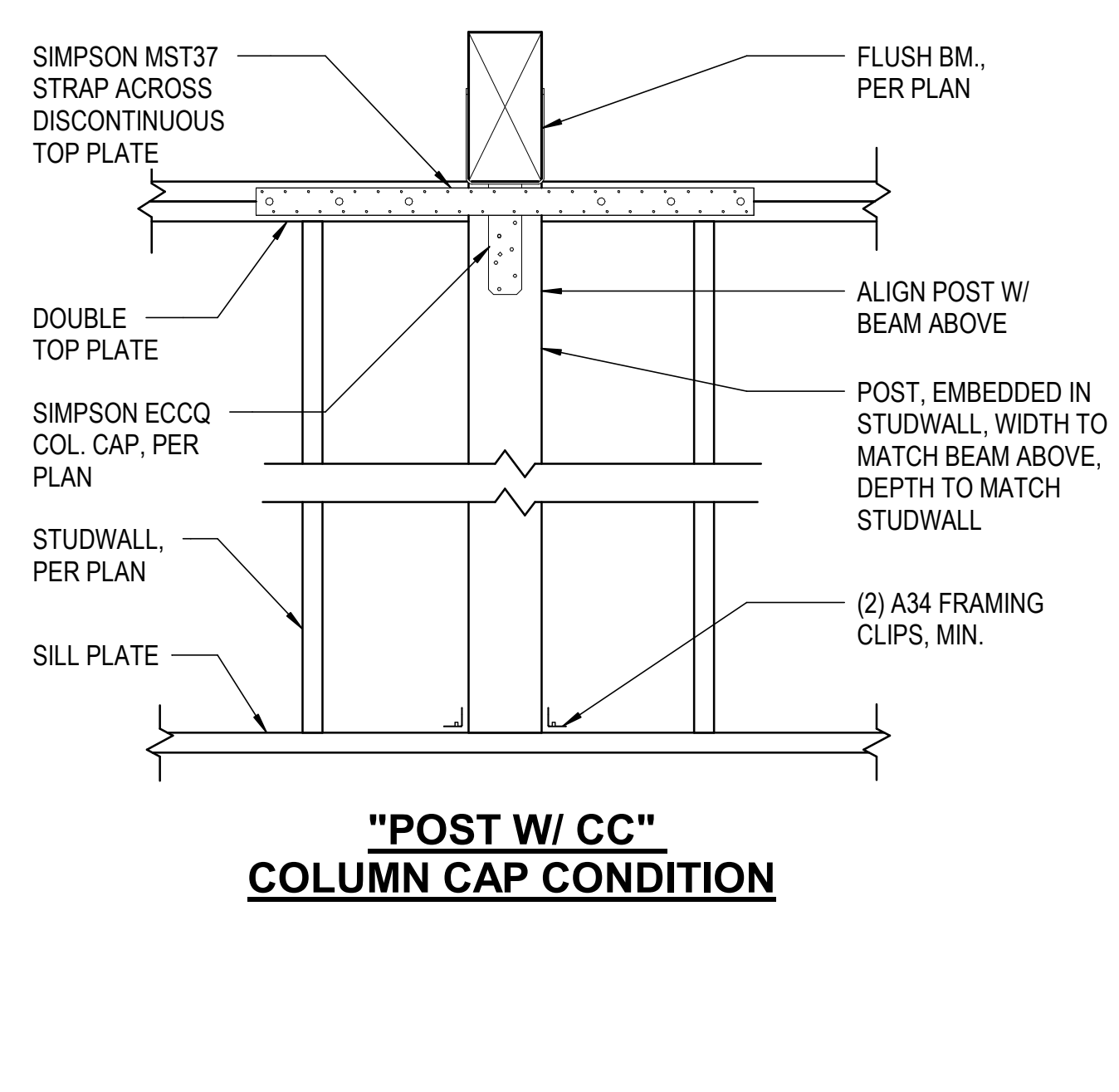
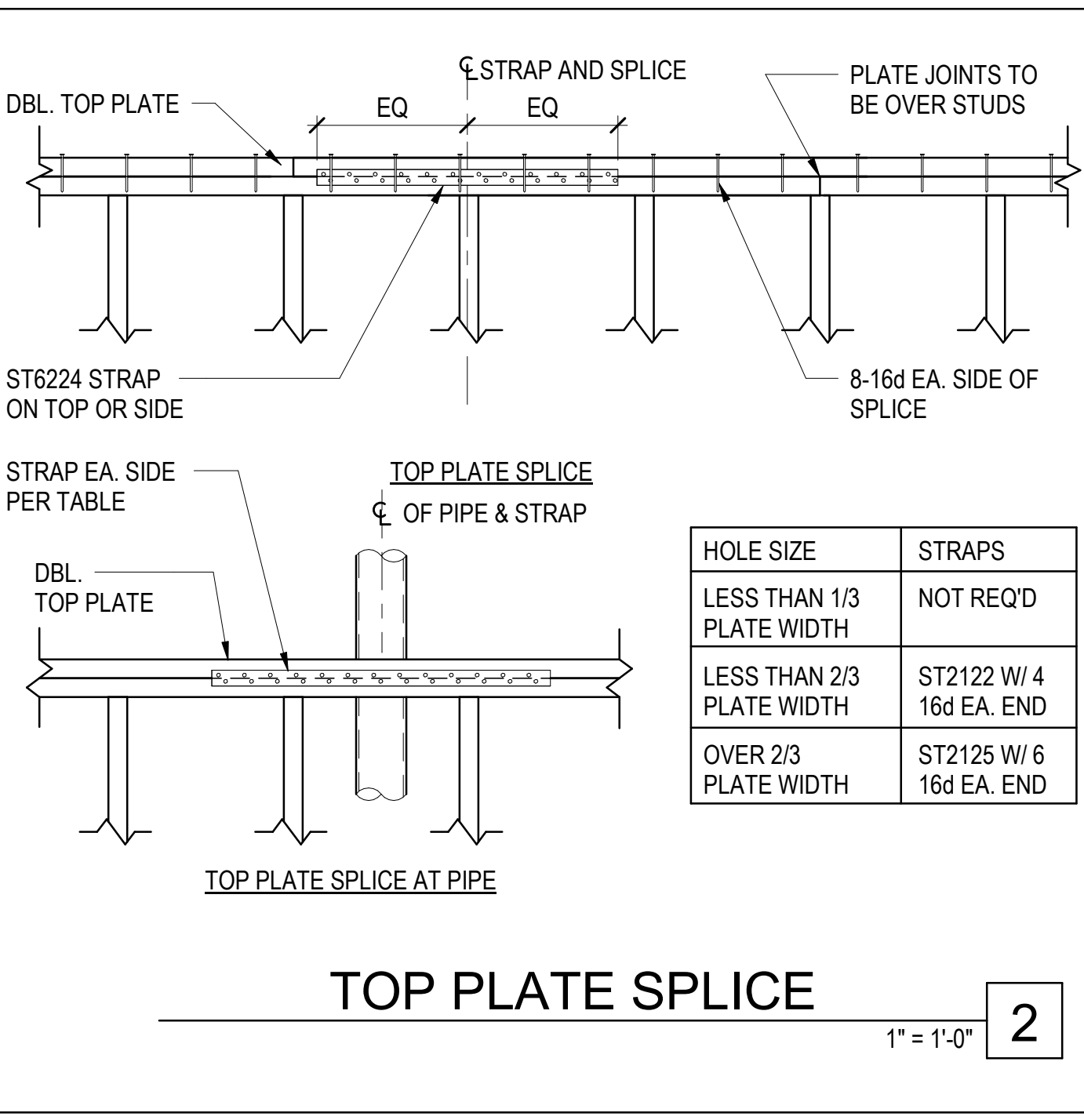
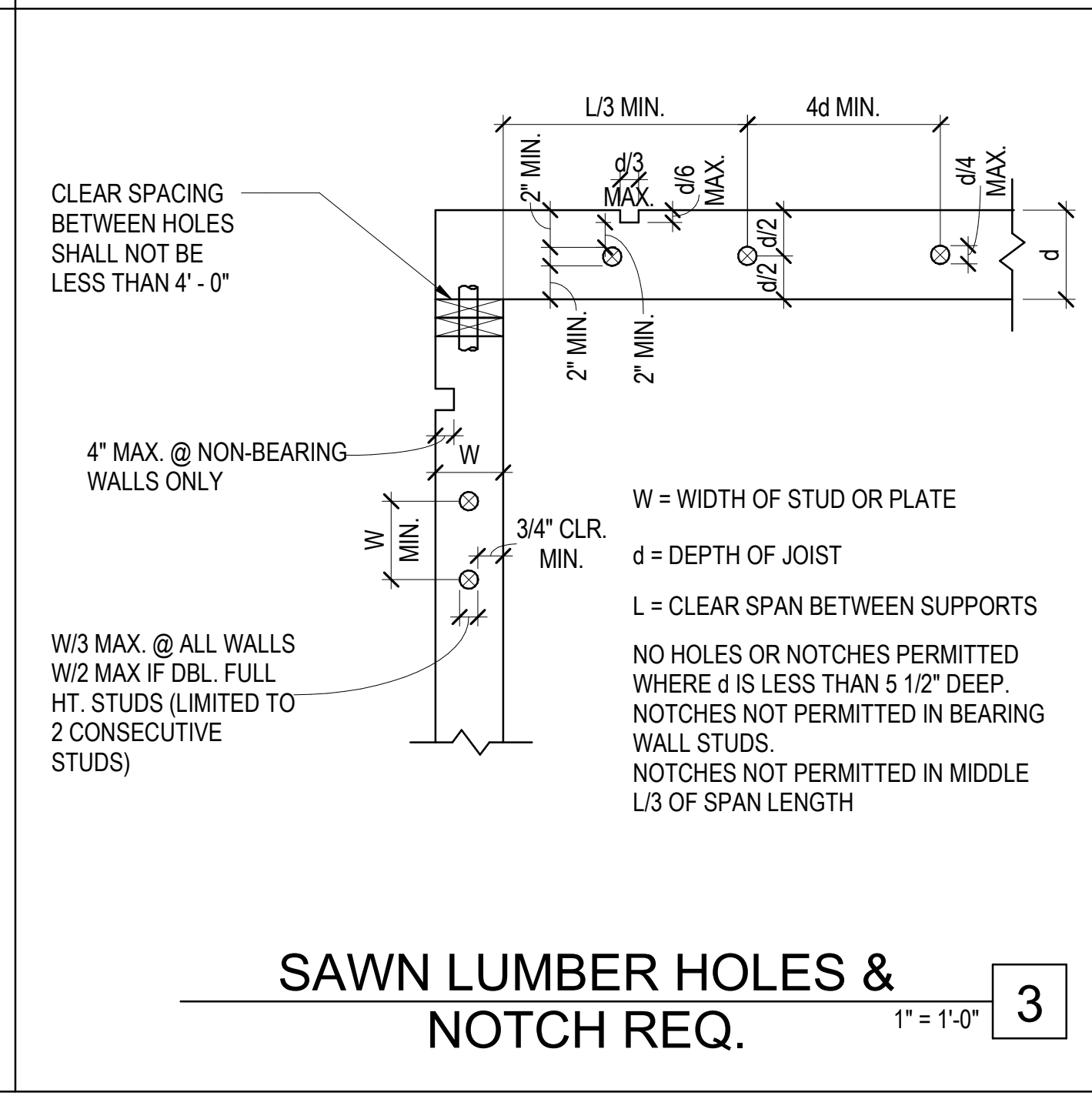
1174 LAUREL AVE, EAST PALO ALTO, CA, 94303

**DETAILS**

Project number	2023-040
Date	08-18-2023
Drawn by	DA
Checked by	HSC

**S2.2**

Scale 1" = 1'-0"





# City of East Palo Alto

## Community & Economic Development Department

### Building and Code Enforcement Division

**NOTE TO APPLICANT:** This form must be completed and signed by the Appellant. Please attach any supplemental documents to this form for submittal as part of your appeal.

**Type of Appeal:**

- Building Division Administrative Decision
- Code Enforcement Decision

**Appeal Fee:**

All appeal forms must be accompanied with a nonrefundable processing check of \$575. Failure to do so renders an application untimely.

**Appellant Contact Information:**

Name: AKHIL AGGRAWAL Telephone Number: (510)397-8268  
Email Address: AKHIL183@GMAIL.COM  
Mailing Address: 1174 LAUREL AVE, EAST PALO ALTO CA, 94303

**Project Information** (Attach additional sheets as needed):

Action Being Appealed: STOP WORK ORDER  
Permit Number: BLD2023-0138  
Property Address: 1174 LAUREL AVE Assessor's Parcel Number: 062-125-160

**Reason for Appeal:** Please explain your grounds for the appeal. Identify each issue which you believe was wrongly determined together with every argument that supports your allegations (e.g., an error or abuse of discretion by the decisionmaker, inaccurate information in the record, or decision violates State or city ordinances or is not supported by the record.) (Attach additional sheets as needed):  
SEE ATTACHED

Please state the action you wish to be taken (Attach additional sheets as needed): ALLOW PROJECT TO CONTINUE AS EXISTING APPROVED SCOPE, + STRUCTURAL REPAIRS

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing and all information hereon, including any accompanying statements or documents, is true, correct, and complete to the best of my knowledge and belief.

Signature:  Date: Apr 27 / 25

Appeals may be filed in person or by mail as follows:

Building Division  
1960 Tate Street  
East Palo Alto, CA 94303  
Tel: (650) 853-3189

**FOR CITY STAFF USE ONLY**

Date and time received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Check #: \_\_\_\_\_



Derek Ouyang &lt;derekouyang@gmail.com&gt;

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## Request to initial appeal to City Council

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Derek Ouyang <derekouyang@gmail.com>  
To: mdinan@cityofepa.org

Mon, Feb 3, 2025 at 8:51 AM

Vice Mayor Dinan,

My name is Derek Ouyang, and I am a member of the City of East Palo Alto's Technical Working Group on Accessory Dwelling Units. I also have consulted directly with the City on projects related to permitting streamlining, and am working with Akhil Aggrawal, the property owner of 1174 Laurel Ave, on a detached-garage-to-ADU conversion project (BLDG 2023-0138). On behalf of the property owner, I am writing to formally request your support, as a councilmember, to initiate an appeal to City Council related to this project, as indicated to be an option on page 4 of the City's Master Fee Schedule. I would appreciate it if you can advise me on what the formal steps are, particularly what documentation is needed from me throughout this process.

For the purposes of this initial message, I will summarize the key points of the appeal, but I am happy to provide comprehensive documentation in whatever format is appropriate for the formal appeals process.

I would like to appeal the decision made by the interim Chief Building Official to deny approval of our project continuation. Our project is currently stopped after we removed defective structural members that were originally approved to remain existing, and were all that remained of the original structure. We would like to continue the project by replacing those structural members to the specifications that have already been approved in the permitted drawings. The only technical revision required to the permit, for proper documentation, is to indicate those existing members as receiving structural replacement. However, the *core issue*, as the interim CBO has communicated to us, is that he (1) considers the removal of those structural members to have triggered a more fundamental change in the project's scope from existing construction to new construction, (2) will not consider the narrow approval of revisions as we requested, and (3) will only consider a more substantially revised design that meets new construction requirements (e.g., a raised foundation to meet flood requirements which were not applicable for the original approved project).

In summary, our disagreement with the interim CBO's reasoning is as follows:

1. Although the structurally replaced members were technically all that remained of the existing structure, their replacement should not fundamentally change the scope of the approved project. To treat it as such would be to fixate on the letter of the law and entirely miss the spirit of the law, which should in fact prefer safer versions of an already approved design.
2. To the interim CBO's belief that he does not have discretion to make a different decision, we have provided a variety of references to California Existing Building Code that suggest otherwise. Under Section 104, "Duties and Powers of Code Official", 104.1 states: "The code official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code." Section 104.10 states: "Wherever there are

practical difficulties involved in carrying out the provisions of this code, the code official shall have the authority to grant modifications for individual cases on application of the owner or owner's authorized representative, provided that the code official shall first find that specific individual reason makes the strict letter of this code impractical, the modification is in compliance with the intent and purpose of this code and such modification does not lessen health, accessibility, life and fire safety, or structural requirements." In this case, our repair of a structural element clearly falls within the intent and purpose of "repair" as defined in Section 101: "The reconstruction, replacement, or renewal of any part of an existing building for the purpose of its maintenance or to correct damage." Changing the scope to new construction would be impractical because of the additional costs, as is the primary barrier for many property owners in the community. And, our repair of a structural member in fact improves the end result from a life safety perspective, relative to the status quo. Furthermore, Section 104.10.1 explicitly allows for discretion on provisions related to flood resistance for existing buildings located in flood hazard areas. While I have communicated these parts of code to the interim CBO, he has maintained that under code he has no discretion capability.

3. There is also clear precedent from other municipalities in California to allow similar structures to be entirely replaced without requiring compliance with new building codes, under particular circumstances. For example, Beverly Hills allows for existing structures such as detached garages to be completely rebuilt, provided the replacement is in the same location as the original garage, without being subject to requirements that were inapplicable to the original garage (Section 10-3-4611). The point of this example is to demonstrate that cities themselves have the discretion to define circumstances in which the complete replacement of an existing structure does not trigger new construction requirements, without being in violation of any state code. This is, in essence, the spirit of conversion projects in general, which provide an exception to new construction requirements in order to enable property improvements that might otherwise have been prohibitively expensive. If the City already actively grants conversion projects this leniency, it would be reasonable to keep granting our project the same leniency.
4. The interim CBO has counter-argued that, if the property owner has the budget to replace the structural members in question, he must also have the budget to abide by new construction requirements, such as a raised foundation. This is not true based on a closer examination of the costs involved. A raised floor, with crawl space, adds at least \$10K to the project budget and is prohibitively expensive for the property owner, and it's worth keeping in mind that many property owners in East Palo Alto are sensitive to price differences of this scale. Again, this is in large part why policies for conversion projects are meant to provide leniency, because they are typically less expensive than projects subject to new construction requirements. In our case, while our original preference was to be able to keep these structural members intact, replacing them adds some marginal cost, but is offset by other aspects of the foundation construction becoming simpler, so clearly ends up being the most cost-effective option.
5. The interim CBO has also conveyed that he is worried about a precedent that would be set by our project being allowed to continue as planned, namely, that other property owners would then be able to exploit a "loophole" in the permitting system to get out of complying with new construction requirements. However, this argument misses the key fact that conversion projects are approved by the City based on a determination that the proposed project meets the definition of a conversion. As such, no precedent could be created that would enable property owners to build something different than what is approved on the drawings. Conversion projects are limited by zoning ordinance in their potential architectural deviation from the existing structure (i.e., a garage conversion can only increase its footprint by 150 sqft). The only topic of debate is, therefore, whether the rehabilitation of existing structural elements should ever trigger a reclassification of a conversion project into a new

construction. Through a resolution associated with this appeal, City Council can explicitly define the scope of applicability of their decision to other types of permits, i.e., only to garage-to-ADU conversion projects that otherwise remain in compliance with zoning code, thereby nullifying the interim CBO's concern.

In summary, an appeal of the interim CBO's decision would enable the project to remain scoped as existing construction, and to proceed to the end state (a 400 sqft detached ADU in the same location as the existing garage) as already approved.

Perhaps more importantly, I seek to appeal this decision because the case exemplifies the core impediment to more ADU development in the City. The impediment is a culture of "no" in the Building Department and other approving authorities that prevents the ADU development process from being further streamlined. For context, concurrently, I am assisting the City with its required reporting of housing development to the State, and I have identified 42 ADUs that were entitled, issued permits, or finalized in 2024. The average time from application to issued permit was 345 days. The average time from issued permit to finalized permit (i.e., construction duration) was 605 days. It's also worth noting that 18 of these ADUs that were garage conversions, almost half of all ADU development in the City, and a majority (10) of them were legalizations of unpermitted work. In my research work at Stanford, published in the Journal of the American Planning Association in 2024, my team estimated a 75% unpermitted rate for detached ADU construction in San Jose over a four-year period, and underscored the variety of factors that may discourage property owners from pursuing a legal pathway to ADUs, including the unpredictable costs (in time and money) of the permitting process. With this context in mind, I believe this particular case is an opportunity for the City Council to reflect on its broader housing goals, and the broader impact of the culture of "no" in the City's ADU development process. My argument is that, in this particular case, a common sense culture of "yes" would not have led to an unnecessary stoppage of work here, and in fact would have actively encouraged a well-meaning attempt to improve the structural integrity of the project as already approved. A resolution providing targeted clarity on the issue at hand (i.e., replacement of structural members should not trigger a change in scope of work for an ADU conversion), while also providing more general guidance about how approving authorities should exercise reasonable discretion in pursuit of a culture of "yes", could be incredibly valuable for the City, and as a signal to the broader region of jurisdictions struggling with the same development barriers. Lastly, as I have also heard from the interim CBO, he would change his decision if the City Council upholds the appeal, i.e., clear guidance from elected officials would allay his concerns, so it truly is a matter in which all parties already understand the arguments involved, and are willing to leave the final decision to the City Council.

I would be happy to assist City staff in the drafting of the necessary documentation for this appeal, including a more formal appeal document if necessary, a staff report (as I have supported at other times) outlining all the details of the case, and draft City Council resolutions. And I look forward to the opportunity to present this appeal in an upcoming City Council meeting, where other community stakeholders may also have the opportunity to weigh in on both sides of the issue.

Thank you,

4/14/25, 4:25 PM

Gmail - Request to initial appeal to City Council

68

Derek Ouyang

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Derek Ouyang  
(626)246-8299



Derek Ouyang <derekouyang@gmail.com>

1174 Laurel

Akhil Aggrawal <akhil183@gmail.com>

Wed, Oct 23, 2024 at 10:27 AM

To: Donald Zhao <dzhao@cityofepa.org>

Cc: Derek Ouyang <derekouyang@gmail.com>, Joe Rossbach <jrossbach@cityofepa.org>, Amanjeet Chahal <achahal@cityofepa.org>, Karen Camacho <kcamacho@cityofepa.org>, Jon Johnston <JJohnston@menlofire.gov>

Thank you! Should I send a calendar invite?

Akhil Aggrawal

m:(510) 397-8268 | e:akhil183@gmail.com

On Wed, Oct 23, 2024 at 8:22 AM Donald Zhao <dzhao@cityofepa.org> wrote:

How about 1:30 at the Tate office?

**Donald Zhao**

Interim Building Official

Phone (925) 997-4322

Email dzhao@cityofepa.org

Web [www.cityofepa.org](http://www.cityofepa.org)

1960 Tate Street, East Palo Alto, CA 94303

\*Please note Permit Counter hours are Monday, Tuesday & Thursday 9am-3:45pm. Our office is closed for the lunch hour from 12pm-1pm\*

On Tue, Oct 22 2024 at 10:23 PM, Akhil Aggrawal <akhil183@gmail.com> wrote:

Will Wednesday (Oct 30) between noon -2pm work for you?

Akhil Aggrawal

m:(510) 397-8268 | e:akhil183@gmail.com

On Tue, Oct 22, 2024 at 6:24 PM Donald Zhao <dzhao@cityofepa.org> wrote:

I've got meeting all morning. Friday afternoon?

**Donald Zhao**

Interim Building Official

Phone (925) 997-4322

Email dzhao@cityofepa.org

Web [www.cityofepa.org](http://www.cityofepa.org)

1960 Tate Street, East Palo Alto, CA 94303

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On Tue, Oct 22 2024 at 5:46 PM, Akhil Aggrawal <akhil183@gmail.com> wrote:

Hi Donald, Team,

Is it possible to meet in person on Friday morning and help close this topic? I appreciate all the help.

-Akhil

---

**Akhil Aggrawal**

m:(510) 397-8268 | e:akhil183@gmail.com

On Tue, Oct 22, 2024 at 5:14 PM Derek Ouyang <derekouyang@gmail.com> wrote:

Donald, I'm reattaching the licensed structural engineer's memo we had onsite the day of inspection. This demonstrates our due diligence in confirming the danger associated with the existing structure, confirming a structurally appropriate repair that does not require using any details that weren't already approved as part of the original drawing set by your department (i.e., no new scope of work), and ensuring we have properly "captured changes made in the field". I'm sure you're not suggesting that any as-built change that occurs in the City of East Palo Alto requires initiating the entire permit revision process. Just like you would accept as-built drawings that capture reasonable changes made in the field (and in the vast majority of cases, do not expect them at all), this document responsibly captures a repair that was made that does not deviate at all from the end-state design that was approved. I'll remind us all that California Existing Building Code, which is adopted in full by the City of East Palo Alto in its municipal code, Chapter 15.15, defines repair as "the reconstruction, replacement or renewal of any part of an existing building for the purpose of its maintenance or to correct damage." I have yet to receive an explanation of why this statute does not apply to our situation, and if not, what the dividing line is between our situation and one that would be deemed a repair.

And, as Akhil mentioned, we truly look forward to a discussion about these points, but if you are choosing not to respond to our questions or reconsider your position, we would choose to pursue the appeals process as described in City code.

Thanks,  
Derek

On Tue, Oct 22, 2024 at 4:17 PM Donald Zhao <dzhao@cityofepa.org> wrote:

Akhil, I just left you a text message requesting a call back.

Or

Derek, call me when you can.

Regarding this project per Building Inspector Amanjeet's correction note dated 10/1/24, the project exceeded the scope of work, demolished the building, and requires a new foundation plan. A revision will need to be submitted to capture the changes made in the field. Please have that ready.

**Donald Zhao**

Interim Building Official

Phone (925) 997-4322

Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

1960 Tate Street, East Palo Alto, CA 94303

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On Tue, Oct 22 2024 at 3:10 PM, Akhil Aggrawal <akhil183@gmail.com> wrote:

Thanks for reaching out again. Happy to meet in person as well next week, if everyone's schedule allows.

It would be great if we are allowed to move forward with the project as permitted. It seems to me that the issue at hand appears to be a disagreement on the definition of new vs. existing construction. As I've observed in the email exchange, it is unclear to me why reasonable counter-arguments provided by my

consultant are being rejected. It has been 21 days since our project has been delayed by this process. In that time, we could have completed the repair of the damaged structural elements and returned entirely to a state of construction exactly as detailed and approved in our drawings, which should be the desired outcome by all parties. All we would need is an "OK to proceed" from you.

However, if you decide to deny our moving forward with the project as permitted, I would like to appeal to the City Council.

-Akhil

---

**Akhil Aggrawal**

m:(510) 397-8268 | e:akhil183@gmail.com

On Tue, Oct 22, 2024 at 10:41 AM Donald Zhao <dzhao@cityofepa.org> wrote:

Good morning Akhil,

Could you let me know what you would like to do as the next step for the project?

**Donald Zhao**

**Interim Building Official**

Phone (925) 997-4322

Email dzhao@cityofepa.org

Web [www.cityofepa.org](http://www.cityofepa.org)

1960 Tate Street, East Palo Alto, CA 94303

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On Thu, Oct 17 2024 at 11:44 AM, Donald Zhao <dzhao@cityofepa.org> wrote:

Akhil,

A meeting sounds good.

Jon Johnston from Menlo Fire is not in the office for three weeks.

In the meantime, I suggest you submit drawings with the revisions so that it can be reviewed. Thank you.

**Donald Zhao**

**Interim Building Official**

Phone (925) 997-4322

Email dzhao@cityofepa.org

Web [www.cityofepa.org](http://www.cityofepa.org)

1960 Tate Street, East Palo Alto, CA 94303

\*Please note Permit Counter hours are Monday, Tuesday & Thursday 9am-3:45pm. Our office is closed for the lunch hour from 12pm-1pm\*

On Thu, Oct 17, 2024 at 11:35 AM, Akhil Aggrawal <akhil183@gmail.com> wrote:

Hello Everyone,

I am the property's homeowner. Thank you so much for the active discussion. Can we connect in person and find the most optimal path forward? From my understanding, it is an ADU conversion project and NOT new construction, and your current position puts the entire project in jeopardy.

Akhil

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**Akhil Aggrawal**

m:(510) 397-8268 | e:akhil183@gmail.com

On Fri, Oct 4, 2024 at 11:16 AM Derek Ouyang <derekouyang@gmail.com> wrote:  
Donald,

Thanks for looping in Jon, who also reviewed this project. This is a great opportunity to recenter the core responsibility of code interpretation, which is to promote better life safety outcomes.

Jon, as a reminder, this project was already approved by all agencies as a full demolition of everything but 3 walls and 3 footings, and classified as a garage conversion. As we began construction, we noticed serious cracks in the existing footings. So, for immediate safety of the builders and long-term safety of the residents, we chose to replace these with new footings of the same dimensions, using a detail that had already been approved. EPA Building has stopped our progress, and considers this a significant overhaul of the scope of work, worthy of classification as new construction, i.e., a whole new permitting process. I have not yet gotten a clear explanation of how this interpretation would remain consistent if we had instead repaired each of the three walls one at a time, or left one section intact, etc, but surely there is a threshold for changing interpretation that has not yet been articulated. I have also provided a variety of code references to the definition of repair, and the interpretation powers of local officials, all of which have not yet been directly addressed.

Beyond the specific definitional details, there are no practical differences in the end outcome of the project, besides, of course, a safer home for a future EPA resident. In other words, this would appear to be a clear opportunity for exercising the powers of sensible interpretation. I welcome your input.

Donald, to your point, it seems like the basis for your reasoning has now shifted to hinge on the fact that "no jurisdiction would accept this interpretation." I believe you say this to mean that, if I were to provide you evidence of a California jurisdiction that would accept this interpretation, then you would thereby change your mind? If not, then please help me understand why you otherwise made that statement.

Happy to continue this in a zoom or in-person conversation!

Thank you both,  
Derek

On Fri, Oct 4, 2024, 8:00 AM Donald Zhao <dzhao@cityofepa.org> wrote:

Thank you for your detailed thoughts, Derek. I am not going to consider the demolition of a structure and then the reconstruction of it a repair. That is not the way the code works. No jurisdiction would accept this interpretation.

I'm including Fire Marshal Jon Johnston in the conversation as well so he is aware of this conversation.

**Donald Zhao**

Interim Building Official

Phone (925) 997-4322

Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

1960 Tate Street, East Palo Alto, CA 94303

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On Thu, Oct 03, 2024 at 4:49 PM, Derek Ouyang <derekouyang@gmail.com> wrote:  
Thanks Donald. I'm happy to pick up the conversation with you, as we've discussed opportunities for streamlining, such as pre-approved ADU plans, since 2020.

I think it's actually incredibly helpful for you to reframe this discussion as a question of what constitutes a "significant stretch", because that takes as a given what I believe to be the correct regulatory notion that there is "give and take", i.e., discretion, in a building official's interpretation, as directly stated in many codes and statutes, and what actually matters is whether we have stretched too far or not. Stretching interpretation too far could certainly be problematic in a regulatory setting because it may manifest as inconsistency across cases, unfairness, or lack of clarity for applicants. But I'd like to continue to argue that that is absolutely not what is at risk here, and that we are actually well within a reasonable interpretation of existing construction, and that the determination made here can quite easily be incorporated into the City's ongoing practices.

The project the City approved involved demolishing everything but three existing walls and three existing footings beneath those walls. That means that repairing/replacing the entire roof/ceiling, and repairing/replacing nearly 400 sqft of interior slab (which, of course, is a vital part of the foundation), were all considered acceptable elements of the existing structure that could be demolished and constructed anew, without triggering a reclassification of this project as new construction. By your reasoning, if we had instead left two existing walls and footings, would the project still be classified in the same way? What about one existing wall and footing? What about just one footing? Clearly the line must be drawn somewhere along this range, because you are suggesting that the project has been fundamentally reclassified by the time we've demolished the three existing walls and footings (keep in mind, with the obvious intent to replace them with repaired elements of the exact same form and function).

If the answer is, "When every existing piece of wood and concrete has been removed, then it's reclassified", then that would suggest that if we had merely left a single footing intact, then you would retain the existing classification. I assume we are in agreement that such a literal distinction would be preposterous by anyone's standards. But if you were to then shift your determination such that retaining a single footing also constituted new construction, then we'd be moving the arbitrary threshold once again, right back to what has actually already been approved, 3 walls and footings. Of course, my point is not that there's a right answer here -- it's that this is clearly an unreasonable way to be adjudicating the difference between existing and new construction.

I can add yet another layer of consideration here that I think just further emphasizes the impracticality of the City's current definitional attempt. Let's say we did in fact keep the three walls and footings, and repoured the concrete slab in the interior. Then, after that slab had cured, we then proceeded to demolish the three walls and footings, and replace them with new walls and footings. I presume that this case would, by your technical definition, be interpreted differently because there isn't a clear moment when a structure "no longer exists" on site. Or perhaps your interpretation would be that this does in fact constitute new construction, because every prior object has been replaced by a new object? But I don't think I need to spell out how that reasoning would also be illogical: feel free to consider variations on this scenario, i.e., where we only demolished and repaired one existing wall at a time.

Once again, my point is that the actual "significant stretch" here, which I think we actually all agree is a stretch, is to be claiming that our decision to replace 3 existing walls and footings with 3 new walls and footings somehow triggers such a significant existential overhaul of the project. Joe said it best, regarding the requirements that would have apparently been triggered: "I know this sounds like a lot". I couldn't agree more with which decision before us actually constitutes the greater stretch of imagination and resources. And once again, I continue to encourage us to imagine alternative projects in which we had only proposed leaving two walls/footings, one wall/footing, half a wall/footing, to shore up intuitions on which set of positions would actually remain internally consistent.

I have previously offered what I think is the far more reasonable basis -- the project is clearly about maintaining the footprint of a past use, and that is the fundamental sense in which this

can be undeniably distinguished from "new construction", i.e., a new proposed footprint. I believe it is in fact a powerful example for the City of East Palo Alto to demonstrate, before CBOs across the state, the discretion that a building official can confidently and responsibly yield in service to their City, and how forward-thinking interpretation of code can seriously reduce the barriers to ADU development, and how building departments really can and should be leading the charge on addressing our housing crisis, and getting due credit for it.

The last thing I'll note is that your last sentence, "the terms 'repair' or 'alteration' do not apply to new construction when the original structure no longer exists," gets at a contradiction I couldn't agree more with! Exactly: You can't repair when you're doing new construction! Repair is defined, as I've previously provided as a code reference to Joe, "the reconstruction, replacement or renewal of any part of an existing building for the purpose of its maintenance or to correct damage." I really can't think of a more exact description of what we're doing with this project, and so by your own logic, if that describes our project, then we must be doing existing construction. And if your disagreement hinges on the fact that "any part" cannot possibly be interpreted by a building official as "any and all parts", I refer you back to my earlier examples to help shore up intuitions, and I would be happy to become the strongest advocate in your corner in arguing to whoever might disagree with you that a building official has far more power of discretion than is currently being exercised!

Thanks so much for your attention and consideration.

Derek

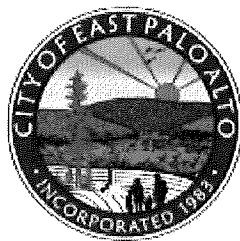
On Thu, Oct 3, 2024 at 2:34 PM Donald Zhao <dzhao@cityofepa.org> wrote:  
Good afternoon, Derek,

I'll take over from here.

Thank you for sharing your research.

If the building is demolished and the foundation is removed, attempting to classify the new structure as an existing building is a significant stretch and does not align with the code's definition. The terms "repair" or "alteration" do not apply to new construction when the original structure no longer exists.

Hope this helps.



**Donald Zhao**

**Interim Building Official**

Phone (925) 997-4322

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On Thu, Oct 03, 2024 at 1:42 PM, Derek Ouyang <derekouyang@gmail.com> wrote:  
Joe,

Apologies, but I'm a bit confused by the succinctness of your reply. In your previous email you had invited me to "provide code references to justify why these references do not apply", and in direct response to that, I put in the time to provide a detailed set of answers. When you say there's a disconnect, do you have diverging interpretations of the specific code references I made, per your request, or are you suggesting that there's a disconnect between the level of deliberation I thought we were moving towards, and the actual basis

for your reasoning and determination? I just thought that since you had asked for me to present justifications, you would discuss them with me, in turn. I actually genuinely look forward to discussing these justifications, as I assumed you did as well based on your previous email, because they really connect to the underlying question of what promotes or inhibits ADU streamlining in the City, but perhaps I misunderstood.

Thank you,  
Derek

On Thu, Oct 3, 2024 at 12:37 PM Joe Rossbach <jrossbach@cityofepa.org> wrote:

Good morning Derek.

Thanks again for your contributions to our city.

There seems to be a disconnect. The entire building including the foundation has been removed and a new building is being constructed. This is a new building, by definition.

Please submit an updated permit application with revised plans so that we may progress forward with the project. Thanks.

Warmest Regards.  
Get Outlook for iOS

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**From:** Derek Ouyang <derekouyang@gmail.com>

**Sent:** Wednesday, October 2, 2024 3:06:15 PM

**To:** Joe Rossbach <jrossbach@cityofepa.org>

**Cc:** Donald Zhao <dzhao@cityofepa.org>; Amanjeet Chahal <achahal@cityofepa.org>; Karen Camacho <kcamacho@cityofepa.org>; Akhil Aggrawal <akhil183@gmail.com>

**Subject:** Re: 1174 Laurel

Joe,

Thanks for your reply. Just by way of some additional introduction, I've done a variety of contracted and probono work for the City in my nonprofit capacity since 2017, and also am a researcher at Stanford Law School, where we've done a variety of projects in partnership with local to federal agencies on topics of regulation, statutory interpretation, code enforcement, etc.

I appreciate the extent of detail you've provided here, and understand their basis, but would like to continue to make my case that you should render a different decision for this project, with potential implications that go beyond our particular case and relate to the broader efforts of ADU streamlining in the City. I will provide some particular responses below, but would be happy to go ahead and schedule a follow-up conversation as appropriate.

At a high level, I believe the fundamental issue is one of interpretation of the various state and local regulations implicated, where a more common sense reading and resolution of the situation is :(1) something I think all parties can in fact reach agreement on, (2) consistent with other City priorities, (3) and is within your discretionary powers as a building code official. The last point I do believe is spelled out in CEBC 104, which I will paste a few excerpts of below (apologies if they are partially outdated as I'm grabbing them from online). I bring these up more for the general point that I believe the issue at hand is one in which you are not bound by a single statutory interpretation, and instead can and should consider the particular circumstances of the project, as well as the broader context of our streamlining initiatives within the City. I'll also remind (though you've already pointed it out yourself) that, in this case, the modifications in no way compromise the core purpose of the code, ensuring health and safety for residents, and in fact constitute a significant improvement in that regard.

## SECTION 104 DUTIES AND POWERS OF CODE OFFICIAL

### [A] 104.1 General.

The code official is hereby authorized and directed to enforce the provisions of this code. The code official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

### [A] 104.10 Modifications.

Wherever there are practical difficulties involved in carrying out the provisions of this code, the code official shall have the authority to grant modifications for individual cases on application of the owner or owner's authorized representative, provided that the code official shall first find that special individual reason makes the strict letter of this code impractical, the modification is in compliance with the intent and purpose of this code and such modification does not lessen health, accessibility, life and fire safety, or structural requirements. The details of action granting modifications shall be recorded and entered in the files of the Department of Building Safety.

### [A] 104.10.1 Flood hazard areas.

For existing buildings located in flood hazard areas for which repairs, alterations and additions constitute substantial improvement, the code official shall not grant modifications to provisions related to flood resistance unless a determination is made that:

1. The applicant has presented good and sufficient cause that the unique characteristics of the size, configuration or topography of the site render compliance with the flood-resistant construction provisions inappropriate.
2. Failure to grant the modification would result in exceptional hardship.
3. The granting of the modification will not result in increased flood heights, additional threats to public safety, extraordinary public expense nor create nuisances, cause fraud on or victimization of the public, or conflict with existing laws or ordinances.
4. The modification is the minimum necessary to afford relief, considering the flood hazard.
5. A written notice will be provided to the applicant specifying, if applicable, the difference between the design flood elevation and the elevation to which the building is to be built, stating that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation and that construction below the design flood elevation increases risks to life and property.

My argument is more specifically that our project should not be triggering any of the additional requirements you provide for a new building, which I otherwise am familiar with. I would like to take you up on the code applicability aspect of the argument, which is whether what we have done on site actually exceeds the scope of CEBC, per those definitions. But before a particular code-based rebuttal, I do just want to make the common sense rebuttal, which is that the concept of "new construction" clearly typically refers to a completely new structure with a completely new impact, that being the situation for which all new construction code is primarily designed to refer to, and this particular project is from all practical standpoints more consistent with the concept of a conversion, i.e., the "purpose and intent" of CEBC, which then puts us squarely within its discretionary interpretation.

Moving to the code-based rebuttal, you mention Repair in particular, which I think is the correct interpretation of what we chose to do regarding those 3 existing walls and footings. I believe this is the relevant definition as you referred me to, paired with the statute describing the scope of CEBC:

[A] REPAIR. The reconstruction, replacement or renewal of any part of an existing building for the purpose of its maintenance or to correct damage.

REPAIR. [OSHPD 1] as used in this Code means all the design and construction work affecting existing or requiring new structural elements undertaken to restore or enhance the structural and nonstructural load-resisting system participating in vertical or lateral response of a structure primarily intended to correct the effects of deterioration or impending or actual failure, regardless of cause.

## SECTION 101 SCOPE AND GENERAL REQUIREMENTS

### [A] 101.1 Title.

These regulations shall be known as the *Existing Building Code* of [NAME OF JURISDICTION], hereinafter referred to as "this code."

### [A] 101.2 Scope.

The provisions of this code shall apply to the repair, alteration, change of occupancy, addition to and relocation of existing buildings.

So my understanding, based on a direct reading of the code, is that "replacement of any part of an existing building" is what we did, and is within the scope of CEBC. The point, of course, is that we are in fact replacing elements of an existing building, and that that is

what we are already approved to do to every other part of the existing building, and so we simply extended the same consideration to a few more elements of the building that we otherwise thought could be kept exactly in their original state, but were in fact damaged. But back to the higher level point, I think it is a really far stretch to be treating the decision to replace these few more elements as fundamentally changing the whole nature of the project to the category of new construction, i.e., a new impact that hadn't already existed, and so we really should just be making a more common sense interpretation of whether the alleged work truly should trigger the new requirements you have outlined (which, by the way, I would argue would be "impractical" and constitute "exceptional hardship" per CEBC). If I may spell out what the broader implication is across all East Palo Alto ADU projects (which is my broader commitment as a technical partner to the City), I think this would be quite simple in practice: if a proposed ADU project is designed to replace the footprint of an existing use, and the structure and foundation of the existing structure are maintained in their original form and function, whether or not they are literally retained or repaired, then the project should be considered a conversion of an existing structure.

I hope my arguments here have some merit and help clarify what I believe to be the relevant issues at hand here, and the pathway forward that would be most consistent with both the City's duties and priorities, and the needs of its constituents.

Thank you,  
Derek

On Wed, Oct 2, 2024 at 2:07 PM Joe Rossbach <jrossbach@cityofepa.org> wrote:  
Good afternoon, Derek.

Thank you for your patience. I have had the opportunity to speak with my inspector Amanjeet and have reviewed the plans. I commend you for your desire to build a better product for your client. That being said, the demolition of the existing walls and foundation has indeed exceeded the scope of the permit. I would call your attention to the definition chapter of the California Existing Building Code, specifically the definitions for:

- *Addition*
- *Alteration*
- *Repair*

By demolishing the walls, demolishing the deficient foundation, and moving the foundation to a new location on the property, you have exceeded the scope of the Existing Building Code, (CEBC 102.1), which moves us into the requirements of the California Residential Code.

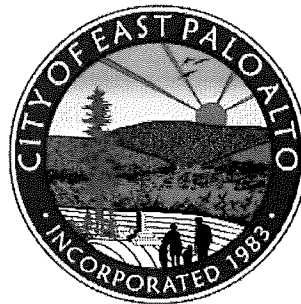
I understand your situation, however, crossing from alteration/change of occupancy to new construction requires compliance with new building standards because this is a new building. Several items will need to be addressed and ultimately reflected on the construction documents per CBC 107.2.1 and CRC106.1.1.

For ease of process, I have included the additional requirements that are driven by building a new detached ADU instead of an alteration/change in occupancy. Please note, that I have not discussed the project with other departments who may have additional requirements. You will need to have discussions with the other agencies.

The additional requirements for a new building are as follows:

- A new Permit Application form with a revised Scope of Work and Valuation. CRC105.3 & CRC108.3
- Revised construction documents CRC106.4
  - A revised Site Plan as the proposed foundation has been moved from the original location shown on the plans. CRC 106.2
  - A revised Title 24 Part 6 CF1R form as new buildings have a higher TRD Value than Alterations. New buildings will have additional requirements such as:
    - Higher insulation values
    - PV requirements CEC 150.0(s)
    - ESS ready requirements CEC 150.0(t)
  - Compliance with City of EPA Municipal Code Section 15.25.1 requiring anew construction to be all-electric
  - A soils report as required by CBC 1803.1. I have attached a Soils Report Waiver Form which can be completed by the project SEOR.
  - A Base Flood Elevation Certificate as the property is located in an AH Flood Zone as determined by the City GIS System. This will require compliance with EPA Municipal Code Section 15.52. and CRC R322 for the design of the foundation.

I know this sounds like a lot, but I have tried to give you as much information as possible so we can get the project moving forward. Please understand these are Code Requirements for new construction. If you feel any of these code requirements are incorrect, feel free to provide code references to justify why these references do not apply.



**Joe Rossbach, MCP, CBO**

Senior Inspector/Code  
Enforcement Consultant

Phone (650) 640 6222

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**From:** Derek Ouyang <derekouyang@gmail.com>

**Sent:** Wednesday, October 2, 2024 7:14 AM

**To:** Joe Rossbach <jrossbach@cityofepa.org>

**Cc:** Donald Zhao <dzhao@cityofepa.org>; Amanjeet Chahal <achahal@cityofepa.org>; Karen Camacho <kcamacho@cityofepa.org>; Akhil Aggrawal <akhil183@gmail.com>

**Subject:** Re: 1174 Laurel

Joe, it's my pleasure to finally meet you! Thank you for your kind words, and I look forward to working with you.

Best  
Derek

On Wed, Oct 2, 2024, 6:40 AM Joe Rossbach <jrossbach@cityofepa.org> wrote:  
Good morning Derek.

Allow me to introduce myself. My name is Joe Rossbach, and I am East Palo Alto's Senior Building Inspector, Plans Examiner, and Assistant Building Official. I have been working at EPA for almost six years now and am surprised our paths haven't crossed yet. Thank you for all you do for our city.

Donald is currently unavailable and has asked me to assist you in moving your project forward. Please allow me a little time to speak with my inspector and look at your approved plans. I will be in touch shortly.

Warmest regards,



**Joe Rossbach, MCP, CBO**

Senior Inspector/Code  
Enforcement Consultant

Phone (650) 640 6222

Email [jrossbach@cityofepa.org](mailto:jrossbach@cityofepa.org)

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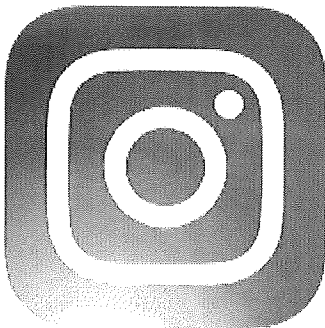
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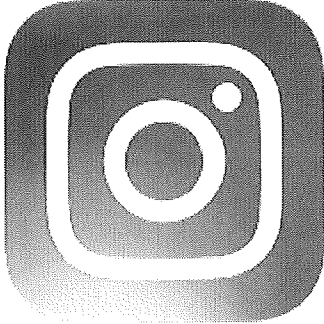
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**SECTION 004  
DUTIES AND POWERS OF GOV. OFFICIAL**

**004010000**  
The duties and powers of the various offices of the City of East Palo Alto shall be as follows: (a) The Mayor shall have the honor and power to represent the City in all official functions and to sign all official documents and contracts on behalf of the City. (b) The Mayor shall preside over the City Council and shall have the power to call special meetings of the Council. (c) The Mayor shall have the power to veto any ordinance passed by the Council and to call a referendum on any ordinance so vetoed. (d) The Mayor shall have the power to appoint and remove all officers and employees of the City subject to the approval of the Council. (e) The Mayor shall have the power to execute all laws and ordinances of the City. (f) The Mayor shall have the power to grant pardons and reprieves to persons convicted of crimes under the laws of the City. (g) The Mayor shall have the power to declare a state of emergency in the City and to take such action as may be necessary to carry out the duties of the Mayor during such a state of emergency. (h) The Mayor shall have the power to exercise all powers and perform all duties not herein provided for.

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**004020000**  
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**004030000**  
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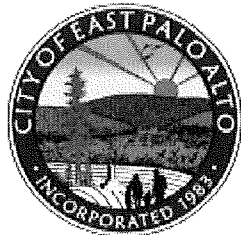
**004040000**  
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**SECTION 005  
GOV. AND CENTRAL REQUIREMENTS**

**005010000**  
The duties and powers of the various offices of the City of East Palo Alto shall be as follows: (a) The Mayor shall have the honor and power to represent the City in all official functions and to sign all official documents and contracts on behalf of the City. (b) The Mayor shall preside over the City Council and shall have the power to call special meetings of the Council. (c) The Mayor shall have the power to veto any ordinance passed by the Council and to call a referendum on any ordinance so vetoed. (d) The Mayor shall have the power to appoint and remove all officers and employees of the City subject to the approval of the Council. (e) The Mayor shall have the power to execute all laws and ordinances of the City. (f) The Mayor shall have the power to grant pardons and reprieves to persons convicted of crimes under the laws of the City. (g) The Mayor shall have the power to declare a state of emergency in the City and to take such action as may be necessary to carry out the duties of the Mayor during such a state of emergency. (h) The Mayor shall have the power to exercise all powers and perform all duties not herein provided for.

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Derek Ouyang &lt;derekouyang@gmail.com&gt;

## 1174 Laurel

**Derek Ouyang** <derekouyang@gmail.com>

Fri, Nov 22, 2024 at 8:01 AM

To: Donald Zhao <dzhao@cityofepa.org>

Cc: Akhil Aggrawal <akhil183@gmail.com>, Joe Rossbach <jrossbach@cityofepa.org>, Amanjeet Chahal <achahal@cityofepa.org>, Karen Camacho <kcamacho@cityofepa.org>, Jon Johnston <JJohnston@menlofire.gov>, Chasidy Miles <cmiles@cityofepa.org>, Amy Chen <achen@cityofepa.org>

Donald, sorry I'm a bit confused, and it's probably my fault because I'm working through a lot personally at the moment, so I apologize in advance.

We've been talking about an appeal to the city council the whole time, correct? Ever since our in-person meeting on 10/30? We recall you describing the \$575 fee clearly during that meeting, and we see that fee clearly listed on the form, but if you're now referring to the \$9,051 we see on the fee schedule, we don't recall your mentioning that at all. That \$9,051 also seems to me to be clearly an appeal of a Planning decision (i.e., developer's entitlements, variances), as the fee is listed under the Planning section of the fee schedule. When I scroll down to the Building section, I see the \$575 fee we have discussed.

Unless we have missed it, we don't believe there is any Planning determination that has been made regarding the issue at hand here. Recall we had discussed this in considerable length during the meeting, and your general recommendation was to forgo the appeals route to instead initiate an application revision so that Planning could make its determination about this for the first time. But if that internal coordination across departments has happened without our knowing, we'd very much appreciate documentation of this.

I would also like to know whether, after the initial appeal has been submitted with its supporting materials, whether we would have the ability to add additional supporting material for the city council to review before the hearing itself, that would become part of the public record.

Thank you,  
Derek

On Fri, Nov 22, 2024 at 7:44 AM Donald Zhao <dzhao@cityofepa.org> wrote:

Derek,

From my understanding, the higher number is for appeals to council as noted in the fee schedule.

Thanks.

**Donald Zhao**

Interim Building Official

Phone (925) 997-4322

Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

1960 Tate Street, East Palo Alto, CA 94303

\*Please note Permit Counter hours are Monday, Tuesday & Thursday 9am-3:45pm. Our office is closed for the lunch hour from 12pm-1pm\*

On Fri, Nov 22, 2024 at 7:41 AM, Derek Ouyang <derekouyang@gmail.com> wrote:

Donald,

I would really appreciate a response to my previous question, when you get a chance. Thanks so much.

Sincerely,  
Derek

On Thu, Nov 14, 2024 at 5:31 PM Derek Ouyang <derekouyang@gmail.com> wrote:

Donald, can you also confirm that the cost of processing the appeal, as stated in your form, is \$575, and that there wouldn't be any other fees we would then be required to pay later on in the appeals process, as a result of initiating this first step?

Thanks,  
Derek

On Fri, Nov 8, 2024 at 11:35 AM Derek Ouyang <derekouyang@gmail.com> wrote:  
Great, thanks so much!

On Fri, Nov 8, 2024 at 11:00 AM Donald Zhao <dzhao@cityofepa.org> wrote:  
Good morning Derek. I don't believe there's a deadline.

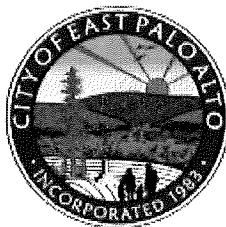
**Donald Zhao**  
Interim Building Official  
Phone (925) 997-4322  
Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)  
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On Thu, Nov 07, 2024 at 10:38 AM, Derek Ouyang <derekouyang@gmail.com> wrote:  
Donald, thanks for sharing! I didn't see it noted on the form itself, so I wanted to double-check with you: is there a formal deadline the City imposes for submitting the appeal?

Thanks,  
Derek

On Wed, Oct 30, 2024 at 3:49 PM Donald Zhao <dzhao@cityofepa.org> wrote:  
Good afternoon, Derek. Thank you for taking the time to come in and discuss the issues surrounding this project. Please find attached the appeals form for your reference, should you choose to pursue that option regarding my interpretation. If you have any questions or need further clarification, feel free to reach out.



**Donald Zhao**  
Interim Building Official  
Phone (925) 997-4322  
Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)  
Web [www.cityofepa.org](http://www.cityofepa.org)  
1960 Tate Street, East Palo Alto, CA 94303

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On Wed, Oct 30, 2024 at 3:08 PM, Derek Ouyang <derekouyang@gmail.com> wrote:  
Donald, can you send the appeals form? Thanks so much!

On Wed, Oct 30, 2024, 1:24 PM Akhil Aggrawal <akhil183@gmail.com> wrote:  
We are outside the building. Thanks

---

**Akhil Aggrawal**  
m:(510) 397-8268 | e:[akhil183@gmail.com](mailto:akhil183@gmail.com)

On Wed, Oct 23, 2024 at 2:07 PM Donald Zhao <dzhao@cityofepa.org> wrote:  
Thanks, Akhil! Please go ahead and send the invite.

**Donald Zhao**

**Interim Building Official**

Phone (925) 997-4322

Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

1960 Tate Street, East Palo Alto, CA 94303

\*Please note Permit Counter hours are Monday, Tuesday & Thursday 9am-3:45pm. Our office is closed for the lunch hour from 12pm-1pm\*

On Wed, Oct 23 2024 at 10:28 AM, Akhil Aggrawal <[akhil183@gmail.com](mailto:akhil183@gmail.com)> wrote:  
Thank you! Should I send a calendar invite?

---

**Akhil Aggrawal**

m:(510) 397-8268 | e:[akhil183@gmail.com](mailto:akhil183@gmail.com)

On Wed, Oct 23, 2024 at 8:22 AM Donald Zhao <[dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)> wrote:  
How about 1:30 at the Tate office?

**Donald Zhao**

**Interim Building Official**

Phone (925) 997-4322

Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

1960 Tate Street, East Palo Alto, CA 94303

\*Please note Permit Counter hours are Monday, Tuesday & Thursday 9am-3:45pm. Our office is closed for the lunch hour from 12pm-1pm\*

On Tue, Oct 22 2024 at 10:23 PM, Akhil Aggrawal <[akhil183@gmail.com](mailto:akhil183@gmail.com)> wrote:  
Will Wednesday (Oct 30) between noon -2pm work for you?

---

**Akhil Aggrawal**

m:(510) 397-8268 | e:[akhil183@gmail.com](mailto:akhil183@gmail.com)

On Tue, Oct 22, 2024 at 6:24 PM Donald Zhao <[dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)> wrote:  
I've got meeting all morning. Friday afternoon?

**Donald Zhao**

**Interim Building Official**

Phone (925) 997-4322

Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

1960 Tate Street, East Palo Alto, CA 94303

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On Tue, Oct 22 2024 at 5:46 PM, Akhil Aggrawal <[akhil183@gmail.com](mailto:akhil183@gmail.com)> wrote:  
Hi Donald, Team,

Is it possible to meet in person on Friday morning and help close this topic? I appreciate all the help.

-Akhil

---

**Akhil Aggrawal**

m:(510) 397-8268 | e:akhil183@gmail.com

On Tue, Oct 22, 2024 at 5:14 PM Derek Ouyang <derekouyang@gmail.com> wrote:

Donald, I'm reattaching the licensed structural engineer's memo we had onsite the day of inspection. This demonstrates our due diligence in confirming the danger associated with the existing structure, confirming a structurally appropriate repair that does not require using any details that weren't already approved as part of the original drawing set by your department (i.e., no new scope of work), and ensuring we have properly "captured changes made in the field". I'm sure you're not suggesting that any as-built change that occurs in the City of East Palo Alto requires initiating the entire permit revision process. Just like you would accept as-built drawings that capture reasonable changes made in the field (and in the vast majority of cases, do not expect them at all), this document responsibly captures a repair that was made that does not deviate at all from the end-state design that was approved. I'll remind us all that California Existing Building Code, which is adopted in full by the City of East Palo Alto in its municipal code, Chapter 15.15, defines repair as "the reconstruction, replacement or renewal of any part of an existing building for the purpose of its maintenance or to correct damage." I have yet to receive an explanation of why this statute does not apply to our situation, and if not, what the dividing line is between our situation and one that would be deemed a repair.

And, as Akhil mentioned, we truly look forward to a discussion about these points, but if you are choosing not to respond to our questions or reconsider your position, we would choose to pursue the appeals process as described in City code.

Thanks,  
Derek

On Tue, Oct 22, 2024 at 4:17 PM Donald Zhao <dzhao@cityofepa.org> wrote:  
Akhil, I just left you a text message requesting a call back.

Or

Derek, call me when you can.

Regarding this project per Building Inspector Amanjeet's correction note dated 10/1/24, the project exceeded the scope of work, demolished the building, and requires a new foundation plan. A revision will need to be submitted to capture the changes made in the field. Please have that ready.

**Donald Zhao**

Interim Building Official

Phone (925) 997-4322

Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

1960 Tate Street, East Palo Alto, CA 94303

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On Tue, Oct 22 2024 at 3:10 PM, Akhil Aggrawal <akhil183@gmail.com> wrote:

Thanks for reaching out again. Happy to meet in person as well next week, if everyone's schedule allows.

It would be great if we are allowed to move forward with the project as permitted. It seems to me that the issue at hand appears to be a disagreement on the definition of new vs. existing construction. As I've observed in the email exchange, it is unclear to me why reasonable counter-arguments provided by my consultant are being rejected. It has been 21 days since our project has been delayed by this process. In that time, we could have completed the repair of the damaged structural elements and returned entirely to a state of construction exactly as detailed and approved in our drawings, which should be the desired outcome by all parties. All we would need is an "OK to proceed" from you.

However, if you decide to deny our moving forward with the project as permitted, I would like to appeal to the City Council.

-Akhil

---

**Akhil Aggrawal**

m:(510) 397-8268 | e:akhil183@gmail.com

On Tue, Oct 22, 2024 at 10:41 AM Donald Zhao <dzhao@cityofepa.org> wrote:  
Good morning Akhil,

Could you let me know what you would like to do as the next step for the project?

**Donald Zhao**

**Interim Building Official**

Phone (925) 997-4322

Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

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On Thu, Oct 17 2024 at 11:44 AM, Donald Zhao <dzhao@cityofepa.org> wrote:  
Akhil,

A meeting sounds good.

Jon Johnston from Menlo Fire is not in the office for three weeks.

In the meantime, I suggest you submit drawings with the revisions so that it can be reviewed. Thank you.

**Donald Zhao**

**Interim Building Official**

Phone (925) 997-4322

Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

1960 Tate Street, East Palo Alto, CA 94303

\*Please note Permit Counter hours are Monday, Tuesday & Thursday 9am-3:45pm. Our office is closed for the lunch hour from 12pm-1pm\*

On Thu, Oct 17, 2024 at 11:35 AM, Akhil Aggrawal <akhil183@gmail.com> wrote:

Hello Everyone,

I am the property's homeowner. Thank you so much for the active discussion. Can we connect in person and find the most optimal path forward? From my understanding, it is an ADU conversion project and NOT new construction, and your current position puts the entire project in jeopardy.

Akhil

---

**Akhil Aggrawal**

m:(510) 397-8268 | e:akhil183@gmail.com

On Fri, Oct 4, 2024 at 11:16 AM Derek Ouyang <derekouyang@gmail.com> wrote: Donald,

Thanks for looping in Jon, who also reviewed this project. This is a great opportunity to recenter the core responsibility of code interpretation, which is to promote better life safety outcomes.

Jon, as a reminder, this project was already approved by all agencies as a full demolition of everything but 3 walls and 3 footings, and classified as a garage conversion. As we began construction, we noticed serious cracks in the existing footings. So, for immediate safety of the builders and long-term safety of the residents, we chose to replace these with new footings of the same dimensions, using a detail that had already been approved. EPA Building has stopped our progress, and considers this a significant overhaul of the scope of work, worthy of classification as new construction, i.e., a whole new permitting process. I have not yet gotten a clear explanation of how this interpretation would remain consistent if we had instead repaired each of the three walls one at a time, or left one section intact, etc, but surely there is a threshold for changing interpretation that has not yet been articulated. I have also provided a variety of code references to the definition of repair, and the interpretation powers of local officials, all of which have not yet been directly addressed.

Beyond the specific definitional details, there are no practical differences in the end outcome of the project, besides, of course, a safer home for a future EPA resident. In other words, this would appear to be a clear opportunity for exercising the powers of sensible interpretation. I welcome your input.

Donald, to your point, it seems like the basis for your reasoning has now shifted to hinge on the fact that "no jurisdiction would accept this interpretation." I believe you say this to mean that, if I were to provide you evidence of a California jurisdiction that would accept this interpretation, then you would thereby change your mind? If not, then please help me understand why you otherwise made that statement.

Happy to continue this in a zoom or in-person conversation!

Thank you both,  
Derek

On Fri, Oct 4, 2024, 8:00 AM Donald Zhao <dzhao@cityofepa.org> wrote:

Thank you for your detailed thoughts, Derek. I am not going to consider the demolition of a structure and then the reconstruction of it a repair. That is not the way the code works. No jurisdiction would accept this interpretation.

I'm including Fire Marshal Jon Johnston in the conversation as well so he is aware of this conversation.

**Donald Zhao**

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--  
Derek Ouyang  
(626)246-8299

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(626)246-8299



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34K





Derek Ouyang &lt;derekouyang@gmail.com&gt;

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**Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue**

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**Amy Chen** <achen@cityofepa.org>

Tue, Feb 25, 2025 at 11:14 AM

To: Derek Ouyang &lt;derekouyang@gmail.com&gt;

Cc: Donald Zhao &lt;dzhao@cityofepa.org&gt;, Housing &lt;housing@cityofepa.org&gt;, Alex Waggoner &lt;awaggoner@cityofepa.org&gt;, Akhil Aggrawal &lt;akhil183@gmail.com&gt;

Hello Derek,

I did receive that message through the Vice Mayor and it was forwarded to the City Manager and City Attorney. The City Attorney determined that your message to the Vice Mayor is not sufficient to start the appeals process. You need to submit the appeals form to our Building team and pay the processing fee to official start your appeal.

Please also refrain from contacting the City Council moving forward on this matter because they need to remain unbiased and they should not have communication with you as they will be hearing your appeal, if submitted.

Thank you,

**Amy Chen**

Director of Community and Economic Development  
City of East Palo Alto  
1960 Tate St  
East Palo Alto, CA 94303  
achen@cityofepa.org

---

**From:** Derek Ouyang <derekouyang@gmail.com>**Sent:** Tuesday, February 25, 2025 9:46 AM**To:** Amy Chen <achen@cityofepa.org>**Cc:** Donald Zhao <dzhao@cityofepa.org>; Housing <housing@cityofepa.org>; Alex Waggoner <awaggoner@cityofepa.org>; Akhil Aggrawal <akhil183@gmail.com>**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Amy and Donald,

Hope all is well. After discussing with the homeowner, we've decided to move forward with the formal appeals process. I've spoken to Vice Mayor Mark Dinan about the situation and submitted an initial message of appeal to his city email address, and I believe he has forwarded the appeal to the city manager and to you, Amy. Please confirm if you haven't received, and please confirm that the process as has been initiated through a councilmember correctly follows the mechanism as detailed in the city fee schedule for waiving the appeals fee.

I'd like to reiterate that I'd be happy to support with whatever documentation would be helpful, including the staff report, given that I have provided this kind of support in the past, and given that, over multiple conversations now, I believe we are on the same page about the facts and circumstances of the case, though of course, where there remains disagreement of any kind, I believe the documentation should present each argument as clearly and faithfully as possible, so that city council can best their decision, and so that it serves as the most useful public record of the case. I'm also mindful of minimizing the burden of the process given limited staff bandwidth; concurrently, I am working closely with

Yajaira on a streamlined procedure for annual APR reporting, which has been saving Housing, Planning, and Building staff time for three years running now.

Thanks, and we look forward to hearing from you.  
Derek

On Thu, Dec 19, 2024 at 4:42 PM Derek Ouyang <derekouyang@gmail.com> wrote:

Thanks so much for the quick turnaround!  
All the times work, with preference for 1/7! And yes, feel free to send the virtual invite!

Thanks,  
Derek

On Thu, Dec 19, 2024 at 4:29 PM Amy Chen <achen@cityofepa.org> wrote:

I connected with our team, Donald and Alex, how about these times:

1/7 - 11am-12pm, 3-4pm

1/8 - 2-3pm

I am assuming this will be a virtual meeting and I can send out the meeting invite upon your preference of times.

Thanks,

**Amy Chen**

Director of Community and Economic Development  
City of East Palo Alto  
1960 Tate St  
East Palo Alto, CA 94303  
achen@cityofepa.org

---

**From:** Derek Ouyang <derekouyang@gmail.com>

**Sent:** Thursday, December 19, 2024 10:55 AM

**To:** Amy Chen <achen@cityofepa.org>

**Cc:** Donald Zhao <dzhao@cityofepa.org>; Housing <housing@cityofepa.org>; Alex Waggoner <awaggoner@cityofepa.org>

**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Got it! Sorry about that, it'll probably just be easier to coordinate directly moving forward. I can do a Teams call pretty flexibly throughout that week, so feel free to let me know a few times that work well for you and Donald!

Thanks,  
Derek

On Thu, Dec 19, 2024 at 10:53 AM Amy Chen <achen@cityofepa.org> wrote:

Yes I have been back. But I am going back out on starting next week for two weeks.  
So yes let's schedule for the week of Jan 6. Sorry about that confusion.

Thanks,

**Amy Chen**

Director of Community and Economic Development  
City of East Palo Alto

1960 Tate St  
East Palo Alto, CA 94303  
achen@cityofepa.org

---

**From:** Derek Ouyang <derekouyang@gmail.com>  
**Sent:** Thursday, December 19, 2024 10:41 AM  
**To:** Donald Zhao <dzhao@cityofepa.org>  
**Cc:** Housing <housing@cityofepa.org>; Amy Chen <achen@cityofepa.org>; Alex Waggoner <awaggoner@cityofepa.org>  
**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Amy, are you back in the office yet? I had shared my availability with Chasidy for a prompt discussion, but I assume an opportunity to meet hasn't come up yet, and I know she'll be transitioning out now. I am still as eager as before to get my questions answered, and can meet between now and 12/24 mid-day, if that works for you and Donald. Otherwise, maybe we can still get a meeting on the calendar the week of 1/6?

Thanks,  
Derek

On Mon, Nov 25, 2024 at 1:33 PM Donald Zhao <dzhao@cityofepa.org> wrote:  
Good afternoon, Derek,

This conversation involves more than just one division of CEDD and should include Amy Chen (CEDD Director). She's currently out of the office, but can we meet with her? Let's coordinate a time when she returns. Thanks.

**Donald Zhao**  
Interim Building Official  
Phone (925) 997-4322  
Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)  
Web [www.cityofepa.org](http://www.cityofepa.org)  
1960 Tate Street, East Palo Alto, CA 94303

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On Fri, Nov 22 2024 at 8:29 AM, Derek Ouyang <derekouyang@gmail.com> wrote:  
Chasidy -- sorry about that. I actually think the other thread makes more sense as the place to get on the same page, since that's the original thread that has all the prior correspondence with Building. Does that make sense to you? Thanks for your attention to this though!

In terms of your previous email -- yeah this is still part of my confusion about the fee I'd like to get complete clarification on. You described it as "the \$9k amount would be cost to appeal staff's decision to the CBO". Why would it be an appeal to the CBO? I thought we're talking about the city council? And all my questions on the main thread still stand.

Thanks, and again sorry if I'm missing things,  
Derek

On Fri, Nov 22, 2024 at 8:17 AM Chasidy Miles <cmiles@cityofepa.org> wrote:  
Hi Derek,

Following up here on my email in case you missed it. I think it would be helpful to keep all of our documentation on the same page. I see you've started a separate thread on this issue.

It was mentioned that EPACANDO was also assisting on this, which we had an opportunity to discuss together on Friday. Once you get the information you're looking for regarding our appeals process, please let us know when you'd like to walk through and discuss.

Kindly,  
Chasidy

Get Outlook for iOS

---

**From:** Chasidy Miles <cmiles@cityofepa.org>  
**Sent:** Thursday, November 14, 2024 3:44 PM  
**To:** Derek Ouyang <derekouyang@gmail.com>  
**Cc:** Housing <housing@cityofepa.org>  
**Subject:** RE: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Hi Derek,

I apologize for the delay here, as I was out yesterday and playing catch-up on Tuesday. I reached out to Donald, and their interpretation of the code stands. It sounds like the \$9k amount would be cost to appeal staff's decision to the CBO.

Would it help to sit down with EPACANDO and talk through the pros and cons? It doesn't sound like we have a lot of flexibility to change the outcomes this time around, but I do think it'd still be worthwhile to bring Anna in to review this case and discuss best practices moving forward.

What are your thoughts?

Kindly,



**Chasidy Miles**  
 She/They  
 Temporary Housing Staff  
**Phone** (650) 853-3189  
**Email** [cmiles@cityofepa.org](mailto:cmiles@cityofepa.org)  
**Web** [www.cityofepa.org](http://www.cityofepa.org)  
 1960 Tate Street, East Palo  
 Alto, CA 94303

*\*\* View City office hours here. The City continues to offer virtual appointments as an alternative to in-person meetings. For inquiries or to request an appointment with Housing, please email [housing@cityofepa.org](mailto:housing@cityofepa.org) or set up a meeting via this link (<https://tinyurl.com/appointmentsEPAhousing>). \*\**

---

**From:** Derek Ouyang <derekouyang@gmail.com>  
**Sent:** Thursday, November 14, 2024 12:26 PM  
**To:** Chasidy Miles <cmiles@cityofepa.org>  
**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Chasidy, hope all is well! Any updates from conversations with Donald and/or Amy?

Also, do you happen to know if the City has considered applying for this designation? <https://www.hcd.ca.gov/planning-and-community-development/prohousing-designation-program>

Looks like only Redwood City has received it, within SMC.

Best,  
Derek

On Thu, Nov 7, 2024 at 10:38 AM Chasidy Miles <cmiles@cityofepa.org> wrote:

Any time!

**From:** Derek Ouyang <derekouyang@gmail.com>  
**Sent:** Thursday, November 7, 2024 10:37 AM  
**To:** Chasidy Miles <cmiles@cityofepa.org>  
**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

OK sent you an invite for 2:30, thanks!

On Thu, Nov 7, 2024 at 9:10 AM Chasidy Miles <cmiles@cityofepa.org> wrote:

Derek,

I apologize as well – it looks like I missed your last message.

I am busy for the rest of the day, with the exception of 2-3. If that time doesn't work, what about Friday?

Kindly,



**Chasidy Miles**  
She/They  
Temporary Housing Staff  
**Phone** (650) 853-3189  
**Email** cmiles@cityofepa.org  
**Web** www.cityofepa.org  
1960 Tate Street, East Palo Alto, CA 94303

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**From:** Derek Ouyang <derekouyang@gmail.com>  
**Sent:** Thursday, November 7, 2024 7:56 AM  
**To:** Chasidy Miles <cmiles@cityofepa.org>  
**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Chasidy, sorry if I missed an invite from you on Tuesday. I'm free between 9:30-2p today, can you chat in that window?

On Tue, Nov 5, 2024 at 10:23 AM Derek Ouyang <derekouyang@gmail.com> wrote:

I can chat any time today, so feel free to send a calendar invite at a time that works for you!

Thanks,  
Derek

On Tue, Nov 5, 2024 at 10:17 AM Chasidy Miles <cmiles@cityofepa.org> wrote:

That's helpful to know. Do you have any availability today? If not, when is a good time to speak?

Amy might not be available, but I can hop on a call to discuss further if you'd like.

Kindly,



**Chasidy Miles**  
 She/They  
 Temporary Housing Staff  
**Phone** (650) 853-3189  
**Email** [cmiles@cityofepa.org](mailto:cmiles@cityofepa.org)  
**Web** [www.cityofepa.org](http://www.cityofepa.org)  
 1960 Tate Street, East Palo  
 Alto, CA 94303

*\*\* View City office hours here. The City continues to offer virtual appointments as an alternative to in-person meetings. For inquiries or to request an appointment with Housing, please email [housing@cityofepa.org](mailto:housing@cityofepa.org) or set up a meeting via this link (<https://tinyurl.com/appointmentsEPAhousing>). \*\**

**From:** Derek Ouyang <[derekouyang@gmail.com](mailto:derekouyang@gmail.com)>  
**Sent:** Monday, November 4, 2024 7:17 PM  
**To:** Chasidy Miles <[cmiles@cityofepa.org](mailto:cmiles@cityofepa.org)>  
**Cc:** Amy Chen <[achen@cityofepa.org](mailto:achen@cityofepa.org)>; dbay <[dbay@epacando.org](mailto:dbay@epacando.org)>  
**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Thanks Chasidy! Unfortunately I have a medical appointment at that time so it won't work for me. I'm also mindful of the timing for the appeal on a Building Official determination -- do you know in this case whether there is a deadline that would apply?

Thanks,  
 Derek

On Mon, Nov 4, 2024, 7:14 PM Chasidy Miles <[cmiles@cityofepa.org](mailto:cmiles@cityofepa.org)> wrote:

Hi Derek,

It's nice to hear from you. Let's see what time we can find on our calendar.

Amy will be out for a conference this week. How does Friday, November 15<sup>th</sup> at 11:00 AM work for you?

Kindly,



**Chasidy Miles**  
 She/They  
 Temporary Housing Staff  
**Phone** (650) 853-3189  
**Email** [cmiles@cityofepa.org](mailto:cmiles@cityofepa.org)  
**Web** [www.cityofepa.org](http://www.cityofepa.org)  
 1960 Tate Street, East Palo  
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**From:** Derek Ouyang <[derekouyang@gmail.com](mailto:derekouyang@gmail.com)>  
**Sent:** Monday, November 4, 2024 11:15 AM  
**To:** Chasidy Miles <[cmiles@cityofepa.org](mailto:cmiles@cityofepa.org)>; Amy Chen <[achen@cityofepa.org](mailto:achen@cityofepa.org)>  
**Cc:** dbay <[dbay@epacando.org](mailto:dbay@epacando.org)>  
**Subject:** Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Chasidy, Amy,

Hope all is well. I'd like to schedule a meeting at your soonest availabilities to discuss a roadblock on the 1174 Laurel Ave garage conversion ADU project. I am the homeowner's representative on this project, and it is the second demonstration of my Aduo design concept which originated from local philanthropic support. The work has been stopped as a result of a Building Department inspection note, which was formally upheld by Donald in his Interim CBO capacity in a meeting last Wednesday, 10/30.

The specific issue has to do with a changed scope of work on-site, and whether it should trigger a reclassification of the project from existing to new construction, which would trigger re-review by all authorities as well as possible substantive changes to the design itself. We strongly disagree with this interpretation, and have clarified these disagreements with Building in a respectful manner over email and in the 10/30 meeting. It's also worth noting that the added costs associated with this process may also jeopardize the whole project, given the homeowner's budget, so from a practical standpoint, at least one ADU for the City's RHNA is potentially on the line.

More generally, taking the perspective I bring to the EPA ADU Technical Working Group which continues to meet monthly, and shared by Duane, a fellow member, I think that the Building Department's position here has broader relevance and exemplifies one of the core challenges we've focused on for years, that being ADU streamlining barriers. For this reason in particular, I am leaning towards filing a detailed appeal on this decision to the City Council, so that the issue can be given proper attention, and potentially a written resolution that provides explicit clarity and streamlining benefits for a specific set of future projects in the community (in which case, many future ADUs may also be on the line). I would expect Building to submit a detailed staff report representing their different positions, and that the Council and the public will have the opportunity to weigh all arguments. I'll also note that, based on the 10/30 meeting, I think we and Building have a respectful and clear understanding that the disagreement hinges fundamentally on a higher-

level policy question that is exactly what City Council is poised to resolve, and Donald has wholeheartedly agreed that, should City Council rule in a particular way, Building would accordingly revise its interpretations for this and future related projects.

I'd like to meet with you in advance of making a final decision on whether or not to appeal, given the importance of your perspectives (but timing for this meeting is sensitive to the need to submit the appeal expeditiously). Obviously, Karen and Yajaira would have been very involved here, but are both on leave, and I was planning to loop Chasidy in anyway. Amy, you and I haven't directly corresponded since probably our first introductory meeting back in 2020, but given your leadership position and your ADU background, I would really value your perspective here. I'd invite Duane as an optional on the meeting, since he's fully read in and a member of the TWG. If you are both willing and able to meet, then I can forward an extensive email chain with Building in which you can see the full correspondence that has transpired, up to the 10/30 meeting.

Thanks so much,  
Derek

--

Derek Ouyang  
(626)246-8299

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Derek Ouyang &lt;derekouyang@gmail.com&gt;

## Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Fri, Apr 11, 2025 at 9:13 AM

Amy Chen &lt;achen@cityofepa.org&gt;

To: Derek Ouyang &lt;derekouyang@gmail.com&gt;

Cc: Donald Zhao &lt;dzhao@cityofepa.org&gt;, Housing &lt;housing@cityofepa.org&gt;, Alex Waggoner &lt;awaggoner@cityofepa.org&gt;, Akhil Aggrawal &lt;akhil183@gmail.com&gt;, City Attorney's Office &lt;cityattorney@cityofepa.org&gt;

The fee is \$575. It is not efficient to engage over email like this. Please schedule a time over a virtual call if you want to discuss further. Otherwise we will look out for your application and fee.

---

**Amy Chen**

Director of Community and Economic Development

City of East Palo Alto

1960 Tate St

East Palo Alto, CA 94303

achen@cityofepa.org

On Apr 11, 2025, at 9:08 AM, Derek Ouyang <derekouyang@gmail.com> wrote:

Ok, thanks. I also had the second question.

Thanks,  
Derek

On Fri, Apr 11, 2025 at 8:59 AM Amy Chen <achen@cityofepa.org> wrote:

These conversations with the city attorney's office were in person or over the phone conversations so these emails I have sent you serve as the documentation.

Thank you!

---

**Amy Chen**

Director of Community and Economic Development

City of East Palo Alto

1960 Tate St

East Palo Alto, CA 94303

achen@cityofepa.org

On Apr 10, 2025, at 5:35 PM, Derek Ouyang <derekouyang@gmail.com> wrote:

Thanks Amy. Yes, I still have two questions before proceeding:

1. You note that this direction has been confirmed by the City Attorney. Can you provide some documentation from the City Attorney of this position, including that no waived fee option exists in the City for a Building Services Division-related appeal? I'm sorry to belabor this, but given my responsibilities, I think it's reasonable to seek some clarity on this, because there is clearly a waived fee option on page 4 of the Comprehensive Fee Schedule, which so far has not been acknowledged by the City in writing.

2. You also note that this has been confirmed between you and Donald, whereas the last message I have on this point from Donald (2/25) conveyed a different direction:

"To clarify your question about the fees: the \$575 fee was associated with the earlier step where you met with staff, including myself and later Amy Chen, CED Director. That step occurred without a complete appeal form or payment at the time. The \$9,051 fee now applies to the formal appeal to the City Council, reflecting the separate process detailed in the fee schedule."

So can you clarify that this previous documentation was incorrect, and that the procedure has since been clarified internally or modified?

Thanks,  
Derek

On Thu, Apr 10, 2025 at 3:54 PM Amy Chen <achen@cityofepa.org> wrote:

The direction I provided to you three weeks ago is still the same:

Please fill out the appeal form and submit it with the \$575 appeal fee.  
Once we receive that we can work on the staff report and agendize it. If the application is completed and fee is paid, typically we can plan for the council meeting 6 weeks out. We won't be able to make the May 6 Council meeting at this rate.

This direction already given to you was confirmed by the City Attorney, and among our team (Donald and myself), so these are the procedures for bringing the appeal to City Council.

Please let us know if you have any questions and we can look out for your application and fee.

Thanks,

**Amy Chen**  
Director of Community and Economic Development  
City of East Palo Alto  
1960 Tate St  
East Palo Alto, CA 94303  
achen@cityofepa.org

---

**From:** Derek Ouyang <derekouyang@gmail.com>  
**Sent:** Thursday, April 10, 2025 2:51 PM  
**To:** Amy Chen <achen@cityofepa.org>  
**Cc:** Donald Zhao <dzhao@cityofepa.org>; Housing <housing@cityofepa.org>; Alex Waggoner <awaggoner@cityofepa.org>; Akhil Aggrawal <akhil183@gmail.com>  
**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Amy, Donald, I'm checking in 3 weeks after my last email to see if you have any responses or updates. Thanks!

Derek

On Wed, Mar 19, 2025 at 11:18 AM Derek Ouyang <derekouyang@gmail.com> wrote:  
Amy, sorry I'm failing to follow. Your direction here is not the same as Donald's on 2/25/2025, where he asked me to pay a \$9,051 fee. I'm fine if you have an explanation for why this has changed, but I think it's clear that I was asking for this exact clarity in my email back to Donald on 2/25/2025, and that was followed by Donald indicating on 3/4/2025 that you two were working with the city attorney on next steps, so I assumed that some clarity would be forthcoming. I hope you understand that, from my perspective, I'm experiencing long delays between contradicting directions with no forthcoming explanation, and that doesn't give me much due process on which to be able to responsibly make my own decisions (i.e., on what basis am I able to pay this fee if I have not been given any answer at all my previous questions about the waived option?). Meanwhile, I am trying in good faith to honor your previous instruction that I cannot communicate with electeds, but it's also not clear to me whether that instruction from you itself has any statutory basis (it'd be great to see a cite to the municipal code of the circumstances in which a resident is forbidden to communicate with their elected official). I'd really appreciate some support in return in understanding what's happening here!

Thanks,  
Derek

On Wed, Mar 19, 2025 at 8:51 AM Amy Chen <achen@cityofepa.org> wrote:  
Hello Derek,

Thanks for your patience as we were confirming the procedures for bringing the appeal to city council.

Please fill out the appeal form and submit it with the \$575 appeal fee.  
Once we receive that we can work on the staff report and agendize it. If the application is completed and fee is paid, typically we can plan for the council meeting 6 weeks out, so the next meeting date we could be scheduled for would be May 6.

Please let us know if you have any questions and we can look out for your application and fee.

--

**Amy Chen**  
Director of Community and Economic Development  
City of East Palo Alto  
1960 Tate St  
East Palo Alto, CA 94303  
achen@cityofepa.org

On Mar 19, 2025, at 6:32 AM, Derek Ouyang <derekouyang@gmail.com> wrote:

Hi Donald, it's been two weeks since your last message. Can you provide an update?

On Tue, Mar 4, 2025, 9:52 AM Derek Ouyang <derekouyang@gmail.com> wrote:

Thanks Donald. I would still appreciate answers to my previous email, since some of them seem answerable by you without the guidance of the city attorney.

As for "the new construction requirement", that is, what we are arguing should not be applied in our situation: based on the direct costs of a recent past project that involved a raised floor, and factoring in current prices, we estimate that it would add at least \$20,000 to the cost of this project, which would be cost-prohibitive.

Thanks,  
Derek

On Tue, Mar 4, 2025 at 9:18 AM Donald Zhao <dzhao@cityofepa.org> wrote:  
Good morning, Derek

We're working with the city attorney on the next steps. We will get back to you as soon as we have directions to provide.

Have you researched the new construction requirement as we discussed? This was regarding the revision to the raised floor for flood elevation vs. a slab on grade.

<untitled>

**Donald Zhao**  
Interim Building Official  
Phone (925) 997-4322  
Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)  
Web [www.cityofepa.org](http://www.cityofepa.org)  
1960 Tate Street, East Palo Alto, CA 94303

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On Tue, Mar 4, 2025 at 7:42 AM, Derek Ouyang <derekouyang@gmail.com> wrote:  
Hi Donald, I'm just following up on my email from last week.

Thanks,  
Derek

On Tue, Feb 25, 2025 at 5:15 PM Derek Ouyang <derekouyang@gmail.com> wrote:  
Thanks Donald!

It's great to get clarity from you that we are in fact initiating the process associated with the \$9,051 fee. However, just to make sure there isn't any misunderstanding: you referred to page 21 in your last message, but I think you mean page 4, right? I attached screenshots of both pages to my previous email, so we should be able to both see that page 4 is the page that refers to a \$9,051 fee, while page 21 refers to a \$575 fee. It looks like you may have misstated in the second sentence of your last message, can you confirm whether that was an error?

And the form you've attached (which is the same form I just attached in my previous email) refers to a \$575 fee, but what you're confirming in your last message is that that is not the fee I am due to pay, and instead, I am due to pay a \$9,051 fee, so the form either needs to be revised, or we are using the form for a different process than its original intent. Which is correct?

Lastly, assuming we are on the same page about initiating the process associated with the \$9,051 fee on page 4 of the City East Palo Alto Master Fee Schedule, then I would like to again draw attention specifically to the parenthetical listed in that line item: "(if initiated by City Council - no charge)". I take that to mean that there exists an option for City Council to initiate this appeal which would waive my need to include the \$9,051 processing fee with my submission, as you have requested, and as I think I have made clear, I would like to navigate this process via that option. Am I misunderstanding the meaning of the text? Please advise!

Thanks,  
Derek

On Tue, Feb 25, 2025 at 4:50 PM Donald Zhao <dzhao@cityofepa.org> wrote:  
Hi Derek,

I'm following up on the appeals process for the 1174 Laurel ADU issue. Attached is the appeals form you'll need to submit to our Building team to formally appeal to the City Council. Please include the \$9,051 processing fee with your submission, as outlined in the City of East Palo Alto Master Fee Schedule (dated 4/2/2024, page 21), to officially begin this process.

To clarify your question about the fees: the \$575 fee was associated with the earlier step where you met with staff, including myself and later Amy Chen, CED Director. That step occurred without a complete appeal form or payment at the time. The \$9,051 fee now applies to the formal appeal to the City Council, reflecting the separate process detailed in the fee schedule.

Let me know if you have any trouble with the attached form.

Best regards,

<untitled>

**Donald Zhao**

Interim Building Official

Phone (925) 997-4322

Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

1960 Tate Street, East Palo Alto, CA 94303

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On Tue, Feb 25, 2025 at 11:35 AM, Derek Ouyang <derekouyang@gmail.com> wrote:  
Amy, can you give a bit more clarity?

When you say "appeals form", do you mean this one that Donald sent to me on 10/30/25, which states a processing fee of \$575?

Is this the same appeal that is noted on the city's comprehensive fee schedule on page 21?

<image.png>

In our prior conversations, my understanding is that the CBO had determined that this was not in fact the relevant appeal, since it is meant to be an appeal to the CBO but the CBO has already made his decision, and instead, our subsequent conversation has centered on this other appeal and related fee listed on page 4 of the same document, with a cost of \$9051 (unless initiated by City Council).

<image.png>

So I just want to fully understand, which appeal are we talking about? How do the two appeals described in the fee schedule relate to each other? It sounds like the City Attorney is making the determination, so is he the one who should be providing clarification here, or should I inquire with him directly? I assume he can also clarify the applicable municipal regulations that govern my contact with City Council in this case?

Thanks,  
Derek

On Tue, Feb 25, 2025 at 11:14 AM Amy Chen <achen@cityofepa.org> wrote:  
Hello Derek,

I did receive that message through the Vice Mayor and it was forwarded to the City Manager and City Attorney. The City Attorney determined that your message to the Vice Mayor is not sufficient to start the appeals process. You need to submit the appeals form to our Building team and pay the processing fee to official start your appeal.

Please also refrain from contacting the City Council moving forward on this matter because they need to remain unbiased and they should not have communication with you as they will be hearing your appeal, if submitted.

Thank you,

**Amy Chen**  
Director of Community and Economic Development  
City of East Palo Alto  
1960 Tate St  
East Palo Alto, CA 94303  
[achen@cityofepa.org](mailto:achen@cityofepa.org)

---

**From:** Derek Ouyang <derekouyang@gmail.com>  
**Sent:** Tuesday, February 25, 2025 9:46 AM  
**To:** Amy Chen <achen@cityofepa.org>

Gmail - Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

**Cc:** Donald Zhao <dzhao@cityofepa.org>; Housing <housing@cityofepa.org>; Alex Waggoner <awaggoner@cityofepa.org>; Akhil Aggrawal <akhil183@gmail.com>  
**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Amy and Donald,

Hope all is well. After discussing with the homeowner, we've decided to move forward with the formal appeals process. I've spoken to Vice Mayor Mark Dinan about the situation and submitted an initial message of appeal to his city email address, and I believe he has forwarded the appeal to the city manager and to you, Amy. Please confirm if you haven't received, and please confirm that the process as has been initiated through a councilmember correctly follows the mechanism as detailed in the city fee schedule for waiving the appeals fee.

I'd like to reiterate that I'd be happy to support with whatever documentation would be helpful, including the staff report, given that I have provided this kind of support in the past, and given that, over multiple conversations now, I believe we are on the same page about the facts and circumstances of the case, though of course, where there remains disagreement of any kind, I believe the documentation should present each argument as clearly and faithfully as possible, so that city council can best their decision, and so that it serves as the most useful public record of the case. I'm also mindful of minimizing the burden of the process given limited staff bandwidth; concurrently, I am working closely with Yajaira on a streamlined procedure for annual APR reporting, which has been saving Housing, Planning, and Building staff time for three years running now.

Thanks, and we look forward to hearing from you.  
 Derek

On Thu, Dec 19, 2024 at 4:42 PM Derek Ouyang <derekouyang@gmail.com> wrote:  
 Thanks so much for the quick turnaround!  
 All the times work, with preference for 1/7! And yes, feel free to send the virtual invite!

Thanks,  
 Derek

On Thu, Dec 19, 2024 at 4:29 PM Amy Chen <achen@cityofepa.org> wrote:  
 I connected with our team, Donald and Alex, how about these times:

1/7 - 11am-12pm, 3-4pm  
 1/8 - 2-3pm

I am assuming this will be a virtual meeting and I can send out the meeting invite upon your preference of times.

Thanks,

**Amy Chen**  
 Director of Community and Economic Development  
 City of East Palo Alto  
 1960 Tate St  
 East Palo Alto, CA 94303  
 achen@cityofepa.org

---

**From:** Derek Ouyang <derekouyang@gmail.com>  
**Sent:** Thursday, December 19, 2024 10:55 AM  
**To:** Amy Chen <achen@cityofepa.org>  
**Cc:** Donald Zhao <dzhao@cityofepa.org>; Housing <housing@cityofepa.org>; Alex Waggoner <awaggoner@cityofepa.org>  
**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Got it! Sorry about that, it'll probably just be easier to coordinate directly moving forward. I can do a Teams call pretty flexibly throughout that week, so feel free to let me know a few times that work well for you and Donald!

Thanks,  
 Derek

On Thu, Dec 19, 2024 at 10:53 AM Amy Chen <achen@cityofepa.org> wrote:

Yes I have been back. But I am going back out on starting next week for two weeks.

So yes let's schedule for the week of Jan 6. Sorry about that confusion.

Thanks,

**Amy Chen**  
 Director of Community and Economic Development  
 City of East Palo Alto  
 1960 Tate St  
 East Palo Alto, CA 94303  
 achen@cityofepa.org

---

**From:** Derek Ouyang <derekouyang@gmail.com>  
**Sent:** Thursday, December 19, 2024 10:41 AM  
**To:** Donald Zhao <dzhao@cityofepa.org>  
**Cc:** Housing <housing@cityofepa.org>; Amy Chen <achen@cityofepa.org>; Alex Waggoner <awaggoner@cityofepa.org>  
**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Amy, are you back in the office yet? I had shared my availability with Chasidy for a prompt discussion, but I assume an opportunity to meet hasn't come up yet, and I know she'll be transitioning out now. I am still as eager as before to get my questions answered, and can meet between now and 12/24 mid-day, if that works for you and Donald. Otherwise, maybe we can still get a meeting on the calendar the week of 1/6?

Thanks,  
 Derek

On Mon, Nov 25, 2024 at 1:33 PM Donald Zhao <dzhao@cityofepa.org> wrote:  
 Good afternoon, Derek,

This conversation involves more than just one division of CEDD and should include Amy Chen (CEDD Director). She's currently out of the office, but can we meet with her? Let's coordinate a time when she returns. Thanks.

**Donald Zhao**  
 Interim Building Official  
 Phone (925) 997-4322  
 Email [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)  
 Web [www.cityofepa.org](http://www.cityofepa.org)  
 1960 Tate Street, East Palo Alto, CA 94303

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On Fri, Nov 22 2024 at 8:29 AM, Derek Ouyang <derekouyang@gmail.com> wrote:

Chasidy – sorry about that. I actually think the other thread makes more sense as the place to get on the same page, since that's the original thread that has all the prior correspondence with Building. Does that make sense to you? Thanks for your attention to this though!

In terms of your previous email -- yeah this is still part of my confusion about the fee I'd like to get complete clarification on. You described it as "the \$9k amount would be cost to appeal staff's decision to the CBO". Why would it be an appeal to the CBO? I thought we're talking about the city council? And all my questions on the main thread still stand.

Thanks, and again sorry if I'm missing things,  
 Derek

On Fri, Nov 22, 2024 at 8:17 AM Chasidy Miles <cmiles@cityofepa.org> wrote:  
 Hi Derek,

Following up here on my email in case you missed it. I think it would be helpful to keep all of our documentation on the same page. I see you've started a separate thread on this issue.

It was mentioned that EPACANDO was also assisting on this, which we had an opportunity to discuss together on Friday. Once you get the information you're looking for regarding our appeals process, please let us know when you'd like to walk through and discuss.

Kindly,  
Chasidy

Get Outlook for iOS

---

**From:** Chasidy Miles <cmiles@cityofepa.org>  
**Sent:** Thursday, November 14, 2024 3:44 PM  
**To:** Derek Ouyang <derekouyang@gmail.com>  
**Cc:** Housing <housing@cityofepa.org>  
**Subject:** RE: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Hi Derek,

I apologize for the delay here, as I was out yesterday and playing catch-up on Tuesday. I reached out to Donald, and their interpretation of the code stands. It sounds like the \$9k amount would be cost to appeal staff's decision to the CBO.

Would it help to sit down with EPACANDO and talk through the pros and cons? It doesn't sound like we have a lot of flexibility to change the outcomes this time around, but I do think it'd still be worthwhile to bring Anna in to review this case and discuss best practices moving forward.

What are your thoughts?

Kindly,

<image001.png>

**Chasidy Miles**  
She/They  
Temporary Housing Staff  
**Phone** (650) 853-3189  
**Email** [cmiles@cityofepa.org](mailto:cmiles@cityofepa.org)  
**Web** [www.cityofepa.org](http://www.cityofepa.org)  
1960 Tate Street, East Palo  
Alto, CA 94303

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---

**From:** Derek Ouyang <derekouyang@gmail.com>  
**Sent:** Thursday, November 14, 2024 12:26 PM  
**To:** Chasidy Miles <cmiles@cityofepa.org>  
**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Chasidy, hope all is well! Any updates from conversations with Donald and/or Amy?

Also, do you happen to know if the City has considered applying for this designation? <https://www.hcd.ca.gov/planning-and-community-development/prohousing-designation-program> Looks like only Redwood City has received it, within SMC.

Best,  
Derek

On Thu, Nov 7, 2024 at 10:38 AM Chasidy Miles <cmiles@cityofepa.org> wrote:

Any time!

**From:** Derek Ouyang <derekouyang@gmail.com>  
**Sent:** Thursday, November 7, 2024 10:37 AM  
**To:** Chasidy Miles <cmiles@cityofepa.org>  
**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

OK sent you an invite for 2:30, thanks!

On Thu, Nov 7, 2024 at 9:10 AM Chasidy Miles <cmiles@cityofepa.org> wrote:

Derek,

I apologize as well – it looks like I missed your last message.

I am busy for the rest of the day, with the exception of 2-3. If that time doesn't work, what about Friday?

Kindly,

<image001.png>

**Chasidy Miles**  
 She/They  
 Temporary Housing Staff  
**Phone** (650) 853-3189  
**Email** cmiles@cityofepa.org  
**Web** www.cityofepa.org  
 1960 Tate Street, East Palo  
 Alto, CA 94303

*\*\* View City office hours here. The City continues to offer virtual appointments as an alternative to in-person meetings. For inquiries or to request an appointment with Housing, please email [housing@cityofepa.org](mailto:housing@cityofepa.org) or set up a meeting via this link (<https://tinyurl.com/appointmentsEPAhousing>). \*\**

**From:** Derek Ouyang <derekouyang@gmail.com>  
**Sent:** Thursday, November 7, 2024 7:56 AM  
**To:** Chasidy Miles <cmiles@cityofepa.org>  
**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Chasidy, sorry if I missed an invite from you on Tuesday. I'm free between 9:30-2p today, can you chat in that window?

On Tue, Nov 5, 2024 at 10:23 AM Derek Ouyang <derekouyang@gmail.com> wrote:

I can chat any time today, so feel free to send a calendar invite at a time that works for you!

Thanks,  
Derek

On Tue, Nov 5, 2024 at 10:17 AM Chasidy Miles <cmiles@cityofepa.org> wrote:

That's helpful to know. Do you have any availability today? If not, when is a good time to speak?

Amy might not be available, but I can hop on a call to discuss further if you'd like.

Kindly,

<image001.png>

**Chasidy Miles**  
 She/They

Temporary Housing Staff  
**Phone** (650) 853-3189  
**Email** cmiles@cityofepa.org  
**Web** www.cityofepa.org  
 1960 Tate Street, East Palo  
 Alto, CA 94303

*\*\* View City office hours here. The City continues to offer virtual appointments as an alternative to in-person meetings. For inquiries or to request an appointment with Housing, please email housing@cityofepa.org or set up a meeting via this link (<https://tinyurl.com/appointmentsEPAhousing>). \*\**

**From:** Derek Ouyang <derekouyang@gmail.com>  
**Sent:** Monday, November 4, 2024 7:17 PM  
**To:** Chasidy Miles <cmiles@cityofepa.org>  
**Cc:** Amy Chen <achen@cityofepa.org>; dbay <dbay@epacando.org>  
**Subject:** Re: Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

Thanks Chasidy! Unfortunately I have a medical appointment at that time so it won't work for me. I'm also mindful of the timing for the appeal on a Building Official determination -- do you know in this case whether there is a deadline that would apply?

Thanks,  
 Derek

On Mon, Nov 4, 2024, 7:14 PM Chasidy Miles <cmiles@cityofepa.org> wrote:

Hi Derek,

It's nice to hear from you. Let's see what time we can find on our calendar.

Amy will be out for a conference this week. How does Friday, November 15<sup>th</sup> at 11:00 AM work for you?

Kindly,

<image001.png>

**CAUTION:** This e-mail originated from outside of the organization. Do not click links or open attachments unless you validate the sender and know the content is safe.

<untitled>

--  
 Derek Ouyang  
 (626)246-8299

--  
 Derek Ouyang  
 (626)246-8299

**CAUTION:** This e-mail originated from outside of the organization. Do not click links or open attachments unless you validate the sender and know the content is safe.

4/14/25, 4:38 PM

Gmail - Meeting to brief EPA Housing + Community Development on 1174 Laurel ADU issue

110

Derek Ouyang  
(626)246-8299

**CAUTION:** This e-mail originated from outside of the organization. Do not click links or open attachments unless you validate the sender and know the content is safe.

--  
Derek Ouyang  
(626)246-8299

**CAUTION:** This e-mail originated from outside of the organization. Do not click links or open attachments unless you validate the sender and know the content is safe.



# EAST PALO ALTO CITY COUNCIL STAFF REPORT

---

**DATE:** May 20, 2025

**TO:** Honorable Mayor and Members of the City Council

**VIA:** Melvin E. Gaines, City Manager

**BY:** Ana M Torres-Mondragon, Human Resources Manager  
Shiri Klima, Assistant City Manager

**SUBJECT:** Status of the City’s Vacancies, Recruitment, and Retention efforts Pursuant to Assembly Bill 2561

---

## **Recommendation**

Adopt a resolution:

1. Accept the report regarding the status of the City’s vacancies, recruitment, and retention efforts pursuant to Assembly Bill 2561, accept changes to policies, procedures and recruitment activities (if applicable), and receive presentations from recognized bargaining units (if applicable); and
2. Find that the proposed actions being considered do not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

## **Alignment with City Council Strategic Plan**

This recommendation is primarily aligned with:

Priority No. 3: Increase Organizational Effectiveness and Efficiency

## PUBLIC HEARING ITEM 16.2

### **Background**

On September 22, 2024, Governor Newsom signed Assembly Bill 2561 into law, making it effective January 1, 2025. AB 2561 added Government Code section 3502.3 to the Meyers-Milias-Brown Act, which is the body of law that governs collective bargaining and labor relations at the local government level.

The new law requires local government agencies to comply with the following:

- Hold a public hearing before the governing board at least once per fiscal year and present the status of vacancies and recruitment and retention efforts as well as identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process; if the governing board will be adopting an annual budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget;
- If the vacancy rate in a bargaining unit is at least 20 percent, upon the request of the relevant bargaining unit, the agency must present the following additional information: the total number of vacancies within the bargaining unit; the total number of applicants for vacant positions within the bargaining unit; the average number of days to complete the hiring process from when a position is posted; and opportunities to improve compensation and other working conditions ; and
- Allow recognized employee organizations for bargaining units to make presentations at the public hearing.

The City currently has three bargaining units: the Police Officers' Association (POA), the Service Employees International Union (Local 521, called SEIU), and the Management Employees' Association (MEA). By email dated May 6, 2025, the City invited all three bargaining units to make presentations at this public hearing.

### **Analysis**

As of May 1, 2025, the vacancy rate for the City of East Palo Alto totals 13.1 percent (including two Police Recruits as part of the vacancy for POA). This figure is based on the bargaining unit full-time equivalent (FTE) positions recently added in the mid-year personnel update for Fiscal Year 2024-25 approved on March 18, 2025. More specifically:

- For the POA, there are a total of 33 sworn positions in the City, 29 of which are filled. The four vacancies yield a POA vacancy rate of 12.12 percent. This includes two recruits as part of the vacancy data for POA. Once they graduate around midyear this upcoming fiscal year, they will be promoted into the sworn Police Officer classification; this will further lower our vacancy rate in the POA to 6.06 percent.
- In SEIU, there are a total of 46.25 positions citywide, 40.25 of which are filled. The six vacancies yield a vacancy rate of 12.97 percent. Also, the City is currently in the active recruitment process for four SEIU positions. We have received over 250 applications

## PUBLIC HEARING ITEM 16.2

and will be able to hire highly qualified candidates, which will lower SEIU's vacancy rate to 6.67 percent.

- In MEA, there are a total of 20 positions citywide, 17 of which are filled. The three vacancies yield an MEA vacancy rate of 15 percent. The City is currently in two active MEA recruitment processes. We have received over 45 applications and will be able to hire highly qualified candidates, which will lower our vacancy rate to 5 percent.

The City's vacancy rate remained steady over the past fiscal year, which was a result of direct recruiting efforts through online government job boards, social media postings, university outreach, staff networking, and not to mention the approval of recruitment and retention bonuses approved on March 4, 2025. The City reduced the overall vacancy rate following the recovery from the COVID-19 pandemic. At this time, in light of the current efforts by the City outlined below, staff is recommending no changes to policies, procedures, or recruitment activities that may lead to obstacles in the hiring process.

### ***Recruitment and Retention Efforts***

The City has made some critical improvements in recruitment and retention efforts in the past two years that are worth highlighting.

#### *1. Implemented an extensive targeted marketing strategy:*

In addition to executive recruiter support, the City advertises job opportunities through paid and free professional and industry-specific job boards, such as the Municipal Management Association of Northern California (MMANC), Municipal Management Association of Southern California (MMANSC), California Society of Municipal Finance Officers (CSMFO), Government Finance Officers Association (GFOA), American Public Works Association (APWA), Society of Women Engineers (SWE), American Planning Association, California City News, International Code Council (ICC), CA Chief Building Official Association, International Association of Plumbing and Mechanics Officials (IAPMO), Affordable Housing Jobs, Inc., Diversity Jobs, Government Jobs, CA Parks and Recreation Society (CPRS), National Grants Management Association (NGMA), Grant Professionals Association, etc.

These job boards, in addition to virtual platforms, have been effective in recruiting for hard-to-fill positions. The Human Resources team has also been able to utilize the City's social media channels, such as LinkedIn, Indeed.com, Handshake, and Instagram, for broader visibility.

#### *2. Recruitment and Retention Sign-on Bonus Program:*

On March 4, 2025, staff recommended expanding the recruitment and retention sign-on bonus program to offer targeted sign-on bonuses. This strategy was designed to attract qualified candidates in this highly competitive job market where traditional recruitment efforts have not been enough. For example, the Chief Building Official role faces intense regional competition, and the part-time Shuttle Van Driver position has remained vacant for over two years, directly impacting senior services. Offering structured bonuses at key employment milestones provides a strong incentive for applicants to join and stay with the City to establish stability and

## PUBLIC HEARING ITEM 16.2

knowledge retention within the organization. This program will run through June 30, 2027, serving as a critical tool to recruit talent.

The bonus structure is as follows:

- Police Officers – \$10,000 after successfully completing the Field Training Program, \$10,000 after passing probation, and \$10,000 after thirty-six months in paid status.
- Shuttle Van Drivers – \$2,500 upon hiring, \$2,500 after probation, and \$2,500 after one year.
- Chief Building Official – \$7,500 upon hiring, \$7,500 after one year, and one-third after two years.

### *3. Review of Job Classifications and Classification Organizational Need:*

Before opening a recruitment, Human Resources reviews the job classifications with the hiring manager to ensure accuracy in job duties and requirements and works with union representatives, if applicable, on proposed changes. Aligning job classifications with industry standards and the City's immediate and long-term needs helps recruit the right talent. This strategy has contributed to increasing the number of qualified applications per recruitment.

### *4. Enhanced our New Hire Orientation Program:*

The City has enhanced its in-person new hire orientation program, not just to onboard employees, but to welcome them into something greater: a connected, compassionate team dedicated to serving East Palo Alto! So, rather than just the hour or so orientation on the first day, quarterly the City offers a full day program for all employees hired that prior quarter. In that day, all the Department Heads present about their departments' roles, we review key City protocols, and we impart upon our new employees our organizational values and critical mission of serving our residents. Staff also provides the new employees with a full binder (virtually or printed, as desired) of critical information and answers to common questions. This binder is new, so it will continue to be improved as we get more feedback from employees.

### *5. Initiated Employee Appreciation Events:*

The City holds an employee appreciation picnic every summer, as well as a Halloween pumpkin carving competition, and the December holidays luncheon (at which time we recognize employees who have been with the organization for extended periods of time). November has been recognized as our Citywide Gratitude Month, which consists of various employee appreciation events such as Let's TACOabout Gratitude and A LATTE to be Grateful For.

There are events held by certain departments or locations: for example, the Tate Street office holds some barbecues throughout the year and decorate cubicles for birthdays, and City Hall now hosts monthly birthday celebrations. These events are not held in every organization, and they are often some of the first cuts cities make when budgets are tight. However, such events are shown to improve employee morale and increase retention rates.

### *6. Investments in Our Employees' Growth and Development*

The City also invests in our employees' growth and development. We are sending employees to classes, webinars and conferences so they learn new skills, meet their peers in neighboring organizations, and bond with their fellow employees. Most recently, the Municipal Management Association of Northern California (MMANC) hosted a one-day Women's Leadership Summit in Oakland, and we sent a delegation of 12 women from various departments around the City. HR also began a training series in the last two years and is adding to that series this coming year with classes regarding Self-Development- The Road to Balance: Your Work & Family Life, Administrative Training Day, Communication- Creating Healthy Team, Active Shooter Training, CPR & 1<sup>st</sup> Aid, Health & Wellness- Digital Distractions: Use technology, Don't Let it Use You, Time Management- The Struggle is Real. Strategies for Time Management, Strategies for Effective Dialogue and Critical Conversations, Mastering the Delivery of Employee Performance (EPR) Reviews, Multigenerational Workplace, Recognizing a Colleague in Need, and so much more! Again, this is not just fun; it is a proven technique to increase employee engagement through investment in their success, which in turn creates employee loyalty and increases retention.

#### ***Council's Investment in These Efforts***

Our low vacancy rates are neither coincidental nor obvious as government organizations around the State struggle to recruit and retain qualified employees. On September 5, 2023, the City Council authorized three HR support agreements totaling up to \$320,000. This proactive and impactful investment allowed the City to stay ahead of the game in strengthening recruitment and marketing efforts well before AB 2561 became the law. This strategic allocation of resources positioned the City to effectively address evolving workforce needs and has resulted in a more resilient and responsive HR infrastructure.

This forward-thinking action laid the foundation for compliance with new mandates under AB 2561. State law also requires transparency in hiring metrics and collaboration with employee organizations. Because of the City's early and strategic HR investments, we are well-positioned to meet these new State requirements with confidence and credibility.

To maintain building on this success, staff will soon be coming forward with a request for proposals (RFP) to continue this momentum and ensure that the City remains below the 20 percent per bargaining unit vacancy threshold. This continued focus shows our commitment to maintaining a stable and high-performing workforce that meets the needs of our community.

#### **Fiscal Impact**

Staff is not asking for additional appropriation at this time. We will only use funds approved in regular budget process.

#### **Public Notice**

## PUBLIC HEARING ITEM 16.2

The public was provided notice by making the agenda and report available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

### **Environmental**

The proposed action does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

### **Government Code § 84308**

Applicability of Levine Act: No, as the proposed action does not involve an entitlement.

Analysis of Levine Act Compliance: Not applicable.

### **Attachments**

1. Resolution

**RESOLUTION NO. XX– 2025**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF EAST PALO ALTO**

**ACCEPTING THE REPORT REGARDING THE STATUS OF VACANCIES, RECRUITMENTS, AND  
RETENTION EFFORTS PURSUANT TO ASSEMBLY BILL 2561, ACCEPT RECOMMENDED  
CHANGES TO POLICIES, PROCEDURES AND RECRUITMENT ACTIVITIES (IF APPLICABLE),  
RECEIVE PRESENTATIONS FROM RECOGNIZED BARGAINING UNITS (IF APPLICABLE)**

**WHEREAS**, on September 22, 2024, Governor Newsom signed Assembly Bill 2561 (AB 2561) into law, making it effective January 1, 2025. AB 2561 added Government Code section 3502.3 to the Meyers-Milias-Brown Act, which is the body of law that governs collective bargaining and labor relations at the local government level; and

**WHEREAS**, the new law requires local government agencies to hold a public hearing before the governing board at least once per fiscal year and present the status of vacancies and recruitment and retention efforts as well as identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process; and

**WHEREAS**, if the vacancy rate in a bargaining unit is at least 20 percent, upon the request of the relevant bargaining unit, the agency must present additional information; and

**WHEREAS**, AB 2561 requires local government agencies to allow recognized employee organizations for bargaining units to make presentations at this public hearing; and

**WHEREAS**, by email dated May 6, 2025, the City invited all three bargaining units to make presentations at this public hearing; and

**WHEREAS**, the City Council made a proactive and impactful investment in recruitment and retention by approving three HR support agreements totaling up to \$320,000 on September 5, 2023, well before AB 2561 became a legal requirement, making us well-positioned to meet these new State requirements with confidence and credibility.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of East Palo Alto hereby:

1. Finds the foregoing recitals are true and correct, and are incorporated by this action: and
2. Accept the report regarding the status of the City’s vacancies, recruitment, and retention efforts pursuant to Assembly Bill 2561, as is provided in more detail in the related staff report, and which states:
  - a. For the Police Officers’ Association (POA), there are a total of 33 sworn positions in the City, 29 of which are filled; the four vacancies yield a POA vacancy rate of 12.12 percent;

- b. In the Service Employees International Union (Local 521, called SEIU), there are a total of 46.25 positions citywide, 40.25 of which are filled; the six vacancies yield a vacancy rate of 12.97 percent;
  - c. In the Management Employees' Association (MEA), there are a total of 20 positions citywide, 17 of which are filled; the three vacancies yield an MEA vacancy rate of 15 percent;
  - d. The City has utilized a wide variety of recruitment and retention techniques, including but not limited to implementing an extensive targeted marketing strategy, creating and maintaining a recruitment and retention sign-on bonus program, reviewing job classifications, enhancing our new hire orientation, initiating employee appreciation events, and investing in our employees' growth and development; and
3. Find that the proposed action does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of May 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Martha Barragan, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
James Colin, City Clerk

\_\_\_\_\_  
John D. Lê, City Attorney



# **EAST PALO ALTO CITY COUNCIL STAFF REPORT**

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**DATE:** May 20, 2025  
**TO:** Honorable Mayor and Members of the City Council  
**VIA:** Melvin E. Gaines, City Manager  
**BY:** James Colin, City Clerk  
**SUBJECT:** Commission Appointments

---

## **Recommendation**

Interview the applicants for the Rent Stabilization Board and the Planning Commission; and appoint applicants for Regular or Alternate Seats for all bodies.

## **Alignment with City Council Strategic Plan**

This recommendation is primarily aligned with:

Priority No. 1: Promote Housing, Economic and Workforce Development  
Priority No. 3: Promote Health & Public Safety  
Priority No. 4: Ensure Our Financial and Organizational Health

## **Background**

The City Council of the City of East Palo Alto is seeking candidates to make the following appointments:

### **Rent Stabilization Board appointments for the following terms:**

Regular Seat No. 7: From May 31, 2025, through May 31, 2028  
Alternate Seat No. 1: From May 31, 2025, through May 31, 2028

## **POLICY AND ACTION ITEM 17.1**

### **Planning Commission appointments for the following terms:**

Regular Seat No. 3: From July 8, 2025, through May 31, 2028

Regular Seat No. 4: From July 8, 2025, through May 31, 2028

Alternate Seat No. 1: From May 31, 2025, through May 31, 2026

The application period will be open through May 20, 2025. The City accepted applications electronically via the SurveyMonkey platform. The City conducted outreach through its social media outlets in hopes of attracting more applicants, and additionally engaged in in-person outreach efforts to ensure a comprehensive approach to the outreach process. These outlets included various newsletters disseminated to over 4,000 residents, Facebook ads, and the City website.

### **Selection Process**

In order to ensure an efficient and transparent Brown Act compliant selection process, the procedure for review is as follows:

1. City Council will review the applications attached to the May 20, 2025, agenda.
2. City Council will be provided with a voting form at the beginning of the agenda item from the City Clerk.
3. City Council will conduct interviews.
4. City Council will make its selections by motion.

### **Attachments**

1. Rent Stabilization Board Applications
2. Planning Commission Applications

#1

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, April 08, 2025 5:36:05 PM  
**Last Modified:** Tuesday, April 08, 2025 5:42:29 PM  
**Time Spent:** 00:06:23  
**IP Address:** [REDACTED]

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Page 1: Planning Commission Application

**Q1**

Name

Christopher Kao

---

**Q2**

Home Address

[REDACTED]

---

**Q3**

City

East Palo Alto

---

**Q4**

E-mail Address

[REDACTED]

---

**Q5**

Phone Number

[REDACTED]

---

**Q6**

Yes

Are you available to attend regular Commission meetings scheduled for the second and fourth Monday's of every month at 7:00 pm?

---

**Q7**

Why would you like to serve on the Planning Commission?

I would like to serve on the Planning Commission because I care deeply about East Palo Alto's future and have already been actively involved in shaping it. As the chair of the Public Works and Transportation Commission, I've worked collaboratively to research infrastructure funding, improve ADA accessibility, and enhance pedestrian safety through efforts like the temporary traffic circles on Pulgas and Fordham. My engagement with the Ravenswood Business District Specific Plan update reflects my long-term commitment to thoughtful development: I proactively shared transportation data with the city's consultants, such as SamTrans' plans for Bus Rapid Transit and the launch of the EPX route, to help ensure our transit models reflect both present and future needs. I want to bring this same energy and follow-through to the Planning Commission, especially now that the specific plan is entering a phase where implementation decisions will have a lasting impact on the community.

My vision for East Palo Alto is a walkable, mixed-use, multimodal city that meets the aspirations of current residents and future generations. I believe the next evolution of the Planning Commission must include voices that understand both the need for inclusive growth and the importance of preventing displacement. I'm part of a generation that sees thriving, connected places like Cityline in downtown Sunnyvale or Huxley in Redwood City and wants to see something similar—yet rooted in EPA's values—emerge here. I know that the Ravenswood and Four Corners area, located within 0.5 miles of a major transit stop, is a unique opportunity zone for equitable development. With three years of commission experience, a record of community-oriented action, and a commitment to collaboration, I hope to bring a balanced, thoughtful perspective to the Planning Commission that reflects the city's diversity and long-term interests.

---

#2

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, April 23, 2025 10:12:33 AM  
**Last Modified:** Wednesday, April 23, 2025 10:18:55 AM  
**Time Spent:** 00:06:21  
**IP Address:** [REDACTED]

---

Page 1: Planning Commission Application

**Q1**

Name

Tonga Victoria

---

**Q2**

Home Address

[REDACTED]

---

**Q3**

City

East Palo Alto

---

**Q4**

E-mail Address

[REDACTED]

---

**Q5**

Phone Number

[REDACTED]

---

**Q6**

Yes

Are you available to attend regular Commission meetings scheduled for the second and fourth Monday's of every month at 7:00 pm?

---

**Q7**

Why would you like to serve on the Planning Commission?

I would like to serve on the Planning Commission because I believe equitable development is the cornerstone of a just and thriving city. As someone who was born and raised in East Palo Alto, and who has spent over a decade working at the intersection of housing, policy, and community voice, I understand how planning decisions today will define the future of our neighborhoods for generations. As a current Public Works & Transportation Commissioner, I've already helped shape infrastructure conversations around mobility, youth access, and environmental resilience. I see the Planning Commission as a next step to ensure our general plan, zoning, and development projects uphold principles of racial and economic justice, sustainability, and long-term community benefit.

My approach is rooted in transparency, inclusion, and proactive collaboration. I want to help ensure that as our city grows, it grows with intention—preserving the cultural integrity of East Palo Alto while creating real pathways to affordability, ownership, and opportunity for all.

---

#3

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, April 24, 2025 4:34:50 AM  
**Last Modified:** Thursday, April 24, 2025 5:11:56 AM  
**Time Spent:** 00:37:06  
**IP Address:** [REDACTED]

---

Page 1: Planning Commission Application

**Q1**

Name

Elena Savva

---

**Q2**

Home Address

[REDACTED]

---

**Q3**

City

East Palo Alto

---

**Q4**

E-mail Address

[REDACTED]

---

**Q5**

Phone Number

[REDACTED]

---

**Q6**

Yes

Are you available to attend regular Commission meetings scheduled for the second and fourth Monday's of every month at 7:00 pm?

---

**Q7**

Why would you like to serve on the Planning Commission?

Serving on the Planning Commission isn't just a civic duty for me a chance to actively shape the future of our town. I want to be a thoughtful voice, advocating for growth that respects and enhances the very fabric of our neighborhoods and the natural beauty that surrounds us. Beyond connection to our community, I also feel a strong sense of responsibility to participate actively in our local governance. I genuinely believe that each of us has a role to play in shaping our future. I understand that the decisions made by the Planning Commission have long-lasting ripples, and I'm prepared to dedicate the necessary time and energy to delve into each proposal, understand the nuances of our regulations, and make well-informed choices that genuinely serve the best interests of our entire community. I have architect degree. My years of training and professional experience have given me an understanding of how spaces work, the principles that guide good design, the practicalities of building codes, and the real-world implications of planning policies. I believe this allows me to offer meaningful perspectives on the feasibility and overall quality of development projects and I genuinely believe my expertise can be an asset in shaping a brighter future for our community.

---

#4

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, April 25, 2025 10:04:55 AM  
**Last Modified:** Friday, April 25, 2025 10:06:51 AM  
**Time Spent:** 00:01:56  
**IP Address:** [REDACTED]

---

Page 1: Planning Commission Application

**Q1**

Name

Elena Kogan

---

**Q2**

Home Address

[REDACTED]

---

**Q3**

City

East Palo Alto

---

**Q4**

E-mail Address

[REDACTED]

---

**Q5**

Phone Number

[REDACTED]

---

**Q6**

Yes

Are you available to attend regular Commission meetings scheduled for the second and fourth Monday's of every month at 7:00 pm?

---

**Q7**

Why would you like to serve on the Planning Commission?

Because I am passionate about the city where I and my family have lived for 25 years. I want to see it improve and thrive.

---

#5

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, May 02, 2025 6:47:43 AM  
**Last Modified:** Friday, May 02, 2025 7:15:27 AM  
**Time Spent:** 00:27:44  
**IP Address:** [REDACTED]

---

Page 1: Planning Commission Application

**Q1**

Name

Michael Mashack

---

**Q2**

Home Address

[REDACTED]

---

**Q3**

City

East Palo Alto

---

**Q4**

Respondent skipped this question

E-mail Address

---

**Q5**

Phone Number

[REDACTED]

---

**Q6**

Yes

Are you available to attend regular Commission meetings scheduled for the second and fourth Monday's of every month at 7:00 pm?

---

**Q7**

Why would you like to serve on the Planning Commission?

Having grown up in the Gardens neighborhood where I raised my children, coached youth sports, maintain an active leadership role as a YMCA Board Member, and have served on various City Boards, Committees, and Commissions, I understand the hopes and concerns of our East Palo Alto families, seniors, and small businesses. Witnessing firsthand and in real-time, East Palo Alto's rapid growth and the pressures of displacement, I want to help ensure that new development reflects and uplifts the needs of all East Palo Alto residents.

I'm eager to continue serving on the East Palo Alto Planning Commission, where I've proudly led the commission as the Chair of the Commission for the past two years. During my tenure, I've helped guide complex, community centered land use decisions such as the RBD Specific Plan and Housing Element Compliance, affordable housing policy to open space planning, and I remain committed to ensuring our rapid growth benefits all residents.

I want East Palo Alto to be a model of thoughtful urban growth: one that balances new economic opportunity with social equity, green infrastructure with neighborhood scale, and pedestrian safety with regional connectivity. By serving on the Planning Commission, I will continue to work to integrate innovative sustainability standards, strengthen zoning protections for small scale entrepreneurs, and expand community outreach so that every resident, regardless of background or income, can participate meaningfully in shaping our city's future.

Thank you for considering my application. I'm committed to continuing the investment of my time, energy, and local knowledge to help guide East Palo Alto's next chapter of growth in a way that honors its past and empowers its people.

---

#6

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
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**Last Modified:** Tuesday, May 06, 2025 6:30:18 PM  
**Time Spent:** 00:16:54  
**IP Address:** [REDACTED]

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Page 1: Planning Commission Application

**Q1**

Name

DeVan Taylor

---

**Q2**

Home Address

[REDACTED]

---

**Q3**

Respondent skipped this question

City

---

**Q4**

Respondent skipped this question

E-mail Address

---

**Q5**

Phone Number

[REDACTED]

---

**Q6**

Yes

Are you available to attend regular Commission meetings scheduled for the second and fourth Monday's of every month at 7:00 pm?

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**Q7**

Why would you like to serve on the Planning Commission?

I would like to serve on the Planning Commission because I care deeply about preserving and uplifting the values, voices, and vision of East Palo Alto residents. Our city has a rich history of cultural diversity, community activism, and resilience in the face of displacement and inequity. I want to help ensure that future development reflects that legacy and is shaped with strong local input. With a background in public administration, policy development, and community engagement, I bring the tools to support planning decisions that prioritize affordability, environmental sustainability, and inclusive growth. I believe planning is not just about buildings and zoning — it's about creating a city where families can stay rooted, where elders can age with dignity, and where future generations feel a sense of belonging. My goal is to support development that includes local voices, celebrates our cultural heritage, and ensures that East Palo Alto's residents remain at the center of its future.

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#7

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
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**Last Modified:** Thursday, May 08, 2025 2:36:32 PM  
**Time Spent:** 00:04:06  
**IP Address:** [REDACTED]

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Page 1: Planning Commission Application

**Q1**

Name

Maria Rocha

---

**Q2**

Home Address

[REDACTED]

---

**Q3**

City

East Palo Alto, CA 94303

---

**Q4**

E-mail Address

[REDACTED]

---

**Q5**

Phone Number

[REDACTED]

---

**Q6**

Yes

Are you available to attend regular Commission meetings scheduled for the second and fourth Monday's of every month at 7:00 pm?

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**Q7**

Why would you like to serve on the Planning Commission?

I would like to serve on the Planning Commission because East Palo Alto is not just where I live—it's where I was raised, where I taught, and where I've chosen to raise my own family. As a second-generation resident with deep community ties, I have seen our city grow through both challenges and triumphs. My lived experiences—as a student, educator, mother, and public servant—have given me a unique understanding of our community's needs, especially around responsible development, housing, and infrastructure.

I believe thoughtful planning should center the voices of long-standing residents, prioritize equity, and preserve the rich cultural and historical fabric of East Palo Alto. With my professional background in project management, policy writing, and access control at Stanford, I bring skills in collaboration, safety, and sustainability that I believe can support the city's growth in a balanced and community-driven way. This is my opportunity to give back in a tangible way to the city that has shaped me.

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#8

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Thursday, May 08, 2025 5:12:36 PM  
**Last Modified:** Thursday, May 08, 2025 5:31:02 PM  
**Time Spent:** 00:18:26  
**IP Address:** [REDACTED]

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Page 1: Planning Commission Application

**Q1**

Name

Robert Allen Fisk

---

**Q2**

Home Address

[REDACTED]

---

**Q3**

City

East Palo Alto, CA 94303

---

**Q4**

Respondent skipped this question

E-mail Address

---

**Q5**

Phone Number

[REDACTED]

---

**Q6**

Yes

Are you available to attend regular Commission meetings scheduled for the second and fourth Monday's of every month at 7:00 pm?

---

**Q7**

Why would you like to serve on the Planning Commission?

I am a senior member of the commission having served for the last decade. I am knowledgeable of developments in the city, past, present and future (yet to be built). At my urging and participation, I am responsible for the city adopting the Condo Conversion Ordinance (limitations) and the Ellis Act Mitigations (financial and tenant protections). In addition, I have served as Treasurer for the last 4 city propositions (JJ, V, L, HH) and was responsible for tracking income and expenses and filing 410s, 460s and other required FPPC documents with the city clerk.

Here is additional information that you may want to review that I provided in previous appointment applications.

=====

What is your understanding of the purpose of this Advisory body?

Since the commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects, I see clearly that the Commission serves as one of the recommending bodies to the City Council for major subdivision, rezoning, conditional use permits and planned unit development permits. All developers need to be treated fairly and equitably as do our citizens by requiring quality construction and planning that serves all our citizen needs including maximizing community benefits.

Please describe briefly why you want to serve on the Board, Commission, or Committee you choose, and what you hope to accomplish as a member:

Preserve affordable housing, add additional affordable housing (BMRs), and prevent resident displacement.

Please list 3 issues facing the City that you feel the Advisory Body should address:

(1)Traffic and (2) parking impacts in upcoming projects should not be considered separately but altogether. Three projects will affect the University Avenue corridor: two at Woodland Ave, one at Donohoe, and one at Bay Road. Plus we need to leverage all projects to provide the (3) maximum community benefits.

**EDUCATIONAL & OCCUPATIONAL BACKGROUND:**

Education: B.S., Biology, University of Massachusetts, Amherst  
M.A., Biology, University of California, Berkeley (candidate)  
NeuroBiology, NeuroChemistry, coursework (Stanford University)  
A+ Certification, CompTIA, Networking Essentials, Cisco/Sun Academy  
Unix System Administration Certificates. OICW, Menlo Park

Occupation: Retired

Prior work experience includes:

Systems Engineer, Information Technology, Sun Microsystems, and Tandy Corporation;  
Research Associate (Biotechnology) at Syntex Corporation & Syntex Research;  
Neurology Research, Veteran's Administration Hospital and Stanford University;  
Electron Microscopy, UCSF Medical Center, San Francisco;  
Property Manager, J&R Associates, East Palo Alto

COMMUNITY INVOLVEMENT: Do you/ did you belong to any other Civic affiliations? Did you participate in any community activities? Please list them and share your experiences:

Planning Commissioner:

## Planning Commission Application 2025

PC Sub-Committee on Subdivisions, Chair; PC Sub-Committee on Condominium Conversion; PC Liaison to Westside Area Plan Advisory Committee

Rent Stabilization Board Member (Chair, 2005):

RSB Sub-Committees: (1) Rules & Regulations; (2) Operational Excellence

RSB Ad-hoc Committee on Condominium Conversion; Joint PC/RSB Condo Conversion

Syntex Corporation, Veterinary Explorer Post Leader 1977-78

Syntex Research, Safety Committee (Radioactive, Bio-hazardous, & other Toxic Wastes)

Filoli Gardens and Nature Preserve (1 square mile) and a National Trust Site for Historic Preservation in Woodside

Nature Education Docent and House & Garden Docent; School Day Hikes (2 miles) for students (grades 1-5)

I attended all the Westside Area Plan Advisory Committee and GPAC meetings as well as other General Plan community meetings at the YMCA and the RSB and the consultant led city hall workshops. Attended YUCA and Woodland Park community meetings.

Measure HH +V campaigns: accounting, website maintenance, and outreach efforts in 2018 &2020 and other campaigns notably the NO on E(victions) and JOP campaigns in the past.

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#9

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, May 09, 2025 1:13:02 AM  
**Last Modified:** Friday, May 09, 2025 1:15:56 AM  
**Time Spent:** 00:02:53  
**IP Address:** [REDACTED]

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Page 1: Planning Commission Application

**Q1**

Name

Andre Guzman

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**Q2**

Home Address

[REDACTED]

---

**Q3**

City

East Palo Alto

---

**Q4**

E-mail Address

[REDACTED]

---

**Q5**

Phone Number

[REDACTED]

---

**Q6**

Yes

Are you available to attend regular Commission meetings scheduled for the second and fourth Monday's of every month at 7:00 pm?

---

**Q7**

Why would you like to serve on the Planning Commission?

To continue to grow roots deep in the community and develop a better east palo alto. My grandfather was on a few of the first commission boards prior to the city being incorporated. East Palo Alto has been home to us for decades.

---

#1

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, April 09, 2025 8:21:56 PM  
**Last Modified:** Wednesday, April 09, 2025 8:23:49 PM  
**Time Spent:** 00:01:52  
**IP Address:** [REDACTED]

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Page 1: Rent Stabilization Board Application

**Q1**

Name

Porchea Fort

---

**Q2**

Home Address

[REDACTED]

---

**Q3**

Respondent skipped this question

City

---

**Q4**

E-mail Address

[REDACTED]

---

**Q5**

Phone Number

[REDACTED]

---

**Q6**

Yes

Are you available to attend regular Board meetings scheduled for the second Wednesday of every month at 7:00 pm?

---

**Q7**

Why would you like to serve on the Rent Stabilization Board?

As an epa native I cannot afford to live by myself in a town I grew up in and I want to make an impact for those people who are in similar situations as me.

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#2

**COMPLETE**

Collector: Web Link 1 (Web Link)  
Started: Tuesday, May 06, 2025 6:29:08 PM  
Last Modified: Tuesday, May 06, 2025 6:30:15 PM  
Time Spent: 00:01:07  
IP Address: [REDACTED]

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Page 1: Rent Stabilization Board Application

**Q1**

Name

DeVan Taylor

---

**Q2**

Home Address

[REDACTED]

---

**Q3**

Respondent skipped this question

City

---

**Q4**

Respondent skipped this question

E-mail Address

---

**Q5**

Phone Number

[REDACTED]

---

**Q6**

Yes

Are you available to attend regular Board meetings scheduled for the second Wednesday of every month at 7:00 pm?

---

**Q7**

Why would you like to serve on the Rent Stabilization Board?

I would like to serve on the Rent Stabilization Board because I believe that stable, affordable housing is essential to preserving the soul of East Palo Alto. Our community has a long and proud history shaped by generations of Black, Latino, Pacific Islander, and immigrant families, and I want to help protect that legacy. With professional experience in labor relations, municipal consulting, and public policy, I understand how to navigate complex regulations while advocating for fairness and transparency. I am committed to policies that protect tenants from displacement, honor the rights of property owners, and center the voices of those most affected by housing instability. I also believe strongly in encouraging local buy-in — ensuring that residents are not just informed about housing decisions, but are part of shaping them. Serving on this board would allow me to support housing justice efforts that ensure East Palo Alto remains a place where people can build futures, stay rooted, and age with dignity.

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# **EAST PALO ALTO CITY COUNCIL STAFF REPORT**

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**DATE:** May 20, 2025

**TO:** Honorable Mayor and Members of the City Council

**VIA:** Melvin E. Gaines, City Manager

**BY:** Shiri Klima, Assistant City Manager  
Maurice Baker, Community Services Manager

**SUBJECT:** 2025 Transient Occupancy Tax Grants Recommendations

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## **Recommendation**

Adopt a resolution:

1. Authorizing: the City Manager to award twelve grants to the following organizations for acceptance into the 2025 Transient Occupancy Tax grants program, in a form approved by the City Attorney, for \$30,000 each, in a programmatic amount not-to-exceed \$360,000:
  - a. Boys & Girls Club of the Peninsula;
  - b. Fit to the Core;
  - c. Paxton Sports Academy;
  - d. Live In Peace;
  - e. Mid-Peninsula Athletic Association;
  - f. Fresh Approach;
  - g. East Palo Alto Greyhounds Youth Sports Club;
  - h. Hope Horizon;
  - i. Youth Community Service;
  - j. EPACENTER;
  - k. East Palo Alto Community Media Center; and
  - l. East Palo Alto Tennis & Tutoring; and
2. Finding that the proposed action does not constitute a “project” with the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

## **Alignment with City Council Strategic Plan**

Priority: Enhance Community Services and Parks for Residents

## POLICY AND ACTION 17.2

### Background

Chapter 3.68 of the Municipal Code, the uniform transient occupancy tax (TOT ordinance), establishes the imposition of a 12 percent tax on “hotel” stays. Hotels are broadly defined and include hotels, motels, lodging houses, apartment houses, dormitory and other similar structures occupied by transients for dwelling, lodging or sleeping purposes. Transient stays are defined as stays for 30 or fewer consecutive days. This tax was originally imposed by the voters in 1998. In 2002, East Palo Alto voters modified the TOT ordinance to require the dedication of 10 percent of TOT revenue to affordable housing and 10 percent to children, youth and family services, including senior citizens (CYFS).

According to the Municipal Code Section 3.68.150, CYFS revenues can only be used to:

1. Support comprehensive, integrated, and community-based systems of services and support systems for children, youth, and their families and seniors to promote individual and community health, recreation, and cultural arts, and;
2. Fund grants or loans to nonprofit service providers headquartered in East Palo Alto or for which a majority of clients served are East Palo Alto residents.

In Spring 2014, the City Council adopted a policy to use a Community Grants Review Panel (Panel) comprised of East Palo Alto residents, business owners, and industry experts to review and rank proposals for CYFS funds. The City works with the Panel annually to make CYFS funding recommendations to the City Council. This year, the Panel volunteered to review, rank and select among twenty applications. That group was comprised of:

- Alma Pulido (Grant-Making Expert);
- Adora Manalo (Four Seasons Representative);
- Debra Turner (Small Business Expert/Representative);
- Michelle Goudeaux (Large Business Expert/Representative); and
- Q. Smith (Community Resident)

For the FY25-26 budget, staff proposed a \$350,000 (\$200,000 from Recreation and \$150,000 from Senior Services) request from the CYFS portion of the Transient Occupancy Tax fund. These funds would go towards fulfilling the grants approved by City Council. On March 18, 2025, City Council approved the recommendation of staff to increase the maximum grant award amount to \$75,000 and accept only ten to twelve organizations per grant cycle.

### TOT Grant Timeline for 2025

Staff maintained the following process for releasing the TOT grants program this year:

- **March 24, 2025**- Released Notice of Funding Availability (NOFA).
- **April 4, 2025**- Hosted two mandatory informational sessions for potential applicants. 50 people attended the sessions.



## POLICY AND ACTION 17.2

- **April 9, 2025**- Closed the period for potential applicants to submit clarifying questions.
- **April 11, 2025** - Posted responses to questions for all see
- **April 25, 2025**- Received 25 total applications by the 3:00pm application deadline.
- **April 25-28, 2025**- Reviewed applications for completeness and moved 20 complete applications forward for Panel review.
- **April 29- May 2, 2025**- Panel performed independent review, discussed options, and determined final recommendations.

### Analysis

Staff provided an initial rubric that proposed the following criteria for a total overall score of 50 points:

1. Application Completeness (10 points)
2. Majority of the proposed population to be served are East Palo Alto residents (5 points)
3. Number of projected clients served (5 points)
4. Measurable outcomes, indicators and objectives(10 points)
5. Mechanisms for success measurement (5 points)
6. Program impact (10 points)
7. Projected hours of programming (5 points)

Following a substantive two-hour discussion and thoughtful considerations, the Panel asked to revise the criteria by omitting the Completeness criterion (as this was already performed by staff), giving more weight to the category related to East Palo Alto residents making up the majority of the population to be served, and increasing the total point maximum from 50 to 60 points. The Panel's final rubric, upon which its members each scored the twenty applications, is attached to this report.

The chart below lists the twenty applicant organizations with their respective areas of focus and requested amounts of funding. The organizations are listed in the order the Panel ranked them: in other words, the Boys & Girls Club received the highest score of any organization, then Fit to the Core, and so forth.

	<b>Organization</b>	<b>Area of Focus*</b>	<b>Requested Funding</b>	<b>Recommended Amount</b>
1	Boys & Girls Club of Peninsula	Children/Youth	\$75,000	\$30,000
2	Fit to the Core	Seniors	\$40,000	\$30,000
3	Paxton Sports Academy	Children/Youth	\$75,000	\$30,000
4	Live in Peace	Children/Youth	\$75,000	\$30,000
5	Mid-Peninsula Athletic Association	Children/Youth	\$37,500	\$30,000
6	Fresh Approach	Families	\$38,155	\$30,000
7	EPA Greyhounds Youth Sports	Children/Youth	\$75,000	\$30,000
8	Hope Horizon	Children/Youth, Families	\$75,000	\$30,000
9	Youth Community Service	Children/Youth,	\$75,000	\$30,000



## POLICY AND ACTION 17.2

	Organization	Area of Focus*	Requested Funding	Recommended Amount
		Seniors		
10	EPACENTER	Families/Seniors	\$75,000	\$30,000
11	EPA Community Media Center	Children/Youth	\$48,044	\$30,000
12	EPA Tennis & Tutoring	Children/Youth, Families	\$75,000	\$30,000
13	Mannakin Dance & Theater	Children/Youth	\$75,000	-
14	Lewis & Joan Platt EPA Family YMCA	Seniors	\$68,280	-
15	Nuestra Casa	Families	\$50,875	-
16	Live Music Fostering Community	Families	\$13,850	-
17	Foundation for a College Education	Children/Youth	\$75,000	-
18	Bay Area Urban Eagles	Children/Youth	\$75,000	-
19	EPA Peninsula Rugby Club	Children/Youth	\$53,500	-
20	Beyond Barriers Athletic Club	Children/Youth	\$20,000	-
	<b>Total</b>		\$1,195,204	\$360,000

\* 11 of these organizations are focused on children/youth, 3 on families, 2 on seniors, and 4 on a combination of age groups

The Panel's initial recommendation was to fund as many of the twenty organizations as possible. The Panel emphasized that these are great organizations doing critical work in our community, and they wished many if not all of them could receive funding.

While staff agrees with the Panel's sentiments, as we explained on March 18, 2025, staff does not currently have the capacity to oversee twenty organizations. Execution of the contracts, confirming insurance, execution of purchase orders, and paying the organizations is time-intensive, we do not have the software to streamline this process, and the City currently has one employee assigned to this task (among his many other responsibilities). Additionally, staff wants to improve the program in three critical ways this year. First, we want to establish more paperwork submission requirements for payments, creating a stronger auditing trail. Second, we want to oversee the organizations that receive the grant funds and ensure that they are serving our residents as they proposed. Third, we want to evaluate the TOT program overall to make recommendations for programmatic changes in the fall. Thus, our true capacity at this time is in overseeing ten to twelve organizations.

Given that, the Panel recommends the top twelve organizations listed in the chart above each receive a TOT grant. Upon reflection as to how much to award to each organization, the Panel considered giving varied amounts based on how much each organization requested or based on the final rankings. However, the Panel determined the top twelve organizations should each receive the same amount of \$30,000 to ensure the result was truly equitable.



## **POLICY AND ACTION 17.2**

Staff wishes to thank the Panel members for their hard work in reviewing all twenty applications thoroughly, reviewing and amending the rubric to reflect the Panel's understanding of the most important qualities, carefully ranking each application, and grappling with the final recommendations of organizations and amount. Each Panel member put in at least 15 to 20 hours into this careful evaluation, and we are grateful for their dedication to this program and to our community.

### **Fiscal Impact**

This action does not require a budget amendment. The estimated project cost of \$360,000 will be incorporated into the proposed FY 2025-26 budget.

### **Public Notice**

The public was provided notice by making the agenda and report available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto.

### **Environmental**

The action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a "project" pursuant to 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

### **Government Code § 84308**

**Applicability of Levine Act:** Yes.

**Analysis of Levine Act Compliance:** The signatories for the agreements are set forth below as "parties". Staff is unaware of any other parties or participants relevant to the Council's consideration of this item.

- Fred Sloane (Boys & Girls Club of the Peninsula)
- Nadine Rambeau (EPACENTER)
- Henrietta Burroughs (EPA Center for Community Media)
- Eric Stuart (East Palo Alto Greyhounds Youth Sports Club)
- Tracie VanHook (Fit to the Core)
- Laura DeTar (Fresh Approach)
- Josette Langevine (Hope Horizon)
- Heather Starnes-Logwood (Live in Peace)
- Jeffrey Austin (Mid-Peninsula Athletic Association)
- Tometrius Paxton (Paxton Sports Academy)
- Mora Oommen (Youth Community Services)
- Kesha Weekes (East Palo Alto Tennis & Tutoring)



## **POLICY AND ACTION 17.2**

### **Attachments**

1. Resolution
2. 2025 Grant Applications (1-10)
3. 2025 Grant Applications (11-20)
4. Final Rubric (revised)

**RESOLUTION NO. XX– 2025**

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF EAST PALO ALTO**

**AUTHORIZING THE CITY MANAGER TO AWARD AND EXECUTE AGREEMENTS WITH THE FOLLOWING TWELVE ORGANIZATIONS, IN A FORM APPROVED BY THE CITY ATTORNEY, FOR \$30,000 TO EACH ORGANIZATION, IN A PROGRAMMATIC AMOUNT NOT-TO-EXCEED \$360,000**

**WHEREAS**, the Transient Occupancy Tax (TOT) tax was established by the voters in 1998, and the TOT grants program was established when residents voted to amend the TOT tax in 2002, to provide the City with the ability to administer support to organizations who desired to conduct activity in East Palo Alto for the community; and

**WHEREAS**, each year a percentage of revenues from the City’s hotel residency tax revenues is allocated to the Children, Youth, and Family Services including Seniors for programming that is executed by local non-profits or organizations or that serves majority East Palo Alto residents, according to East Palo Alto Municipal Code 3.68.140; and

**WHEREAS**, on March 24, 2025, staff released a Notice of Funding Availability (NOFA) to the public and hosted two informational sessions on April 4, 2025; and

**WHEREAS**, at the deadline of the application period, 20 applications were received that met the criteria to move forward, and the Community Grants Review Panel narrowed that list down to its top 12 organizations through substantive discussion and thoughtful consideration for the 2025 TOT grants program; and

**WHEREAS**, the proposed grants being awarded do not constitute “projects” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines sections 15378(b)(4) because awarding such grants is a fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of East Palo Alto hereby:

1. Finds the foregoing recitals are true and correct, and are incorporated by this reference into this action; and
2. Authorizes the City Manager to award twelve grants to the following organizations for acceptance into the 2025 Transient Occupancy Tax grants program, in a form approved by the City Attorney, for \$30,000 each agreement, in a programmatic amount not-to-exceed \$360,000;
  - a. Boys & Girls Club of the Peninsula
  - b. Fit to the Core
  - c. Paxton Sports Academy
  - d. Live in Peace
  - e. Mid-Peninsula Athletic Association
  - f. Fresh Approach
  - g. East Palo Alto Greyhounds Youth Sports Club
  - h. Hope Horizon
  - i. Youth Community Service
  - j. EPACENTER
  - k. East Palo Alto Community Media Center; and
  - l. East Palo Alto Tennis & Tutoring; and
3. Finds that the action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a “project” pursuant to 15378(b)(4) because it is a fiscal activity which does not involve any commitment to any specific project which may

result in a potentially significant impact on the environment.

**PASSED AND ADOPTED** this **20th day of May 2025**, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Martha Barragan, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
James Colin, City Clerk

\_\_\_\_\_  
John D. Lê, City Attorney

### TOT Proposal Grading Rubric

Element	Rubric	TOTAL Number of Points: 60	
			Point System
Majority of Program serves EPA Residents <i>(25 points possible)</i>	It is estimated that at least 20% of program participants are East Palo Alto Residents		0
	It is estimated that at least 20% - 39% of programming of program participants are East Palo Alto Residents		5
	It is estimated that at least 40% of program participants are East Palo Alto Residents		10
	It is estimated that at least 60% of program participants are East Palo Alto Residents		15
	It is estimated that at least 80% of program participants are East Palo Alto Residents		20
	It is estimated that at least 98% of program participants are East Palo Alto Residents		25
Projected clients served <i>(5 points possible)</i>	0-9 clients		0
	10-19 clients		1
	20-29 clients		2
	30-39 clients		3
	40-49 clients		4
	50+ clients		5
Indicators & Objective <i>(10 points possible)</i>	There are no measurable indicators or objectives focused on direct service programming and impact in the proposal		0
	There is one measurable indicator or objective focused on direct service programming and impact in the proposal		2
	There are two measurable indicators or objectives focused on direct service programming and impact in the proposal		4
	There are three measurable indicators or objectives focused on direct service programming and impact in the proposal. However these indicators and objectives do not have many details and are not fully clear or defined		6
	There are three measurable indicators or objectives focused on direct service programming and impact in the proposal. The indicators and objectives have a good amount of detail and are clearly defined.		8
	There are three measurable indicators or objectives focused on direct service programming and impact in the proposal. The indicators and objectives have a great amount of detail and are clearly defined.		10
Mechanism for Measurement <i>(5 points possible)</i>	There are no defined tools for measuring success.		0
	The tools for measuring success are mentioned vaguely or could be inferred.		1
	The tools for measuring success are stated in the proposal but are not detailed or practical.		2
	The tools for measuring success are stated in the proposal are detailed but not likely to be practical.		3
	The tools for measuring success are stated in the proposal in great detail and have a reasonable method for execution that will likely be deliverable.		4
	The tools for measuring success are clearly stated in the proposal in great detail, have a defined method of execution and proven track record of successfully recording data and will bring clear results of whether indicators or objectives were achieved.		5
Program Impact <i>(10 Points Possible)</i>	Likely <b>no positive impact</b> in the short-term or long-term on youth and families in East Palo Alto in any of the key positive impact factors (physical wellness, mental & emotional wellness, social & community wellness, and academic/career/financial wellness)		0
	The impact on youth and families in East Palo Alto would likely be <b>short-term</b> and negligible and only include <b>one</b> of the <b>key positive impact</b> factors (physical wellness, mental & emotional wellness, social & community wellness, and financial wellness).		2
	The program is likely to have a positive impact on East Palo Alto youth and their families in the <b>short term</b> with <b>potential for long-term</b> and will likely impact <b>at least two key positive factors</b> (physical wellness, mental & emotional wellness, social & community wellness, and financial wellness).		4
	The program is likely to have a positive impact on East Palo Alto youth and their families in the short term with potential for long-term and will likely impact <b>at least three key positive factors</b> (physical wellness, mental & emotional wellness, social & community wellness, and financial wellness).		6
	The program is <b>very likely</b> to have a positive impact on East Palo Alto youth and their families in the short term with potential for long-term and will likely impact <b>at least four key positive factors</b> (physical wellness, mental & emotional wellness, social & community wellness, and financial wellness).		8
	The program is <b>extremely likely</b> to have a positive impact on East Palo Alto youth and their families in the <b>short term</b> and <b>long-term</b> and will likely impact <b>ALL</b> key positive factors (physical wellness, mental & emotional wellness, social & community wellness, and financial wellness).		10
Projected Program Hours <i>(5 points possible)</i>	0-5 hours		0
	6-10 hours		1
	11-20 hours		2
	21-30 hours		3
	31-40 hours		4
	41+ hours		5

Wellness Factor	Description
Physical Wellness	Physical wellness is any activity that allows participants to move and be active in an age appropriate way or provides them with a nutrient rich diet that contributes to a healthy lifestyle. Positive physical wellness are activities that safely increase the heart rate and support bodily mobility (such as dancing, walking, sprinting, lifting weights, soccer, basketball and all other sports). Positive wellness in terms of diet often means receiving a full healthy meal (whole, unprocessed foods such as fruits,
Mental & Emotional Wellness	Mental and emotional wellness allow individuals to operate through their world with a sense of stability and positivity. Individuals are able to handle difficult social situations with grace, wisdom, and strength; allowing them to control their emotions as opposed to their emotions controlling them.
Social & Community Wellness	Social & emotional wellness are defined as activities that contribute to an individual's ability to socialize with others, build friendships, relationships and partnerships with diverse people. It allows people to build a strong social network and net that people can rely on in times of need and create
Academic, Career, & Financial Wellness	Academic, career, & financial wellness are defined as activities that help an individual gain knowledge, progress in their academic learning, gain new career skills, and have the potential to help the participant grow financially.

Legal Name Organization:	East Palo Alto Greyhounds Youth Sports Club
Address of Organization:	148 Wisteria Drive, East Palo Alto, Ca 94303
Website:	www.epahoundz.com

Collaborating Organization:	
Website:	

\*Attach additional sheet(s) if necessary.

### Contact Information

Grant Administrator	Eric Stuart		
Email	coachericstuart@gmail.com		
Phone	510-812-6703	Fax	

### Grant Request

Amount Requested: <b>(Not to exceed \$75,000)</b>	<b>\$75,000.00</b>
Total Project Budget: <b>(For this project)</b>	<b>\$175,000.00</b>
Matching funds/in-kind donations? <b>Yes</b>	<b>\$ tbd</b>
What is your organization's total annual operating budget?	<b>\$180,000.00</b>
Please list the names of matching funding or in-kind donation sources: SVCF, Sutterhill Ventures, CZI, Fortress Investment Group	

Have you received TOT funding previously? Yes No Year(s)? 2023

Is that grant still active? No

If not, have you submitted your Closeout forms? Yes

Sports/Recreation Re-Entry/Diversion Other

### **Target Demographic**

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children, Youth, Families

Check Age Group(all that apply):

Ages 4-18 years

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming: 200

List the **total** number of Clients you intend to serve during this program: 200

### **Program Timeline**

What are your dates of service for this program(s)? Jan 23rd 2025- Dec 14 2025

What days/nights will you run your program(s)? Monday- Friday Practice & Training (2 hours a session. Saturday are competition days usually lasting 8 hours. **Total: 20hrs**

If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields. **N/A**

### **Acknowledgement**

I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.

I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.

I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility

(including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. The grant funds, if awarded, will be used solely for the purposes outlined in this application.

\_\_\_\_\_*Eric Stuart 04/21/2025*\_\_\_\_\_  
\_\_\_\_\_*Signature of Authorized Representative Date Signed*\_\_\_\_\_

\_\_\_\_\_*Eric Stuart Founder/Director*\_\_\_\_\_  
\_\_\_\_\_*Printed Name Title*\_\_\_\_\_



**NARRATIVE:** Not to exceed 2 pages (**Please use 12 PT Font with 1-inch margins on 8/12 x 11 inch paper**).  
Please describe:

- Your project service category;
- Goals and objectives – work plan;
- How many clients you intend to serve;
- Project partners (if any);
- Project timeline;

- How this project helps your organization fulfill its broader organizational mission; (Please include your organization's mission statement);
- How proposed program activities will increase a young person's academic achievement or help positively develop their social skills. Evidence based strategies will be viewed favorably;
- Discuss how the services you will provide will offer a supportive community environment for families and/or seniors of East Palo Alto;
- Your organizational history and qualifications providing direct services to the target population; • Lead staff, their qualifications; and
- The project's proposed budget and how it supports the overall objectives and activities. Include planned efforts to leverage funds and list potential funders. Budget should be reasonable, realistic, and consistent with your work plan. **Projects that utilize matching funds will be given priority.**

**Graphic Chart/Spreadsheet:** Not to exceed 3 pages (highlighting one (1) objective per sheet of 8/12 x 11 inch paper).

Highlight up to three (3) measurable indicators/objectives focused on direct service programming and impact. The limited number makes the process simpler; more importantly, it makes everyone think hard about priorities. The chart draws a picture of your program or intervention;

In your responses, keep the following concepts in mind:

- **Outputs:** Outputs are the activities or deliverables that are to be accomplished as a result of a grant. Outputs are generally described as deliverables or milestones in a work plan or timeline. Outputs include things like number of workshops held, number of youth tutored, health management plan completed, etc.
- **Outcomes:** Outcomes are the measurable impacts or results of the work of the grant. While outputs are accomplished during the life of the grant, outcomes generally occur after the completion of the grant. It is useful to categorize outcomes as short and long-term. Outcomes include things like the numbers of youth served that are now in college, or the measure by which their grade point average has improved.

**BUDGET:** In an Excel spreadsheet, develop a project budget that outlines the funding request. Detail: TOT funds requested; note any matching funds; and list the organization's annual budget allocation to that activity. Examples of budget items include, but are not limited to, personnel, personnel benefits, sub contractors/collaborative partners, supplies and materials, and equipment. Staff and personnel costs may not exceed thirty percent (30%) of the total budget.



**Project Service Category**

Sports & Recreation/Summer Camp/Year Round

**How many clients you intend to serve**

Our program serves between 250-300 youth student-athletes per year.

**Project Timeline**

Year Round Project (due to the different youth sports seasons)

**Grant Request Amount**

\$75,000

**Organizational History**

Since its inception in 2005, the East Palo Alto Greyhounds Youth Sports Club has relentlessly pursued its goal of empowering youth through sports. Beginning with just a handful of dedicated volunteers, we set out to tackle the challenges faced by local youth due to the decline in community-based sports programs. Over the years, we have expanded our programs, accommodating youth from various backgrounds and skill levels to ensure inclusivity and equal opportunity for all.

**Goals and Objectives**

The objective of the East Palo Alto Greyhounds is to establish scholastic standards, excellence in training, and travel opportunities that will set a local precedent for excellence amongst local youth sports associations. Community-based sports programs have been drastically cut, leaving the children of East Palo Alto/Belle Haven without avenues to direct their time and energy. These children are continually at risk for misdirection and violence. Our association runs on a year-round basis. Our members' ages range from 5-18 years. We compete in various athletic competitions throughout the year, primarily on the weekends. This means that our association usually runs 6-7 days a week. This gives our program members far less time for misdirection and or violent crimes.

**Mission Statement**

The mission of the Greyhounds is to develop strength of mind, spirit and character within young people throughout the community. We provide our participants with physically and mentally challenging experiences, creating a sense of personal and team spirit as well as unforgettable memories that contribute to lifelong success. Our participants have the opportunity to be nationally recognized as they mature as student athletes. We develop scholars who understand leadership, teamwork, fidelity and humanity. We provide experienced coaches and tutors to make sure that our members are receiving clear instruction. Equal respect, loyalty, service and opportunity are given to all citizens of our culturally diverse community.

Our primary focus has been on track and field; however, we have also branched out into other sports such as basketball, football and soccer. Each program is designed to

provide physical activity and foster teamwork, discipline, and sportsmanship among participants. This holistic approach encourages our young athletes to develop not only their physical abilities but also their character and academic skills.

Throughout our history, we have celebrated numerous achievements, including multiple regional and national champions. We have athletes in the NFL, Olympic Trials and a host of athletes competing at the collegiate level. These successes have inspired our athletes to strive for excellence and have garnered a strong reputation for our organization within the community.

### **Community Impact**

Our programs have positively impacted the lives of hundreds of children, providing them with structured activities that channel their energy into constructive outlets. By running our association year-round and maintaining a rigorous schedule, we offer participants the stability and consistency they need to stay focused on their goals. This commitment to providing year-round athletic opportunities helps reduce the likelihood of engagement in negative behaviors or violence.

The Greyhounds not only emphasize athletic development but also place a strong focus on academic achievement. We ensure that our student-athletes have access to tutoring and mentorship programs, which help them excel in school and become well-rounded individuals. By instilling the values of leadership, teamwork, and community service, we equip our young participants with the skills they need to succeed both on and off the field.

### **Future Goals**

This year the Greyhounds are celebrating its 20th anniversary. Looking ahead, we aim to expand our reach and enhance our facilities, potentially introducing a summer camp program that caters to various interests and skill levels. We plan to deepen our partnerships with local schools and organizations to create additional opportunities for youth engagement and support.

We also recognize the importance of mental health and emotional support for our athletes. As such, we will continue to explore programs that address these needs, providing our members with a safe and nurturing environment where they can grow and thrive.

By fostering a culture of respect, loyalty, and opportunity, we hope to continue making a lasting impact in the lives of young athletes and the community as a whole. The East Palo Alto Greyhounds are more than just a sports association; we are a family dedicated to nurturing and empowering the leaders of tomorrow. Together, we can build a brighter future for the youth of East Palo Alto and Belle Haven Community.



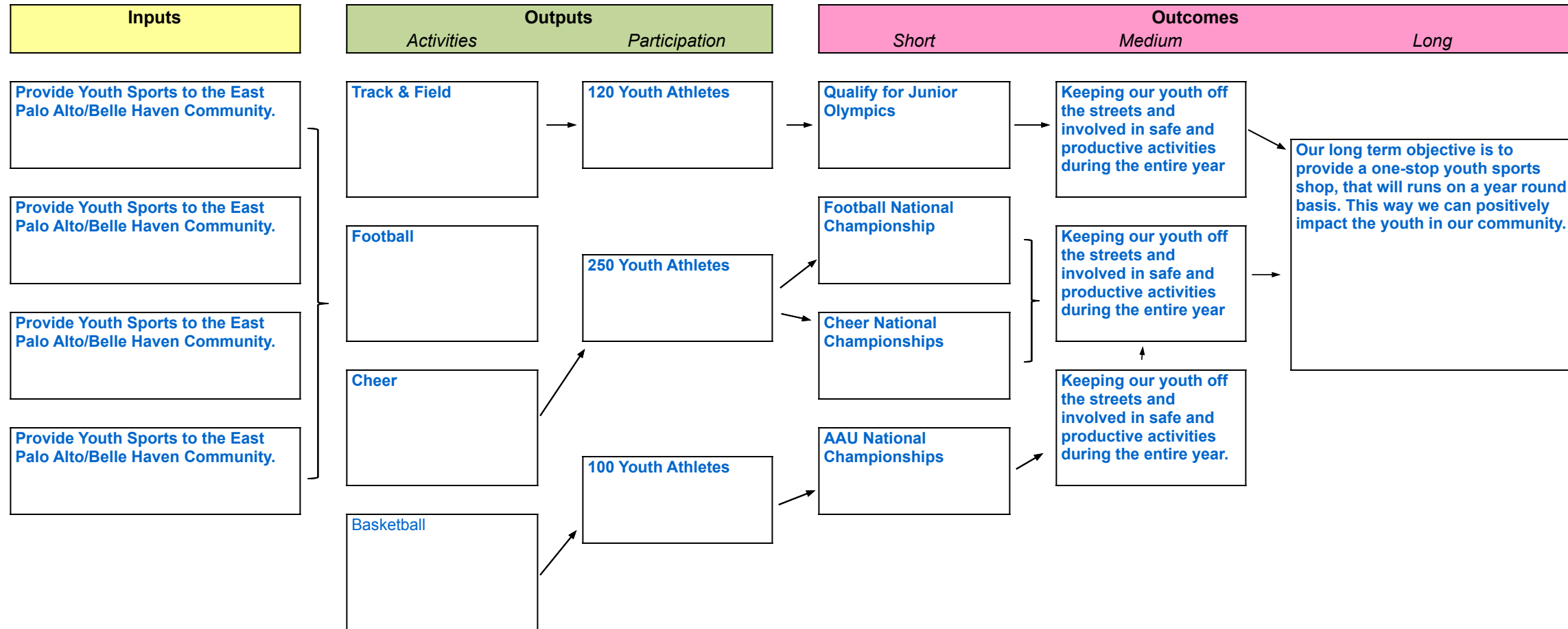
**Program:** East Palo Alto Greyhounds Youth Athletic Association

**Situation:** Please identify the issue and state your objective. What do you want to do? Focus on needs and assets; symptoms versus problems; and stakeholder engagement. State your priorities and intended outcomes. (100 words or less)

**Budget:**

**Matching Funds:**

**Timeline:**



**Assumptions and External Factors:** Briefly highlight variables that could impact the successful implementation of this objective. Include discussion on how you plan to address these issues. (100 words or less)

**Evaluation:** Describe how will your organization evaluate and measure impact and success of the objective? Focus on your outcomes. Ask yourself what you want to know, and how will you know it. (100 words or less)

## City of East Palo Alto 2025 TOT Grant Program

**Organization Name:** EPACENTER

**Grant Request:** \$75,000

**Service Category:** Arts & Culture Programming for Families and Youth

### Application Narrative

**Organizational Overview:** EPACENTER is a vibrant hub for creativity and cultural engagement in East Palo Alto, dedicated to inspiring imagination and activating the creative potential of all who seek greater access to artistic opportunities in San Mateo County. EPACENTER seeks to unite individuals of every age through artistic expression, support career pathways in creative fields, and celebrate the rich cultural heritage of our community.

**Project Overview:** EPACENTER seeks \$75,000 from the 2025 TOT Grant Program to support a 7-month-long family programs series for up to 7350 residents of East Palo Alto comprised of an outdoor concert series and an outdoor movie series:

- Outdoor Concert Series - Rock the Block: A live, outdoor concert series taking place one Sunday per month over seven months, 7 concerts in total
- Outdoor Movies Series - Friday Night Flicks: A festive outdoor film series held two Fridays per month across seven months, 14 movie screenings in total

These events will take place at EPACENTER's outdoor amphitheater and will be free to the public, engaging local youth, families, and seniors with high-quality cultural programming in a joyful, safe, and welcoming environment.

- Rock the Block (7 outdoor concerts)
  - Event Dates: Second Sunday of each month in: June 2025, July 2025, August 2025, September 2025, October 2025, May 2026, and June 2026
  - Venue: EPACENTER's 350-seat outdoor amphitheater
  - Format: Live, amplified music performances by area bands performed on Sunday afternoons on stage. Dance area also provided.
  - Ambience: Family-friendly outdoor concerts where guests will be able to bring blankets and their own seating. Concession stand or access to food trucks on site will be provided.
  - Project Management: Five concerts curated by Live Music Fostering Community (LMFC), the producers of Rock the Dock in Redwood City. Two concerts curated by music producers hired by EPACENTER.
  - Budget Allocation: \$37,905
- Friday Night Flicks (14 outdoor film screenings)
  - Event Dates: Two Fridays per month in June 2025, July 2025, August 2025, September 2025, October 2025, May 2026, and June 2026
  - Venue: EPACENTER's 350-seat outdoor amphitheater with space for film projection, food and beverage service, and lawn seating.
  - Format: Free outdoor movie shown after-dark in the amphitheater using EPACENTER's outdoor film screen
  - Ambience: Festive, family-friendly atmosphere with glow sticks, glow-in-the-dark wristbands, neon balloons, and a glow bar. May also include pre-show live performances.

- Estimated Attendance: 350 guests per screening
- Budget Allocation: \$37,095

**Target Population and Impact:**

- Target Demographics: Kids, youth, families, and seniors residing in East Palo Alto
- Projected EPA Clients Served: Up to 7,350 seats across 21 events
- Program Outcomes: These events will significantly improve access to arts and entertainment in East Palo Alto, which does not have a movie theater or live music venue, or an ongoing series of free cultural programs. The series supports the City’s strategic goal of enhancing quality of life in the community by fostering social connections, celebrating cultural diversity, and offering inclusive, multigenerational experiences in a safe, local setting—eliminating transportation barriers and creating joyful spaces for all ages to gather and celebrate.

**Work Plan and Timeline:**

- May 2025: EPACENTER begins coordination with LMFC, books talent and film licenses, assigns staff, and launches marketing.
- June 2025 – October 2025: Monthly Sunday concerts (5 produced by LMFC), and two film screenings each month conducted.
- May – June 2026: Two EPACENTER-produced Sunday concerts and four additional film screenings conducted.
- July 2026: Project evaluation, surveys, and closeout report submitted to the City.

**Alignment with EPACENTER Mission:**

EPACENTER aims to create a dynamic range of public programs, including captivating live performances, thought-provoking exhibitions and installations, stimulating lectures, curated film screenings, and spirited community events. This project directly aligns with this goal as it builds on our role as a cultural anchor in East Palo Alto, and leverages our facility to bring people together around music, storytelling, and artistic celebration.

**Key Personnel and Partnerships:**

- EPACENTER: Project management, logistics, staffing, community engagement, marketing, event planning, concert production, film selection, and venue
- Live Music Fostering Community (LMFC): Music curation and production partner for 5 summer/fall concerts
- Independent AV & film licensing providers: Film licensing and viewing

**Budget and Sustainability:**

The total budget for the 2025-2026 Family Program Series at EPACENTER is \$86,377. A \$75,000 TOT grant from the City of East Palo Alto will help subsidize EPACENTER’s portion of event operations, talent, and logistics. Food and beverage sales, and branded glow merchandise, will not be covered by the grant. EPACENTER will pursue \$11,377 in sponsorship support from local corporations for the series.

**Conclusion**

"Rock the Block" and "Friday Night Flicks" will provide joyful, public, free, and accessible cultural experiences that enhance the vibrancy of East Palo Alto. These community-wide events will offer connection, healing, and creativity to residents of all ages, activating East Palo Alto as a cultural destination and contributing to the well-being of families and seniors through the arts.

**City of East Palo Alto 2025 TOT Grant Program**

**Organization Name: EPACENTER**

**Grant Request: \$75,000**

**Service Category: Arts & Culture Programming for Families and Youth Budget**

**Expense Items**

**Rock the Block Music Series**

Series 1: 5 Outdoor Concerts from June 2025 - October 2025 Curated by LMFC;  
9 Hours of Building Usage per Concert

- Janitorial
- Security
- Trash
- Maintenance
- Marketing
- Event Personnel
- Administration

**Sub-Total: Series 1**

Series 2: 2 Outdoor Concerts Curated by MAY 2026 - June 2026 Curated by EPACENTER; 9 Hours of Building Usage per Concert

- Talent
- AV Equipment
- Janitorial
- Security
- Trash
- Maintenance
- Marketing
- Event Personnel
- Administration

**Sub-Total: Series 2**

**Grand Total - Music Series**

**Friday Night Flick Movie Series**

Series: 14 Outdoor Movie Screenings from June 2025 - October 2025 & May 26 - June 2026 Curated by EPACENTER; 5 Hours of Building Usage per Screening

- Film Licensing
- Projectionist / AV Technician

AV Equipment  
Janitorial  
Security  
Trash  
Maintenance  
Marketing  
Event Personnel

**Sub-Total: Film Series**

**Grand Total: Film Series**

**Expense Grand Total: Family Program Series**

**Revenue Items**

City of East Palo Alto TOT Request  
Corporate Sponsors (Will Pursue Sponsorships by Local Corporations)

**Sub-Total: Family Program Series**

**Revenue Grand Total: Family Program Series**

**Total**

\$1,500  
\$3,375  
\$2,500  
\$2,500  
\$5,000  
\$3,000  
\$1,700  
**\$19,575**

\$5,000  
\$2,000  
\$600  
\$1,350  
\$1,000  
\$1,000  
\$2,000  
\$1,200  
\$680  
**\$14,830**

**\$34,405**

\$14,000  
\$1,302

\$3,000  
\$4,200  
\$2,800  
\$7,000  
\$7,000  
\$7,000  
\$5,670  
**\$51,972**

**\$51,972**

**\$86,377**

**Total**

\$75,000  
\$11,377  
**\$86,377**

**\$86,377**

## Problem Statement

East Palo Alto residents need dedicated arts and entertainment venues such as movie theaters or concert halls. Families, youth, and seniors face barriers to accessing free, high-quality, local cultural experiences due to limited local options, affordability, and transportation. This project aims to create joyful, safe, intergenerational experiences through free monthly concerts and bi-monthly film screenings on-site at EPACENTER's campus.

## Rock the Block Music Series: Provide 7 free, high-quality outdoor concerts to East Palo Alto families, youth, and seniors

Needs	Inputs	Activities	Outputs	Outcomes	Impact
<ul style="list-style-type: none"> <li>• Access to free cultural events within the community</li> <li>• Safe, welcoming community gathering spaces</li> <li>• Opportunities to celebrate the Bay Area's heritage through music</li> </ul>	<ul style="list-style-type: none"> <li>• \$37,905 grant funds allocated</li> <li>• EPACENTER facilities and event staff</li> <li>• LMFC concert curation (5 events)</li> <li>• Music producers hired by EPACENTER (2 events)</li> <li>• Sound and event equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and produce 7 monthly Sunday concerts (June–Oct 2025 and May–June 2026)</li> <li>• Curate diverse artist lineups</li> <li>• Coordinate logistics, sound, security, and janitorial services</li> <li>• Promote events locally via print and digital channels</li> </ul>	<ul style="list-style-type: none"> <li>• 7 concerts presented to the public</li> <li>• Up to 2,450 people in total attendance</li> <li>• 7 different musical acts engaged</li> <li>• 7 community cultural gatherings hosted</li> </ul>	<ul style="list-style-type: none"> <li>• Increased attendance at local programming</li> <li>• Stronger community identity and intergenerational connection through shared music experiences</li> <li>• Ease of access to amenities that improve quality of life</li> <li>• Measurements:               <ul style="list-style-type: none"> <li>○ Attendance tracked at each concert via check-in and visual headcounts</li> <li>○ Attendee surveys to measure satisfaction, enjoyment, and perceived community benefit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Increased satisfaction of demand for public arts programming in the City</li> <li>• Strengthened community enjoyment of local surroundings</li> <li>• Improved long-term social cohesion in East Palo Alto</li> </ul>
<b>Assumptions</b>			<b>External Factors</b>		
<ul style="list-style-type: none"> <li>• Community members will attend and value consistent, free cultural programming</li> <li>• Strong collaboration with LMFC and other artists/producers</li> <li>• Availability of equipment, licenses, and vendors on schedule</li> </ul>			<ul style="list-style-type: none"> <li>• Weather and seasonal considerations for outdoor programming</li> <li>• Economic fluctuations impacting vendor pricing or equipment access</li> <li>• Competing community events or policy changes affecting attendance</li> </ul>		

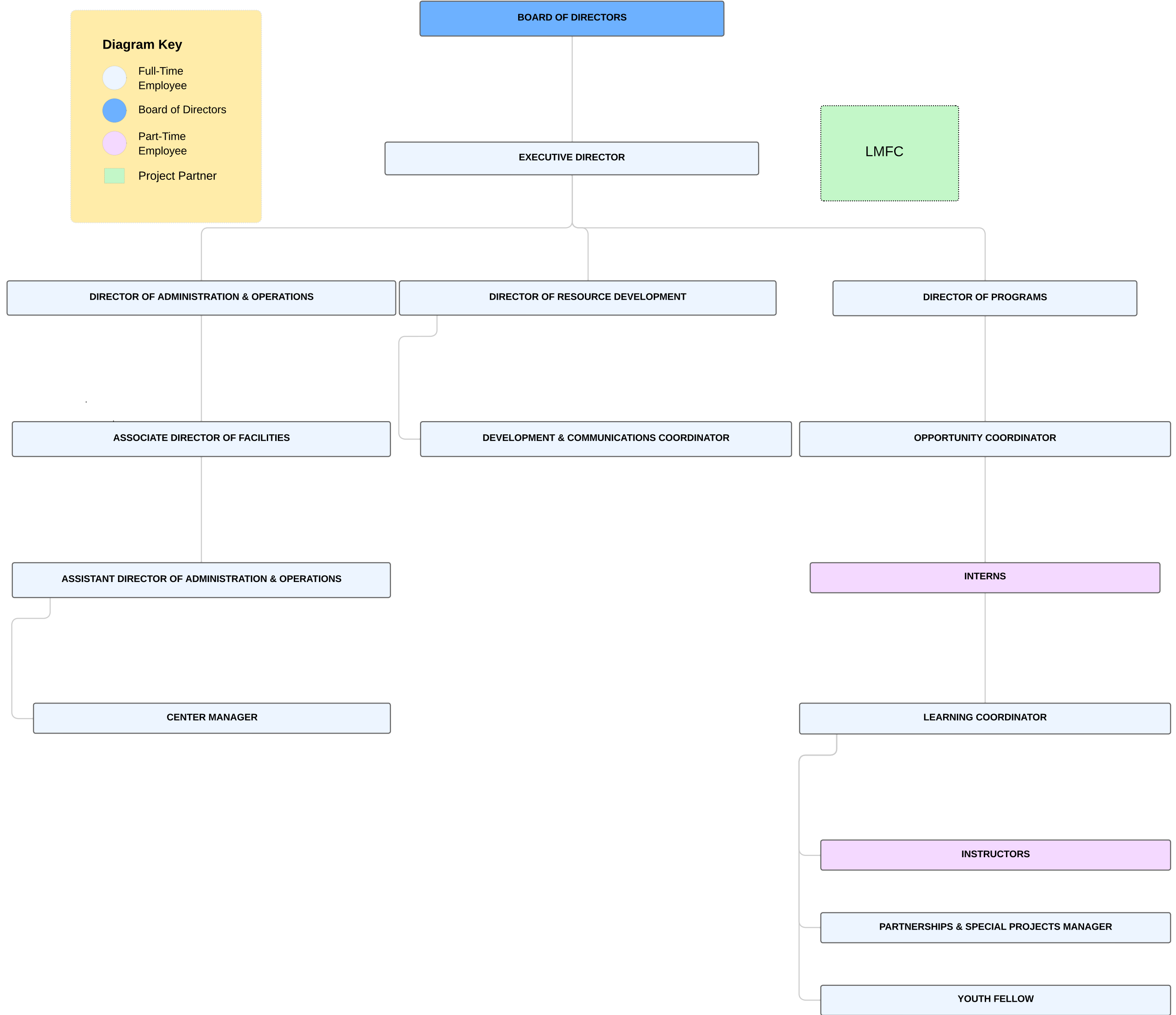
**Problem Statement**

East Palo Alto residents need dedicated arts and entertainment venues such as movie theaters or concert halls. Families, youth, and seniors face barriers to accessing free, high-quality, local cultural experiences due to limited local options, affordability, and transportation. This project aims to create joyful, safe, intergenerational experiences through free monthly concerts and bi-monthly film screenings on-site at EPACENTER’s campus.

**Friday Night Flicks: Deliver 14 free, festive outdoor movie screenings with glow-themed programming**

Needs	Inputs	Activities	Outputs	Outcomes	Impact
<ul style="list-style-type: none"> <li>• Access to free cultural events within the community</li> <li>• Affordable, family-friendly nighttime recreation</li> <li>• Safe, public spaces for evening community gatherings</li> <li>• Positive and creative experiences for youth after hours</li> </ul>	<ul style="list-style-type: none"> <li>• \$37,095 grant funds allocated</li> <li>• EPACENTER’s outdoor space and projection equipment</li> <li>• Concessions and event staff</li> <li>• Film licensing, AV technicians, and glow-themed supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Host 2 film screenings/month from June–Oct 2025 and May–June 2026</li> <li>• Include pre-show entertainment and glow-in-the-dark elements</li> <li>• Promote event series across schools, senior centers, and social media</li> </ul>	<ul style="list-style-type: none"> <li>• 14 outdoor film screenings</li> <li>• Up to 4,900 total attendees (350 per event x 14)</li> <li>• 14 community nights featuring film, glow merchandise, and food</li> </ul>	<ul style="list-style-type: none"> <li>• Increased attendance at local programming</li> <li>• Stronger community identity and intergenerational connection through shared experiences under the stars</li> <li>• Ease of access to amenities that improve quality of life</li> <li>• Measurements:               <ul style="list-style-type: none"> <li>○ Attendance tracked at each concert via check-in and visual headcounts</li> <li>○ Attendee surveys to measure satisfaction, enjoyment, and perceived community benefit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Increased satisfaction of demand for public arts programming in the City</li> <li>• Strengthened community enjoyment of local surroundings</li> <li>• Improved long-term social cohesion in East Palo Alto</li> <li>• Increased cross-generational engagement through accessible public programming</li> </ul>
<b>Assumptions</b>			<b>External Factors</b>		
<ul style="list-style-type: none"> <li>• Community members will attend and value consistent, free cultural programming</li> <li>• Availability of equipment, licenses, and vendors on schedule</li> </ul>			<ul style="list-style-type: none"> <li>• Weather and seasonal considerations for outdoor programming</li> <li>• Economic fluctuations impacting vendor pricing or equipment access</li> <li>• Competing community events or policy changes affecting attendance</li> </ul>		

CURRENT EPACENTER ORGANIZATION CHART - FY2025



<b><u>CHECK LIST</u></b>	
<p><b>I. Application (pp. 7-8)</b></p> <ul style="list-style-type: none"> <li>• <u>Narrative (2 pages max)</u> <ul style="list-style-type: none"> <li>• Describe your organization briefly.</li> <li>• Work Plan: For this project.</li> </ul> </li> <li>• <u>Attachments (Submit as Word Documents)</u> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Graphic Chart highlighting outcomes/people served</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>TOT Compliance Policies</b> <ol style="list-style-type: none"> <li>a. <u>Conflict of Interest (COI) Certification</u></li> <li>b. <u>Memorandum of Understanding (MOU)</u> <ul style="list-style-type: none"> <li>• Where a partnering, collaborative, and or subcontracting relationship is proposed, the submission must include an MOU between the partnering organizations, which documents the relationship and delineates tasks and or compensation for each party.</li> </ul> </li> </ol> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>IRS documents</b> <ol style="list-style-type: none"> <li>a. <u>501(c)(3) Determination Letter:</u> Or Copy of fiscal agent's 501(c)(3) determination letter</li> <li>b. <u>Form 990 or 990 Exemption:</u> Last 2 years</li> </ol> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Financials</b> <ul style="list-style-type: none"> <li>• <u>Annual Budget:</u> 2 years</li> <li>• <u>Financial Statements:</u> <ul style="list-style-type: none"> <li>• Current YTD</li> <li>• Previous Year</li> </ul> </li> <li>• <u>Matching Funds:</u> Commitment letter if applicable</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Other</b> <ul style="list-style-type: none"> <li>• <u>Organizational Chart:</u> <ul style="list-style-type: none"> <li>• The chart should include the primary applicants' Board of Directors, the entire project team (all partners), and illustrate the relationship between the partners.</li> </ul> </li> <li>• <u>Board Members List:</u> Including titles and addresses.</li> <li>• <u>Executive Director Name:</u> Or equivalent employee.</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>

## CITY OF EAST PALO ALTO –TOT GRANT APPLICATION COVERSHEET

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

### Organizational Information

Legal Name Organization:	Foundation For a College Education
Address of Organization:	687 Bay Road Menlo Park CA
Website:	https://collegefoundation.org/

Collaborating Organization:	
Website:	

\*Attach additional sheet(s) if necessary.

### Contact Information

Grant Administrator	Elizabeth Wells		
Email	ewells@collegefoundation.org		
Phone	650-454-8785	Fax	

### Grant Request

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 75,000
Total Project Budget: <b>(For this project)</b>	\$ 94,075
Matching funds/in-kind donations? (Select one) <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, amount?	\$ 19,075
What is your organization's total annual operating budget?	\$ 1,780,379
Please list the names of matching funding or in-kind donation sources:	
Unrestricted Individual & Foundation Contributions	

Have you received TOT funding previously? Yes  No  Year(s)? 2024

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

### Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:

110

200

List the **total** number of Clients you intend to serve during this program: \_\_\_\_\_

### Program Timeline

What are your dates of service for this program(s)? START: 7/1/25 END: 6/30/26

M-F 12:00 - 8:00 pm

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

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If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: 7/1/25 END: 6/30/26

M-F 12:00 - 8:00 pm

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 3 Name

What are your dates of service for this program(s)? START: 7/1/25 END: 6/30/26

M-F 12:00 - 8:00 pm

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: 7/1/25 END: \_\_\_\_\_

M-F 12:00 - 8:00 pm

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_


## Acknowledgement

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I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.

I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.

I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.

DocuSigned by:  
  
6D20B364504D4F5...  
\_\_\_\_\_  
*Signature of Authorized Representative*  
Elizabeth Wells

4/24/2025  
\_\_\_\_\_  
*Date Signed*  
Executive Director

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

## **Attachment B. Narrative: Foundation For a College Education**

**Project service category:** *Other: Academic College Access & Career Exposure*

**Organizational History and Qualifications** - Since 1995, FCE has been dedicated to ensuring college access and college persistence for local students most at risk for not graduating college. Today the mission of Foundation for a College Education is to increase the number of first-generation, economically disadvantaged students of color from East Palo Alto and similar under-resourced communities who graduate from a four-year college or university.

Our free programs consist of:

- **College Bound:** Students receive one-on-one and group tutoring, college application and financial aid support, mental health resources, college tours, and access to career exploration opportunities
- **College Success:** Provides support once students are in college, providing academic advising, online tutoring, mentorship, scholarships, and career guidance to ensure persistence and success through graduation
- **Parent Engagement:** Offers monthly meetings, individual support, and community-building events to ensure that parents are active and empowered participants in their children's educational journeys.

This year, 100% of our graduating high school students will matriculate to college. Our students applied to more than 60 different colleges, utilizing 77 fee waivers that FCE provided. To date, our students have been accepted to 44 unique colleges and universities with 117 acceptances in total: 17 UCs, 52 CSUs, and 48 private and out of state colleges. Our students will attend Bryn Mawr, UC Davis, Pitzer College, Cal Poly San Luis Obispo, Cal Poly Pomona, Santa Clara University, and many more. In addition, with the support of FCE our 2025 graduates collectively received approximately \$675,222 in merit scholarships and \$250,693 in financial aid, making college more accessible to them. This year, 3 students will transfer from community college to a four-year university with the support of FCE's College Success program. Moreover, 88% of FCE students who complete our College Success program earn their bachelor's degree within 4-6 years.

**Work Plan** - FCE is requesting a grant to cover general operating expenses from July 1, 2025 – June 30, 2026, for our College Bound, College Success, and Family Engagement programs for our high school students, our college students, and our families. We estimate we will serve approximately 200 students and their families during this time. Support from this request will help us fulfill that mission by funding the general operating expenses for our core programs— College Bound, College Success, Family Engagement —that together form a comprehensive pathway from high school through college graduation.

**Project Partners** - FCE collaborates with key community partners to enhance student support and college access. We partner with EPATT to provide their students and staff access to FCE's college tours, filling a gap in their programming. The Stanford Youth Education Law Project supports FCE students with academic and legal challenges and offers training for staff and families on IEPs, legal rights, and due process. At Menlo-Atherton High School, FCE has provided on-campus support since Fall 2024 and is formalizing the partnership through an MOU. At Belle

Haven Community Center, FCE leads weekly sessions focused on leadership development and college awareness.

### **Youth Academic Achievement & Social Skill Development**

The Foundation for a College Education's programs increase academic achievement and social-emotional development through individualized tutoring, college readiness workshops, academic advising, and case management. Our students also receive in-school advocacy, ensuring their unique needs are met with tailored support that promotes both academic and post-graduation success. FCE utilizes evidence-based models such as the CLEAR Program and Super's Career Development Theory. Group workshops, college tours, and externships further build confidence, social skills, and future-oriented thinking. Together, these strategies create a comprehensive, research-backed pathway to college and career success for first-generation, economically disadvantaged students of color.

**Supportive Community Environment for Families of East Palo Alto** - FCE creates a supportive, inclusive community for families in East Palo Alto by fostering strong relationships, open communication, and shared learning. Through our Family Engagement program, parents become active partners in their children's education, participating in monthly meetings, personalized check-ins, and community events. Wraparound services like academic advising, mental health support, and scholarships ease the emotional and financial challenges of college preparation. As a trusted partner in the community, our outreach and workshops extend our impact beyond enrolled families, building trust and spreading knowledge throughout the broader community.

**Lead Staff & Qualifications** - FCE's leadership team brings deep personal and professional experience in education, counseling, and college access. Executive Director Elizabeth Wells, a first-generation college graduate with a JD from Georgetown, has a strong background in education law and youth advocacy. Director of Programs Asra Hussain holds a master's in counseling and has over 13 years of experience serving underrepresented youth. Program Managers Whitney La, Luis Quiroga, Kierra Jackson, Deepti Saroha, and Amrita Deo all bring lived experience as first-generation college students and expertise in youth development, college counseling, and community engagement—many of them growing up in or having served East Palo Alto and similar communities. Their collective commitment ensures culturally responsive and effective support for FCE students and families.

**Budget** -The proposed budget is a comprehensive full-cost budget that supports Foundation for a College Education's mission by funding the full scope of our free programs, including College Bound, College Success, and Parent Engagement. These initiatives are designed to holistically support our students through academic mentoring, college and career guidance, and parental involvement. Our budget aligns directly with our work plan, ensuring that every activity, from college tours to mental health support, is resourced appropriately. We plan to leverage funds through matching contributions and have secured funders, including the Palo Alto Weekly Holiday Fund, Palo Alto Community Fund, Atkinson Foundation, Meriwest Foundation, and a

group of major donors. These partnerships and the use of matching funds demonstrate our commitment to sustainability and maximizing impact.

**Foundation for a College Education  
Tots Grant Budget  
July 2025 – June 2026**

	Academic Excellence	Cultural Skills Building	Family Class Meeting	Wellness	Community Building	Local Collage Tours	Parent Success Team	Student Leadership Program	Summer Orientation- CB	Out Of State College Tour Cc
Expense										
Total 5000 Personnel (Indirect)	\$500	\$250	\$1,500	\$500	\$250	\$1,500	\$500	\$250	\$2,500	\$5,500
Total 5500 Student Awards/grants/stipends (Direct)	\$0	\$0	\$0			\$0	\$0	\$2,500	\$0	
8000 Operations										
8025 Supplies				100	500		1,250		250	50
8026 Snacks and Meals for Students and Families	1000		2000	200	400	300	500		1000	
8065 Meetings/Conferences/Events for Students and Families		500								
8084 Food and Beverage Events for Students and Families										
8099 Misc. Expense								250		200
Total 8000 Operations (Direct)	\$1,000	\$500	\$2,000	\$300	\$900	\$300	\$1,750	\$250	\$1,250	\$250
8200 Travel & Out of Town Meals for Students and Families										
8210 Accommodations										12000
8220 Local Transportation for Students and Families		750			400	4000			500	2200
8230 Out of Town Travel for Students and Families										12500
8240 Out of Town Meals for Students and Families						1500				7000
Total 8200 Travel & Out of Town for Students and Families (Direct)	\$0	\$750	\$0	\$0	\$400	\$5,500	\$0	\$0	\$500	\$33,700
Total Expense	\$1,500	\$1,500	\$3,500	\$800	\$1,550	\$7,300	\$2,250	\$3,000	\$4,250	\$39,450

	Matching Funds
<b>Total Requested TOTS Grant</b>	
<b>\$75,000</b>	<b>\$19,075 plus additional amounts to cover other indirect costs not included in this budget</b>
<b>30% Personnel costs/indirect student program costs</b>	<b>\$22,500</b>
<b>70% Direct student program costs</b>	<b>\$52,500</b>

<b>Budget: \$75,000 TOI grant</b>	<b>Logic Model for Program: College Bound (9<sup>th</sup>-12<sup>th</sup> Grade)</b>
<b>Matching Funds: \$19,075 + other indirect costs</b> <b>Timeline: July 2025– June 2026</b>	<b>Situation Statement:</b> In order to provide a smooth transition into College Success and higher education, FCE College Bound programming provides students with academic focused spaces with access to tutors, monthly family workshops that vary from self-management and self-advocacy skills, college prep and financial aid topics, college tours, summer orientations in preparation for the upcoming academic year, and cultural capital programming.

Inputs What we will invest	Outputs		Outcomes - Impact		
	Activities - What we will do	Participation – Who we will reach	Short Term Results	Medium Term Results	Long Term Results
<p>Staff, volunteers, space (financial resources to reserve additional space if needed), budget for supplies for various activities, prizes, and materials</p> <p>Meals, transportation, and tickets for local events</p>	<p><b>Academic Excellence (AE)</b> – A quiet space dedicated for homework with access to tutors &amp; senior advisors, snacks, and water for 4 hours per day, 3 days/week.</p> <p><b>Family Class Meetings (FCM)</b> – Monthly parent/student workshops for all grades; dinner is provided. Topics range from youth development to college preparedness.</p> <p><b>College Tours</b> – Happen in the Summer and Fall. Summer and Fall tours are one day long; FCE covers meals and transportation.</p> <p><b>Summer Orientation</b> – FCE students will attend week-long programming to prepare them for the following academic year. Food provided.</p> <p><b>Cultural Capital Programming (CC)</b> – Monthly opportunities for students to attend events (plays, musicals, dance performances, etc.) with an emphasis on art and culture.</p>	<p>9<sup>th</sup> – 12<sup>th</sup> grade FCE students.</p> <p>9<sup>th</sup> – 12<sup>th</sup> grade FCE students and families.</p> <p>9<sup>th</sup> – 12<sup>th</sup> grader FCE students.</p> <p>Rising 9<sup>th</sup>-12<sup>th</sup> grade FCE students.</p> <p>9<sup>th</sup> – 12<sup>th</sup> grader FCE students &amp; families.</p>	<p><b>AE</b> - Students having an available and quiet space to complete their homework, college applications, financial aid/scholarship forms, and receive immediate help/support with all of the above.</p> <p><b>FCM</b> – Family class meetings provides students and families with tools that are relevant for them as they move forward in high school.</p> <p><b>College Tours</b> – Students get the opportunity to tour different college campuses that could be out of reach for them to visit (East &amp; West Coast tours). There are usually 15-20 spots on each tour.</p> <p><b>Summer Orientation</b> – In preparation for the new academic year, students will learn how to be best prepared, what to expect, and set goals for the new year.</p> <p><b>CC Program</b> – Students gain exposure and experience with different cultural events; often not accessible until they begin college.</p>	<p><b>AE</b> – Students build a habit of coming to AE in order to maintain high grades in classes and complete their college applications, and financial aid/scholarship forms.</p> <p><b>FCM</b> – Parents and students gather tools and knowledge from monthly meetings which help them navigate the various processes for high school success and applying for college.</p> <p><b>College Tours</b> – This allows students to see themselves on that campus and decide if they feel like it's a good fit or not. They can also speak with FCE college students who might be attending the college we are visiting.</p> <p><b>Summer Orientation</b> – Students attend orientation throughout FCE, understanding that expectations grow as they progress through school.</p> <p><b>CC Program</b> – Exposure from cultural events increases knowledge on culture which is a form of preparation for when students go onto college.</p>	<p><b>100% of FCE graduating high school seniors will be accepted to a college or university</b></p> <p><b>AE</b> – High grades and/or GPA improvement over time. Students build long term study habits they will carry into college. <b>100% of FCE graduating high school seniors will have fulfilled A-G requirements for UC/CSU admissions</b></p> <p><b>FCM</b> – Parents and students have gathered tools, resources, and knowledge that will transfer into their college, while students continue to receive 1:1 support.</p> <p><b>College Tours</b> – When students apply for college, they know which colleges to apply to with confidence because they have visited a strong number and variety of schools.</p> <p><b>Summer Orientation</b> – Students are prepared for orientation for FCE College Success as well as their new college orientations.</p> <p><b>CC Program</b> – Students who have exposure to these events will experience culture shock a little less; and will be able to explore these opportunities with new peers during college.</p>

<p><b>Assumptions</b></p> <ul style="list-style-type: none"> <li>• Students will be receptive to the program and will actively engage in learning and practicing the skills taught.</li> <li>• Students will have access to the necessary resources (e.g. time, materials, technology) to participate fully in the program.</li> <li>• Program staff and mentors will have the necessary skills and experience to effectively facilitate the program and support student learning.</li> <li>• The school administration will be supportive of the program and will provide the necessary resources and support to ensure its success.</li> <li>• Students will feel comfortable and safe in the program environment and will be willing to share their thoughts and feelings with peers and mentors.</li> <li>• The program will be implemented as planned and will not face any unexpected barriers or challenges that could impact its effectiveness</li> </ul>
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<p><b>External Factors</b></p> <p>School, family plans, and community events and activities may compete with student attendance.</p> <p>Access to getting to some of the cultural events – transportation needs to SF or SJ in particular.</p>
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<p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>• Data will be collected to assess the program's implementation, including the number of students who participated and post assessments to measure changes in student experiences for some programming.</li> <li>• Data will be collected to assess family participation numbers, content/material comprehension, understanding, and relevance for family class meetings.</li> <li>• Administrative data, such as school attendance, attrition rates, and academic performance will be analyzed to assess the program's impact on student outcomes over time.</li> </ul>
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<b>Budget: \$75,000 TOT grant</b>	<b>Logic Model for Program: FCE's College Success Program</b>
<b>Matching Funds: \$19,075 + other indirect costs</b> <b>Timeline: July 2025 – June 2026</b>	<b>Situation Statement:</b> At FCE, we serve a predominantly first-generation, low-income college student population, with over 84% of our students being the first in their immediate family to navigate the transition to higher education. We recognize that the transition to college and consistent support during their college education is important to the retention and persistence of our students, preventing “summer melt” factors that can impact their completion of college enrollment. To support our students during this transition, FCE hosts a week-long <b>summer orientation</b> designed to prepare our rising 1st-year college students for the next steps in their enrollment and transition. During the summer and school year, we host <b>career panels</b> , FCE's <b>Professional Mentorship Program</b> , <b>workshops</b> , and other <b>career development</b> opportunities for our college students. Our program aims to equip students with the skills and knowledge necessary to successfully navigate their college experience. Our goal is for our students to feel more prepared and confident as they take the next step in their college journey.

Inputs What we will invest	Outputs		Outcomes - Impact		
	Activities - What we will do	Participation – Who we will reach	Short Term Results	Medium Term Results	Long Term Results
<ol style="list-style-type: none"> <li>Facilities use</li> <li>FCE Staff: Program Managers, College Success</li> <li>Materials and Supplies</li> <li>Meals: Dinner will be provided for summer orientations as it will be during the evenings (5-8 pm) Volunteers (mentors, tutors, workshop facilitators, career panelists)</li> <li>Transportation costs for Career Days</li> <li>Student Stipends: for professional development and mentoring program</li> <li>Workshop facilitator stipends</li> </ol>	<ol style="list-style-type: none"> <li>Conduct one-on-one meetings between each student and College Success Program Manager</li> <li>Conduct a week-long summer transition program/orientation.</li> <li>Facilitate community-building activities to help students bond with each other</li> <li>Hosts workshops focused on career readiness, life skills, financial literacy, and academic success.</li> </ol>	<ol style="list-style-type: none"> <li>25 high school seniors in Class of 2026 &amp; approximately 80 additional college students.</li> <li>Parents of 1<sup>st</sup> year college students</li> <li>Members of the community (college students) who are invited to our workshops</li> </ol>	<p><b>Learning</b></p> <ol style="list-style-type: none"> <li>Students will learn about the programs, services, and requirements of FCE's College Success Program.</li> <li>Students will engage in reflection activities to gain self-awareness around what support they will need to navigate their college system and transition to campus.</li> <li>Students will be able to identify 2-3 college resources for first-generation, low-income, students of color on their college campus.</li> <li>Students will be able to explore their professional careers &amp; majors.</li> </ol>	<p><b>Behavioral Action</b></p> <ol style="list-style-type: none"> <li>Students will articulate what is needed to maintain their academic status and identify key offices.</li> <li>Students will develop soft skills around time management, organization, asking for help, and networking.</li> <li>Students will learn financial literacy skills such as budgeting and money management as young adults.</li> <li>Students will learn career readiness and job seeking skills.</li> </ol>	<p><b>Ultimate Impact</b></p> <ol style="list-style-type: none"> <li><b>89% of College Success students will graduate college within 4-6 years</b></li> <li>Students will feel more prepared as they take the next step in their transition to college.</li> <li>FCE students will report an increase in confidence in navigating their college campus in their first semester of college.</li> <li>FCE students will report increased comfortability with self-advocacy and asking for help.</li> <li>FCE students will report an increased comfortability with financial aid and financial literacy.</li> </ol>

<p><b>Assumptions</b></p> <ol style="list-style-type: none"> <li>Students will participate fully in the College Transition Week program and complete all required activities. We will provide dates/times/locations of the program in advance for our students to ensure their participation and require it as they join our College Success program.</li> <li>Students will continue to engage throughout the Fall 2026 1:1 meetings, online workshops, and community building activities</li> <li>Students will apply the knowledge and skills learned during the program in their college journey.</li> <li>Students will participate in the opt-in Professional Mentorship Program.</li> <li>FCE will provide adequate funding and resources to support the program, including staff support.</li> </ol>
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<p><b>External Factors</b></p> <ol style="list-style-type: none"> <li>Student motivation and engagement</li> <li>If a student has a summer job, internship, or college orientation date/summer program that conflicts with CTW</li> <li>College policies and procedures may vary.</li> <li>Economic and social conditions that may impact students' ability to succeed in college during the Fall of 2026</li> </ol>
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<p><b>Evaluation</b></p> <ol style="list-style-type: none"> <li>Post-Program Surveys: Administer surveys to participants after the program to gather information on their knowledge, attitudes, and behaviors related to college success. This can provide valuable data on how the program has impacted the participants.</li> <li>Program Attendance and Participation Rates: Monitor attendance and participation rates for each session of the program to determine how engaged participants are in the program. This can help identify areas where more support or resources may be needed.</li> <li>Academic Performance Data During Fall 2025: Collect data on the academic performance of program participants, such as GPA and retention rates, to assess the program's impact on academic success.</li> </ol>
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<b>Budget: \$75,000 TOT grant</b>	<b>Logic Model for Program: Family</b>
<b>Matching Funds: \$19,075 + other indirect costs Timeline: July 2025 – June 2026</b>	<b>Situation Statement: In order to increase parent support and echo FCE's mission at home, FCE will provide extensive services for parents/guardians and events to celebrate the students throughout the school year.</b>

Inputs What we will invest	Outputs		Outcomes - Impact		
	Activities - What we will do	Participation - Who we will reach	Short Term Results	Medium Term Results	Long Term Results
Staff, volunteers, space (financial resources to reserve additional space if needed), budget for supplies for various activities, prizes, and materials	<ul style="list-style-type: none"> <li>Monthly Parent Success Team meetings</li> <li>Seasonal Events:               <ol style="list-style-type: none"> <li>Welcome Back Celebration/ Holiday Faire/Achievement Reception/Student retreat</li> </ol> </li> </ul>	Students and their families	<b>Learning</b> <ul style="list-style-type: none"> <li>Monthly Parent Success Team: Students and their parents/guardians will feel connected with each other, learn from one another, and support each other through sharing their own experiences and their best practices.</li> <li>Seasonal events: fosters community, celebrates our students, and generates strong relationships with our partners.</li> </ul>	<b>Behavioral Action</b> <ul style="list-style-type: none"> <li>Parents and guardians feel more confident and informed to support their students and advocate for them in school.</li> <li>Families feel a sense of camaraderie and belonging, increasing participation and retention.</li> </ul>	<b>Ultimate Impact</b> <ul style="list-style-type: none"> <li>Parents feel more confident over time to continue to advocate for their students with the new information and psychoeducation they've received. This can impact their other students and relatives.</li> <li>Feeling a part of the community, the parents/guardians may feel a responsibility to support other parents/guardians even as their own students might be finishing up college. The more the parents/guardians experience and the more knowledge they gain, the more they can support newer families in FCE, creating an exponential impact.</li> </ul>

<b>External Factors</b> <ul style="list-style-type: none"> <li>Parents have extremely busy schedules and can struggle with keeping up with additional meetings, especially in the evening time</li> <li>Parents who work the night shift might struggle with attendance</li> </ul>	<b>Assumptions</b> <ul style="list-style-type: none"> <li>Parents/guardians will be receptive to the Parent Success Team and program events and have the availability in their schedules.</li> <li>Parents/guardians will be open to providing support to one another</li> <li>Values will always align for higher education (topics discussed during the parent success team meetings)</li> </ul>
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<b>Evaluation</b> <ul style="list-style-type: none"> <li>Open-door policy on feedback</li> <li>2/year anonymous program evaluations to ensure efficacy and reevaluate need</li> </ul>
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**CITY OF EAST PALO ALTO –TOT  
GRANT APPLICATION  
COVERSHEET**

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

**Organizational Information**

Legal Name Organization:	Hope Horizon East Palo Alto
Address of Organization:	1001 Beech St, East Palo Alto CA 94303
Website:	hopehorizonepa.org

Collaborating Organization:	
Website:	

\*Attach additional sheet(s) if necessary.

**Contact Information**

Grant Administrator	Jennifer Guan		
Email	jen@hopehorizonepa.org		
Phone	408.835.1785	Fax	

**Grant Request**

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 75,000
Total Project Budget: <b>(For this project)</b>	\$ 98,000
Matching funds/in-kind donations? (Select one) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, amount?	\$ _____
What is your organization's total annual operating budget?	\$ 1774762.62
Please list the names of matching funding or in-kind donation sources:	Jeremy Lin Foundation, CZI, Individual Donors, local churches

Have you received TOT funding previously? Yes  No  Year(s)? \_\_\_\_\_

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

### Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
150

List the **total** number of Clients you intend to serve during this program: 150

### Program Timeline

What are your dates of service for this program(s)? START: 8/18/20 END: 5/22/20

What days/nights will you run your program(s)? (Ex: M-F) M-F Hours? 2:30-6:30

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If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: 6/15/20 END: 7/25/20

What days/nights will you run your program(s)? (Ex: M-F) M-F Hours? 8

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

**Cover Letter**

April 8, 2025

City of East Palo Alto  
Community Services Division  
2415 University Avenue  
East Palo Alto, CA 94303

To the Members of the East Palo Alto City Council,

On behalf of Hope Horizon East Palo Alto, I am pleased to submit our application for the 2025–2026 TOT Grant in the amount of \$75,000. For over 40 years, Hope Horizon has empowered youth and families in East Palo Alto through holistic, high-impact programming. We respectfully request this funding to support year-round programming, including our flagship summer program—Camp Hope Horizon—and extended academic and leadership programs throughout the school year.

During the academic year, we offer robotics, tutoring, mentoring, and leadership development for K–12 students, with over 100 students currently enrolled. This summer, we aim to serve 90–100 youth through Camp Hope Horizon. Camp Hope Horizon is a six-week, full-day summer enrichment program for rising 1st through 9th graders with free programming rooted in academic skill-building, STEAM enrichment, and social-emotional wellness.

Our programming directly aligns with the City Council’s goals of supporting children, youth, and families in East Palo Alto. 100% of requested funds will be directed toward student-facing programming.

We appreciate your consideration and welcome the opportunity to continue providing accessible, equitable, and transformational programming to the families of East Palo Alto.

Warm regards,

Jen Guan  
Director of Development & Communications  
Hope Horizon East Palo Alto  
[jen@hopehorizonepa.org](mailto:jen@hopehorizonepa.org) | (408) 835-1785

## Narrative

**Service Category:** Children & Youth

### **Project Overview & Work Plan**

**Project Title:** Hope Horizon Year-Round Youth Enrichment

**Project overview:** We request this funding to support year-round programming, including our flagship summer program—Camp Hope Horizon—and extended academic and leadership programs throughout the school year.

### **Work Plan and Project Timeline:**

- Camp Hope Horizon (Summer 2025): Six-week, full-day summer enrichment camp (June 16–July 25, M–F, 9:00–3:15) for rising 1st–9th graders, with STEAM, arts, sports, cooking, spiritual mentorship, and youth leadership development.
- School-Year Programs (Aug 2025–June 2026): Weekly after-school tutoring, robotics, mentoring, youth leadership cohorts, and family engagement activities.

### **Project Goals & Objectives:**

- Prevent summer learning loss and increase year-round academic engagement
- Increase STEAM participation and creative expression
- Strengthen social-emotional learning (SEL) and leadership development
- Foster family connections and create a supportive community

### **Clients Served**

- East Palo Alto Youth (Summer + School Year): 150+
- East Palo Alto Residents: 100+

### **Project Partners**

- Ravenswood School District: Student referrals and academic support
- Local Churches & Nonprofits: Family engagement and volunteer recruitment
- Tech Industry Volunteers: Mentoring and STEM exposure

### **Connection to Hope Horizon EPA's Mission**

**Mission Statement:** Hope Horizon East Palo Alto equips East-of-Bayshore youth to grow spiritually, gain life skills, and develop as leaders so that they have hope and a future. For over 40 years, Hope Horizon East Palo Alto (HHEPA) has provided no-cost, high-impact programming for underserved K–12 students and their families. We offer academic tutoring, robotics, leadership training, spiritual mentorship, and summer enrichment in a safe, culturally responsive environment.

This project directly fulfills our mission by providing holistic, accessible programming that supports academic achievement, social-emotional growth, and leadership development for East Palo Alto's youth.

**Impact on Academic Achievement & Social Skills of East Palo Alto Youth – our Evidence-based strategies:**

- Academic Achievement: Daily ELA (English Language Arts) and Math lessons (aligned with Common Core), and hands-on STEM activities, pre/post skills assessments, and project-based learning ensure 80% of students maintain or improve academic skills.
- Social Skills: Social-Emotional Learning (SEL) is integrated through journaling, team building, and mentoring; 75% of students show improved SEL skills and confidence.
- Leadership: Paid teen internships and leadership roles foster initiative and responsibility

**Supportive Community Environment for families in East Palo Alto:**

Family engagement is woven throughout via multilingual communication (including bilingual parent surveys on program impact), family showcases, and volunteer opportunities. Our programs provide a safe, nurturing space for youth and support working families with reliable care and enrichment.

**Organizational History & Qualifications providing direct services to the target population:**

Hope Horizon EPA has served East Palo Alto for over 40 years, annually reaching 250+ students. Our team includes local educators and nonprofit professionals, with 88% of staff and 90% of interns from the community. We have a proven track record of closing achievement gaps and fostering youth leadership.

**Lead Staff & Qualifications**

- Josette Langevine, Executive Director: 20+ years in nonprofit leadership
- Waniya Bryant, Director of Programs: Veteran educator and youth advocate
- Leslie Tuakalau, Director of Spiritual Development: Longstanding community mentor

**Budget & Leveraging Funds**

TOT Request: \$75,000

Total Project Budget: \$250,000

Matching Funds: \$175,000 secured from individual donors and foundations

Budget Allocation: 70% direct program services (staff, materials, meals), 30% staffing, insurance, admin costs

This funding leverages substantial private support and enables us to continue providing transformative services for East Palo Alto youth and families.

**Budget (No Personnel) - \$250,000 Total | \$75,000 TOT Request**

<b>Budget Item</b>	<b>Category</b>	<b>TOT Funds Requested (\$)</b>	<b>Matching Funds (\$)*</b>	<b>Total Cost (\$)</b>
Program Supplies (STEAM kits, books)	Supplies & Materials	16,000	34,000	50,000
Meals & Snacks for Students	Supplies & Materials	10,000	20,000	30,000
Program Outings & Field Trips	Subcontractors/Partners	12,000	18,000	30,000
Software Licenses	Supplies & Materials	5,000	5,000	10,000
Transportation	Subcontractors/Partners	8,000	12,000	20,000
Robotics Equipment & Materials	Supplies & Materials	8,000	12,000	20,000
Training & Professional Development	Subcontractors/Partners	4,000	6,000	10,000
Office/Admin Supplies	Supplies & Materials	2,000	3,000	5,000
Program Technology & Equipment	Supplies & Materials	5,000	10,000	15,000
Program Curriculum & Enrichment Kits	Supplies & Materials	5,000	5,000	10,000
<b>TOTAL</b>		<b>75,000</b>	<b>175,000</b>	<b>250,000</b>

**\*Matching Funds Breakdown (\$175,000 Total)**

- **Chan Zuckerberg Initiative (CZI)** – \$50,000 (Year 1 of \$100,000 / 2-year grant)
- **Jeremy Lin Foundation** – \$50,000
- **Individual Donors** – \$75,000

## Graphic Chart

## Graphic Chart

### Prevent Summer Learning Loss

#### People Served:

- **150+ K–8 students** from East Palo Alto and eastern Menlo Park
- 90% from low-income households; 59% are English language learners

#### Program Outputs (Deliverables):

- **6-week full-day summer camp** (Monday–Friday, 9:00 AM–3:15 PM)
- **120+ hours of academic instruction** per student
- **Daily literacy and math instruction**, aligned with California Common Core Standards
- **Pre- and post-program assessments** to measure academic growth
- **1:6 staff-to-student ratio**, including trained high school interns and college-age leaders
- **Student journals, books, manipulatives, and take-home kits** to support home learning

#### Short-Term Outcomes (Within 12 Months):

- **80% of students** maintain or improve ELA and math proficiency
- **2 months of reading loss** typically experienced over the summer is prevented
- **2.6 months of math loss** is mitigated through hands-on daily instruction
- **75% of students** demonstrate improved social-emotional learning (SEL) skills, including teamwork, self-confidence, and communication
- **85% of students** articulate what they've learned during end-of-camp presentations
- **100% of families** report that the program had a positive impact on their child's learning and behavior (based on bilingual parent surveys)

#### Long-Term Outcomes (Beyond 12 Months):

- **Improved fall readiness** as students return to school on-track, not behind
- **Narrowed achievement gap:** Students avoid falling 2+ years behind by grade 6 due to compounded summer learning loss

**FY 2025-2026 TOT Grants Program Application: Hope Horizon EPA**

- **Higher attendance and promotion rates** during the school year for returning participants
- **Increased school-year program enrollment:** Over 50% of summer participants join after-school tutoring or robotics in the fall
- **Reduced long-term academic inequality:**

*Two-thirds of the income-based achievement gap is attributed to summer learning loss by the start of high school (RAND Corp.)*

## Prevent Summer Learning Loss



### People Served

150+ K-8 students from East Palo Alto and eastern Menio Park  
90% from low-income households; 59% are English language learners



### Program Outputs (Deliverables)

- 6. week full-day summer camp (Mond-Friday, 9:00 AM-3:15 PM)
- 120+ hours of academic instruction per student
- Daily literacy and math instruction, aligned with California Common Core Standards
- Pre-and post-program assessments to measure academic growth
- 1:6 staff-to-student ratio, including trained high school interns and college-age leaders
- Student journals, books, manipulatives, and take-home kits to support home learning
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Short-Term Outcomes (Within 12 Months)

### Long-Term Outcomes (Beyond 12 Months)



Long-Term Outcomes (Beyond 12 Months)

- Improved fall readiness as students return to school on-track, not behind
- Narrowed achievement gap. Students avoid falling 2+ years behind by grade 6 due to compounded summer learning loss
- Higher attendance and promotion rates during the school year for returning participants
- Increased school-year program enrollment; Over 50% of summer participants join after-school tutoring or robotics in the fall

## Build Youth Leadership & Social-Emotional Learning (SEL)

### People Served:

- **150+ youth served annually** through year-round programming
- **10+ teen interns** trained each year through our paid leadership pathway
- Students served are primarily from East Palo Alto, where **1 in 4 report struggling with mental health challenges** (Hope Horizon internal data)
- Nationally, **1 in 8 children were diagnosed with anxiety or depression in 2020** (CDC, 2022)
- Among Latinx and Black youth, **only 1 in 3 receive adequate mental health care** despite higher risk factors (Child Mind Institute, 2021)

### Program Outputs (Deliverables):

- **Weekly mentoring & leadership cohorts** for middle and high school students
- **Team-building workshops, reflective journaling, and social-emotional activities**
- **Teen internship program:** paid roles for high schoolers to support younger peers
- **Spiritual and character development modules** (as appropriate) to build integrity, purpose, and values

### Short-Term Outcomes (Within 12 Months):

- **75% of students show growth in SEL (social-emotional learning)** competencies: self-awareness, emotion regulation, collaboration
- **Teens demonstrate increased initiative** in program leadership roles
- **Improved peer relationships** and sense of belonging across age groups
- **Notable increases in confidence, motivation, and ability to navigate stress** (based on student reflections and staff observations)
- **Interns report improved job readiness** and communication skills after summer program

### Long-Term Outcomes (Beyond 12 Months):

- **Sustained youth leadership pipeline:** interns and older students transition into long-term mentors, staff, and community leaders
- **Teens gain access to employment and higher education** opportunities through real-world experience, recommendations, and exposure
- **Increased emotional resilience:** Students demonstrate greater adaptability and emotional literacy, better equipping them to navigate trauma, anxiety, and life transitions
- Participation in long-term mentorship reduces risk of depression by **up to 55%**, according to the National Mentoring Partnership (MENTOR, 2021)
- **Reduced behavioral incidents and increased school engagement**, especially for students with previous disciplinary or attendance concerns

# Strengthen Social-Emotional Learning



**People Served**  
150+ youth/year:  
10+ teen interns

## Program Outputs (Deliverables)

- Mentoring & leadership cohorts
- Team-building, journaling, spiritual growth
- Teen internship program

## Short-Term Outcomes (Within 12 Months)

- 75% show SEL growth
- Teens lead with initiative
- Improved confidence & teamwork

## Long-Term Outcomes (Beyond 12 Months)

- Youth leadership pipeline
- Teens gain employment/college access
- Increased emotional resilience

**1 in 8**

children was diagnosed with anxiety or depression in 2020



**14%**

of teens had a depression episode in the past year

**70%**

of parents are concerned about their children's mental health



**61%**

increase in ER visits for youth suspected suicide attempts (2019-21)

## Increase STEAM Engagement & Creative Expression

### People Served:

- **150+ students** engaged annually across academic, arts, and STEAM programs
- **90% of students identify as Black, Latinx, or Pacific Islander**
- **80% qualify for free/reduced lunch; 59% are English language learners**
- In 2023:
  - **35 students enrolled in STEAM/robotics programs**
  - **70% were Latinx, 20% African American, 10% Pacific Islander or mixed race**

### Program Outputs (Deliverables):

- Hands-on **STEAM projects and robotics challenges** aligned with Common Core
- Interactive **arts, music, photography, and digital media workshops**
- **Family showcases** at the end of each term to celebrate student creativity and growth
- **Career exploration activities** in collaboration with volunteers from the tech and creative industries

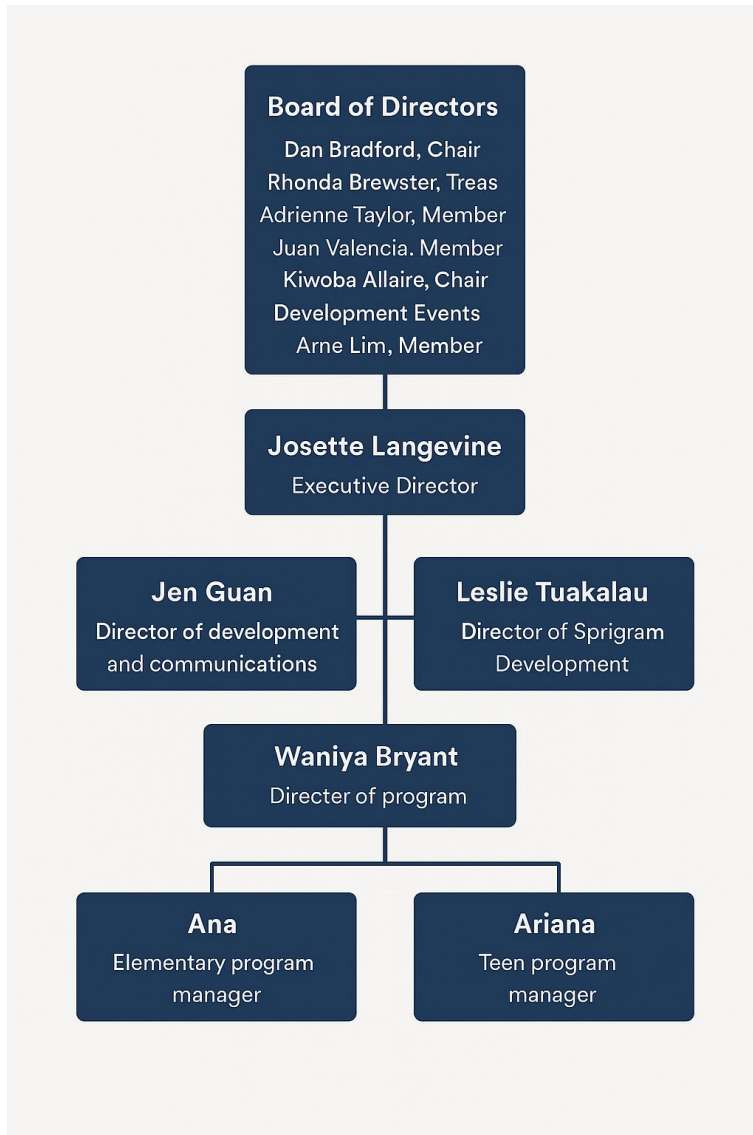
### Short-Term Outcomes (Within 12 Months):

- **75% of students complete STEAM capstone projects** (robot builds, coding games, or inventions)
- **85% of students report improved creativity and critical thinking** through surveys and reflections
- **Rising interest in STEAM and creative fields**, especially among girls and students of color
- **Increased self-efficacy and collaboration**, particularly in group challenges and showcases
- **Students express greater pride and ownership in their work**, based on staff and family feedback

### Long-Term Outcomes (Beyond 12 Months):

- **Students pursue advanced STEAM classes** in middle and high school (coding, robotics, design)
- **Increased participation in science fairs, maker events, and youth tech programs**
- **Career awareness and exploration** in tech, engineering, digital media, and creative industries
- **Improved collaborative problem-solving skills**, communication, and design thinking
- **Early STEAM exposure linked to higher graduation rates and postsecondary interest**, especially for underrepresented students (source: Brookings Institution, 2020)

Organizational Chart



**Hope Horizon Board Members 2025**

Name	Title	Address
Dan Bradford	Chair	Mountain View
Rhonda Brewster	Treasurer	Los Gatos
Arne Lim	Member	Redwood City
Juan Valencia	Member	East Palo Alto
Adrienne Taylor	Member	Milpitas
Kiwoba Allaire	Member, Director of Events	Fremont

**CITY OF EAST PALO ALTO -TOT  
GRANT APPLICATION  
COVERSHEET**

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

**Organizational Information**

Legal Name Organization:	Live Music Fostering Community
Address of Organization:	857 Green Street, East Palo Alto, CA 94303
Website:	www.rockthedockrwc.com
Collaborating Organization:	EPACENTER
Website:	epacenter.org

\*Attach additional sheet(s) if necessary.

**Contact Information**

Grant Administrator	Cornelia Fletcher		
Email	livemusicfc@gmail.com, fletcher1369@aol.com		
Phone	650-526-2594	Fax	

**Grant Request**

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 13,850
Total Project Budget: <b>(For this project)</b>	\$ 26,860
Matching funds/in-kind donations? (Select one) <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, amount?	\$ 13,000
What is your organization's total annual operating budget?	\$ 140,000
Please list the names of matching funding or in-kind donation sources:	LMFC

Have you received TOT funding previously? Yes  No  Year(s)? \_\_\_\_\_

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

**Target Demographic**

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
up to 1,750

List the **total** number of Clients you intend to serve during this program: up to 1,750

**Program Timeline**

---

What are your dates of service for this program(s)? START: 7/12/202 END: 11/8/2025

What days/nights will you run your program(s)? (Ex: M-F) 2nd Sun Hours? 3:00-6:30pm

-----

If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

## Acknowledgement

---

- I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.
- I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.
- I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.

---

*Signature of Authorized Representative*

Cornelia Fletcher

---

*Printed Name*

---

*Date Signed*

CFO

---

*Title*

## Attachment B LMFC Narrative including Work Plan

Live Music Fostering Community, LMFC, has organized, funded, promoted, and hosted more than 175 free live music events over the past 5 years. LMFC is responsible for creating and sustaining the successful weekly live music series Rock the Dock RWC. The quality, popularity and variety of the bands we hire draw large diverse crowds to our events. LMFC has no paid staff or subcontractors. All the funding we raise goes directly towards the production of our events

LMFC seeks funding for a free live music five event series in East Palo Alto. Events will be held every second Sunday of the month July-November 2025 in EPACENTER's outdoor amphitheater. This "Second Sunday Series" will serve as a pilot program for East Palo Alto to establish its own weekly live music series in 2026. The series will test and demonstrate what a regular live music series hosted by the City of EPA could do for its residents. LMFC will collaborate with EPACENTER and The City of East Palo Alto for this series.

LMFC's mission is fostering community in a culturally and economically diverse region through live music. If curated well, live music events gather, integrate and unify people from different generations, religions, cultures, political parties and socio economic groups. Repeatedly enjoying entertainment, dancing and interacting with others builds relationships and community. Also, through experiencing diverse music performances, people can grow to understand, appreciate and celebrate other's history and culture.

LMFC believes East Palo Alto youth, families, and seniors deserve and would benefit from their own local live music series. LMFC's series Rock the Dock RWC demonstrates that a live music series could be popular and valuable to EPA residents. Attendance to Rock the Dock events grew from an initial 30 attendees in mid 2021 to often over 1,000 per event by mid 2022. Many Redwood City Council Members appreciate and publicly praise the series. In early 2024 The Port of Redwood City found the series to be such an asset to the community that they began paying for the sound production which is one third of the cost per event. Individual attendees now voluntarily donate about half the cost per event each week because they find the series so valuable and want to sustain it.

EPACENTER's amphitheater accommodates 400 attendees. If the City of East Palo Alto, LMFC and EPACENTER promote this 5 event series, many East Palo Alto residents may attend the series. And, we expect numbers will grow progressively. These events may serve hundreds of East Palo Alto residents in 2025. And, this series could be a seed that will grow into a 2026 EPA music series both larger in event and attendance numbers.

EPA youth may gain valuable experience and social skills through attending the multigenerational and culturally diverse events. They will socialize, walk, perhaps dance, among many different generations and cultures of people at these events. They will experience multiple genres and eras of music. Youth may discover their fondness for music

and dancing through sharing them with family. The top notch performers, amazing venue and vibrant event in total may inspire some youth to pursue developing their own performing arts skills. Additionally, they will have the opportunity to learn about EPACENTER and the variety of free classes offered there.

Families will be able to regularly attend top notch live music performances in a beautiful venue free of charge without leaving EPA. In addition to enjoying the healthy, fun, local excursion, folks will be able to meet, mingle and socialize with a diverse group of East Palo Alto residents. They may build relationships with other EPA folks. Exchanging valuable community information and perhaps support.

Seniors will be offered an inclusive, supportive community environment in many ways. EPACENTER is local and easily accessible. It has many bathrooms inside and refreshments will be offered for sale. The time of the events is early in the day and they are easy to plan ahead for as their times and location are consistent. These are events that Seniors' friends, children and grandchildren can easily attend with them. Band choices will appeal to mature audiences. Certain songs may elicit Seniors' memories of personal history that they may share with piers and family. Music is often a vehicle for generational experience and wisdom.

Cornelia Fletcher will be the lead person from LMFC working on the EPA Second Sunday Series. She is the Founder of LMFC and Rock the Dock RWC. She has booked all the performers for and attended every one of the over 175 performances that LMFC has hosted. Cornelia is an EPA homeowner, business owner and has been a resident for 30 years. She was a San Mateo County Foster Care Parent, has been a volunteer with YUCA, Project Hope, EPAC and EHP. She helped establish and was the first Manager of The East Palo Alto Farmer's Market. Thus, Cornelia is familiar with and invested in the East Palo Alto community. She understands some of the unique considerations and challenges involved in trying to establish an EPA community music series.

#### **WORK PLAN for EPA's Second Sunday Series**

- Hire bands and sound production company
- Send signed contracts and deposits to bands
- Secure Event Insurance and individual band's insurance policies
- Provide the schedule of bands and events to EPACENTER and Maurice Baker
- Work on specific event details with EPACENTER staff.
- Schedule LMFC volunteers to organize and work at events
- PROMOTE EVENTS throughout the EPA community
- Provide refrigerator and refreshments for Performers/Sound Engineers in the band room
- Meet with EPACENTER event Staff on site to discuss specifics of events
- Meet and work with Sound Engineers and Performers at each event

**Problem Statement**

East Palo Alto residents need dedicated arts and entertainment venues such as concert halls. Families, youth, and seniors face barriers to accessing free, high-quality, local cultural experiences due to limited local options, affordability, and transportation. This project aims to create joyful, safe, intergenerational experiences through free monthly concerts on-site at EPACENTER’s campus curated by LMFC.

**LMFC Music Series: Provide 5 free, high-quality outdoor concerts to East Palo Alto families, youth, and seniors**

Needs	Inputs	Activities	Outputs	Outcomes	Impact
<ul style="list-style-type: none"> <li>• Access to free cultural events within the community</li> <li>• Safe, welcoming community gathering spaces</li> <li>• Opportunities to celebrate the Bay Area’s heritage through music</li> </ul>	<ul style="list-style-type: none"> <li>• \$xyz grant funds allocated</li> <li>• LMFC concert curation (5 events)</li> <li>• EPACENTER facilities and event staff</li> <li>• Sound and event equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and produce 5 monthly Sunday concerts (June–Oct 2025)</li> <li>• Curate diverse artist lineups</li> <li>• Coordinate logistics, sound, security, and janitorial services</li> <li>• Promote events locally via print and digital channels</li> </ul>	<ul style="list-style-type: none"> <li>• 5 concerts presented to the public</li> <li>• Up to 1750 people in total attendance</li> <li>• 5 different musical acts engaged</li> <li>• 5 community cultural gatherings hosted</li> </ul>	<ul style="list-style-type: none"> <li>• Increased attendance at local programming</li> <li>• Stronger community identity and intergenerational connection through shared music experiences</li> <li>• Ease of access to amenities that improve quality of life</li> <li>• Measurements:               <ul style="list-style-type: none"> <li>○ Attendance tracked at each concert via check-in and visual headcounts</li> <li>○ Attendee surveys to measure satisfaction, enjoyment, and perceived community benefit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Increased satisfaction of demand for public arts programming in the City</li> <li>• Strengthened community enjoyment of local surroundings</li> <li>• Improved long-term social cohesion in East Palo Alto</li> </ul>
<b>Assumptions</b>			<b>External Factors</b>		
<ul style="list-style-type: none"> <li>• Community members will attend and value consistent, free cultural programming</li> <li>• Strong collaboration with EPACENTER and other artists/producers</li> <li>• Availability of equipment, licenses, and vendors on schedule</li> </ul>			<ul style="list-style-type: none"> <li>• Weather and seasonal considerations for outdoor programming</li> <li>• Economic fluctuations impacting vendor pricing or equipment access</li> <li>• Competing community events or policy changes affecting attendance</li> </ul>		

## Attachment C LMFC Budget

### LMFC Budget for EPA Second Sunday Series

Performers	\$15,000
Sound	\$9,000
Performers Insurance	\$350
refreshments for band and sound people	\$1,500
event insurance	\$1,000
<b>Total Performer/Sound Costs</b>	<b>\$26,850</b>
<b>LMFC matching funds</b>	<b>\$13,000</b>
<b>Grant Requested from TOT</b>	<b>\$13,850</b>

**CITY OF EAST PALO ALTO –TOT  
GRANT APPLICATION  
COVERSHEET**

**PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.**

**Organizational Information**

Legal Name Organization:	Fit To The Core, Inc.
Address of Organization:	230 Market Place, Menlo Park, CA 94025
Website:	www.fittothecoreca.org

Collaborating Organization:	
Website:	

\*Attach additional sheet(s) if necessary.

**Contact Information**

Grant Administrator	Tmothy Rowland		
Email	tim@fittothecoreca.org		
Phone	650-200-6458	Fax	

**Grant Request**

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 60,000
Total Project Budget: <b>(For this project)</b>	\$ 60,000
Matching funds/in-kind donations? (Select one) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, amount?	\$ _____
What is your organization's total annual operating budget?	\$ 195,800
Please list the names of matching funding or in-kind donation sources:	

Have you received TOT funding previously? Yes  No  Year(s)? \_\_\_\_\_

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

Senior Programming

## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
50-150

List the **total** number of Clients you intend to serve during this program: 50-150

## Program Timeline

---

What are your dates of service for this program(s)? START: 6/9/25 END: 4/4/26

What days/nights will you run your program(s)? (Ex: M-F) M/W/F/ Hours? 10 am / 6-7

----- Mon and Wed 10-11 am & 6-7 pm; Sat 10-11 am

If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

**Acknowledgement**

---

I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.

I agree to fully participate in the City of East Palo Alto’s spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.

I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.



April 24, 2025

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Date Signed*

Tracie VanHook

CEO and Founder

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

## Fit To The Core EPA 2025 TOT Grant Application (RFP)

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1. Application/Cover Sheet
2. Application: Narrative (2 pages)
3. Application: Project Budget
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7. Attachment C: IRS 990 EZ 2023
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9. Attachment E: 2 Year Annual Budget (2024-2025)
10. Attachment F: 2025 Current YTD Financial Statement
11. Attachment G: 2024 Financial Statement
12. Attachment H: Executive Director/BOD List
13. Attachment M: Program Photo Collage
14. Insurance Documents

## **TOT Grant Narrative: Fit To The Core – Functional Fitness for Seniors**

Fit To The Core (FTC) is honored to apply for funding through the TOT grant and is excited to deepen its engagement with the East Palo Alto senior community. We are a nonprofit rooted in health equity and community empowerment, with a deep understanding of both the physical and social needs of this demographic. We are eager to launch a dynamic program of year-round services focused on functional aging, wellness for seniors and bridging various parts of our community.

This initiative, categorized as *Functional Aging and Fitness for Seniors*, will provide consistent, inclusive, and professionally led programming designed to improve mobility, prevent falls, and foster social connection among older adults. The project will run from June 2025 through April 2026 and aims to serve between 50 to 150 individuals through weekly fitness classes, engaging workshops, and chair-based exercise sessions.

FTC's enthusiasm for this project stems not only from our proven success in delivering similar programs, but from the vital relationships we've built with East Palo Alto residents who are ready and eager for safe, accessible opportunities to thrive through movement. As a relatively young and fast-growing community organization, the TOT grant would have a significant impact on our growth and ability to serve the community.

### **Organizational Mission**

Fit To The Core (FTC) is a 501(c)(3) nonprofit organization dedicated to enhancing the well-being of aging adults in under-resourced communities. Our mission is to create a world where everyone can age well—regardless of age, health conditions, ethnicity, or economic status—by offering affordable, adaptable fitness programs. We aim to foster vitality, independence, and community connection among older adults through movement, education, and wellness support.

### **Project Goals and Objectives**

The TOT grant will support a year-round series of functional fitness programs for seniors in East Palo Alto, specifically tailored to meet the needs of an aging and often underserved population. From June 2025 through April 2026, FTC will offer a total of 92 sessions:

### **Summer Season**

**Program Dates:** June 9 – August 30, 2025 (12 weeks) – 33 total sessions

**Location:** Outdoor Parks + Senior Center

- **Functional Fitness Series** (2x/week) – 24 sessions
- **Senior Center Classes** (2x/month) – 6 sessions
- **Saturday Summer Social Events** (1x/month) – 3 events

### **Fall Season**

**Program Dates:** September 25 – November 15, 2025 (9 weeks) – 26 total sessions

**Location:** Outdoor Parks (until Nov. 1), then City Room (Nov. 1–15) + Senior Center

- **Functional Fitness Series** (2x/week) – 18 sessions
- **Senior Center Classes** (2x/month) – 5 sessions
- **Health & Movement Workshops** (1x/month) – 3 workshops

### **Winter Season**

**Program Dates:** January 12 – April 4, 2026 (12 weeks) – 33 total sessions

**Location:** Indoor Facility (City Room) + Senior Center

- **Functional Fitness Series** (2x/week) – 24 sessions
- **Senior Center Classes** (2x/month) – 6 sessions
- **Weekend Wellness Workshops** (1x/month) – 3 workshops

### **Program Design and Supportive Environment**

Our approach ensures that no senior is left out due to physical limitations, economic barriers, or lack of access. Sessions will be led by certified trainers experienced in functional aging. Classes will be culturally inclusive, offered in English and with visual aids in Spanish where needed, and always encourage peer connection. Participants will receive take-home fitness tools, empowering them to continue practice independently and reinforcing a sense of agency and routine.

A critical part of our strategy is to reduce social isolation while increasing engagement and retention. We believe retention—participants returning weekly—is the most meaningful measure of impact. FTC uses attendance tracking, fitness assessments, and surveys to evaluate progress and gather participant feedback for continuous program improvement.

### **Organizational History and Qualifications**

Since 2020, FTC has served seniors annually across East Palo Alto and Menlo Park. We offer consistent year-round programming and have earned the trust of our community through grassroots engagement, partnerships with local governments, and demonstrated impact. Our founder and CEO, Tracie VanHook, holds a master's degree in exercise science and has over 30 years of experience in senior fitness.

**Fit To The Core's EPA TOT Program Budget 2025 -26**

<u>Item</u>	<u>Cost</u>	<u>%</u>	<u>Notes</u>
Professional Fitness Instructors	\$ 30,600		\$333 per session (92 sessions with multiple instructors)
Program Equipment - starter kits	\$ 3,750		50 new Starter Kits ~ \$75 per kit
Program Development	\$ 3,300		33 weeks of Program Development and handouts
Program Setup Costs	\$ 950		Transportation, setup & breakdown costs
Program Marketing & Promotion	\$ 1,000		Flyers, Banners & Brochures (plus Printing)
Marketing Specialist	\$ 3,000		Marketing & Promotion Specialist Services
Participant Measurement/Analysis	\$ 1,650		Data Tracking, Reporting & Survey Analysis
Summer Special Events Costs	\$ 7,500		Total Costs for 3 Special Events
Program Supplies	\$ 660		Water, snacks
Senior Workshop Equipment	\$ 700		Sr. Exercise Chairs, Balance Balls, Stability Equipment
Computer Equipment (tablet)	\$ 1,200		Shared use for check-ins, surveys and presentations
<b>Total Program Costs</b>	<b>\$ 54,310</b>	<b>91%</b>	Will go directly from the Grant to Project
Insurance	\$ 1,200		Insurance for Program
General Admin	\$ 2,970		Admin/Compliance Support for Program (Contractor)
Systems Support	\$ 1,520		Event Equipment (Support) for Program
	\		
<b>Total Adm Costs</b>	<b>\$ 5,690</b>	<b>9%</b>	
<b>Total Program Budget</b>	<b>\$ 60,000</b>		

## Fit To The Core - EPA TOT Model Program Objectives and Impact

### Objectives

- 1) Improve Physical Health and Mobility of Aging Adults
- 2) Support Social Connection and Well Being
- 3) Promote Health Knowledge & Independent Wellness

Inputs	Output		Outcomes - Impacts		Impact Measures
Resources	Activities	Participation	Short-Term	Long-Term	Indicators
1. Expertise: Professional fitness training expertise  2. Resources: Library of exercises and fitness programs  3. Outreach: Marketing and Promotional Materials  4. Program Mobility: Access and Ability to move Programs to Public facilities (indoor and outdoor)	1. Three Seasons of weekly fitness program geared to aging adults - meeting 2-3 times per week in the evenings - each session lasting 1 hour. Provide mobile fitness equipment (i.e., exercise bands & foam rollers) and training on this equipment  2. Collect, measure and report on fitness goals of each individual participant as well as group improvements  3. Create a Milestone Fitness Celebration at the end of the Program	1. All EPA residents welcome to participate by signing a liability waiver and checking-in each session - drop-ins welcome - participants will be given mobile fitness equipment  2. All participants will be invited to have their program tracked through ongoing fitness assessments  3. All participants can celebrate achievements of fitness goals and milestones collectively in the Program	1. Increase in the number of aging adults actively participating in fitness programs, measured at regular intervals throughout the program duration  2. Demonstrate measurable improvements in participants' physical health metrics (endurance, strength, balance, flexibility)  3. 75% of consistent participants report improved strength or balance	1. Sustain increased participation levels beyond the duration of the program, indicating a shift towards healthier lifestyle choices and community engagement among aging adults  2. Maintain or further improve physical health metrics beyond the program duration  3. 80% of participants report feeling more connected or uplifted	1. Collecting participation data - number of participants, number of time participating - calculating frequency and retention rates for individuals and the group.  2. Measuring the progress of each individual from initial functional fitness tests to fitness tests at the end of the Program - aggregating the data, preparing reports and making them available  3. Collecting data and reporting from participation surveys on user satisfaction

**Fit To The Core 2 Year Budget (based on forecast Revenue)**

<b>FTC Budget</b>	<b>Current Budget 2025 % Rev</b>		<b>Previous Year Budget 2024 % Rev</b>			
Community Grants	\$	70,800	\$	65,000		
Corporate Grants	\$	55,000	\$	7,500		
<i>Total Grants</i>	\$	<i>125,800</i>	\$	<i>72,500</i>		
Private Donations	\$	70,000	\$	65,000		
Misc Income	\$	-	\$	-		
<b>Total Revenue</b>	<b>\$</b>	<b>195,800</b>	<b>\$</b>	<b>137,500</b>		
Program Labor	\$	68,000	35%	\$	49,000	35.6%
Program Dev/Admin	\$	18,000		\$	15,000	
Marketing/Admin	\$	15,000		\$	10,000	
<b>Total Labor Costs</b>	<b>\$</b>	<b>101,000</b>	<b>51.6%</b>	<b>\$</b>	<b>74,000</b>	<b>53.8%</b>
Program Equipment	\$	5,900		\$	3,800	
Program Promotion	\$	3,400		\$	2,500	
Program Supplies	\$	3,200		\$	2,900	
<i>Total Program Expense</i>	\$	<i>12,500</i>	<i>6.4%</i>	\$	<i>9,200</i>	<i>6.7%</i>
Office Software/Equip	\$	3,200		\$	2,500	
Transportation	\$	6,200		\$	5,000	
Website maintenance	\$	200		\$	100	
Insurance/Legal	\$	2,200		\$	2,000	
Education	\$	2,100		\$	2,000	
Meetings/Travel	\$	3,300		\$	2,000	
<i>Total Office/Admin</i>	\$	<i>17,200</i>	<i>8.8%</i>	\$	<i>13,600</i>	<i>9.9%</i>
<b>Total Program/Admin</b>	<b>\$</b>	<b>29,700</b>		<b>\$</b>	<b>22,800</b>	<b>17%</b>
<b>Total Expense</b>	<b>\$</b>	<b>130,700</b>		<b>\$</b>	<b>96,800</b>	
<b>Total Surplus</b>	<b>\$</b>	<b>65,100</b>	<b>33%</b>	<b>\$</b>	<b>40,700</b>	<b>30%</b>

## Executive Director: Tracie VanHook

As the founder and CEO of Fit to the Core Inc., I am proud to introduce our board members, each bringing a unique blend of expertise and passion to our mission of enhancing senior wellness through tailored fitness programs. Our board's collective knowledge in finance, community outreach, marketing, program development, and health care directly contributes to our strategic direction and the impactful work we do within the community. Here is an overview of our distinguished board members and their roles:

### Fit To The Core Board Members:

Tracie VanHook, President, CEO and Founder

Profile: Tracie VanHook is the Founder and CEO of Fit to the Core Inc., a nonprofit organization dedicated to improving health and wellness in underserved communities through accessible fitness programs. Since founding FTC in 2020, Tracie has spearheaded initiatives that promote functional fitness for aging adults, intergenerational wellness, and community engagement.

With over 30 years of experience as a certified fitness professional and personal trainer, Tracie specializes in functional training, fall prevention, and exercise for longevity. She holds multiple certifications, including the Mental Well-Being for Fitness Professionals credential and is actively pursuing additional specializations in Brain Health Training, and Corrective Exercise.

Under her leadership, FTC has built strong partnerships with the cities of East Palo Alto and Menlo Park, secured grant funding, and created many diverse programs that have helped countless individuals improve their health through engaging, evidence-based fitness training. Whether leading a group class in the park or strategizing new ways to serve the community, Tracie is dedicated to making fitness more than just exercise - a way to enhance lives, build confidence, and foster community.

### Other Board Members:

Timothy Rowland, Secretary, CFO

Role: With an MBA from Berkeley's Haas School of Business and significant experience with both non-profit and for-profit companies in Silicon Valley, Timothy oversees our financial planning, sustainability, and growth. His

expertise ensures that Fit to the Core remains financially healthy and can expand our reach and impact within the community.

Juanita Craft, Board Member, Community Outreach & Advocacy

Role: As a key figure in the local community, Juanita brings invaluable insights from her work with the Belle Haven's Community Development Fund. Her guidance helps us enhance our community engagement efforts and foster partnerships that amplify our mission.

Vera Combs, Board Member, Publicity and Marketing

Role: Vera, a successful female African-American business owner, leverages her marketing expertise to elevate our visibility and connect with more community members in need of our services. Her innovative approaches to publicity ensure that our programs are well-known and accessible.

Lawrence VanHook, Board Member, Program Advisor

Role: An athletic trainer and injury prevention specialist, Lawrence advises on the development and implementation of our fitness programs. His knowledge is crucial in creating safe, effective, and engaging workouts tailored to the needs of our participants.

Latrice Gray, Board Member, Program Development

Role: As a medical professional, Latrice contributes her healthcare expertise to the development of our programs. She ensures that our offerings are not only effective but also aligned with the latest health guidelines and best practices for senior wellness.

This dedicated team exemplifies our commitment to excellence and innovation in serving the senior community. Their guidance and expertise not only steer our organization towards achieving its goals but also ensure that we remain a leading force in promoting senior health and wellness. Their diverse backgrounds and commitment to our cause enable Fit to the Core to thrive and continue making a significant impact in the lives of seniors.



Attachment M: FTC: Program Collage



**CITY OF EAST PALO ALTO –TOT  
GRANT APPLICATION  
COVERSHEET**

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

**Organizational Information**

Legal Name Organization:	Fresh Approach
Address of Organization:	5060 Commercial Circle Ste. C, Concord, CA 94520
Website:	www.freshapproach.org

Collaborating Organization:	
Website:	

\*Attach additional sheet(s) if necessary.

**Contact Information**

Grant Administrator	Laura deTar		
Email	lauradetar@freshapproach.org		
Phone	925-771-2990	Fax	

**Grant Request**

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 38,155
Total Project Budget: <b>(For this project)</b>	\$ 114,302
Matching funds/in-kind donations? (Select one) <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, amount?	\$ 76,148
What is your organization's total annual operating budget?	\$ 2,972,968
Please list the names of matching funding or in-kind donation sources:	
Stanford Medicine Children's Health, Costco Foundation, CDFA	

Have you received TOT funding previously? Yes  No  Year(s)? 2023; 2022; 2019

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other



## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
1250

List the **total** number of Clients you intend to serve during this program: 1260

## Program Timeline

What are your dates of service for this program(s)? START: 4/9/25 END: 11/30/25

What days/nights will you run your program(s)? (Ex: M-F) Wednesday Hours? 8am-1pm

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If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_



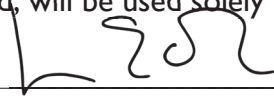
## Acknowledgement

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I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.

I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.

I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.



*Signature of Authorized Representative*

**Laura deTar**

*Printed Name*

04/15/2025

*Date Signed*

**Executive Director**

*Title*



## **Title: Nourishing East Palo Alto: Healthy Food Access, Education & Wellness for Families and Seniors**

**Service Category: Other** – This project promotes community health and wellness in East Palo Alto (EPA) through access to healthy food, nutrition education, and culturally relevant engagement. It addresses food insecurity, chronic illness, and social isolation using a preventative, community-based approach. Primarily serving families and seniors, this initiative provides consistent access to affordable, locally grown, and culturally relevant food, along with free wellness activities and multilingual nutrition education.

### **Goals and Objectives – Work Plan**

#### **Goal 1: Expand Access to Healthy Food and Promote Community Vitality**

- **Objective 1.1:** Operate the EPA Community Farmers' Market weekly from April–November 2025, supporting Vista Plan 2035 Policy 6.2 on healthy food outlets.
- **Objective 1.2:** Distribute \$65,000 in Healthy Food Incentives to low-income families, aligning with Policy 6.4, which encourages farmers market financial incentives.
- **Objective 1.3:** Host biweekly Zumba classes June–November 2025 to promote physical activity and social connection at the market.

#### **Goal 2: Increase Community Knowledge and Utilization of Healthy Food**

##### **Resources**

- **Objective 2.1:** Conduct monthly culturally relevant cooking demonstrations June–November 2024, promoting fruit and vegetable consumption per Policy 6.1.
- **Objective 2.2:** Launch a multilingual nutrition education campaign via schools, social media, and printed materials.
- **Objective 2.3:** Facilitate regular summer tabling for local community service providers to build awareness and connection.

**Number of Clients to Be Served:** We aim to reach 1,250 unique individuals (~7,250 total interactions) through food incentive programs, wellness activities, and nutrition education. We will also engage 5–10 volunteers or interns and train 1–2 Community Ambassadors (residents trained and hired in part-time roles).

**Project Partners:** We collaborate with trusted local institutions including San Mateo County Human Services & WIC Clinics, The Primary School, Nuestra Casa, EPACENTER, Ravenswood Family Health Center, Mannakin Theater & Dance, College Track, and the Boys and Girls Club to expand outreach, increase participation, and connect residents with wraparound services.

##### **Project Timeline:**

- April 2025: Farmers' Market season launches and the market operates weekly
- June–November 2025: Cooking demos; Zumba classes and community tabling
- November 2025: Season wrap-up and evaluation

**Alignment with Organizational Mission:** Fresh Approach’s mission is to foster connections between California communities and farmers through locally-grown food, nutrition education, and climate-resilient urban agriculture. This project directly reflects that mission by expanding equitable food access, strengthening community engagement, and promoting healthy lifestyles in East Palo Alto.

**Impact on Youth Development and Academic Achievement:** Access to healthy foods, particularly fruits and vegetables, has been linked to improved cognitive development and academic performance (Carillo et al., 2019; Hayhoe et al., 2021). This initiative supports Goal HE-6 of the Vista Plan 2035 by increasing access to nutritious food and health education, contributing to better academic outcomes and positive youth development.

**Supportive Environment for Families and Seniors:** The East Palo Alto Community Farmers’ Market acts as a trusted community gathering space. Seniors and families benefit not only from affordable produce but from opportunities to socialize, learn, and participate in wellness activities that reduce isolation and promote mental and physical health.

**Organizational Qualifications:** Fresh Approach has over a decade of experience in running community-centered food access programs. Since 2018, we have operated the EPA Community Farmers’ Market and pioneered the Expanded Market Match program, offering incentives to participants using WIC, Medi-Cal, and SSI—not just CalFresh. In 2024 alone, we supported 7,200 matching transactions, distributing \$132,000 in produce, with 83% of participants identifying as Latino/a and over half reporting food insecurity. Our trusted bilingual staff and deep community partnerships make us uniquely positioned to succeed.

**Key Staff & Qualifications**

Isabel Medina, Program Manager: Managing the EPA market since 2018, Isabel leads vendor coordination, tracking incentives distribution and redemption, evaluation, and partnerships; Christina Nelson, Food Access Program Specialist: Joined in 2024, supports market operations and volunteer coordination with a background in community health.

**Proposed Budget & Fund Leveraging** Total Project Budget: \$114,302. Amount Requested from TOT Grant: \$38,155. Matching Funds Secured From: Stanford Children’s Health, Costco Foundation and California Department of Food and Agriculture (CDFA) Office of Farm to Fork (providing nutrition incentives to CalFresh/ SNAP shoppers). CNIP is administered by the. A small vendor stall fee will be introduced in 2025 to help fund Community Ambassador stipends and expand wellness programming. The budget supports weekly market operations, incentives distribution, wellness classes, educational outreach, and program evaluation. By leveraging multiple funders, we ensure financial sustainability and maximize impact.

Fresh Approach Project Budget 2025							
Personnel (lead applicant staff)							
Title / Item	Justification	Narrative	TOT Funds	% of Grant Request	In-Kind Match	Cash Match	Total Budget
Isabel Medina, Program Manager	1 person @ \$43.94/h @ 140 hours (8 months*4 h/week)	Oversee and manage project, lead data collection and evaluation; cash match provided by Stanford Medicine Children's Health	\$2,390	6.26%	\$0	\$3,234	\$5,624
Christina Nelson, Program Specialist	1 person @ \$28.39/h @ 420 hours (8 months* 15 h/week)	Project development and management, coordinate outreach with market vendors and local partners; cash match provided by Stanford Medicine Children's Health	\$6,359	16.67%	\$0	\$7,268	\$13,627
Community Ambassador/s (to be hired)	1 person @ \$22/h @ 192 hours (8 months* 6 h/week)	Support project activities, cooking demonstrations and outreach; cash match provided by 'market stall fees'	\$0	0.00%	\$0	\$4,224	\$4,224
		<b>Subtotal Personnel</b>	<b>\$8,750</b>	<b>22.93%</b>	<b>\$0</b>	<b>\$14,726</b>	<b>\$23,476</b>
		<b>Benefits at 30%</b>	<b>\$2,624.91</b>	<b>6.88%</b>	<b>0%</b>	<b>\$3,150.55</b>	<b>\$7,042.66</b>
		<b>Total Personnel</b>	<b>\$11,375</b>	<b>29.81%</b>	<b>\$0</b>	<b>\$17,876</b>	<b>\$30,518</b>
		<i>% of Total Costs</i>	<i>29.81%</i>				

Materials and Supplies							
Title / Item	Justification	Narrative	TOT Funds	% of Grant Request	In-Kind Match	Cash Match	Total Budget
Matching Incentive Funds		Funds spent for Healthy Food Incentives to double the buying power of low-income market shoppers, cash match provided by CDFA, Costco Foundation, and Stanford Medicine Children's Health	\$25,000	65.52%		\$40,000	\$65,000
Promotion/Outreach of the EPA Community Farmers' Market and its Matching Incentives		Flyers, posters, banners, flags, ads, etc., cash match provided by Costco	\$0	0%		\$2,000	\$2,000
Cooking Demonstration Stipends & Supplies	\$30 worth of market produce per demo	Local produce for 6 culturally relevant cooking demonstrations at the EPA Community Farmers' Market.	\$180	0%		\$0	\$180
Market and matching programs operating expenses		Market Transaction equipment, including wifi service, and new tables, cash match provided by Costco	\$0	0%		\$4,700	\$4,700
Community Wellness Offerings at the EPA Community Farmers' Market	\$100/class twice month*8 months	Zumba/yoga classes offered bi-weekly at the EPA Community Farmers' Market	\$1,600	4%		\$0	\$1,600
		<b>Total Materials/Supplies</b>	<b>\$26,780</b>	<b>66%</b>	<b>\$0</b>	<b>\$46,700</b>	<b>\$73,480</b>

Other							
Title / Item	Justification	Narrative	TOT Funds	% of Grant Request	In-Kind Match	Cash Match	Total Budget
Indirect Costs		Rent, utilities, insurance, office supplies, IT support, legal & accounting, etc., cash match provided by Costco, and Stanford Children's Health	0	0%		\$10,304	\$10,304

Total Other		\$0	0%	\$0	\$10,304	\$10,304
<b>SUBTOTAL PROJECT (personnel, materials, other)</b>						
		\$38,155	100.00%	\$0	\$74,880	\$103,998
<b>TOTAL PROJECT (direct plus indirect)</b>						
		\$38,155	100.00%	\$0	\$74,880	\$114,302

ADDITIONAL BUDGET NOTES						
OTHER GRANT SOURCES FOR THE PROJECT						

List grants that have already been awarded to support the project, if any.

Funder	Amount	Timeframe	Additional Information
Stanford Medicine Children's Health	\$43,656	9/1/25 - 8/1/25	EPA Market operation/matching programs, outreach campaign in San Mateo and Santa Clara counties, farmer technical assistance, and community wellness offerings
Costco Foundation	\$15,000	10/16/23 - 9/1/24	Support for matching incentives and community wellness offerings
CDFA	\$12,000	11/30/2024-11/30/2025	Funds for Matching incentives for CalFresh/SNAP users which is about 30% of the total transactions
Market Vendor Stall Fees	\$4,224	Market season	To support the Community Ambassador position



# Fresh Approach Logic Model

## **Background/Situation:**

Fresh Approach seeks to address the overlapping community health needs of food insecurity, chronic diet-related illness, and limited economic opportunities in East Palo Alto (EPA)—a city where 24.2% of residents live below 200% of the federal poverty level and half of surveyed shoppers at the EPA Community Farmers' Market report needing emergency food assistance. Steep living costs have intensified financial instability for low-income communities: CalFresh/SNAP enrollment in San Mateo County surged by 74.7% between January 2020 and April 2024, signaling a significant rise in food insecurity (CDSS CalFresh Dashboard). Limited access to healthy food further compounds these challenges—over 80% of SNAP benefits are spent at large chain retailers, while less than 0.1% are spent at farmers' markets (Bolen & Wolkomir, 2020), where programs like *Market Match* can stretch benefits and support healthier choices.

This economic strain has direct health consequences: 30% of adults in East Palo Alto are classified as obese (San Mateo County All Together Better Dashboard) and 51% of surveyed shoppers report living with diet-related illnesses such as diabetes and hypertension.

## **Goal 1: Expand Access to Healthy Food and Promote Community Vitality**

Objective 1.1: Operate the EPA Community Farmers' Market weekly, April–November 2025

Objective 1.2: Distribute \$65,000 in *Healthy Food Incentives* to low-income families

Objective 1.3: Host biweekly Zumba classes June–November 2025 to promote physical activity and social connection

## **Goal 2: Increase Community Knowledge and Utilization of Healthy Food Resources**


Objective 2.1: Conduct monthly culturally relevant cooking demonstrations June–November 2024

Objective 2.2: Conduct a multilingual nutrition education campaign via schools, social media, and printed materials

Objective 2.3: Facilitate regular summer tabling for local community service providers to build awareness and connection.

# Goal 1: Expand Access to Healthy Food and Promote Community Vitality



Inputs	Outputs	Participation	Outcomes: Short-term	Outcomes: Long-term
<ul style="list-style-type: none"> <li>Fresh Approach Staff &amp; Community Ambassadors; Volunteers/Interns</li> <li>Healthy Food Incentive funds &amp; printed voucher materials</li> <li>Promotional and educational supplies</li> <li>Community Wellness offerings (Zumba classes)</li> </ul>	 <ul style="list-style-type: none"> <li>Operate the East Palo Alto Community Farmers' Market 1x/week for 32 weeks (April–November).</li> <li>Offer 50% discount to customers using SNAP, WIC, SSI, SSDI, and Medi-Cal benefits.                             <ul style="list-style-type: none"> <li>Distribute \$65,000 in Healthy Food Incentives</li> </ul> </li> <li>Offer Zumba classes every other week</li> </ul>	<ul style="list-style-type: none"> <li>Local businesses, local/regional farmers (primarily small, historically underserved farmers), local resource-sharing partner organizations</li> <li>EPA residents and surrounding communities, particularly families and seniors receiving federal benefits (CalFresh, WIC, SSI/SSDI, MediCal) or who self-identify as food insecure</li> <li>Volunteers, Community Ambassadors, community wellness instructors</li> </ul>	<ul style="list-style-type: none"> <li>1,250+ unique low-income shoppers access affordable, fresh produce.</li> <li>Healthy Food Incentives spent at a 95% rate</li> <li>Increased sales for local, historically underserved food producers and businesses among a more diverse customer base</li> <li>95% of survey respondents report positive changes in fruit/veg consumption</li> <li>EPA residents increase physical and mental well-being.</li> </ul>	<p><b>Increased Community Engagement:</b> The farmers' market is a hub for food access and social connection.</p> <p><b>Behavioral Shifts in Food Consumption:</b> Healthy, culturally relevant fruit and vegetable consumption rises, improving dietary habits among EPA residents.</p> <p><b>Increased Market Accessibility:</b> Historically underserved residents increase their participation in the farmers' market, shifting toward healthier food purchasing.</p>

## Challenges and External Factors:

Low participation due to time, transportation, or social stigmas. Current administration's policies may create additional barriers for immigrant communities, impacting participation. Potential federal budget cuts to government benefits and matching programs could reduce funding for food assistance programs.

### Mitigation:



- Foster strong partnerships with community service agencies.
- Create a welcoming market environment with multi-lingual messaging to support diverse communities.
- Engage in advocacy efforts to ensure equitable access to healthy foods, focusing on protecting immigrant rights and securing funding for crucial government benefits.

## Evaluation:

- Track the number, demographics, and shopping frequency of market visitors using Point-of-Sale data and annual surveys.
- Monitor incentive distribution and redemption through voucher barcode tracking at the EPA Community Farmers' Market.
- Administer pre- and post-surveys to evaluate changes in shopping behaviors, dietary habits, and food security status.
- Engage the Community Advisory Board (CAB)—comprised of EPA residents—in regular meetings to gather feedback and guide program improvements.

# Goal 2: Increase Community Knowledge and Utilization of Healthy Food Resources



Inputs	Outputs	Participation	Outcomes: Short-term	Outcomes: Long-term
 <ul style="list-style-type: none"> <li>Fresh Approach Staff &amp; Community Ambassadors; Volunteers/Interns</li> <li>Collaboration with local agencies (e.g., WIC Center, schools)</li> <li>Farmers' market produce for cooking demonstrations</li> <li>Promotional and educational supplies</li> </ul>	<p>Cooking Demonstrations:</p> <ul style="list-style-type: none"> <li>Host 6 culturally relevant cooking demonstrations during market season.</li> <li>Source ingredients from the market</li> <li>Distribute bilingual recipes and healthy eating materials.</li> </ul> <p>Community Outreach:</p> <ul style="list-style-type: none"> <li>Host weekly tabling for local organizations to distribute information and resources.</li> </ul>	 <ul style="list-style-type: none"> <li>EPA residents, especially families and seniors.</li> <li>Collaborate with local organizations (e.g., Boys and Girls Club, Nuestra Casa) to enhance the reach of resources and services.</li> </ul>	<ul style="list-style-type: none"> <li>150+ community members engage in demos and take home materials.</li> <li>Increased confidence in preparing fresh produce at home.</li> <li>Increased engagement from families and seniors in cooking demonstrations and food access programs.</li> </ul>	<ul style="list-style-type: none"> <li>Consistent consumption of healthy, culturally relevant fruits and vegetables increases in the community, empowering residents to take control of their own well-being.</li> <li>Active engagement of EPA residents in addressing community health challenges across generations, supported by stronger collaboration between local organizations and programs, creating a sustained, supportive environment for healthy behaviors.</li> </ul>

**Assumptions and External Factors:**

- Assumptions:
  - Community partners will have the interest and capacity to participate regularly.
  - Volunteers or interns will be available to support demos and logistics.
- Challenges:
  - Ensuring ongoing, effective communication between collaborative partners to align with Fresh Approach's principles of *Language Justice*.
  - Ensuring cultural and language relevance in all activities.
- Mitigation:
  - Develop and maintain a partner calendar with quarterly planning check-ins and flexible scheduling options.

**Evaluation:**

- Monitor the number of beneficiaries/stakeholders reached.
- Conduct annual surveys to assess changes in shopping behaviors and eating habits.
- Meet regularly with the Community Advisory Board (which includes EPA residents) to gather feedback and ensure program effectiveness.

**CITY OF EAST PALO ALTO –TOT  
GRANT APPLICATION  
COVERSHEET**

**PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.**

**Organizational Information**

Legal Name Organization:	EAST PALO ALTO TENNIS AND TUTORING (EPATT)
Address of Organization:	PO BOX 60597, PALO ALTO, CA 94306
Website:	EPATT.ORG

Collaborating Organization:	
Website:	

\*Attach additional sheet(s) if necessary.

**Contact Information**

Grant Administrator	AMY KOHRMAN		
Email	AMY@EPATT.ORG		
Phone	650.799.0446	Fax	NA

**Grant Request**

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 75,000
Total Project Budget: <b>(For this project)</b>	\$ 109,824
Matching funds/in-kind donations? (Select one) <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, amount?	\$ 45,000
What is your organization’s total annual operating budget?	\$ 2,246,500
Please list the names of matching funding or in-kind donation sources:	Westly Foundation (\$25,000) and Palo Alto Weekly Holiday Fund (\$20,000)

Have you received TOT funding previously? Yes  No  Year(s)? 2024

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
30-35 \_\_\_\_\_

List the **total** number of Clients you intend to serve during this program: 620

## Program Timeline

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What are your dates of service for this program(s)? START: 8/13/25 END: 5/29/26

What days/nights will you run your program(s)? (Ex: M-F) M-F Hours? 3:30 - 5:30 PM

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If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

## Acknowledgement

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I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.

I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.

I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.

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*Signature of Authorized Representative*

**Amy Kohrman**

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*Printed Name*

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*Date Signed*

**Development Director**

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*Title*

**NARRATIVE:** Not to exceed 2 pages (**Please use 12 PT Font with 1-inch margins on 8/12 x 11 inch paper**). Please describe:

- Your project service category;
- Goals and objectives – work plan;
- How many clients you intend to serve;
- Project partners (if any);
- Project timeline;
- How this project helps your organization fulfill its broader organizational mission; (Please include your organization’s mission statement);
- How proposed program activities will increase a young person’s academic achievement or help positively develop their social skills. Evidence based strategies will be viewed favorably;
- Discuss how the services you will provide will offer a supportive community environment for families and/or seniors of East Palo Alto;
- Your organizational history and qualifications providing direct services to the target population;
- Lead staff, their qualifications; and
- The project’s proposed budget and how it supports the overall objectives and activities. Include planned efforts to leverage funds and list potential funders. Budget should be reasonable, realistic, and consistent with your work plan. **Projects that utilize matching funds will be given priority.**

**Graphic Chart/Spreadsheet:** Not to exceed 3 pages (highlighting one (1) objective per sheet of 8/12 x 11 inch paper).

Highlight up to three (3) measurable indicators/objectives focused on direct service programming and impact. The limited number makes the process simpler; more importantly, it makes everyone think hard about priorities. The chart draws a picture of your program or intervention;

In your responses, keep the following concepts in mind:

- **Outputs:** Outputs are the activities or deliverables that are to be accomplished as a result of a grant. Outputs are generally described as deliverables or milestones in a work plan or timeline. Outputs include things like number of workshops held, number of youth tutored, health management plan completed, etc.
- **Outcomes:** Outcomes are the measurable impacts or results of the work of the grant. While outputs are accomplished during the life of the grant, outcomes generally occur after the completion of the grant. It is useful to categorize outcomes as short and long-term. Outcomes include things like the numbers of youth served that are now in college, or the measure by which their grade point average has improved.

**BUDGET:** In an Excel spreadsheet, develop a project budget that outlines the funding request. Detail: TOT funds requested; note any matching funds; and list the organization’s annual budget allocation to that activity. Examples of budget items include, but are not limited to, personnel, personnel benefits, sub-contractors/collaborative partners, supplies and materials, and equipment. Staff and personnel costs may not exceed thirty percent (30%) of the total budget.



## **Project Rally – EPATT’s Math Literacy & Empowerment Initiative for K–3rd Graders**

**Service Category:** Education and Youth Development/Empowerment

**Timeline:** August 2025 – May 2026 (32 weeks)

**Number of Students Served:** ~30 students from Costaño Elementary School, EPA

**Lead Staff:**

- **Kesha Weekes**, Executive Director – 20+ years in youth program leadership
- **Francisco "Paco" Lopez**, Tennis Director – Extensive coaching experience
- **Julio Hermosillo**, Head Tennis Coach – Longstanding EPATT mentor and tennis coach

**Project Partners:** Costaño Elementary School, Ravenswood City School District

### **Program Overview and Goals**

Project Rally is East Palo Alto Tennis & Tutoring’s (EPATT) evidence-based math literacy program designed to ensure K–3rd grade students build a solid foundation in math, develop a confident academic identity, and gain the cognitive and social-emotional tools to thrive in school and beyond. The after-school and summer program combines four days per week of one-on-one tutoring with daily tennis instruction, quarterly experiential field trips, and strong family engagement.

At EPATT, we believe every child holds immense potential, and with the proper support, they can soar. Project Rally builds on the natural curiosity, creativity, and resilience that young learners bring to the classroom. Designed to nurture and amplify students' early strengths, Project Rally tutors work to help young scholars sharpen their foundational math skills during their formative years, setting the stage for confident, joyful, and lifelong learning.

Participants also spend an hour on the tennis courts learning tennis basics and hand-eye coordination. The program also strengthens our relationships with families and schools, uniting us in a shared commitment to nurturing academic success. More than just a tutoring initiative, Project Rally is a springboard for empowerment, achievement, and discovery.

### **Goals & Objectives**

- Accelerate grade-level math proficiency using one-on-one tutoring with a caring adult
- Promote early academic confidence and self-identity as learners
- Strengthen social-emotional skills through enrichment and sport
- Empower families through quarterly workshops and consistent communication

### Program Activities (Work Plan)

- **One-on-One Tutoring:** Personalized, high-dosage math support 4x/week
- **Data-Driven Instruction:** Progress monitored with [IXL](#) and i-Ready tools
- **Daily Tennis:** Tennis lessons, fun drills, and life skills development
- **Quarterly Field Trips:** Expand student curiosity and experiential learning
- **Family Engagement:** Quarterly workshops, home learning resources, individual progress check-ins, and family tennis days

### Evidence of Effectiveness

In our January–May 2025 pilot at Costaño Elementary School:

- **94% of students improved math scores**, averaging 72-point gains
- Kindergarteners achieved **above-grade-level** math performance
- Most 1st–3rd graders advanced from “Below” to “At” or “Above Grade Level”  
These results align with research-based strategies endorsed by Johns Hopkins and Stanford’s National Student Support Accelerator. IXL software is rated “strong” under [ESSA](#) standards, further validating our instructional approach.
- The Ravenswood City School District data analyst will publish i-Ready end-of-year results for Project Rally participants in late May 2025.

### Connection to EPATT’s Mission

**Mission Statement:** *EPATT equips youth to thrive in college and career pathways through academic tutoring, parent empowerment, enrichment, mentorship, and tennis.*

Project Rally embodies this mission by focusing on early intervention and whole-child development. It ensures that young students enter their academic journeys with strong foundational skills, confidence, and a joy for learning. Our [USTPA-certified](#) tennis coaches ensure participants spend an hour a day practicing tennis drills, exercising, and having fun.

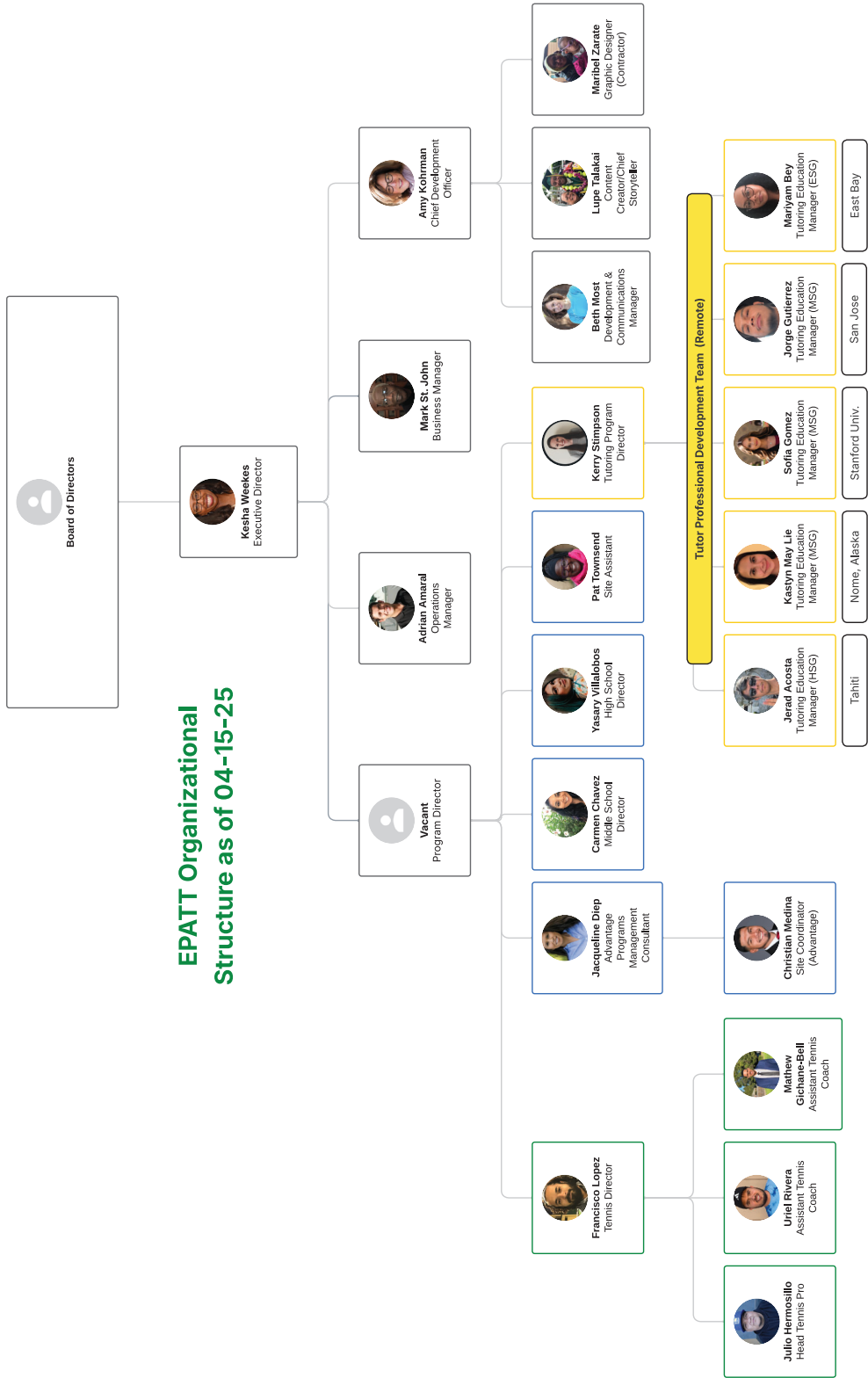
### Supportive Environment for Families and Community

Project Rally creates a culture of belonging for students and families. Through workshops and coaching, parents are empowered as partners, while students gain academic, social-emotional, and tennis skills. The new EPATT Center will further enrich this environment, offering more classroom space, tennis instruction, and deeper family engagement.

### Organizational Capacity and History

EPATT has served the East Palo Alto community for over 37 years with a 100% college attendance rate for program graduates over the last decade. Through its comprehensive academic and athletic model, EPATT is a trusted youth development provider committed to long-term success for East Palo Alto students and their families.

Moving into the new EPATT Center will further amplify our impact. With increased classroom space and access to in-person tutors, we can serve more students consistently, a key factor in boosting attendance, academic mastery, and deeper personal connection.



**EPATT Organizational Structure as of 04-15-25**



## 2025 Board of Directors

Irene Guerra, **Chair**  
Clinical Psychologist, Santa Clara County  
EPATT alumna  
San Jose  
Joined Board in 2016

Dena Evans, **Vice Chair**  
Track Coach  
Redwood City  
Joined Board in 2021

Dick Gould, **Secretary**  
Vice Chairman, TeachAids  
EPATT Founder  
Palo Alto  
Joined Board in 2011

Kurt Jagggers, **Treasurer**  
Senior Advisor, TA Associates  
Portola Valley  
Joined Board in 2021

Christine Alloo  
Community Volunteer  
Los Altos  
Joined Board in 2009

Lupe Buenrostro  
Legal Assistant  
Stanford Law School  
East Palo Alto  
Joined Board in 2025

Bill Dwight  
Entrepreneur  
Palo Alto  
Joined Board in 2020

Mattias Johansson  
Guidance Counselor, Oceana HS  
EPATT tutor alumnus  
East Palo Alto  
Joined Board in 2021

David Lichtenger  
Managing Partner, Intrepid Capital Investments  
Palo Alto  
Joined Board in 2017

Susan Lynch  
Asst Tennis Coach, Sacred Heart Prep  
Menlo Park  
Joined Board in 2016

Losaline Mafileo  
Head Tennis Coach, Sacred Heart Prep  
EPATT alumna  
East Palo Alto  
Joined Board in 2022

Ann Mahowald  
Community Volunteer  
Atherton  
Joined Board in 2020

Geordie McKee  
Principal & Partner  
Renault & Handley Commercial Real Estate  
Palo Alto  
Joined Board in 2025

Glenn Nash  
Attorney  
Palo Alto  
Joined Board in 2022

Marcia Pade  
Community Volunteer  
Menlo Park  
Joined Board in 2009

Nancy Paxton  
Community Volunteer  
Menlo Park  
Joined Board in 2022

Ted Robinson  
Sports Broadcaster  
Atherton  
Joined Board in 2013

Nate Taylor  
Co-Head of Global Private Equity, KKR & Co.  
Atherton  
Joined Board in 2013

Dan Turbow  
Attorney  
Los Altos  
Joined Board in 2010

**PROJECT RALLY MEASURABLE INDICATORS**  
**Objective #1: Grade Level Math Achievement for 80% of students**

**Number of Students Served: 30 to 35**

<b>Outputs</b>		<b>Outcomes</b>	<b>Long-term Impact</b>
Improved math skills through four days per week of one-on-one math tutoring over the course of nine school months.	Students reach grade-level proficiency in math as measured by iReady and/or IXL assessments.	This cohort of exceptional youth demonstrates high math achievement throughout elementary and secondary school, entering college and career pathways prepared to thrive. They become future leaders, entrepreneurs, and changemakers in their communities.	
Increased parent engagement in student learning through quarterly parent workshops focused on analyzing student performance and attendance data.	Parents attend at least 80% of offered workshops and support additional learning at home, as measured by IXL activity logs and parent attendance records.	These parents emerge as leaders in their schools and neighborhoods. Their visible commitment to their children's education inspires other families to engage and advocate, creating a ripple effect that strengthens the entire community's support for youth success.	
Improved student attendance at EPATT and school by consistently elevating the importance of attendance to student learning through direct and consistent communication around student attendance percentages.	Students maintain a 90% attendance rate at both EPATT and school, as measured by attendance records.	Consistent attendance is a key predictor of long-term academic success. By cultivating a culture where students are consistently present, engaged, and supported, EPATT contributes to thriving students and stronger, more connected communities led by confident, capable young people.	

EPATT PROJECT RALLY BUDGET  
Direct Service Personnel Costs

Expenses	August 2025 to May 2026	Formula	Notes
<b>Direct Service</b>			
Tutor Costs	\$84,480	4 sessions x 32 w x \$22 x 30 students	One school year of tutoring
Staff Costs	\$25,344		represents 30% overhead
<b>Total</b>	<b>\$109,824</b>		
<b>Need to raise other funding:</b>	<b>\$34,824</b>		See Matching Funds tab

**CITY OF EAST PALO ALTO –TOT  
GRANT APPLICATION  
COVERSHEET**

**PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.**

**Organizational Information**

Legal Name Organization:	Mannakin Theater & Dance DBA: en Avant School
Address of Organization:	1841 Bay Road, East Palo Alto, CA 94303
Website:	www.epaballet.org

Collaborating Organization:	
Website:	

\*Attach additional sheet(s) if necessary.

**Contact Information**

Grant Administrator	Nathan Cottam		
Email	mannakin@mannakindance.org		
Phone	(415) 519-7171	Fax	

**Grant Request**

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 75,000
Total Project Budget: <b>(For this project)</b>	\$ 433,100
Matching funds/in-kind donations? (Select one) <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, amount?	\$ 75,000
What is your organization's total annual operating budget?	\$ 433,100
Please list the names of matching funding or in-kind donation sources:	Atkinson Foundation
PA Community Fund, PA Weekly Holiday Fund, Bothin Foundation, Individual Donors	

Have you received TOT funding previously? Yes  No  Year(s)? 2023

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
450

List the **total** number of Clients you intend to serve during this program: 500

## Program Timeline

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What are your dates of service for this program(s)? START: 8/1/25 END: 7/31/26

What days/nights will you run your program(s)? (Ex: M-F) M-F Hours? 3:00-8:-00pm

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If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

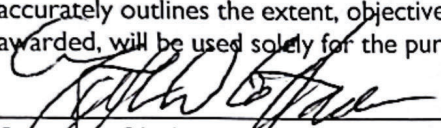
What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

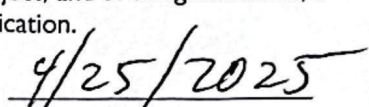
**Acknowledgement**

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- I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.
  
- I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.
  
- I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.

  
\_\_\_\_\_  
Signature of Authorized Representative

**Nathan Cottam**  
\_\_\_\_\_  
Printed Name

  
\_\_\_\_\_  
Date Signed

President & Artistic Director  
\_\_\_\_\_  
Title



## EPA Transient Occupancy Tax Grant 2025

Mannakin Theater & Dance requests a grant in the sum of \$75,000 as General Operating Support for *en Avant* School, Mannakin's dance and academics program in East Palo Alto.

The Mission of *en Avant* School is to bring high-quality dance training, tailored tutoring and after-school care, and regular performing opportunities to underserved youth and families by overcoming the obstacles of cost and proximity. We believe that dance is a powerful cultural medium that ties us to the global human experience, as well as our specific ethnic heritage. At *en Avant* School, the study of dance and academics are intertwined to help build a well-rounded young person with the capacity to meet the challenges presented by an ever-changing world. Our programs embody the meaning behind our name— *en Avant* means "moving forward"—our youth move forward to enriched and productive lives, and ballet and the arts move forward to a more inclusive and diverse future.

### NARRATIVE

*en Avant* School seeks to center the cultural traditions of underrepresented communities and open the door to traditions dominated by the privileged. The curriculum at *en Avant* School places an emphasis on ballet but includes regular classes in Mexican Folklorico, Flamenco and various ethnic dance styles. Mexican Folklorico is featured in all our stage performances, allowing our predominantly immigrant community to see their Latin American traditions showcased on stage and centered in performances like the EPA! *Nutcracker*.

Our **Young Dancer Program** allows parents to enroll their children in up to four classes per week. Families pay tuition on a tiered scale that requires income verification to receive subsidy benefits. We do not turn families away due to lack of funds, but all families are required to contribute by paying tuition at a level appropriate to their income. This program is our staple operation and has served over 500 youth since 2018. The Young Dancer Program brings the premier dance school experience found in Palo Alto and Atherton to the youth of East Palo Alto.

New to our offerings as of August 2024, is the **After-School Enrichment Program (ASEP)**. ASEP is a comprehensive arts and academic-based after school program that accepts youth from 8 to 15 years of age. It provides care from school release until 6:30pm on a daily basis. For the 2024-2025 school year, eight students enrolled. We expect to double this number in the 2025-2026 school year, as we open the program to youth from 6 years and up.

ASEP provides a strong emphasis on tutoring and academics, in addition to an intensified study of dance. We enjoy 20 hours per week with our ASEP students, divided as follows:

- \* 8 hours of academic tutoring
- \* 8 hours of dance, music, crafts & art
- \* 4 hours of recreation & nutrition

This totals over 900 program hours/child, over the school year.

After-School Enrichment Program youth perform in our annual *EPA! Nutcracker* and our summer fairy tale adaptations. As our senior students, they are featured in solos and advanced

ensemble roles. ASEP students also enjoy extra-curricular activities such as field trips to see San Francisco Ballet, and travel to Regional Dance America festivals to meet like-minded youth from all walks of life, and present dances before expert panels and large audiences.

Most of our ASEP families fall in the acutely low-income category. In order to cover ASEP programming costs, we need to generate \$10,000/year in grants and donations to provide the after-school experience for a single student. At our current enrollment of 8 ASEP students, this is the largest demand on our resources. A TOT grant will make a significant difference towards this need. ASEP services are provided at a budgetary rate of \$12.67/program hour, far below the market-rate of \$20/ph. The cost to families receiving a full subsidy is just \$1.25 per program hour. The ASEP program brings the best of arts training and academics in a single after-school home.

ASEP offers free ride service that picks up ASEP youth from their schools every day, and brings them to our arts center. 80% of our ASEP students take advantage of our free ride services. We are under final consideration to receive a grant for a 15-passenger van through grants from the Bothin Foundation and William G. Irwin Foundation.

**Performance** is a critical element of the en Avant School experience. Each December since 2022 we have produced *The EPA! Nutcracker*, exclusively featuring our youth. We also produce a second stage performance each year that adapts a fairy tale using multi-lingual narration and classical music. These performances are traditionally held at the Eastside College Prep School Performing Arts Center.

**Community Served**—en Avant School operates in the heart of East Palo Alto. Our clients reflect the racial and ethnic make-up of East Palo Alto, which is predominantly Latin-American, with smaller percentages of African-American, Pacific Islander and smaller still shares of White and Asian families. We serve more than 110 unique youth each year, 95% of whom come from San Mateo County. School-year enrollment is typically at 80, and summer camp at 45. We enjoy very low rates of attrition and churn. Each of our performances are attended by some 500 EPA residents, who, as friends and family members of our students, reflect the racial and ethnic make-up of the dancers on stage.

We have cultivated partnerships with many local groups including RISE, Casa Circulo Cultural, Eastside College Prep School, the City of East Palo Alto, the San Mateo County Office of Arts and Culture, 4Cs, and The Haas Center for Public Service. RISE and Casa Circulo participated in our 2024 performance of “Hansel & Gretel” at the Eastside College Prep School theater. We have been invited performers in the County-wide Celebration of the Arts, hosted by the SMC Arts Commission, every year since 2022. We are a 4Cs approved service provider and have hosted multiple interns from the Haas Center for Public Service at Stanford. We regularly represent East Palo Alto as invited as guest performers in such celebrations as: Cinco de Mayo celebration of Comité Latino and EPA; Mountain View Multicultural Festival, College Track community day and other festivals across the Peninsula. In 2023, our dancers performed at the 75<sup>th</sup> anniversary Gala of the San Francisco Boys Chorus.

Thank you for considering en Avant School for TOT support in 2025.



**BUDGET FY 2026**

Fiscal Year 2026

Assumptions

INCOME	Fiscal Year 2026		Total	Assumptions
	Young Dancer Program	After School Enrichment		
<b>INCOME</b>				
Contributed Income				
Government Grants	35,000	65,000	100,000	City of EPA, CAC, NEA
Foundation Grants	20,000	30,000	50,000	Atkinson, Dermody, SVCF, PACF
Corporate Grants	5,000	10,000	15,000	CZI + Other
Individual Contributions	18,000	38,000	56,000	Donor Base
In-Kind Contributions	2,000	2,000	4,000	Community Vision, Donor Base
<b>Total Contributed Income</b>	<b>80,000</b>	<b>145,000</b>	<b>225,000</b>	
Earned Income				
Tuition	55,000	30,000	85,000	Classes, Workshops, Private Lessons
Student/Dancer Fees	1,000	1,000	2,000	Registration & Performance Fees
Child Care Contract		80,000		
Dancer Goods	3,000	2,000	5,000	tights, shoes, leotards
Merchandise Sales	2,000	1,000	3,000	T shirts, ornaments, DVDs
Sponsorships/Advertisements	10,000	10,000	20,000	Program Adverts
Costume Rental			-	For various productions
Ticket Sales	15,000	5,000	20,000	Nutshell, Story Recital, Choreo's Fest, Gala
<b>Total Earned Income</b>	<b>86,000</b>	<b>129,000</b>	<b>215,000</b>	
<b>TOTAL INCOME</b>	<b>166,000</b>	<b>274,000</b>	<b>440,000</b>	
<b>EXPENSES</b>				
Advertising & Marketing	1,000	1,000	2,000	Marketing Firm, Pardot
Archiving	400	400	800	Filming shows
Auto Expense	-	3,000	3,000	Auto repair and maintenance
Bank Charges & Fees	2,000	500	2,500	transaction fees
Cleaning	1,000	500	1,500	Facilities upkeep
Dues & Subscriptions	2,500	1,000	3,500	Salesforce
Fundraising	10,000	10,000	20,000	Grant writing and Event Planning
Insurance	1,500	1,000	2,500	Comprehensive & Liability
Workers Comp	6,000	9,000	15,000	Workers Comp
Interest Paid	500		500	Cards
Merchandise & Costuming	2,000	1,500	3,500	Costumes, t shirts, leotards, tights
Technical Personnel	1,500	1,500	3,000	Theater Tech Support
Rent & Lease	40,000	60,000	100,000	Lease payments, studio and theater rentals
Occupancy	4,500	4,500	9,000	Theater Rental
Payroll Tax	6,000	10,000	16,000	Salary and W2 Workers
Postage & Delivery	300	200	500	Newsletters and Mailers
Printing & Reproduction	1,000	1,000	2,000	Posters, cards and flyers
Professional Development	1,500	500	2,000	Webinars and Conferences
Professional Fees	400	400	800	Lawyers and Accountants
Administration	30,000	45,000	75,000	Artistic/Executive and Assistant Directors
Instruction Expenses	45,000	70,000	115,000	Classes at iMPACt centers and for workshops
Office Staff	20,000	20,000	40,000	Office clerical work
Supplies	3,000	3,000	6,000	miscellaneous supplies
Telephone/Internet	1,500	1,000	2,500	cell and Wifi
Travel	1,500	2,500	4,000	Ride Services and General Transportation
Website	500	500	1,000	Website Development and Maintenance
Utilities & NNN	1,000	500	1,500	Water, power, sewer
<b>EXPENSES</b>	<b>184,600</b>	<b>248,500</b>	<b>433,100</b>	
<b>NET INCOME</b>	<b>(18,600)</b>	<b>25,500</b>	<b>6,900</b>	

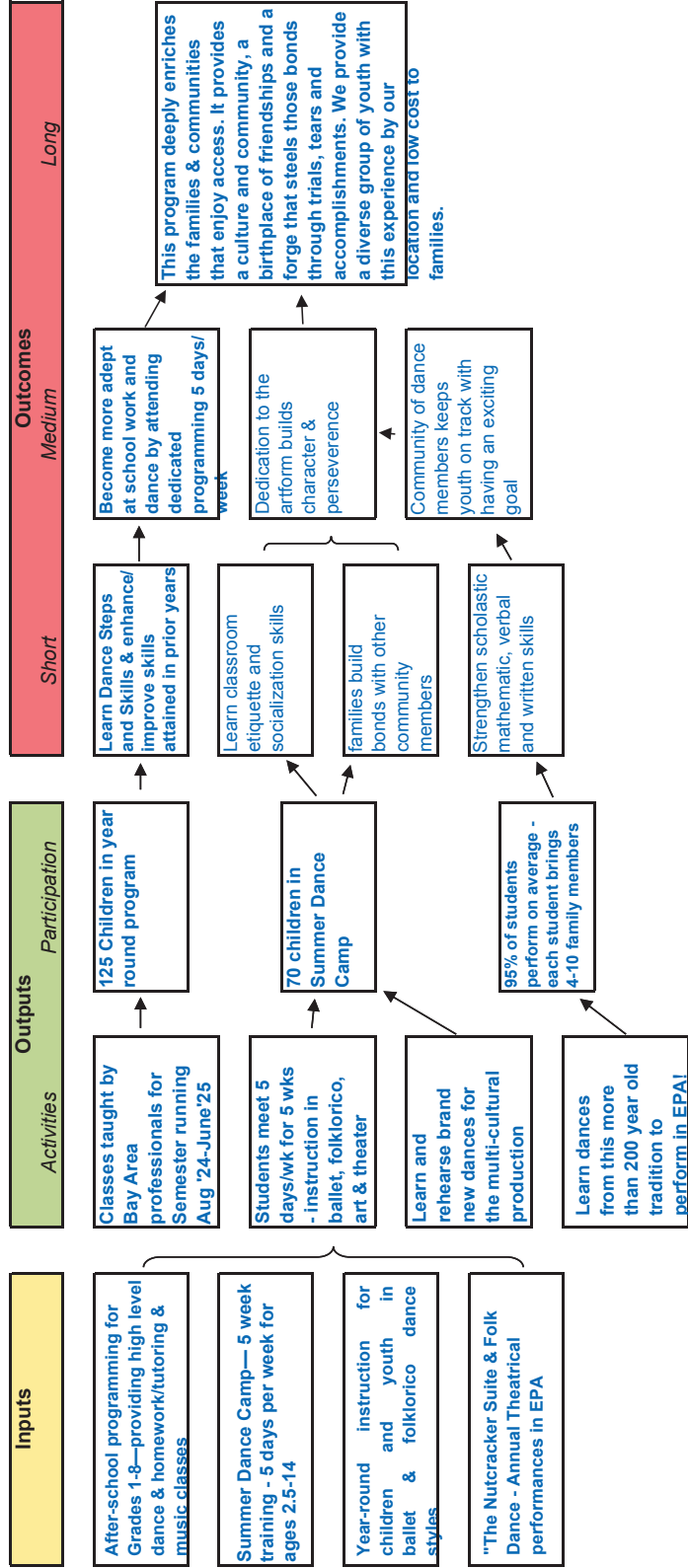
**Program:** en Avant School - by Mannakin Theater & Dance **Logic Model**

**Situation:** Mannakin Theater & Dance (MTD) operates a long-term ballet and dance outreach program in East Palo Alto, called "en Avant School." The program was founded in 2018 and has served over 500 youth and their family members by bringing the benefits of high quality dance training and performance experiences to the youth of East Palo Alto by overcoming the obstacles of high cost and proximity, that these families would face without the services provided by Mannakin through *en Avant School* right in their own neighborhoods. In 2024, we initiated an after-school program with tutoring.

**Budget:** \$433,100

**Matching Funds:** \$ 75,000

**Timeline:** Aug 1, 2025—June 10 2026



**Assumptions and External Factors:** Charging only 1/3 of market rate tuition means that Mannakin Theater & Dance must make up the 2/3rds through grants, donations, and contracts. We need extra funding to continue this program that has a very serious demand. The after-school program is especially costly, as providing high quality staffing for over 15 hours per week is an extreme challenge on a tight budget.

**Evaluation:** MTD evaluates success by growth of student body, growth of program offerings, and steadiness to continue our high-quality performance opportunities in professional theaters. A community liaison and parent volunteers provide feedback from families on what they need/want & our robust CRM helps us determine the growth and sustainability of our offerings.



**Mannakin**  
THEATER AND DANCE

1841 Bay Road  
East Palo Alto, CA 94303

## Organization Chart

### **Board of Directors**

Antonio Lopez, Frances Snowden, Courtney Gordon  
Linnea Alexanderson, Carly Lodge, Adam Ciresi

### **Executive/Artistic Director**

Nathan Cottam

### **Assistant Director/en Avant School Director**

Traci Cottam

### **Office Staff**

Meliza Gomez

### **Teaching Staff**

Traci Cottam  
Astrid Arvelo  
Cynthia Drayer-Reyes  
Leah Dorman  
Alexis Bartlett  
Mia Burrell  
Rolana Smith

**CITY OF EAST PALO ALTO –TOT  
GRANT APPLICATION  
COVERSHEET**

**PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.**

**Organizational Information**

Legal Name Organization:	Lewis & Joan Platt East Palo Alto Family YMCA
Address of Organization:	550 Bell st East Palo Alto
Website:	https://www.epaymca.org

Collaborating Organization:	
Website:	

\*Attach additional sheet(s) if necessary.

**Contact Information**

Grant Administrator	Delayzio Amerson / Andrea Gordon		
Email	delayzio.amerson@ymcasv.org / andrea.gordon@ymcasv.org		
Phone	650- 687-5317 / 650-687-5318	Fax	

**Grant Request**

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 68,280
Total Project Budget: <b>(For this project)</b>	\$ 68,280
Matching funds/in-kind donations? (Select one) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, amount?	\$ _____
What is your organization’s total annual operating budget?	\$ 1,609,938
Please list the names of matching funding or in-kind donation sources:	

Have you received TOT funding previously? Yes  No  Year(s)? 2023 \_\_\_\_\_

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
36

List the **total** number of Clients you intend to serve during this program: 36

## Program Timeline

---

What are your dates of service for this program(s)? START: 09/01/25 END: 11/30/25

What days/nights will you run your program(s)? (Ex: M-F) Mon/Wed Hours? 3-5 pm

-----  
If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: 9/01/25 END: 3/31/26

What days/nights will you run your program(s)? (Ex: M-F) M/W/F Hours? 12-3 pm

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) N/A Hours? N/A

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) N/A Hours? N/A

## Acknowledgement

---

I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.

I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.

I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.

*Rachel Del Monte*

4/25/25

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Date Signed*

Rachel Del Monte

Chief Operating Officer

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

**CHECK LIST**

<p><b>I. Application (pp. 7-8)</b></p> <ul style="list-style-type: none"> <li>• <u>Narrative (2 pages max)</u> <ul style="list-style-type: none"> <li>• Describe your organization briefly.</li> <li>• Work Plan: For this project.</li> </ul> </li> <li>• <u>Attachments (Submit as Word Documents)</u> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Graphic Chart highlighting outcomes/people served</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>TOT Compliance Policies</b> <ol style="list-style-type: none"> <li>a. <u>Conflict of Interest (COI) Certification</u></li> <li>b. <u>Memorandum of Understanding (MOU)</u> <ul style="list-style-type: none"> <li>• Where a partnering, collaborative, and or subcontracting relationship is proposed, the submission must include an MOU between the partnering organizations, which documents the relationship and delineates tasks and or compensation for each party.</li> </ul> </li> </ol> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>IRS documents</b> <ol style="list-style-type: none"> <li>a. <u>501(c)(3) Determination Letter:</u> Or Copy of fiscal agent's 501(c)(3) determination letter</li> <li>b. <u>Form 990 or 990 Exemption:</u> Last 2 years</li> </ol> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Financials</b> <ul style="list-style-type: none"> <li>• <u>Annual Budget:</u> 2 years</li> <li>• <u>Financial Statements:</u> <ul style="list-style-type: none"> <li>• Current YTD</li> <li>• Previous Year</li> </ul> </li> <li>• <u>Matching Funds:</u> Commitment letter if applicable</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Other</b> <ul style="list-style-type: none"> <li>• <u>Organizational Chart:</u> <ul style="list-style-type: none"> <li>• The chart should include the primary applicants' Board of Directors, the entire project team (all partners), and illustrate the relationship between the partners.</li> </ul> </li> <li>• <u>Board Members List:</u> Including titles and addresses.</li> <li>• <u>Executive Director Name:</u> Or equivalent employee.</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>

## **Lewis & Joan Platt East Palo Alto Family YMCA 2025 Vive Mighty Programs**

The Lewis & Joan Platt East Palo Alto Family YMCA (EPAY) 2025 Vive Mighty Programs are a no fee duo of healthy living programs for the East Palo Alto community. These programs include YMCA membership for the duration of the health program. EPAY Vive Mighty is designed to be engaging, inclusive, and responsive to the needs of EPA residents. Vive Mighty programs will serve residents ages 18 and up.

Your project service category: Other (Health Education Services)

### Narrative & Workplan

Goal: Vive Mighty will engage 36 EPA community members in evidence-based health education programs to combat chronic disease, support healthy living, and increase exercise activity, all of which contribute to building a stronger and healthier community.

Objectives:

1. **LIVESTRONG:** Working with a small group of members and two trained Y staff, LIVESTRONG participants (12 EPA community members would benefit) are provided with a 12-week fitness program focused on cardiovascular conditioning, strength training, balance, and flexibility. *Cost of \$23,400.*
2. **Blood Pressure Self-Monitoring:** Program is designed to help adults with hypertension (24 EPA community residents would benefit) to lower and manage their blood pressure. *Cost of \$38,880. Plus indirect costs of \$6,000 to cover both Vive Mighty Programs.*

**Number clients you intend to serve:** 36      **Project timeline:** September 2025 to March 2026

**Project partners (if any):** We generally share YMCA program information with many fellow neighborhood organizations. For this project, we would reach out to our entire network to assist with enrollment, including the Ravenswood Health Center and EPA Senior Center.

**How project helps your organization fulfill its broader organizational mission:** Our mission is to strengthen our community by improving the quality of life and inspiring individuals and families to develop their fullest potential in spirit, mind, and body. The 2025 Vive Mighty Programs build upon the values of the YMCA with health education programs that reflect and deliver on the mission of EPAY. The Y aims to do more than offer a set of fitness activities; we aim to strengthen the community. We do this by intentionally building connectivity between everyone at the Y, inclusivity, celebrating diversity and cultures, collaboration, and providing a positive environment for everyone to work toward their goals.

**Program Impact (Evidence based strategies will be viewed favorably):**

> LIVESTRONG® at the YMCA is an **evidence-based program** helping adult cancer survivors reclaim their health and well-being following a cancer diagnosis. Those living with and beyond cancer face unique challenges due to effects of the disease and treatment. Chemotherapy and radiation can cause weakness and fatigue that extends beyond the treatment schedule, rendering

**Lewis & Joan Platt East Palo Alto Family YMCA**  
**2025 Vive Mighty Programs**

self-care more difficult and affecting quality of life. YMCA LIVESTRONG is needed because it provides a supportive and structured environment for cancer survivors to reclaim their health, improve their quality of life, and manage the physical and emotional effects of cancer treatment

- > According to the American Heart Association, nearly half (46%) of adults in the U.S. have high blood pressure. High blood pressure is most prevalent in racial and ethnic minority populations and is often referred to as “The Silent Killer” because there are typically no warning signs or symptoms. High blood pressure is a key, modifiable, risk factor for both heart disease and stroke, which are two of the leading causes of death in the U.S. In response to this critical health care issue, the YMCA’s Blood Pressure Self-Monitoring **evidence-based program** is designed to help adults with hypertension lower and manage their blood pressure. The four-month program focuses on regular self-monitoring of one’s blood pressure using proper measuring techniques, one-on-one consultations with a trained Healthy Heart Ambassador, individualized support and group-based nutrition education for better blood pressure management.

**Services will offer a supportive community environment for families and seniors of EPA:**

- > The LIVESTRONG program provides a supportive community where survivors can share their experiences and learn from others. The program addresses physical, mental, and emotional well-being, helping survivors navigate the challenges of cancer survivorship. LIVESTRONG at the YMCA is offered at no cost to participants, making it accessible to those who may not be able to afford other fitness programs. Participants experience improvements in fitness, strength, endurance, and overall quality of life, as well as reductions in cancer-related fatigue.
- > The Blood Pressure program includes nutrition education and encourages lifestyle changes that can help lower blood pressure through both 1:1 coaching and group-based support. By taking control of their blood pressure, individuals can proactively improve their health and potentially reduce the risk of serious complications. The program provides a structured approach, helping individuals identify patterns and triggers that affect their readings.

**Organizational history and qualifications providing direct services to the target population:**

EPAY has a long history of serving the community of East Palo Alto. Starting in the late 1990s through the early 2000s, the Y provided youth programming (aquatics, basketball, in school fitness) to the community through outreach sites. Realizing the community could benefit from a full-facility YMCA, in collaboration with the City of East Palo Alto, a facility was built and opened in 2007. As an agency entering our third decade of service in the community, the Y continues to provide programs and services that meet the needs of East Palo Alto residents. Last year EPAY served more than 4,000 individuals through membership, youth sports programs, after school, summer day camp, and swim lessons.

**Lead Staff:** Jose Sanchez, *Director of Healthy Living*, oversees Health & Wellness, Group Exercise, Youth Sports, Kids’ Club, and Family Programming (resume attached).

## Budget Chart: Lewis & Joan Platt East Palo Alto Family YMCA 2025 TOT

Title/Item	Description	Justification	Timeline	# Served	Cost Per Participant	Program Delivery Costs
<b>LIVESTRONG</b>	Evidence-based program helping adult cancer survivors reclaim their health and well-being following a cancer diagnosis.	Program includes small group of participants and two trained Y staff focused on cardiovascular conditioning, strength training, balance, and flexibility.	Intensive 12-week program with 24 sessions hosted between Sept 2025 and March 2026	12	\$1,950	\$23,400
<b>Blood Pressure Monitoring</b>	Evidence-based program helping adults with hypertension lower and manage their blood pressure.	Program focuses on blood pressure monitoring using proper measuring techniques, one-on-one consultations with a trained Healthy Heart Ambassador, individualized support, and group-based nutrition education for better blood pressure management.	4-month program with twice monthly 1:1 consultations and monthly nutrition education sessions hosted between September 2025 and March 2026	24	\$1,620	\$38,880
<b>Administrative</b>	Indirect program costs	Expense to cover the administration costs associated with recruitment, activation, monthly account management, data and utilization reporting, and participant facing communications.	Covers duration of both LIVESTRONG and Blood Pressure Monitoring			\$6,000
					<b>Total</b>	<b>\$68,280</b>

*Note: LIVESTRONG and Blood Pressure Monitoring programs have not been part of the Y in East Palo Alto's budget since pre-COVID. This sponsorship from the City of EPA TOT funds would allow the programs to restart and once again serve East Palo Alto residents with these health education programs that successfully combat chronic disease.*

**Addressing health needs with a community-based solution**

**LIVESTRONG**

The need for cancer survivor programs and resources is especially high in our local community. According to the Centers of Disease Control and Prevention (CDC), San Mateo County has the highest rate of cancer diagnosis in California (6.5%). People are often living longer after a cancer diagnosis because of advances in early detection and treatment. The largest groups of cancer survivors are breast cancer survivors (22%), prostate cancer survivors (19%), and colorectal cancer survivors (10%). While these are among the most commonly diagnosed forms of cancer, they are also often treatable and thus produce more survivors than other forms of cancer.

Those living with and beyond cancer face unique challenges due to effects of the disease and treatment. Chemotherapy and radiation can cause weakness and fatigue that extends beyond the treatment schedule, rendering self-care more difficult and affecting quality of life.

LIVESTRONG at the YMCA is a comprehensive program that recognizes the multifaceted nature of cancer survivorship and aims to provide survivors with the tools and support they need to thrive.

**Blood Pressure Monitoring**

According to the American Heart Association, nearly half (46%) of adults have high blood pressure in this country. High blood pressure is most prevalent in racial and ethnic minority populations and is often referred to as “The Silent Killer” because there are typically no warning signs or symptoms. High blood pressure is a key, modifiable, risk factor for both heart disease and stroke, which are two of the leading causes of death in the United States.

In response to this critical health care issue, the YMCA’s Blood Pressure Self-Monitoring program is designed to help adults with hypertension lower and manage their blood pressure.

Blood Pressure Self-Monitoring focuses on regular home self-monitoring of one’s blood pressure using proper measuring techniques, one-on-one consultations with a trained Healthy Heart Ambassador, individualized support and group-based nutrition education for better blood pressure management.

**Goal:** Vive Mighty will engage 36 EPA community members in evidence-based health education programs to combat chronic disease, support healthy living, and increase exercise activity.

Measurable Indicators (Objectives)

Through LIVESTRONG, certified YMCA instructors help cancer survivors build muscle mass and strength, increase flexibility and endurance, and improve energy levels and self-esteem.

Output Activities

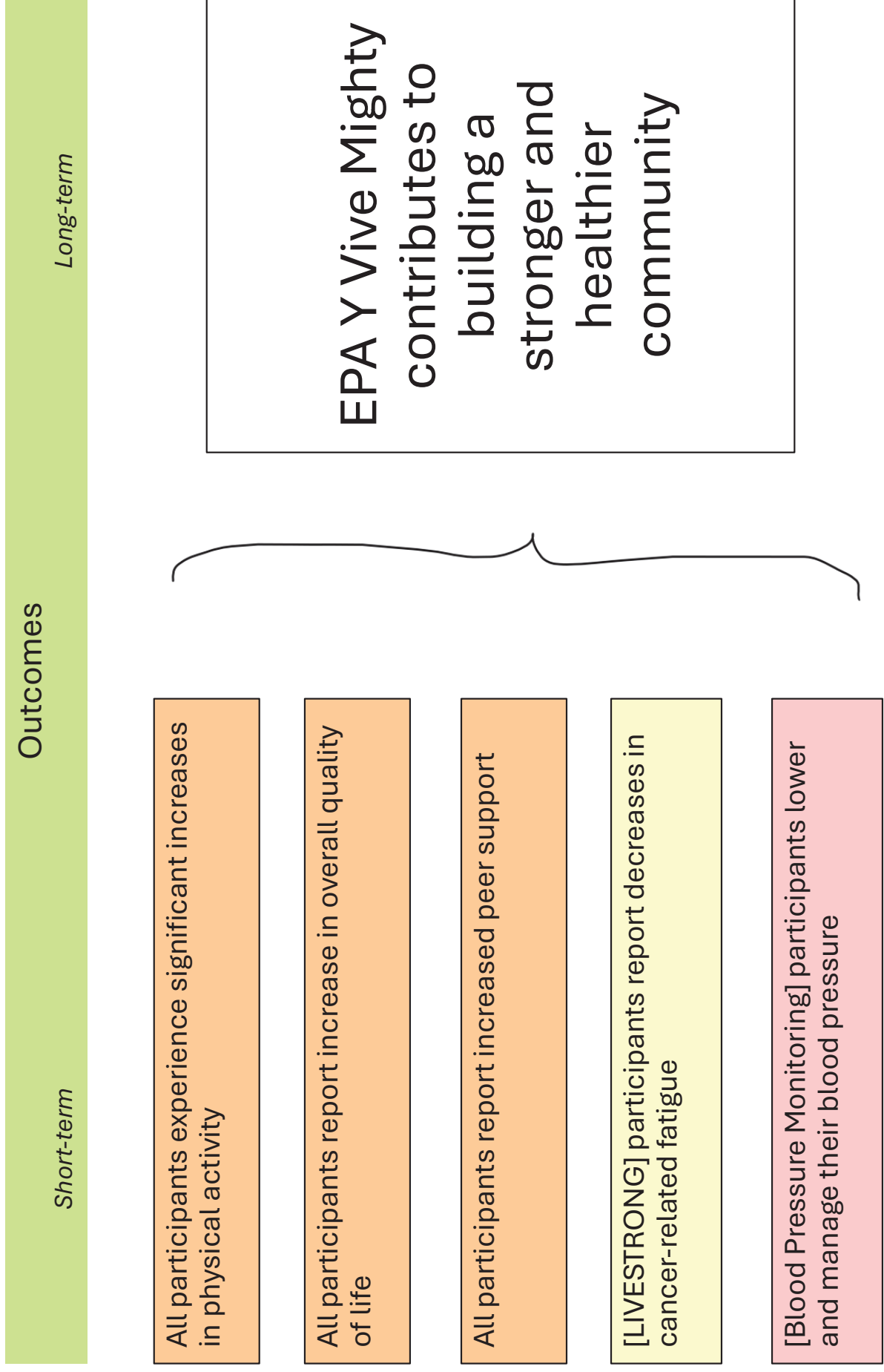
12 EPA residents participate in LIVESTRONG program for 12 weeks

24 LIVESTRONG fitness sessions (twice weekly) provided focused on cardiovascular conditioning, strength training, balance and flexibility

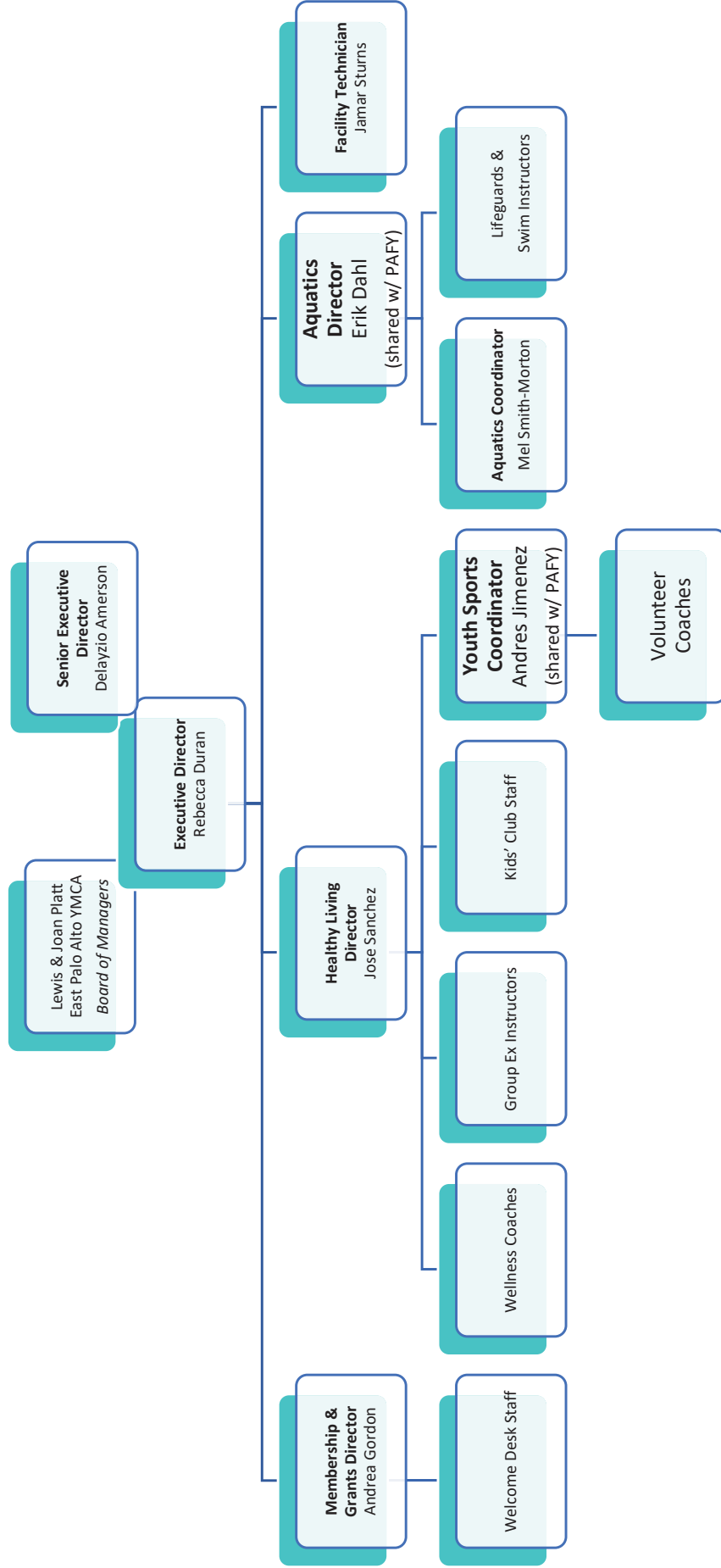
Through the Blood Pressure Monitoring program, YMCA coaches help adults with hypertension learn to lower and manage their blood pressure and improve

24 EPA residents participate in Blood Pressure Monitoring Program for 4 months

Bi-monthly regular self-monitoring of one's blood pressure using proper measuring techniques, one-on-one consultations with a trained Healthy Heart Ambassador, individualized support and group-based nutrition education



# Lewis & Joan Platt East Palo Alto Family YMCA Organizational Chart



## **2025 Lewis & Joan Platt East Palo Alto Family YMCA**

**Lenny Alugas**, Veritas

**Renee Bolden**, Microsoft

**John Evans** (Vice Chair), Stanford University

**Anna Fimbres-Windley**, San Jose State University (*retired*)

**Curtis Gaspard**, Redwood Mortgage

**Michael Mashack**, Gilead

**Carmen O'Shea**, Goldman Sachs Value Accelerator

**Azalea Renfield** (*Chair*), Williams & Russell CDC

**Sharifa Wilson**, EPA Community Archive, EPA Mayor (*former*)

**Betsy Yanez**, EPA Sanitation District (*former*)

## **YMCA of Silicon Valley Board of Directors**

Gaurav Vijayvargiya, Director of Engineering, Samsara, **Board Chair**

Jill Kispert, Consultant, High Tech, Marketing, Finance and Operations, **Immediate Past Board Chair**

Jill Bourne, City Librarian, San José Public Library

Mei Chui, Sector Head Credit Solutions, Silicon Valley Bank, **Treasurer**

Mike Couch, Principal, Couch Investments

Leah Cowan, Manager – Government Relations, Sutter Health

Janice Fry, Consultant; Retired, Sun Microsystems

Jim Hori, President & CEO, YMCA of Silicon Valley

Mark Johnsen, CEO, Wealth Architects, LLC

David Kennedy, VP of Alumni Affairs and Development, Duke University

Gay Krause, Executive Director, Center for Innovation – Foothill College

Michelle Lalljie, Head of Operations & Product Launch – Alexa, Amazon Lab 126

Don Lee, Principal, Donald A. Lee Executive Search

David Low, Director of Public Policy and Communications, Destination Home

Rahul Mathur, CFO, Alphawave Semi

Katherine Martin, Partner, Wilson Sonsini Goodrich & Rosati, **Secretary**

Keeshia Moultrie, Head of Risk & Government, People Operations, Google, **Vice Chair**

Scott Neely, Managing Partner, Lotus Capital Group (*retired*)

Vince Rocha, Senior Advisor, Economic Development, Housing, and Land Use, Mayor Matt Mahan's Office

Carmen Roman, Founder & Executive Director, Emotions in Harmony

John Savage, Managing Director, Growth Point Technology Partners, **Vice Chair**

Scott Seaman, Law Enforcement Executive Coach; Retired Chief of Police, Los Gatos/Monte Sereno PD

Sonal Sinha, Partner, PwC

Ervie Smith, Principal, Ervie L. Smith, Inc.

Tom Squeri, President and CEO, Graniterock

Adam Stein, Principal, APS Marketing

Dr. Elizabeth M. Vilardo, President and CEO, Sutter Bay Area Medical Foundation, **Vice Chair**

Steve Wagstaffe, District Attorney, San Mateo County, **Vice Chair**

Nicole Wright, Managing Director, KPMG, LLP

## MID PENINSULA ATHLETIC ASSOCIATION CHECK LIST

<b><u>CHECK LIST</u></b>	
<p><b>I. Application (pp. 7-8)</b></p> <ul style="list-style-type: none"> <li>• <u>Narrative (2 pages max)</u> <ul style="list-style-type: none"> <li>• Describe your organization briefly.</li> <li>• Work Plan: For this project.</li> </ul> </li> <li>• <u>Attachments (Submit as Word Documents)</u> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Graphic Chart highlighting outcomes/people served</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>
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<ul style="list-style-type: none"> <li>• <b>IRS documents</b> <ol style="list-style-type: none"> <li>a. <u>501(c)(3) Determination Letter:</u> Or Copy of fiscal agent's 501(c)(3) determination letter</li> <li>b. <u>Form 990 or 990 Exemption:</u> Last 2 years</li> </ol> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Financials</b> <ul style="list-style-type: none"> <li>• <u>Annual Budget:</u> 2 years</li> <li>• <u>Financial Statements:</u> <ul style="list-style-type: none"> <li>• Current YTD</li> <li>• Previous Year</li> </ul> </li> <li>• <u>Matching Funds:</u> Commitment letter if applicable</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Other</b> <ul style="list-style-type: none"> <li>• <u>Organizational Chart:</u> <ul style="list-style-type: none"> <li>• The chart should include the primary applicants' Board of Directors, the entire project team (all partners), and illustrate the relationship between the partners.</li> </ul> </li> <li>• <u>Board Members List:</u> Including titles and addresses.</li> <li>• <u>Executive Director Name:</u> Or equivalent employee.</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>

# Attachment A: Mid Peninsula Athletic Association: Application

## CITY OF EAST PALO ALTO –TOT GRANT APPLICATION COVERSHEET

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

### Organizational Information

Legal Name Organization:	Mid Peninsula Athletic Association
Address of Organization:	PO Box 50870, Palo Alto, CA. 94303
Website:	www.leaguelineup.com/mastodons Facebook: Mid Peninsula Mastodons
Collaborating Organization:	
Website:	

\*Attach additional sheet(s) if necessary.

### Contact Information

Grant Administrator	Jeff Austin		
Email	disciple0633@gmail.com		
Phone	650-518-2206	Fax	

### Grant Request

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 37,500
Total Project Budget: <b>(For this project)</b>	\$ 41,642
Matching funds/in-kind donations? (Select one) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, amount?	\$ 4,142
What is your organization's total annual operating budget?	\$ 41,642
Please list the names of matching funding or in-kind donation sources:	

Have you received TOT funding previously? Yes  No  Year(s)? 2024

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

# Attachment A: Mid Peninsula Athletic Association: Application

## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
150

List the **total** number of Clients you intend to serve during this program: 150

## Program Timeline

---

What are your dates of service for this program(s)? START: 05-26-2025 END: 07-01-2025

What days/nights will you run your program(s)? (Ex: M-F) T-F Hours? 530 p.m. - 730 p.m.

----- Conditioning and flag football

If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name Tackle football and cheer

What are your dates of service for this program(s)? START: 07-01-2025 END: 12-15-2025

What days/nights will you run your program(s)? (Ex: M-F) T-F Hours? 530 p.m. - 730 p.m.

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

# Attachment A: Mid Peninsula Athletic Association: Application

## Acknowledgement

---

- I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.
- I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.
- I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.

  
Signature of Authorized Representative

Jeff Austin

Printed Name

04-21-2025  
Date Signed

Executive Director

Title

## **Attachment A: Mid Peninsula Athletic Association: Narrative**

### **Mid Peninsula Athletic Association TOT Request**

The Mid Peninsula Athletic Association (MPAA) was established in 2010 and has consistently provided meaningful programs to the youth of East Palo Alto and East Menlo Park for the past 15 years. These programs promote safe recreation, social connection, academic achievement, and athletic success in competitive youth football and cheer environments. Through our football and cheerleading programs, we have successfully engaged thousands of young people and their families.

In addition to athletic programming, the MPAA has taken a leadership role in supporting youth mental health. We have promoted Youth Mental Health First Aid (YMHFA), which functions similarly to CPR but for mental health crises. Since adopting YMHFA in 2013, we have helped identify and prevent multiple potential youth suicide attempts. This critical element of our programming will continue to be a key focus in the years ahead.

Our mission is to “Build champions on and off the field of play.” We do this by providing wraparound services and connecting families to partnering agencies for additional support. These partners include Behavioral Health and Recovery Services (BHRS) of San Mateo County for mental health resources and the Ravenswood City School District to support academic success.

The 2025 season is projected to be one of our largest yet. The MPAA Mastodons are currently the only youth football and cheer program based in East Palo Alto. With families returning post-COVID and increased interest from the community, we expect a significant rise in participation. Our season begins in May with flag football and conditioning for youth ages 6–14, before transitioning to tackle football and cheer in late June.

However, we are facing new financial challenges this year. Equipment safety certification costs—required annually for helmets and shoulder pads—have increased by 47%. These certifications are mandatory and must be up to date for use during the season. While we anticipate

## **Attachment A: Mid Peninsula Athletic Association: Narrative**

some relief from TOT (Transient Occupancy Tax) funding, the financial burden is unexpected. Additionally, many of our families are facing increased financial strain due to current economic and political conditions. We hope our program can continue to provide a positive, uplifting outlet during these difficult times.

Our leadership team brings decades of experience in youth development. Longtime board members Tyler and Judy Barker have served the community for over 15 years. Our Executive Director, Jeff Austin, brings more than 25 years of coaching and program management in East Palo Alto, while Chris Neal, now serving as President, offers over 20 years of coaching experience.

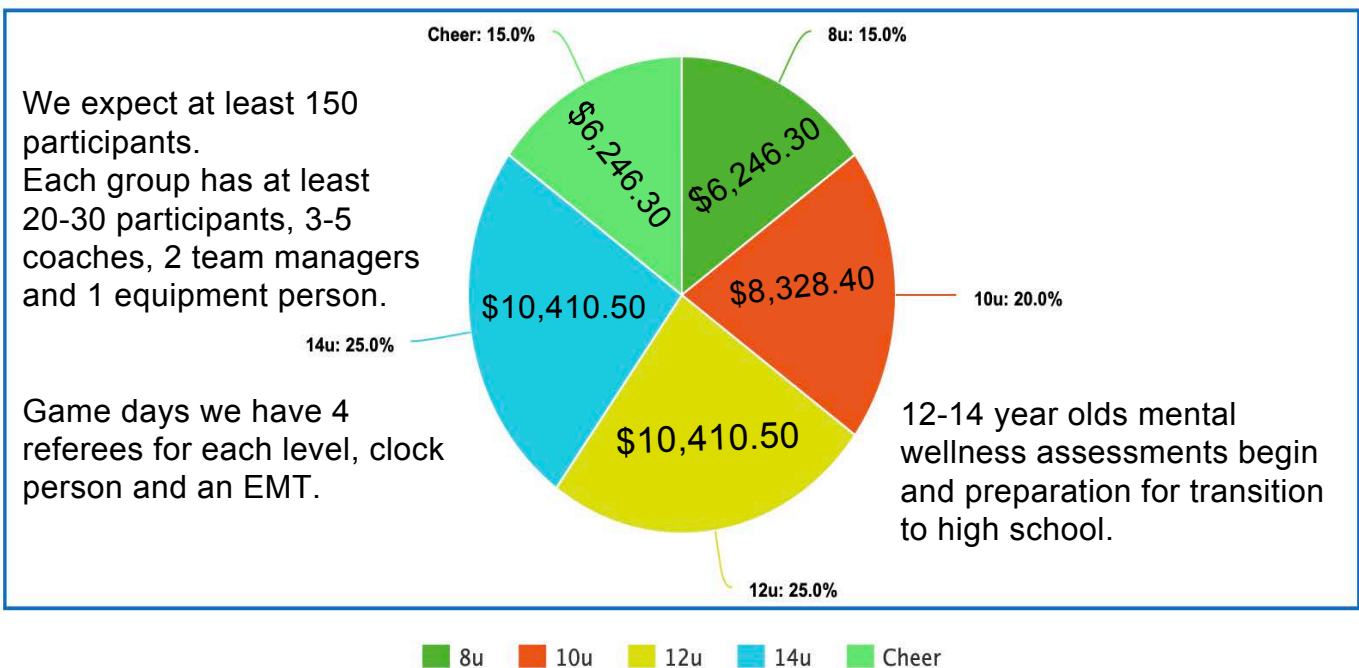
Our proposed budget for the 2025 season is \$41,642, reflecting rising costs and growing participation. While we anticipate additional revenue of approximately \$4,142, we are requesting a grant award of \$37,500 from TOT funding. This support will ensure the continued success of our program. MPAA has a proven track record of using city funding responsibly and effectively. We respectfully request full consideration of our grant proposal so that we may continue serving the youth and families of East Palo Alto with excellence.

## Attachment A: Mid Peninsula Athletic Association - 2025 Budget

Mid Peninsula Athletic Association  
 PO Box 50870  
 Palo Alto, CA. 94303

<b>Description</b>	<b>Budget</b>
Advertising	\$292.00
Office Supplies	\$300.00
Helmet Decals	\$450.00
Background Checks	\$600.00
Medals	\$600.00
AYF Fees	\$800.00
Coaches Shirts/Hats	\$1,000.00
League Fees	\$1,800.00
EMT Services	\$2,000.00
Snack Shack	\$2,000.00
Banquest Rental/Food	\$2,500.00
Insurance	\$2,900.00
Field	\$4,000.00
Referees	\$5,300.00
Uniforms	\$6,000.00
Equipment Reconditioning	<u>\$11,100.00</u>
<b>Total Expenses</b>	<b>\$41,642.00</b>

Mid-Peninsula Athletic Association Participation Estimates



## Attachment A: Mid Peninsula Athletic Association: TOT Logic Model

### MID PENINSULA ATHLETIC ASSOCIATION TOT LOGIC MODEL 2025

Budget \$41,642  
 Matching Funds \$4,142  
 TOT Funding \$37,500

INPUTS	OUTPUTS		GOALS
	<i>Activities</i>	<i>Participation</i>	
<p>Leverage funding to ensure equitable access to free community services.</p>	<p>Provide competitive football and cheerleading training for youth ages 6–14 at no cost, enabling full participation in the 2025 AYF youth football and cheer league season, which spans a five-month period.</p>	<p>150 participant Ages 6 to 14 years old.</p> <p>AYF engagement 7/25 to 12/25</p>	<p>This program provides comprehensive athletic skills training and performance assessments alongside academic proficiency evaluations to support the holistic development of student-athletes. By fostering both physical and academic excellence, the initiative aims to ensure that youth are well-prepared for a successful transition into high school as competent, confident student-athletes.</p>
	<p>Intracity youth flag football program focused on skill development and conditioning to prepare participants for competitive play.</p>	<p>For ages 6 to 14 years old.</p> <p>Flag engagement 5/25 to 7/25</p>	<p>This program offers flag football and foundational conditioning to youth in East Palo Alto and East Menlo Park as a precursor to more extensive participation in organized sports. The program offers a fun, skill-building, and fitness-focused environment to help area youngsters get started in preparation for the next youth tackle football season. The program seeks to increase participants' excitement, self-assurance, and preparedness for future athletic activity through early exposure, physical training, and community outreach.</p>

The MPAA accurately predicted the post-COVID increase in participation, with a notable 15% growth in engagement. As the sole football and cheerleading program in the city, MPAA anticipates continued growth this year, with further increases in participant enrollment driven by the program's unique position in the community.

As in previous years, our pre- and post-season surveys will serve as a critical tool for gathering data that informs our program's long-term sustainability. These assessments will measure key areas of participant development, including academic proficiency, athletic progress, and social interaction, providing valuable insights to guide future improvements and ensure ongoing program success.

**Attachment D: Mid Peninsula Athletic Association: Financials**

**MID PENINSULA ATHLETIC ASSOCIATION  
BUDGET**

<b>2024</b>		<b>2025</b>	
<b>Business Expenses:</b>		<b>Business Expenses:</b>	
Insurance	\$ 2,289.52	Insurance	\$ 2,900.00
League fees	\$ 1,600.00	League fees	\$ 1,800.00
Helmet purchases	\$ 3,852.45	Field	\$ 4,000.00
Helmet Decals/Numbers	\$ 300.00	Helmet Decals/Numbers	\$ 450.00
Flagfootball	\$ 116.44	Helmet Should Pads	\$ 11,100.00
Office Supplies	\$ 262.66	Office Supplies	\$ 300.00
Background	\$ 514.00	Background	\$ 600.00
AYF Fees	\$ 600.00	AYF Fees	\$ 800.00
Field	\$ 3,267.47	Uniforms	\$ 6,000.00
Uniforms	\$ 5,660.00	Coaches Shirts/Hats	\$ 1,000.00
Coaches Shirts/Hats	\$ 1,178.00	Referees	\$ 5,300.00
Referees	\$ 5,300.00	EMT Services	\$ 2,000.00
EMT Services	\$ 2,000.00	Snack Shack	\$ 2,000.00
Snack Shack	\$ 1,374.53	Banquet rental/Food	\$ 2,500.00
Banquet rental/Food	\$ 2,500.00	Medals	\$ 600.00
Medals	\$ 500.00	Advertising	\$ 292.00
Advertising	\$ 300.00		<hr/>
	<b>\$ 31,615.07</b>		<b>\$ 41,642.00</b>

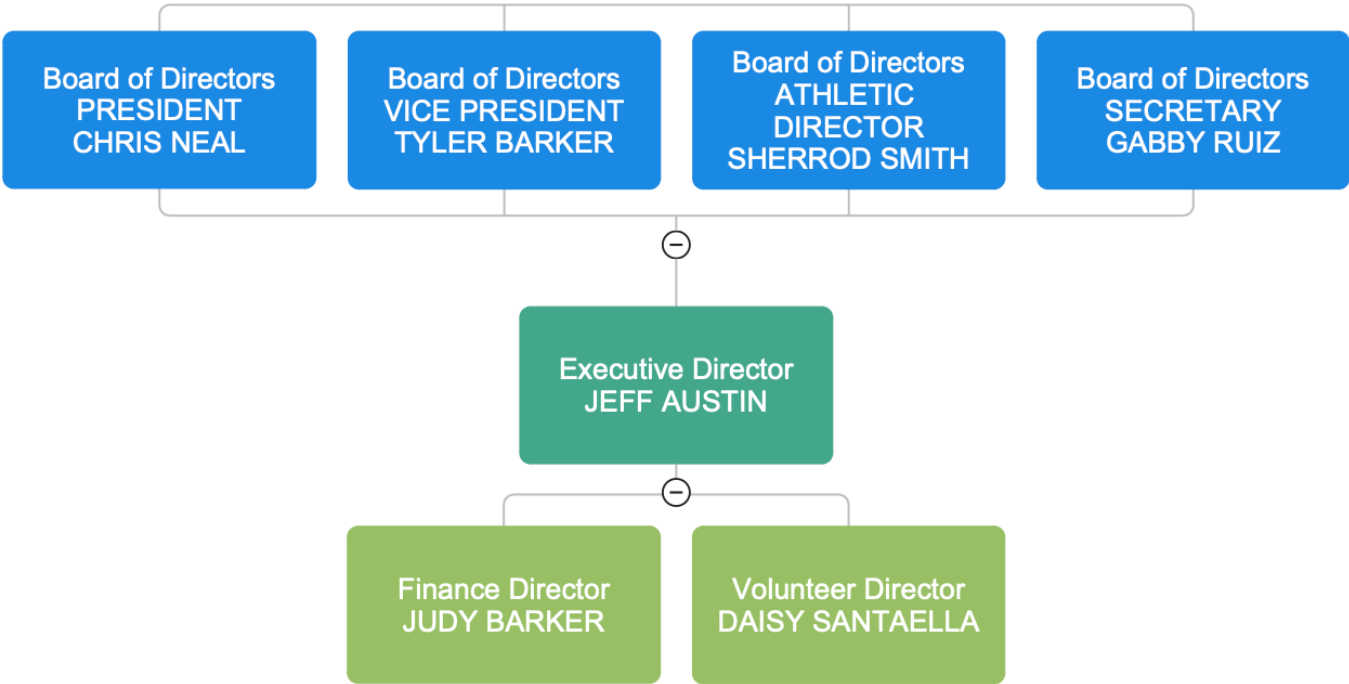
**Attachment D: Mid Peninsula Athletic Association: Financials**

**MID PENINSULA ATHLETIC ASSOCIATION  
INCOME STATEMENT**

<b>2024 PREVIOUS YEAR</b>		<b>2025 CURRENT YEAR TO DATE</b>	
<b>Income:</b>		<b>Income:</b>	
TOT Grant	\$ 25,500.00	Grant	\$ -
Donations	\$ 4,000.00	Donations	\$ -
	<u>\$ 29,500.00</u>		<u>\$ -</u>
<b>Business Expenses:</b>		<b>Business Expenses:</b>	
Insurance	\$ 2,289.52	Insurance	\$ 2,900.00
League fees	\$ 1,600.00	League fees	\$ 1,800.00
Helmet purchases	\$ 3,852.45	Field	\$ -
Helmet Decals/Numbers	\$ 300.00	Helmet Decals/Numbers	\$ -
Flagfootball	\$ 116.44	Helmet/Shoulder Pads	\$ 2,200.00
Office Supplies	\$ 262.66	Office Supplies	\$ -
Background	\$ 514.00	Background	\$ -
AYF Fees	\$ 600.00	AYF Fees	\$ -
Field	\$ 3,267.47	Uniforms	\$ -
Uniforms	\$ 5,660.00	Coaches Shirts/Hats	\$ -
Coaches Shirts/Hats	\$ 1,178.00	Referees	\$ -
Referees	\$ 5,300.00	EMT Services	\$ -
EMT Services	\$ 2,000.00	Snack Shack	\$ -
Snack Shack	\$ 1,374.53	Banquet rental/Food	\$ -
Banquet rental/Food	\$ 2,500.00	Medals	\$ -
Medals	\$ 500.00	Advertising	\$ -
Advertising	\$ 300.00		<u>\$ 6,900.00</u>
	<u>\$ 31,615.07</u>		
<b>Profit (Loss)</b>	<b>\$ (2,115.07)</b>	<b>Profit (Loss)</b>	<b>\$ (6,900.00)</b>

# Attachment E: Mid Peninsula Athletic Association: Organization Chart

## MID PENINSULA ATHLETIC ASSOCIATION ORGANIZATION CHART



CHRIS NEAL - 131 GARDENIA WAY - EAST PALO ALTO CA. 94303  
TYLER BARKER - 1259 MADERA AVENUE - MENLO PARK, CA 94025  
SHERROD SMITH - 6764 MARTEL PLACE - NEWARK, CA 94560  
GABBY RUIZ - 1263 LAUREL AVENUE - EAST PALO ALTO, CA 94303  
JEFF AUSTIN - 1523 URSULA WAY - EAST PALO ALTO, CA 94303  
JUDY BARKER - 1259 MADERA AVENUE - MENLO PARK, CA 94025  
DAISY SANTAELLA - 242 ROBLE AVENUE - REDWOOD CITY, CA 94061

**Bay Area Urban Eagles, Inc.**  
*No Limits!*

*City of East Palo Alto  
Small Grants Program-  
Transient Occupancy  
Tax Fund Proposal*



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1148 MANDELA COURT  
EAST PALO ALTO, CA 94303  
<https://bayareaurbaneagles.org/>

**CITY OF EAST PALO ALTO –TOT  
GRANT APPLICATION  
COVERSHEET**

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

**Organizational Information**

Legal Name Organization:	Bay Area Urban Eagles Inc.
Address of Organization:	1148 Mandela Court, East Palo Alto
Website:	https://urbaneagles.org
Collaborating Organization:	
Website:	https://urbaneagles.org

\*Attach additional sheet(s) if necessary.

**Contact Information**

Grant Administrator	Michael Mashack		
Email	michaelm@urbaneagles.org		
Phone	650-906-7937	Fax	

**Grant Request**

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 75,000.00
Total Project Budget: <b>(For this project)</b>	\$ 125,000.00
Matching funds/in-kind donations? (Select one) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, amount?	\$ 45,000.00
What is your organization's total annual operating budget?	\$ 275,000.00
Please list the names of matching funding or in-kind donation sources:	United Airlines, Airlines, Pending Grants, Volunteers, Individual Donors & Crowdfunding

Have you received TOT funding previously? Yes  No  Year(s)? 2024

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other



## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
125 \_\_\_\_\_

List the **total** number of Clients you intend to serve during this program: 200 \_\_\_\_\_

## Program Timeline

---

What are your dates of service for this program(s)? START: 6/1/2025 END: 5/31/2026

What days/nights will you run your program(s)? (Ex: M-F) Tu -Sa Hours? Various

-----  
If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

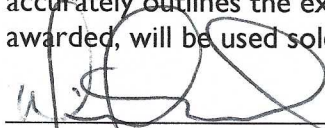
What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_



**Acknowledgement**

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- I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.
  
- I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.
  
- I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.

  
\_\_\_\_\_  
*Signature of Authorized Representative*

Michael Mashack

\_\_\_\_\_  
*Printed Name*

  
\_\_\_\_\_  
*Date Signed*

Executive Director

\_\_\_\_\_  
*Title*





### **Project Service Category:**

Bay Area Urban Eagles' Youth in Aviation Program falls under **Children, Youth, Family, and Senior Services**, as defined in the City's Transient Occupancy Tax (TOT) grant. This integrated program delivers aviation-focused STEM education to East Palo Alto youth and young adults while engaging families and local seniors in supportive, intergenerational activities that includes economic benefit.

### **Goals & Objectives – Work Plan:**

- **Objective 1 – Recruit & Enroll 50 Youth:**
  - *Outputs:* Hold 5 school- and community-center outreach events (Months 1–2); collect 60 applications; achieve  $\geq 90$  % retention post-orientation.
  - *Outcome:* 50 committed participants ready for program launch.
- **Objective 2 – Deliver 40 Weekly Ground School, Flight-Sim & STEM Workshops:**
  - *Outputs:* Conduct 40 hands-on workshops (Months 3–11); maintain 80 % average attendance; administer quarterly satisfaction surveys.
  - *Outcome:* Participants report  $\geq 4.5/5$  satisfaction and demonstrate improved depth of aerospace knowledge increased STEAM confidence.
- **Objective 3 – Engage Families & Seniors:**
  - *Outputs:* Host 4 bilingual family/senior open-house events; involve 300 attendees; collect post-event cohesion ratings.
  - *Outcome:* Strengthened community bonds and increased parental support for youth academic goals.

### **Clients Served:**

Year 1 will serve **50 East Palo Alto youth** (ages 12–25), plus families and seniors through open-house events.

### **Project Partners:**

- Civil Air Patrol (cadet leadership integration)
- Ravenswood City School District (CCRMS)
- KIPP Esperanza
- Eastside Prep

### **Project Timeline:**

- **June 2025:** Grant awarded
- **July 2025 – Sep 2025:** Outreach & enrollment (Summer Parks Activation)
- **Nov 2025 – May 2026:** Weekly workshops & mentoring
- **Quarterly:** Family/senior events & midpoint evaluation
- **Jun 2026:** Annual Community Open House and Participant's Celebration

### **Mission Alignment:**

*“Bay Area Urban Eagles is dedicated to educating and exposing youth and young adults to flight and aviation careers through hands-on experiences, mentorship, and industry resources—bridging underrepresented communities to the aviation industry.”* This program embodies our mission by providing East Palo Alto youth direct access to aviation pathways, while engaging families and seniors as active stakeholders in youth success.

### **Academic & Social Development:**

- **Project-Based Learning:** Flight-planning projects reinforce math and physics concepts, boosting standardized-test readiness and problem-solving skills.

## Bay Area Urban Eagles Project Narrative



- **Social-Emotional Learning (SEL):** Small-group workshops on teamwork, communication, and leadership cultivate resilience and self-efficacy—correlated with higher GPA and reduced disciplinary incidents.
- **Mentorship:** Regular interaction with aviation professionals fosters career aspirations and strengthens college-going identities.

### Supportive Community Environment:

Quarterly events welcome parents and seniors to tour simulators, meet mentors, and learn ways to support youth STEM pursuits while sharing local history and reinforcing cultural pride and intergenerational connection.

### Organizational History & Qualifications:

Incorporated March 2023, BAUE is a minority-led 501(c)(3) with demonstrated success serving 30+ youth through Civil Air Patrol partnerships and aviation camps. Our leadership combines 20+ years in youth development, therapy, and aerospace program management.

### Lead Staff & Qualifications:

- **Dave Forter:** Senior Aerospace Engineer, NASA Ames, leads technical curriculum.
- **Captain Kris Duckett:** United Airlines Captain (15 yrs, 10,000 flight hrs);
- **Jordan Calhoun:** Certified Flight Instructor; designs project-based ground-school syllabus.
- **Karl Welch:** Project Management- Oversees safety and regulatory compliance.
- **Robert Sherrard:** IT & Simulation Specialist (10 yrs); manages simulator infrastructure.
- **Dr. Omowale Satterwhite:** PhD Stanford; nonprofit capacity-building expert and community change consultant.

### Project Budget & Funding Strategy:

*Total Project Budget: \$150,000*

Category	Amount	% of Total
Staff Salaries	\$40,000	26.7 %
Program Materials	\$18,000	12.0 %
Flight Simulators & Technology	\$25,000	16.7 %
Transportation & Field Trips	\$10,000	6.7 %
Facility Use (Hangar Operations)	\$25,000	16.7 %
Events & Community Engagement	\$12,000	8.0 %
Evaluation & Reporting	\$5,000	3.3 %
Administrative Costs	\$15,000	10.0 %

### Funding Mix:

- **City TOT Request:** \$75,000 (50 % of total)
- **Corporate Sponsorships:** \$30,000 committed (United, Alaska Airlines)
- **Foundation Grants:** \$20,000 pending (Silicon Valley Community Foundation, Haas Jr. Fund)
- **In-Kind & Volunteer:** \$15,000 (facility hours, mentor time)
- **Individual Donors & Crowdfunding:** \$10,000 target

With \$65K (43 %) in matching and leveraged funds already secured or pending, this budget ensures robust, sustainable delivery of direct services and measurable impact aligned with East Palo Alto’s TOT priorities and BAUE’s mission.



### Objective 1: Implement Integrated Aviation Curriculum

Outputs	Short-Term Outcomes	Long-Term Outcomes
<p>Deliver structured modules covering aviation fundamentals, aerodynamics, and navigation.</p>	<p>Students demonstrate increased knowledge in aviation concepts, as evidenced by a 20% improvement in post-program assessments</p>	<p>Alumni become community leaders and advocates, promoting social cohesion and civic engagement in East Palo Alto</p>
<p>Conduct weekly hands-on flight simulation sessions totaling 24 hours per student.</p>	<p>Enhanced student engagement and enthusiasm for STEM subjects, leading to improved academic performance in related school courses</p>	<p>Establishment of a culture of volunteerism and sustained community involvement among program graduates.</p>
<p>Provide individual mentorship sessions for each participant throughout the program.</p>	<p>Development of personalized academic and career plans, fostering goal-setting and future planning skills.</p>	<p>Long-term mentorship relationships that support ongoing personal and professional development.</p>



## Objective 2: Conduct Leadership and Social Skills Workshops

Outputs	Short-Term Outcomes	Long –Term Outcomes
<p>Facilitate interactive workshops focusing on communication, teamwork, and problem-solving skills.</p>	<p>Participants exhibit improved interpersonal skills and increased confidence in group settings.</p>	<p>Participants pursue higher education or careers in aviation and STEM fields, contributing to increased diversity in these industries</p>
<p>Engage students in high impact community service projects.</p>	<p>Strengthened sense of community and social responsibility among participants.</p>	<p>Establishment of a pipeline of skilled individuals from East Palo Alto entering the aviation workforce.</p>
<p>Provide opportunities for peer-to-peer mentorship and leadership roles within the program.</p>	<p>Development of leadership skills and experience in mentoring peers, enhancing employability and readiness for leadership positions.</p>	<p>Creation of a supportive alumni network that continues to mentor and uplift future program participants .</p>



### Objective 3: Deliver Hands-On Airplane Pilotage, Aircraft Maintenance & Airport Operations Sessions

Outputs	Short-Term Outcomes	Long -Term Outcomes
<p><b>Pilotage:</b> Conduct flight-simulator sessions teaching airplane controls, instrument navigation, flight planning, and airspace procedures</p> <p><b>Maintenance:</b> Host hands-on workshops on pre-flight inspections, systems troubleshooting, and basic engine &amp; avionics maintenance tasks</p>	<p>Participants demonstrate mastery of basic and instrument flight tasks, earning ≥80 % on simulator check-rides</p> <p>Students correctly execute safety inspections and fault-finding drills, scoring ≥85 % on maintenance competency quizzes</p>	<p>Participants complete their Private Pilot Certification within 12–18 months of program completion and pursue advanced ratings</p> <p>Participants earn foundational credits toward their FAA Airframe &amp; Powerplant (A&amp;P) certification substantially increasing the number of qualified aviation maintenance professionals from East Palo Alto</p>
<p><b>Airport Operations:</b> Facilitate practical modules covering ramp procedures, ground-crew coordination, airport communications, and dispatch planning</p>	<p>Participants plan and simulate real-world ramp and dispatch scenarios, achieving ≥75 % accuracy on operations checklists.</p>	<p>Participants secure internships or entry-level positions in airport operations (e.g., ground handling, ramp services, dispatch coordination) within 12–18 months</p>

## Bay Area Urban Eagles Financial Plan

Projected Profit and Loss	Actual			PROJECTED		
	2024	2025	2026	2025	2026	2027
<b>Income (Grants, Donations, Gifts)</b>	\$125,000	\$225,000	\$275,000	\$225,000	\$275,000	\$300,000
<b>Direct Costs</b>	\$55,000	\$65,000	\$100,000	\$65,000	\$100,000	\$125,000
Gross Margin	\$70,000	\$160,000	\$175,000	\$160,000	\$175,000	\$175,000
<b>Gross Margin %</b>	56%	71%	64%	71%	64%	58%
<b>Operating Expenses</b>						
Professional Fees (Attorneys, Accountants, etc.)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Rent	\$15,500	\$35,000	\$35,000	\$35,000	\$35,000	\$65,000
Insurance	\$5,000	\$5,000	\$6,000	\$5,000	\$6,000	\$7,500
Asset Acquisitions	\$10,000	\$50,000	\$97,000	\$50,000	\$97,000	\$25,000
Meals (for kids)	\$5,100	\$5,000	\$7,500	\$5,000	\$7,500	\$10,000
<b>Total Operating Expenses</b>	<b>\$38,100</b>	<b>\$97,500</b>	<b>\$148,000</b>	<b>\$97,500</b>	<b>\$148,000</b>	<b>\$110,000</b>
<b>Operating Income</b>	<b>\$31,900</b>	<b>\$62,500</b>	<b>\$27,000</b>	<b>\$62,500</b>	<b>\$27,000</b>	<b>\$65,000</b>
Interest Incurred	\$3,125	\$5,625	\$6,875	\$5,625	\$6,875	\$7,500
Depreciation and Amortization	\$0	\$1,000	\$2,000	\$1,000	\$2,000	\$3,000
Gain or Loss from Sale of Assets	\$0	\$0	\$0	\$0	\$0	\$0
Income Taxes	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$38,100</b>	<b>\$97,500</b>	<b>\$148,000</b>	<b>\$97,500</b>	<b>\$148,000</b>	<b>\$110,000</b>
<b>Net Profit</b>	<b>\$31,900</b>	<b>\$62,500</b>	<b>\$27,000</b>	<b>\$62,500</b>	<b>\$27,000</b>	<b>\$65,000</b>
<b>Net Profit / Sales</b>	<b>83.73%</b>	<b>64.10%</b>	<b>18.24%</b>	<b>64.10%</b>	<b>18.24%</b>	<b>59.09%</b>
<b>Projected Balance Sheet</b>						
	2024	2025	2026	2025	2026	2027
Cash	\$31,900	\$62,500	\$27,000	\$62,500	\$27,000	\$65,000
Accounts Receivable	\$20,000	\$20,000	\$30,000	\$20,000	\$30,000	\$30,000
Inventory	\$5,200	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Other Current Assets	\$6,500	\$5,000	\$10,000	\$5,000	\$10,000	\$10,000
<b>Total Current Assets</b>	<b>\$63,600</b>	<b>\$92,500</b>	<b>\$72,000</b>	<b>\$92,500</b>	<b>\$72,000</b>	<b>\$110,000</b>
Long-Term Assets	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Accumulated Depreciation	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
<b>Total Long-Term Assets</b>	<b>\$6,200.00</b>	<b>\$6,200.00</b>	<b>\$6,200.00</b>	<b>\$6,200.00</b>	<b>\$6,200.00</b>	<b>\$6,200.00</b>
<b>Total Assets</b>	<b>\$69,800</b>	<b>\$98,700</b>	<b>\$78,200</b>	<b>\$98,700</b>	<b>\$78,200</b>	<b>\$116,200</b>

## PROMOTION AGREEMENT

This **PROMOTION AGREEMENT** (this “**Agreement**”) is made and entered into as of this 19 day of February, 2025 (the “**Effective Date**”) by and between **UNITED AIRLINES, INC.** (“**United**”) and **Bay Area Urban Eagles, Inc** (the “**Organization**”), a 501(c)(3) organization.

### **1. PROMOTIONAL SUPPORT**

- 1.1 In accordance with the terms of this Agreement and Attachment A, United will perform and provide the promotional support set forth in Attachment A.
- 1.2 In consideration of the promotional support extended by United under Section 1.1 hereof and in accordance with the terms of this Agreement and Attachment A, Organization will perform and provide the promotional exposure set forth in Attachment A.

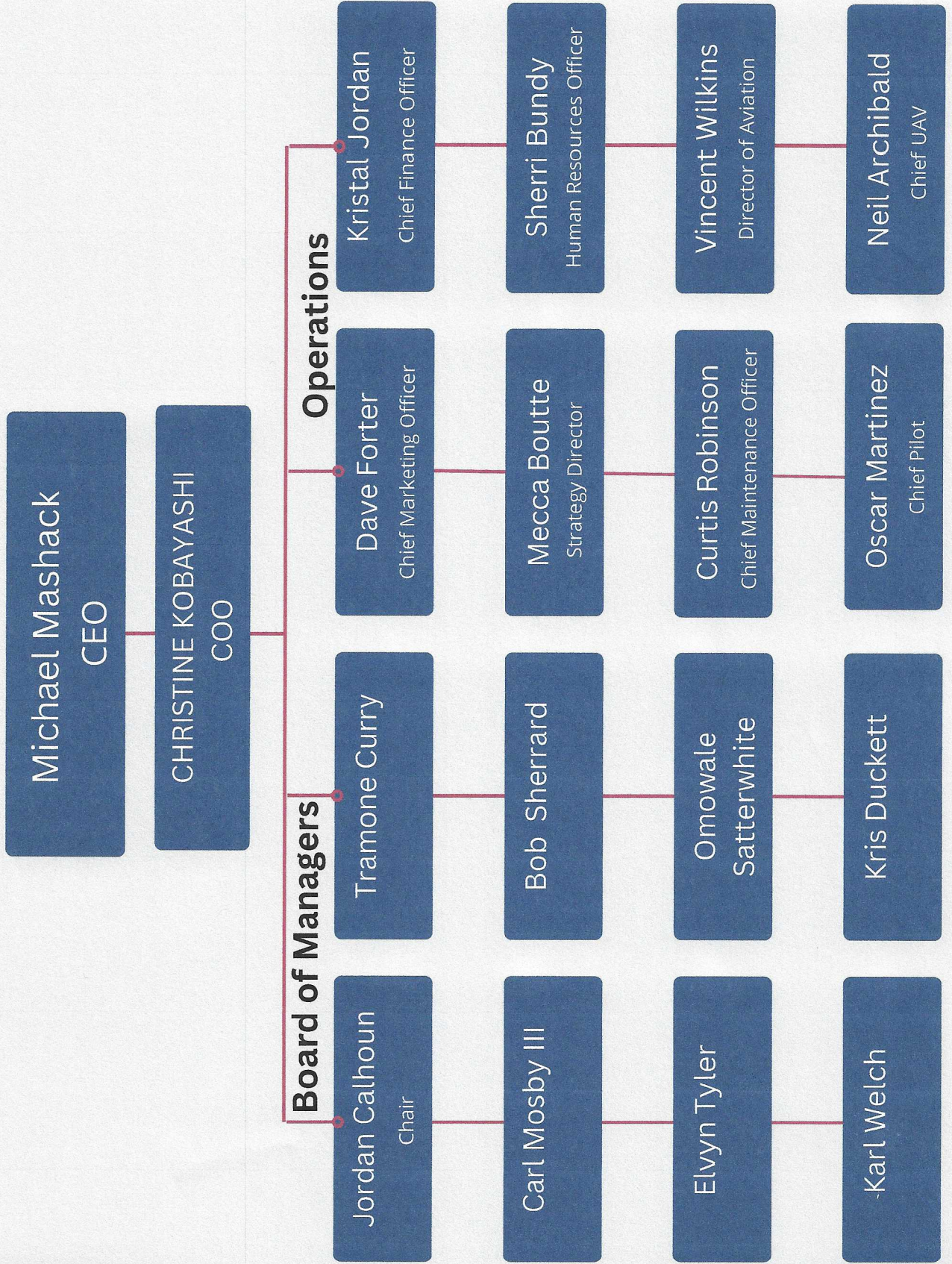
### **2. REVIEW AND APPROVAL OF PROMOTIONAL MATERIALS.**

- 2.1 United shall have the right to use the Organization’s name and emblem (consisting of Organization’s logos and marks) at no cost to United solely in connection with advertising and marketing the Promotion (as defined below) subject to the terms of this Agreement. The Organization name and emblem is and shall remain the property of Organization. The Organization shall have the right to use United’s name and globe logo, as shown in Attachment E, attached hereto and incorporated herein by reference, solely in connection with the Promotion subject to the terms of this Agreement. All use of United’s logo shall comply with the usage and design requirements of United, as set forth in Attachment F, attached hereto and incorporated herein by reference, and/or as Organization is otherwise instructed by United. United’s name and logo are and shall remain the property of United. For the purposes of this Agreement, the term “Promotion” means, collectively, the promotional exposure provided to United by the Organization and the promotional support provided to the Organization by United, in accordance with and pursuant to the terms of this Agreement.
- 2.2 Each party will provide and deliver to the other party, for its review and approval all proposed material relating to the Promotion using the other party’s name or logo. For United’s review, camera-ready logo art, logo graphics files and logo usage design requirements must be sent to United’s designated relationship manager. Within five (5) business days of its receipt of such material, such party will communicate any objections, corrections or suggestions. No materials will be used concerning United, which, in the sole opinion of United, disparage or reflect unfavorably on United, are otherwise inconsistent with the overall image of United, or will jeopardize or undermine any copyright, trademark, service mark, logo or other intellectual property of United. Organization will maintain the high public image of United in any material published. At all times the trademarks and other intellectual property which are currently owned by or licensed to the respective parties shall remain the property of the owner. Except as specifically stated in this Agreement, neither party shall have the right to use the intellectual property of the other party, and all use of trademarks and other intellectual property shall inure to the benefit of the owner.
- 2.3 Organization grants United the right to audit Organization’s records only as it relates to this Promotion once each calendar year with written notice.

3. **LIABILITY AND INDEMNIFICATION.** Organization shall defend, indemnify and hold harmless United, its directors, officers, affiliates, agents and employees (“**United Parties**”) from and against any and all liabilities, claims, suits, damages, judgments, costs, and expenses, including reasonable attorneys’ fees, arising out of or in connection with this Agreement, which may be asserted (now or in the future) against the United Parties, including but not limited to any and all claims relating to: (A) the sale, use or consumption of any benefits, events, products or services Organization may offer for sale or otherwise make available in connection with this Agreement; (B) the acts or omissions, in connection with the Promotion, of Organization or its officers, directors, representatives, agents or employees; (C) any infringement or misappropriation by Organization or its officers, directors,

# BAY AREA URBAN EAGLES

## ORGANIZATIONAL CHART





**youth community service**

**rEPAct**

**resilient East Palo Alto community team**

Youth Community Service and rEPAct  
Youth Leadership Core for Emergency & Disaster Preparedness

April 25, 2025  
City of East Palo Alto - TOT Grant Application

# Cover Sheet

# CITY OF EAST PALO ALTO –TOT

## GRANT APPLICATION

### COVERSHEET

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

#### Organizational Information

Legal Name Organization:	Youth Community Service
Address of Organization:	780 Arastradero Rd., Room V-14 Palo Alto, CA 94306
Website:	https://www.youthcommunityservice.org/

Collaborating Organization:	rEPAct (resilient East Palo Alto community team)
Website:	https://repact.org/

\*Attach additional sheet(s) if necessary.

#### Contact Information

Grant Administrator	Mora Oommen		
Email	mora@youthcommunityservice.org		
Phone	650-664-5354	Fax	N/A

#### Grant Request

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 75,000
Total Project Budget: <b>(For this project)</b>	\$ 100,000
Matching funds/in-kind donations? (Select one) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, amount?	\$ 20,000
What is your organization's total annual operating budget?	\$ 970,000
Please list the names of matching funding or in-kind donation sources:	YCS & rEPAct

Have you received TOT funding previously? Yes  No  Year(s)? 2024, 2023, 2022

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
1,200

List the **total** number of Clients you intend to serve during this program: 1,200

## Program Timeline

What are your dates of service for this program(s)? START: 5/26/25 END: 9/1/25

What days/nights will you run your program(s)? (Ex: M-F) Weekly Hours? 1-3PM

-----  
If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2: Youth Disastor & Preparedness Program

What are your dates of service for this program(s)? START: 9/13/25 END: 3/14/26

What days/nights will you run your program(s)? (Ex: M-F) Monthly Hours? 10am-3pm

Program Session 3: Program Conclusion & Reflection

What are your dates of service for this program(s)? START: 4/1/26 END: 4/30/26

What days/nights will you run your program(s)? (Ex: M-F) Weekend Hours? 10am-3pm

Program Session 4 Name

What are your dates of service for this program(s)? START: N/A END: N/A

What days/nights will you run your program(s)? (Ex: M-F) N/A Hours? N/A

**Acknowledgement**

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- I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.
  
- I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.
  
- I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.



\_\_\_\_\_  
*Signature of Authorized Representative*

**Mora Oommen**

\_\_\_\_\_  
*Printed Name*

4/24/2025

\_\_\_\_\_  
*Date Signed*

**Executive Director**

\_\_\_\_\_  
*Title*

## Two-Page Narrative

- **Project service category:** Our project service category is Youth. We will engage youth in building skills and contributing to the City of East Palo Alto's disaster preparedness/emergency response. Through community outreach activities, including: disaster drills/exercises, basic medical operations, light search and rescue, team organization, community surveys, and leadership training. Ultimately, our project will reach youth by empowering youth leaders, while also serving entire family households, with a special focus on seniors and those living with disabilities.

- **Goals and objectives and work plan:** The goal is to partner with rEPAct to implement an Emergency and Disaster Preparedness Training Program for East Palo Alto Youth that includes the following activities: community outreach, surveys, and neighborhood data collection. Our objectives are: 1) to develop and train youth in emergency preparedness, leadership, and life skills; 2) to provide youth hands-on training in assessing disaster preparedness within all 6 East Palo Alto neighborhoods as established by the Menlo Park Fire Protection District; 3) to mobilize the community for disaster preparedness and emergency response in the City of East Palo Alto. Our work plan is as follows: 1) recruit 30-40 youth for emergency and disaster preparedness training and provide field training opportunities on a monthly basis; 2) conduct community education, surveys and assessments through door-to-door outreach to 1,200 residents in East Palo Alto; 3) build stronger intergenerational connections between youth, neighborhoods, seniors, and disabled residents; and 4) conclude the project by reflecting, creating recap materials, and planning for the future with youth. By the end of the program, youth should be equipped with basic emergency response strategies to support vulnerable residents, such as seniors and the disabled.

- **How many clients you intend to serve:** We intend to empower 30-40 East Palo Alto youth, and we intend to reach 1,200 EPA residents across 6 neighborhoods that correlate with the established "Neighborhood Area Radio Frequency", which includes Area 31 - Westside, Area 32 - Weeks, Area 33 - Gardens, Area 34 - Illinois, Area 35 - Kavanaugh, Area 36 - PA Park. For the 7 sessions, our students will go through the 6 neighborhoods and reach 1,200 residents while completing field training in the community with support and mentorship from trained rEPAct adult volunteer leaders.

- **Project partners (if any):** YCS is the lead organization for this project, and collaborate with rEPAct

- **Project timeline:** Our project timeline is as follows:

May/June 2025: receive grant award and re-evaluate plan and budget if necessary

July: finalizing programming needs

August: Marketing and recruitment of youth participants from across EPA

September: 1st monthly training, surveying, and field session with subject experts and rEPAct volunteer leaders.

October: 2nd monthly training, surveying, and field session

November: 3rd monthly training, surveying, and field session

December: Students have a mid-point celebration and reflection session

January: 4th monthly training, surveying, and field session

February: 5th monthly training, surveying, and field session

March: 6th monthly training, surveying, and field session

April: 7th and final monthly training, surveying, field session, and program reflection

• **How this project help your organization fulfill its broader organizational mission:**

The mission of YCS is to elevate youth voice to raise community connection and equity through service. Our mission is to create a world where youth shape a better future for all. The mission of rEPAAct (resilient East Palo community team) is to serve community members to become resilient and self-reliant through emergency and disaster preparedness education and outreach. Together, YCS and eEPAAct, will create a local community youth emergency management response and recovery effort and increase access to tangible skills for future careers and employment in disaster preparedness.

• **How proposed program activities will increase a young person's academic achievement or help positively develop their social skills:** YCS utilizes the National Youth Leadership Council (NYLC)'s Service-Learning Framework IPARD (Investigation, Planning and Preparation, Action, Reflection, and Demonstration) to guide students through service learning programs. To support students, YCS is committed to implementing public health Tier 1 prevention strategies to transform students' social-emotional wellbeing and educational experiences through meaningful service and reflection. In this program, YCS will engage youth in rEPAAct's mission to help youth understand how to respond before a disaster happens and keep their neighborhood, themselves, and their families safe before, during, and after a disaster. In particular, rEPAAct will coordinate with experts such as RedCross and others to host trainings such as basic first-aid, disaster preparedness and light search and rescue. Youth will receive additional guidance for hands-on field work in the community to develop their skills.

• **Discuss how the services you will provide will offer a supportive community environment for families and/or seniors of East Palo Alto:** rEAPct was founded in East Palo Alto and is well-known in the community for its ability to provide resilient and self-reliant emergency and disaster preparedness education to people of all ages. YCS is also recognized in the EPA community for its work in elevating youth voice and providing numerous opportunities for young people to build intergenerational relationships within their communities. Through this project, youth will increase their network of influence and strengthen disaster preparedness for our most vulnerable residents, especially our seniors and/or disabled residents.

**Lead staff, their qualifications, and** - please see the attached organizational chart

**The project's proposed budget** - please see the attached Program Budget

# Budget

<b>Program Budget</b>	<b>Amount</b>	<b>Percent of Toal Revenues</b>
TOT - City of East Palo Alto	\$ 75,000	75%
In-Kind Administrative Support from YCS & rEPAAct	\$ 25,000	25%
<b>Total Program Budget</b>	<b>\$ 100,000</b>	
<b>Expenses</b>		
<u>Administrative</u>		<b>Management &amp; General Cost</b>
Admin Staff	\$ 5,400	
Insurance	\$ 2,000	
<b>Sub-total</b>	<b>\$ 7,400</b>	<b>7%</b>
<b>Operations</b>		
		<b>Program Cost</b>
YCS Program Operation Staff for Youth Development	\$ 10,000	
Postage, Printing, Marketing	\$ 1,000	
Professional Services/Consultant	\$ 5,000	
Food	\$ 7,500	
Travel & Mileage	\$ 600	
Program supplies	\$ 3,500	
rEPAAct Neighborhood Organizers Stipend	\$ 18,000	
Youth/Teen Scholarship/Incentives	\$ 15,000	
Disaster Preparedness Equipment	\$ 4,000	
Disaster Emergency Kits	\$ 3,000	
<b>Sub-total</b>	<b>\$ 67,600</b>	<b>68%</b>
<b>Total Expenses TOT - City of EPA</b>	<b>\$ 75,000</b>	

# Graphic Chart

**Objective 1)** to develop and train youth in emergency preparedness, leadership, and life skills

**Outputs:**

1. 2 months recruit & select 30-40 youth participants in the disaster preparedness program
2. 10 sessions over the course of 10 months of youth emergency preparedness, first aid & CPR training
3. 10 sessions over the course of 10 months of youth leadership & life skills development workshops integrated into training (e.g. public speaking, interviewing skills, and outreach)

**Outcomes:**

**A) Short Term**

1. 70% of youth participants will report an increase in knowledge and skills in disaster preparedness
2. 70% of Youth participants will receive a First Aid Administration Certificate of Completion.
3. 70% of youth will report an increase in leadership skills

**B) Long Term**

1. Youth participants will have increased exposure and access to tangible skills for future careers and employment in disaster preparedness

**Objective 2)** Youth will receive hands-on training in assessing disaster preparedness within all 6 East Palo Alto neighbourhoods as established by the Menlo Park Fire Protection District

**Outputs:**

1. Youth will participate in 7 field trainings throughout the 6 East Palo Alto neighbourhoods to conduct community assessments, outreach, surveys, etc (for example, youth will practice making a "Windshield Assessment" of different neighborhoods).
2. Distribute awareness of local disaster resources for targeted outreach to approximately 1,200 EPA residents, with particular attention to seniors and disabled

**Outcomes:**

**A) Short Term**

1. 100% of youth participants will have hands-on experience in providing disaster preparedness outreach and awareness
2. 65% of youth participants will demonstrate competency in performing a search and rescue
3. 70% of youth participants in our program will engage in conversations regarding creating emergency kits and/or plans with EPA Residents within the 6 neighbourhoods

**B) Long Term**

1. Youth participants in the program will be an added asset to the emergency response team to create a stronger community resilience

**Objective 3)** to mobilize the community for disaster preparedness and emergency response in the City of East Palo Alto.

**Outputs:**

1. 1,200 residents will be included in student-led baseline data collection on EPA's disaster readiness (e.g., % of homes with emergency kits).
2. 1,200 residents will be more aware of community benefit programs such as Red Cross Free Smoke Detector Installation and Free Nuts and Bolts installation to help secure movable objects to the wall.

**Outcomes:**

**A) Short Term**

1. 60% of residents reached will be included in youth-led surveys to provide a better understanding of their needs and level of disaster preparedness, especially in underserved households with seniors and/or disabled residents
2. 50% of residents reached will express interest in signing up for community benefit programs such as Red Cross Free Smoke Detector Installation and Free Nut and Bolts installation
3. 75% of registered youth will participate in end-of-program reflection with recommendations for future action.

**B) Long Term**

1. Youth participants sharing their knowledge & experience gained for a sustained community resilience for future policy and planning.
2. Residents of the City of East Palo Alto, especially the seniors and/or disabled residents, will be more prepared in case of disasters.

## Youth/Teen Disaster Preparedness Project Implementation Timeline

ACTIONABLE TASK – Calendar Year 2025 (June – December)					
		Lead Agency Responsible for Carrying-out Task			
Month	Task(s)	Youth Community Service	rEPAct	Menlo Park Fire Protection District	Red Cross
<b>May/June</b>	Receive Grant Award	Receive Grant Award			
	Re-evaluate Plans & Budget, if necessary.	Re-evaluate Plans & Budget, if necessary.			
<b>July</b>	Finalize Programming needs	Finalize Programming needs.	Finalize Programming needs.		
	Market to Youth/Sign-up	Market to Youth/Sign-up			
<b>August</b>	Market to Youth/Sign-up	Market to Youth/Sign-up			
	Orientation	Orientation	Orientation		
<b>September</b> <small>(Be Informed)</small>	Identify potential disasters in the local area			Identify potential disasters in the local area	Identify potential disasters in the local area
	Understand the specific risks associated with each disaster.			Understand the specific risks associated with each disaster.	
<b>October</b> <small>(Hands-On CPR)</small>	CPR Training			CPR Training	
	Learn to perform hands-on CPR.			Learn to perform hands-on CPR.	
<b>November</b> <small>(First Aid)</small>	First Aid Training.				First Aid Training.
	Making a First Aid Kit.				Making a First Aid Kit.
<b>December</b> <small>(Mid-Program Evaluation)</small>	Students are on Break	Students are on Break			
	Project Team Meeting	Project Team Meeting	Project Team Meeting		

## Youth/Teen Disaster Preparedness Project Implementation Timeline

ACTIONABLE TASK – Calendar Year 2026 (January – July)					
		Lead Agency Responsible for Carrying-out Task			
Month	Task(s)	Youth Community Service	rEPAct	Menlo Park Fire Protection District	Red Cross
<b>January</b> (Radio Communication)	Getting acquainted with FRS Radio equipment		Getting acquainted with FRS Radio equipment.		
	Practice listening & speaking & radio		Practice listening & speaking, & radio.		
<b>February</b> (Radio Communication)	Learn functions of E.O.C. & I.C.C.			Learn functions of E.O.C. & I.C.C.	
	Practice speaking & listening on different radio channels.		Practice speaking & listening on different radio channels.		
<b>March</b> (Neighborhood Assessment)	Continue practicing Radio Communication.		Continue practicing Radio Communication.		
	Neighborhood Assessment Exercises.		Neighborhood Assessment Exercises.		
	Mapping Neighborhoods		Mapping Neighborhoods		
<b>April</b>	End of program reflection	End of program reflection	End of program reflection		

# TOT Compliance Policies

## A. Conflict of Interest (COI) Certification

# TOT Compliance Policies

## B. Memorandum of Understanding (MOU)



**Agreement between  
Resilient East Palo Alto Community Team (rEPAct) (Partner  
Organization) and  
Youth Community Service  
("Lead Organization" for City of East Palo Alto TOT Grant Application)**

**WHEREAS**, Lead Organization is a non-profit California public benefit corporation under Internal Revenue Code §501(c)(3) and Ca. Revenue & Taxation Code §23701(d), that operates in the San Francisco Bay Area, the City of East Palo Alto, and the Belle Haven neighborhood of the City of Menlo Park; and

**WHEREAS**, The Partner Organization (rEPAct) is not a non-profit California public benefit corporation under Internal Revenue Code §501(c)(3) and Ca. Revenue & Taxation Code §23701(d), and

**WHEREAS**, Lead Organization needs a Partner Organization to provide for this program, and

**WHEREAS**, Partner Organization has the experience and expertise necessary to provide such services.

**NOW THEREFORE**, the parties agree as follows:

**Scope of work:** Partner Organization agrees to perform all duties and functions of the position as Collaborator, as detailed in Exhibit A, Scope of Work attached to this document.

**Term:** This agreement shall be binding from June 1, 2025, through June 30, 2026.

**Other terms and conditions:**

(a) This Agreement does constitute a Collaborative Agreement Partnership between the two parties for any purpose of teaching youth how to be prepared before, during, and after a disaster. Neither party to this Agreement shall have any right to incur any liabilities or obligations on behalf of or binding upon the other party except as provided for in this Agreement.

(b) The **Partner Organization** acknowledges and hereby agrees that in relation to the supply of the services under this Agreement, it is responsible for compliance with all statutory requirements, including Federal, State, and local laws. These include, but are not limited to, nondiscrimination laws and all San Mateo County Equal Opportunity requirements.

(c) The ownership of any intellectual property, unless in the public domain, generated by or introduced into the services by the Partner Organization, remains at all times with the project unless otherwise specifically agreed in writing. All written data to be exchanged by the parties to this Agreement shall be regarded as confidential and shall remain the property of the disclosure. All such written data shall be immediately returned to the disclosure upon written request or at the expiry of this Agreement.

(d) The parties agree that confidential information disclosed to the other party remains at all times confidential and each party indemnifies the other in respect to all loss, damage, claim, liability, cost or expense suffered by the disclosure arising from any breach of this Agreement.

(e) The Partner Organization and Lead Organization shall not disclose and shall use their best endeavors to prohibit and prevent the intentional disclosure of any confidential information concerning the business, strategic plan, methodologies, or any other interests of the Lead Organization that may come to their knowledge.

(f) Either party may terminate this Agreement at any time with cause by thirty days' written notice to the other party.

(g) If either party shall waive any breach of this Agreement or forbear to enforce any part of it on any one or more occasions, such waiver or forbearance shall not be taken as evidence against that party and shall not preclude that party from subsequently enforcing any part of this Agreement.

(h) If any dispute arises involving the performance of this Collaboration Agreement and its terms, before resort to legal action is had by either party, it is agreed that if negotiations fail, the parties shall utilize mediation by The Mediation Project, 480 North First Street San Jose, CA 95103, each party bearing their own costs (if any).

(i) This Agreement shall be governed by and construed in accordance with California law, and the parties to this Agreement agree to submit, subject to clause (h), to the jurisdiction of its Courts.

(j) Unless otherwise specified in the Agreement or documents collateral to this Agreement, all notices or communications of a contractual nature given in relation to this Agreement by either party to the other party shall be in writing and delivered or mailed by registered mail as follows:

The Partner Organization :  
Robert Jones, Area Leader  
rEPAct  
% 835 Runnymede St, East Palo Alto, CA 94303

The Lead Organization:  
Mora Oommen, Executive Director  
Youth Community Service  
PO Box 61000, Palo Alto, CA 94306

(k) This document and its attachment(s) represent the entire Agreement between the parties with respect to the subject matter hereof. All prior negotiations and written and/or oral agreements between the parties with respect to the subject matter of this Agreement are superseded by this Agreement.

IN WITNESS OF THIS AGREEMENT, the parties have executed this Agreement in duplicate on the date set out at the head of the Agreement.

**Youth Community Service (Lead Organization)**

By:



(signature)

April 25, 2025(Date)

Mora Oommen, Executive Director

**Resilient East Palo Alto Community Team (Partner Organization)**

By:



(signature)

April 25, 2025(Date)

Robert Jones, rEPAct Founder

## Exhibit A:

### **YCS-rEPAct Scope of Work**

#### Workshop and Collaboration Agreement

The following agreement outlines the roles and responsibilities for YCS and Partners when conducting YCS workshops for Partner organizations and their staff and/or students.

Responsibilities that will be shared equally by the Partner Organization and YCS Staff:

1. Communicate effectively with one another should any changes to the planned workshops occur.

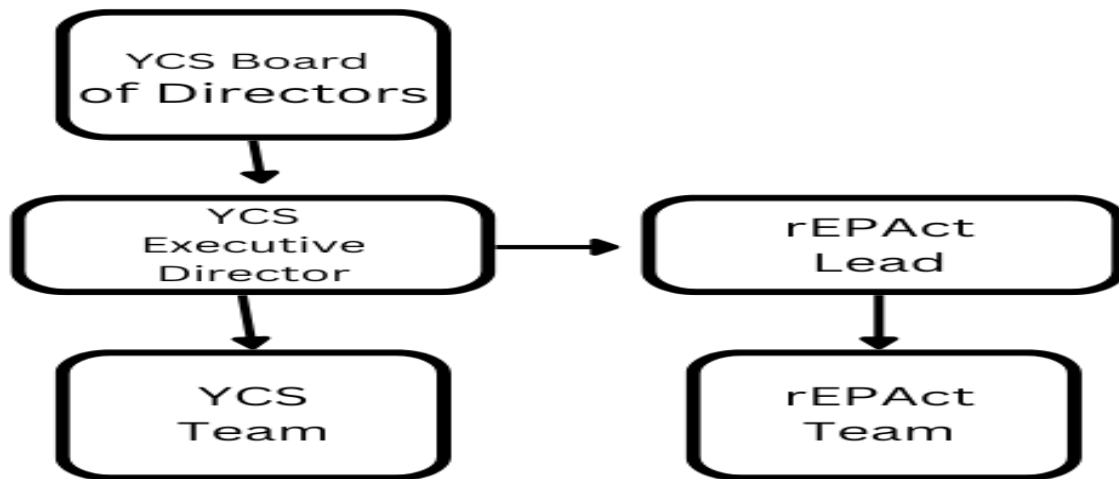
The Partner Organization will:

1. Recruit disaster preparedness, first aid, and radio communication facilitators to teach a workshop.
2. Lead by example by participating in the workshop activities as is appropriate.
3. Manage any disruptive behaviors and support the YCS facilitator as needed and as appropriate.
4. Provide attendance information as needed.
5. Conduct neighborhood assessment exercises
6. Develop Key Performance Indicators.

The YCS facilitator will:

1. Come prepared with engaging activities for participants.
2. Collect surveys to assess knowledge gain and to obtain feedback.
3. Respect the rules and norms of the space in which they are welcomed.
4. Recruit youth participants for the workshops.
5. Manage any disruptive behavior and support rEPAct facilitators as needed and appropriate.
6. Develop key performance indicators

# Other Organization Chart



Our organizational plan (aka chart) includes that YCS will focus on the recruitment and leadership development, while rEPAct will lead the training and community survey aspect of our program.

The YCS team will be led by Executive Director, Mora Oommen, with a team of our service learning experts who have deep experience working with youth in East Palo Alto.

## Mora Oommen - Executive Director

Mora joined the YCS team as executive director in 2020. She previously served as executive director of Blossom Birth and Family in Palo Alto. Mora cares deeply about social justice and community service, and she has served on the boards of the Palo Alto Recreation Foundation, Mothers Symposium, California Avenue Area Business Association, and Castilleja School Association. Most recently, Mora was a co-chair of the beloved Palo Alto Black & White Ball. A graduate of Georgetown University's School of Foreign Service and University College of London's Institute of Education, Mora was raised in the United States and India.

## Ashley Yee-Mazawa - Senior Director

Ashley joined the YCS team in 2014 as a Program Director and became YCS Senior Director in the fall of 2022. She earned a BA in Community Studies from UC Santa Cruz, where she also minored in teaching and education. She later earned an MA at San Francisco State University in

Women and Gender Studies. Ashley is passionate about youth empowerment and has spent her career working with young people at a variety of levels, from kindergarten through college.

#### Aubrey Parke - High School Programs Manager

Aubrey is a writer and oral historian who is passionate about using creative practices to build equitable communities. As the High School Programs Manager at YCS, she hopes to use her background in community engagement and public history to cultivate strong ties between YCS staff, students, and community partners. She is originally from San Antonio, Texas but has also lived in Detroit and Pittsburgh before moving to the Bay Area.

#### Evangeline Domínguez - Elementary/Middle School Programs Manager

Growing up in an area that has been incredibly impacted by substance abuse, gangs, violence, poverty, and young people who have been neglected, Eva has made it her life's mission to empower youth. Eva was born and raised in the East Side of San Jose and aspires to one day have her own organization that helps her community prosper and flourish. Eva has worked with YCS for more than four years across various programs with youth ages 5 - 18 and is currently our Elementary/Middle School Programs Manager.

#### Monica Ponce - Donor Relationships and Community Engagement Manager.

Monica grew up in Santa Clara and worked at a local startup company and a corporate semiconductor company before entering the non-profit arena. A summer at Public Allies, an AmeriCorps Program, gave her an introduction to Youth Community Service (YCS). In January 2011, she joined YCS, and she has dedicated herself to the organization ever since. Monica is a people person who loves animals, fishing, and everything creative arts. In 2022, Monica relocated to North Central Illinois and continues to support the mission of YCS as our Donor Relationships and Community Engagement Manager.

#### Evelin Romero - Community Engagement Associate

Evelin was raised in East Palo Alto and graduated from Menlo Atherton High School. She has worked at a number of nonprofit organizations in East Palo Alto. Most recently, she oversaw the YCS contract with the City of East Palo Alto COVID-19 Vaccine Incentive Program and Clinic wrap-around services. Evelin oversees the service recognition and award program at YCS.

#### Karen Castillo - Community Outreach Associate

Karen was born in Mexico City and raised in the Bay Area. She is a Woodside High School alumna and received her BA in Sociology and Social Services from California State University, East Bay. She is passionate about helping underrepresented youth receive opportunities and resources that are not readily available to them. She hopes to be a resource for youth to find their passions and their talents and through service make a positive impact in their communities.

#### Keri Wagner - Outreach Service Coordinator

Keri is a long-time Palo Alto resident who was raised in San Antonio, Texas, and earned a BS in Mechanical Engineering at the University of Texas in Austin. After a career in technology, she volunteered on many community, neighborhood, and PTA boards while raising her two sons,

who attended Palo Alto schools. Keri joined YCS in August 2021, as the Outreach Service Coordinator and believes strongly in the value of community service. Keri enjoys living in Palo Alto with her family and likes to bike, knit, visit with friends, and hopefully travel again.

Alliyah Johnson - Data and Evaluations Coordinator

Alliyah is Bay Area born and raised and has been helping youth, kindergarten through college, since she can remember. She graduated from CSU Stanislaus in 2022 with a BA in Psychology and is currently working on her MA in Industrial Organizational Psychology from Golden Gate University in San Francisco. Alliyah strives to build more awareness toward mental health and service initiatives that aid in empowering youth voices in every community.

Kashmir Palencia - Service Learning Coordinator

Kashmir comes to us with years of experience as a preschool teacher, substitute teacher, and as a summer camp counselor. She is currently in graduate school at San Jose State, where she is studying to be a children's librarian.

Persia Fakhr - Service Outreach Coordinator

Persia is a resident of East Palo Alto and graduated with a BA in Psychological Sciences, a minor in Writing Studies and English from the University of California-Merced. She is passionate about changing the life trajectories of local youth and families through academic support. She is committed to making a positive contribution in the areas of child and family counseling.

The rEPAct Team:

Robert Jones - Team Leader President and Core Member.

He has lived in the City of East Palo Alto for over 43 years. Robert holds a bachelor's degree in Psychology and a master's degree in Counselor Education from San Jose State University. Since high school, he has always worked in an environment that offered a helping hand and served others. His working career included 4 years as a Vocational Counselor, three years as an In-school Youth Employment Counselor/Program Manager, 25 years as a Real Estate Agent, 20 Years as an Affordable Housing Developer and Executive Director. For the past 6 years, he has helped organize and facilitate the development of a volunteer group of residents interested in disaster preparedness in the City of East Palo Alto. For the past 6 years, I have served on the Menlo Park Fire Protection District Board of Directors as an elected official.

Brenda Erwin - Vice President and Core Member

Emergency and disaster preparedness trained through rEAPct

Telesia Alusa - Treasurer and Core

Emergency and disaster preparedness trained through rEAPct

Jane Jones - and Core Member

Emergency and disaster preparedness trained through rEAPct

Perry Eckhoff - Communication Technician and Core Member  
Emergency and disaster preparedness trained through rEAPct

Isaac Stevenson - Core Member  
Emergency and disaster preparedness trained through rEAPct

Marie McKenze - Core Member  
Emergency and disaster preparedness trained through rEAPct

Alan Krebs - Core Member  
Emergency and disaster preparedness trained through rEAPct

Other  
Board Member List  
Executive Directors Name



**Partners**

- City of East Palo Alto
- City of Menlo Park
- City of Palo Alto
- County of Santa Clara
- Palo Alto Unified School District
- Ravenswood City School District
- Sequoia Union High School District
- Kiwanis Club of Palo Alto
- Palo Alto University Rotary Club
- Rotary Club of Palo Alto
- East Palo Alto Youth Empowerment Strategies for Success (YESS)
- Project Safety Net
- East Palo Alto Re-entry Coalition

**Board of Directors – October 2024 Roster**

**Executive Director – Mora Oommen**

Mora joined the YCS team as executive director in 2020. She previously served as executive director of Blossom Birth and Family in Palo Alto. Mora cares deeply about social justice and community service, and she has served on the boards of the Palo Alto Recreation Foundation, Mothers Symposium, California Avenue Area Business Association, and Castilleja School Association. Most recently, Mora was a co-chair of the beloved Palo Alto Black & White Ball. A graduate of Georgetown University’s School of Foreign Service and University College of London’s Institute of Education, Mora was raised in the United States and India. Since 2007, she has lived in Palo Alto with her husband, daughter, and sprightly dog!

**Stacey Kertsman – Board President – 2 year**  
*DEI Consultant*

**Evan Lurie – 2 year**  
*Former Teacher, Tech, Current Law School*

**Sally Bemus – Vice President and Secretary – 8 years**  
*Business Manager, Community Volunteer*

**Liane Ma - 2 years**  
*Employee Engagement Lead, Luminous Computing*

**Bob Miyahara – Treasurer – 8 years**  
*Business Development, Cloudfinary*

**Lori Patton-Johnson - under a year**  
*Education Specialist, QWERTY Education Services*

**Sue Eldredge – 7 years**  
*Nonprofit Consultant*

**Ellen Rudy – 5 years**  
*Nonprofit Branding Specialist*

**Kiran Gaiind –3 year**  
*Former High School teacher, parenting coach & consultant*

**Romy Saloner - under a year**  
*Chief Operating Officer, Brightline*

**Steven Lee - Under a year**  
*Product Counsel, Meta*

**Nicolas Sere – 4 year**  
*Strategic and Corporate Finance*

**Pedro Rivas Lopez - 4 year**  
*Founder, Arte Aqua Viva*

**YCS Stewards**

YCS board members who have served the organization for over a decade. They have transitioned from the working board to being guardians and stewards of our mission and work. We are grateful for their years of dedication and support.

**Leif Erickson – 17 years**  
*Community Volunteer*

**Linda Lenoir, RN – 17 years**  
*PAUSD District Nurse (retired)*

**Barbara Spreng – Past President – 17 years**  
*Community Volunteer, PTA, Adolescent Counseling Service*

\*All Board members above can be reached at the following address: 780 Arastradero Rd., Room V-14, Palo Alto, CA 94306

**CITY OF EAST PALO ALTO –TOT  
GRANT APPLICATION  
COVERSHEET**

**PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.**

**Organizational Information**

Legal Name Organization:	Beyond Barriers Athletic Foundation
Address of Organization:	50 Woodside Plaza, #426, Redwood City, CA 94061
Website:	beyondbarriersaf.org

Collaborating Organization:	Team Sheep, Inc
Website:	menloswim.com - see BBAF scholarships under swimming lessons

\*Attach additional sheet(s) if necessary.

**Contact Information**

Grant Administrator	Anna Lippi, Treasurer		
Email	info@beyondbarriersaf.org		
Phone	650-593-5757	Fax	

**Grant Request**

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 20,000
Total Project Budget: <b>(For this project)</b>	\$ 20,000
Matching funds/in-kind donations? (Select one) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, amount?	\$ *
What is your organization’s total annual operating budget?	\$ 120,000
Please list the names of matching funding or in-kind donation sources:	

**\* NO MATCHING FUNDS BUT COMMUNITY GRANTS TARGETING CITIES, LIKE EAST PALO ALTO, PROVIDE ADDITIONAL SUPPORT**

Have you received TOT funding previously? Yes  No  Year(s)? 2024 funded Jan 2025

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
80-100

List the **total** number of Clients you intend to serve during this program: 500-550

## Program Timeline

---

What are your dates of service for this program(s)? START: 6/1/2025 END: 12/31/2025

What days/nights will you run your program(s)? (Ex: M-F) M-F Hours? 9am - 6pm

-----

If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

## Acknowledgement

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I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.

I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.

I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.

Anna Lippi  
Signature of Authorized Representative

Anna Lippi  
Printed Name

4/21/2025  
Date Signed

Treasurer  
Title

## **BEYOND BARRIERS ATHLETIC FOUNDATION - BBAF NARRATIVE**

Beyond Barriers Athletic Foundation (BBAF) endeavors to save lives and change lives through aquatics. Our mission is to promote healthy lifestyles, improve personal safety, and add structure for lifelong achievement by providing scholarships for aquatic programs to underserved youth. The service categories that are addressed by BBAF's program funding include health, personal safety, and recreation.

BBAF serves children from 0 - 18 years of age who come from low-income families. Generally defined, this applies to families that have a combined household income of less than 300% of the designated Federal Poverty Level. BBAF funds aquatic scholarships for swimming lessons, lifeguard training, aquatic team sports and other recreational opportunities for children in these families through local pools and programs.

According to the Centers for Disease Control and Prevention's Vital Signs report released in May 2024, drowning is the leading cause of death for children aged 1-4 and the second leading cause of injury death for children aged 5-14. Alarming, only 36.9% of Black adults and 28.1% of Hispanic adults have ever taken a swimming lesson. Additionally, the American Red Cross reports that 79% of children in households with incomes less than \$50,000 have few-to-no swimming skills, with 64% of Black, 45% of Hispanic, and 40% of white children lacking these skills.

BBAF's mission is to make aquatics programs, primarily swimming lessons, accessible and affordable for underserved families in these communities who otherwise could not provide these critical life-savings skills for their children.

BBAF has been an important resource for these scholarships since 2012 and is well-known in local communities for its collaboration with neighborhood pool providers and established aquatics programs to provide financial assistance to underserved families. The primary focus has always been on providing affordability and accessibility for water safety and swimming lessons to these families. Applications for financial assistance in these communities exceed the amount of funding that BBAF can provide. This need continues to increase especially as the cost of these aquatics programs increase each year.

BBAF has successfully earned the ongoing support of local government and community grants, as well as a base of individual donors. The challenge is to maintain and grow that financial support to match the increased cost of local aquatics programs and the ever-increasing need for scholarships in the geographical area served which primarily includes Menlo Park, Redwood City, Palo Alto, East Palo Alto and some neighboring cities.

BBAF reviewed its own organization and administration costs last year. A decision was made in early 2024 to eliminate the part-time paid Executive Director position and to streamline and reduce administrative costs. Today, BBAF is entirely volunteer run with a 2025 goal of allocating 85% - 90% of funds raised towards providing aquatic scholarships. In 2025, our administration costs are projected to be approximately 5% of projected revenues.

BBAF works through long-established partnerships with local pool providers and community aquatics programs in the neighborhoods it serves. BBAF allocates aquatics scholarships through these partners to children in low-income families only as funds are available to do so. BBAF's capacity is sustainable in that financial commitments are only made with funds on hand and its administrative costs are low.

Since its opening in May 2024, BBAF has provided scholarships for swimming lessons at the Belle Haven Pool in East Menlo Park which serves East Palo Alto families. As a public pool, it is utilized by

families who are looking for swimming lessons and other aquatic opportunities. For 2025, BBAF has received approximately 250 applications for aquatic scholarships at Belle Haven Pool, with a solid 30% of these applications submitted for East Palo Alto youth. These same percentages have held true in actual scholarships funded since May 2024 and through the first quarter of 2025 with close to 30% of funds going to subsidize the cost of swimming lessons for East Palo Alto families. The partner provider at Belle Haven Pool is Team Sheeper, which has worked with BBAF since its inception in 2012. Team Sheeper has provided local communities with established swimming lesson sessions and advanced aquatics programs that give quality instruction and structure with benchmarks to assess individual achievement and success.

BBAF also has a close working relationship with the local YMCA locations which are in Redwood City, San Mateo and East Palo Alto. Most recently, BBAF agreed to fund lifeguard training for 6 youth at the East Palo Alto YMCA. BBAF has worked with local YMCAs to supplement the YMCA's subsidized programs, which often need some extra funding to reach more of those in need.

BBAF is looking to continue its investment in the Belle Haven community with aquatics scholarships. It is an exciting time in that community and the growth of more aquatics programming beyond swimming lessons into swim teams and lifeguard training fit the BBAF mission.

Community is a key component in BBAF's mission. From the start, BBAF was formed by a community of dedicated swimmers with a vision to provide financial assistance to underserved youth for swimming lessons and other aquatic opportunities. Local funding sources support the neighborhoods that BBAF serves. Through long-standing relationships, BBAF uses an integrated approach that leverages existing providers and community facilities. Through this community-approach BBAF can provide affordability and accessibility directly in the communities where families live.

Swimming lessons and community pools are more than just facilities for physical activity; they are vital community centers that allow youth and their families to connect, fostering a sense of community spirit. As funds are available, BBAF also provides scholarships for bridge programs that support the transition from swimming lessons to aquatics team participation and lifeguard training. These scholarships are designed to build up a swim community in these neighborhoods and to provide a future path for the youth that get these scholarships. They also provide a path towards participation in high school and college sports teams. Lifeguard training supports employment opportunities for youth at pools in their communities and beyond.

BBAF addresses aquatic inequities. The families that qualify for aquatic scholarships from BBAF need ease of funding and access to a local pool with structured and established programs for their children. Through its efforts, BBAF has demonstrated over the last 12 years that it can provide access and affordability for these families. Beyond the immediate benefit, these lessons create a safe-water culture into these communities where many adults do not know how to swim and now see the benefits for their children. These parents appreciate peace of mind, knowing that their children are safe in the water and know how to swim.

In order to assess program success and for planning purposes, BBAF works closely with program and aquatics directors from the submissions of scholarship applications to scholarship approval, to monthly monitoring, and then to final program assessment. At the end of swimming lesson sessions, program directors interview scholarship recipients and their parents to evaluate their own swimming lesson programs and to evaluate the families' involvement through BBAF scholarships.

BEYOND BARRIERS ATHLETIC FOUNDATION  
APPLICATION FOR CITY OF EAST PALO ALTO – TOT GRANT

ATTACHMENT A: 2025 BUDGET

Revenues:

• Community grants	\$ 45,000
• Government grants	\$ 20,000
• Individual contributions & foundation grants	<u>\$ 55,000</u>
Total revenues	\$ 120,000

Disbursements:

• Program funding for aquatic scholarships	\$ 108,000
• Administration & fundraising costs	<u>\$ 5,000</u>
Total disbursements	<u>\$ 113,000</u>
Net income – provision for cash reserves	\$ 7,000

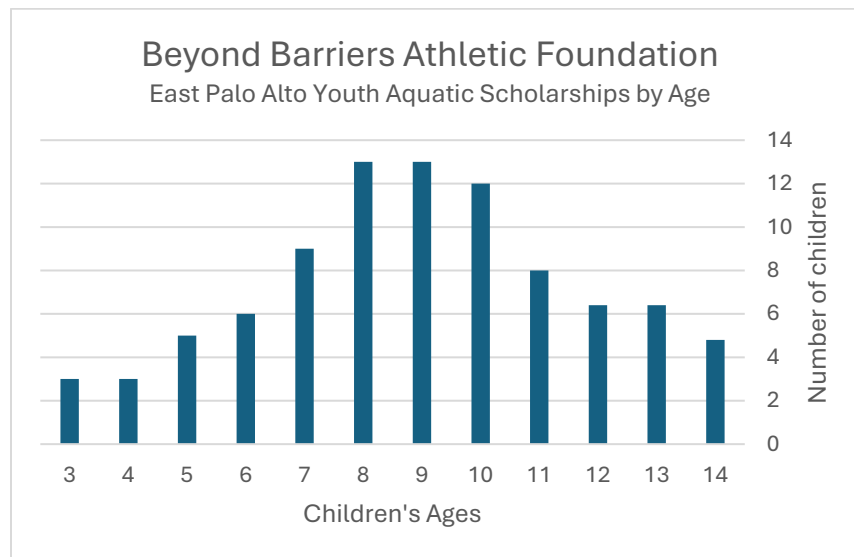
BUDGET NOTES:

- Community grants approved in 2025 from Palo Alto Rotary Club, Sequoia Healthcare District, Palo Alto Community Fund, Palo Alto Weekly Holiday Fund, and SF Olympic Club. Other grant requests are pending.
- Individual contributions include modest projection for fundraising projects scheduled for May 2025.
- Program funding for aquatic scholarships will primarily focus on providing swimming lessons with some allocation to bridge programs for children to advance to aquatics teams, aquatics team participation and lifeguard training for local youth.

**PROGRAM OUTCOMES FOR 2025 BBAF BUDGET:**

- Aquatic scholarships to qualifying families with a goal of providing up to 500 individual aquatic scholarships for swimming lessons for children 0-18 years of age, bridge programs to advance children from swimming lessons to aquatics team participation; aquatics team participation (swimming and water polo), and lifeguard training.
- Funding over 5,000 swim lessons or equivalent hours for other aquatics programs.
- Creating a water-safe culture in local communities.
- Supporting community programs around aquatics programs and recreation.
- Providing a structured environment through qualified and established program providers who provide benchmarks for achievement and success.
- Cultivating a lifestyle choice for physical activity and physical achievements.
- Most importantly, contributing to a community where children are water-safe and can swim.

**TARGET YOUTH POPULATION TO BE SERVED FROM EAST PALO ALTO:**





**Beyond Barriers Athletic Foundation  
50 Woodside Plaza, Suite 426, Redwood City, CA 94061**

**Organization Chart & Board of Directors  
April 2025**

Andrew Chan, President

Mike Child, Member at Large

Marybeth Dorst, Member at Large

Anna Lippi, Treasurer

Leslie Platshon, Vice-President

Jonathan Taylor, Secretary

Jane Worden, Member at Large

Board members can be reached at the organization's address.  
Individual contact information will be provided upon request.

**Executive Director**

In 2024, the BBAF Board of Directors reviewed administrative expenses with the intent of decreasing expenses so that more of BBAF funds raised could be used for aquatic scholarships. A decision was made in the first quarter of 2024 to eliminate the part-time paid Executive Director position and to reduce other administrative costs. Today, BBAF is entirely volunteer-run with a 2025 goal of allocating 85% - 90% of funds raised to providing scholarships in the communities we serve. In 2025, our direct administration costs are projected to be approximately 5% of projected revenues ensuring that BBAF will direct more funds raised to provide aquatic scholarships for children from low-income families. Any remaining funds at the end of 2025 will give us a reasonable cash reserve heading into 2026.

## City of East Palo Alto - TOT Grant Application 2025

<b>Project Name:</b> Live In Peace SWAG Program	<b>Amount Requested:</b> \$75,000
<b>Proposed Number of Clients:</b> 80	<b>Project Timeline:</b> 6/2025-6/2026
<b>Service Categories:</b> Leadership Development, Career/Employment/Entrepreneurship, Re-Entry/Diversion	

**Mission & Project Background:** **Live In Peace’s mission is to empower youth & young adults to reclaim the vision for their future.** We provide opportunities for youth & young adults to get back on track & stay on track. We utilize relationships & experiences to reengage young people by helping them connect their talents to personal goals, offering ongoing professional & social-emotional support, & serving as a home base with continued support & guidance as they reclaim their vision for the future.

For many students, especially those from underserved communities, summer isn’t just a break—it’s a risk. The “summer slide” leads to the erosion of critical reading & math skills, deepening achievement gaps, & dimming future opportunities. However, at Live in Peace, we view summer as an opportunity to shift the narrative.

Our summer program complements our SWAG High School program, offering a proactive & holistic approach to keeping students on track academically & helping them look ahead. While we combat learning loss through engaging educational activities, we also prioritize “future orientation”—a powerful skill that enables youth to envision a better future, make plans to achieve it, & understand the connection between today’s choices & tomorrow’s outcomes.

Through mentorship, goal-setting, & career exploration, students build both knowledge & purpose. This program doesn’t just prevent regression—it creates momentum. By investing in our youth during the summer months, we’re not only closing academic gaps, we’re opening doors to long-term success & community strength.

**Project Overview:** The SWAG High School program, a collaborative effort between the County of San Mateo & SUHSD, is a groundbreaking initiative in juvenile diversion & education. Over the past seven years, SWAG has evolved into the only program in the region focusing on students at the highest risk of not graduating from high school, & has since seen 284 graduates. **Funding from the TOT grant would provide services for 80 high school aged students throughout the SWAG summer and school year program, contributing to the long-term academic and career success of our youth and our broader community.**

Funding will combine the key components of our SWAG program (life coaching, tutoring, pro-social activities with peers, etc.) with our TechStyle Lab and Bike Shop to provide opportunities for hands-on learning that utilizes math, reading, logic, and more. We will utilize Ambition Angels, a pilot program that offers paid online internships to young people, allowing them to explore their career options. Additionally, weekly community service opportunities & job opportunities through SEP, Western Allied Heavy Metal Experience, or jobs through Live in Peace’s Tech-Style-Labz & Bike Shop. Finally, since nearly 100 percent of our target youth require summer school, we continue to

provide life coaching to support academic success. *All* opportunities are offered after summer school, ensuring our students are on track to graduate from high school.

**This is more than just an after-school or summer program—it's an intentional investment in our youth's potential, creativity, & future.** It ensures a seamless bridge between summer engagement & continued growth in the school-year SWAG High School Program.

Proposed Budget: The SWAG program budget directly supports our three objectives, ensuring that resources advance student engagement, academic success, & future readiness. The **requested \$75,000** complements \$506,000 in matching funds, enabling a wraparound model that re-engages students, builds skills, & cultivates long-term vision.

#### Objective 1: Re-engage Off-Track Students

To provide individualized support, we've prioritized staffing: **5 Life Coaches** (\$337.5K total; \$10K TOT request) deliver daily mentorship, Life Plans, & academic advocacy. **Tutors** (\$34.5K total; \$10K TOT request) offer subject-specific academic support. **Program Manager** (\$90K; fully matched) ensures quality & alignment across student plans. **Benefits** (\$124K; fully matched) help sustain our high-quality staff.

#### Objective 2: Summer Exploration & First-Job Experiences

**Youth Internships** (\$75K total; \$40K TOT request) provide paid opportunities at TechStyle Labz and the Bike Shop to build soft skills & career exposure while serving the community through these programs. **Supplies/Outings** (\$82K total; \$15K TOT request) fund trips, meals, & events that support critical thinking & new experiences.

#### Objective 3: Increase Future Orientation

**Life Coaching & Mentoring** encourage goal setting & persistence. **Community Liaison** (\$70K; fully matched) builds bridges between students, families, & schools. **Retreats and college/career trips** (included in supplies/outings in Objective 2) deepen students' sense of purpose and future focus.

Organization & Staff Qualifications: What sets Live In Peace apart is our deep connection to the East Palo Alto & Belle Haven communities. All of our staff have lived here for at least 10 years or more, & most were born & raised here. This gives us unparalleled insight into the unique needs of our youth & their families. While our organization has been officially a nonprofit since 2013, our work has been ongoing through many iterations since the 80s.

We are not just service providers; we are community members, mentors, & extended family. Key staff for this project include Julia Williams, our program director; Alejandra Reuelta; DJ Stamper; Will Preston; and Kenneth Williams, all of whom are life coaches. Additional information on each staff member is included on our objective charts, as they are vital to the success of said objectives.



**Program:** Live In Peace SWAG High School Program

**Timeline:** Year-Round

**Objective 1:** Engage and re-engage off-track students to improve academic achievement and school attendance with individualized support through Life Plans, life coaching, mentoring, and flexible academic pathways.

80 least likely to graduate, academically disengaged students in grades 9-12, ages 14-19 from East Palo Alto

Core values of youth development and violence prevention, utilizing the Alive and Free initiative and best practices for case management and life coaching throughout all program activities.

Recognition that young people in East Palo Alto innately want and can have the capacity to live into their dreams, graduated high school, and follow pathways that bring meaningful living wage jobs.

**Outputs:**

- Relationship Building
- Goal-Setting and Plan Development
- Culturally Responsive Programming
- After School Support (meals and tutoring)
- Facilitate successful high school graduation and post-secondary transition into college, trades, or liveable-wage employment

**Outcomes:**

- 90% of SWAG senior high school students will graduate from high school or attain a GED
- 100% of students will complete a Life Plan focused on Future Goals
- Students will show an increased focus on their future, as measured by a Future Orientation metric

**Key staff:**

- **Julia Williams, Program Director** - Julia brings over a decade of experience leading youth development programs rooted in relationship-based support. As SWAG's Program Director, she oversees implementation, staff development, and partnerships to ensure every student receives personalized guidance and advocacy.
- **Alejandra Reuelta, Life Coach** - Alejandra specializes in trauma-informed mentoring and brings a deep commitment to supporting first-generation students. Her bilingual background and strong community ties make her a trusted advocate for youth and families.
- **DJ Stamper, Life Coach** - DJ combines lived experience with professional training to connect authentically with youth navigating complex challenges. He is passionate about helping students discover their purpose through consistency, honesty, and accountability.
- **Will Preston, Life Coach** - Will brings a calm, steady presence and a strong background in restorative practices. He focuses on building trust with students and helping them re-engage with their goals through new opportunities and life coaching.
- **Kenneth Williams, Life Coach** - Kenneth Williams leads with empathy and structure, drawing from years of community experience to guide youth through personal and academic growth. His approach empowers students to envision and build their futures with confidence.

80 least likely to graduate, academically disengaged students in grades 9-12, ages 14-19 from East Palo Alto

Core values of youth development and violence prevention, utilizing the Alive and Free initiative and best practices for case management and life coaching throughout all program activities.

Recognition that young people in East Palo Alto innately want and can have the capacity to live into their dreams, graduated high school, and follow pathways that bring meaningful living wage jobs.



**Outputs:**

- Relationship Building
- Future Orientation Development
- Soft Skills Training Workshops
- Implementation of Ambition Angels internship program
- Exposure opportunities
- Goal-setting and Plan Development
- Leadership opportunities



**Outcomes:**

- 100% of students will increase their optimism and hope for their future as measured by a Future Orientation metric
- 100% of students will complete actionable items toward their future goals
- Students will show a better and increased understanding of delayed gratification and leadership

**Key staff:**

- **Julia Williams, Program Director** - Julia brings over a decade of experience leading youth development programs rooted in relationship-based support. As SWAG's Program Director, she oversees implementation, staff development, and partnerships to ensure every student receives personalized guidance and advocacy.

- **Alejandra Reuelta, Life Coach** - Alejandra specializes in trauma-informed mentoring and brings a deep commitment to supporting first-generation students. Her bilingual background and strong community ties make her a trusted advocate for youth and families.

- **DJ Stamper, Life Coach** - DJ combines lived experience with professional training to connect authentically with youth navigating complex challenges. He is passionate about helping students discover their purpose through consistency, honesty, and accountability.

- **Will Preston, Life Coach** - Will brings a calm, steady presence and a strong background in restorative practices. He focuses on building trust with students and helping them re-engage with their goals through new opportunities and life coaching.

- **Kenneth Williams, Life Coach** - Kenneth Williams leads with empathy and structure, drawing from years of community experience to guide youth through personal and academic growth. His approach empowers students to envision and build their futures with confidence.

# Live In Peace Organizational Chart

## Board of Directors

Justin Phipps  
Interim Board  
Chairperson,  
Secretary

Peg Phelps  
Treasurer

Lisa Gauthier

Dr. Bernie Gifford

Sri Raga Velagapudi

## Advisors

Dr. Omowale  
Satterwhite

Dr. Frank Wells

Ime Archibong

Beth Kawasaki

## SWAG Staff

Julia Williams  
Program Manager

Alejandra Rebuelta  
Life Coach

Derrick "DJ"  
Stamper  
Life Coach

Will Preston  
Life Coach

Kenneth "Ken"  
Williams  
Life Coach

## SWAG Summer Employment Partners

EPA SEP Program

TechStyle Labz

Live In Peace Bike Shop

Ambition Angels

Western Allied Heavy Metal  
Summer Experience

## SWAG Partners

**Sequoia Union High School District (SUHSD)**  
SUHSD staff are full partners with our program in identifying youth to participate in the SWAG program and in providing enhanced credit recovery services at all SWAG student high schools. Intervention counselors employed by the district will coordinate student referrals, track data, and support streamlined service delivery across four high school sites where our students attend. Additionally, the district has provided the Live In Peace staff on-campus access to support students during the school day in addition to our after school programming.

**Gardner Center**  
The Gardner Center is the evaluator for the SWAG program and works directly with Live In Peace to evaluate student and program outcomes and provide recommendations for program improvements. They have designed the local, process, and outcome evaluations for this program and will conduct expanded evaluations at the end of each year. By using the data and information provided from the Gardner Center thus far, SWAG and Live In PEace have benefitted from continuous improvement.

**Local Law Enforcement Agencies**  
SWAG collaborates with East Palo Alto and Menlo Park police, offering support for first-time offenses or instances where potential negative influences are a concern.

<b>Live In Peace SWAG Program</b>	<b>Budget</b>	<b>Matching Funds</b>	<b>Requested TOT</b>
<b>Program Manager</b>	\$90,000.00	\$90,000.00	\$0.00
<b>5 Life Coaches</b> (\$65-70K, mean \$67.5K)	\$337,500.00	\$200,000.00	\$10,000.00
<b>Community Liaison</b>	\$70,000.00	\$70,000.00	\$0.00
<b>Benefits</b> Estimate of 25%	\$124,375.00	\$100,000.00	\$0.00
<b>Youth Staff and Internships</b> (these positions allow us to train and employ students while serving the community through the Bike Shop and TechStyle Labz, during both the Summer and the School Year at \$18-20/hour)	\$75,000.00	\$7,250.00	\$40,000.00
<b>Tutors</b> 4 @ \$20/hour x 12 hours x 36 weeks includes local teachers and college students who specialize in subjects needed	\$34,560.00	\$20,000.00	\$10,000.00
<b>Supplies/Outings</b> i.e. college/career trips, retreats, events, family night supplies and meals, food, athletics, academic supplies, vans upkeep, gas, and general supplies	\$82,000.00		\$15,000.00
<b>Indirect Expenses</b>	\$18,747.20	\$18,747.20	\$0.00
	<b>\$832,182.20</b>	<b>\$505,997.20</b>	<b>\$75,000.00</b>
<i>*Matching funds include secured funding by PACF, Sereno Group, CZI, Amity Foundation</i>			
<i>Individual Donors and Private Foundations, City of Menlo Park, and outstanding funding</i>			
<i>requests to Sobrato, Palo Alto Weekly Holiday Fund, San Mateo Credit Union, Menlo Park Rotary,</i>			
<i>Silicon Valley Community Foundation and San Mateo County</i>			



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

### Live In Peace Board of Directors

**Justin Phipps** • Redtone Records • East Palo Alto  
Interim Chairperson and Secretary, 13 years

**Peg Phelps** • Independent Financial Services • Menlo Park  
Treasurer, 6 years

### Board at Large

**Lisa Gauthier** • EPA City Council • East Palo Alto  
8 years

**Dr. Bernie Gifford** • UC Berkeley • Palo Alto  
6 years

**Sri Raga Velagapudi** • Google • East Palo Alto  
7 years

**Heather Starnes-Logwod** • Executive Director L.I.P. • East Palo Alto  
13 years

**Live In Peace Board of Directors meets quarterly as a whole and bi-monthly for committee meetings.**

**CITY OF EAST PALO ALTO –TOT  
GRANT APPLICATION  
COVERSHEET**

**PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.**

**Organizational Information**

Legal Name Organization:	East Palo Alto Center for Community Media
Address of Organization:	P.O. Box 50274, Palo Alto, CA 94303
Website:	epamedia.org

Collaborating Organization:	
Website:	

\*Attach additional sheet(s) if necessary.

**Contact Information**

Grant Administrator	Henrietta J. Burroughs		
Email	henrietta@epamedia.org		
Phone	650-407-4867	Fax	

**Grant Request**

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 48,044
Total Project Budget: <b>(For this project)</b>	\$ _____
Matching funds/in-kind donations? (Select one) <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, amount?	\$ _____
What is your organization's total annual operating budget?	\$ _____
Please list the names of matching funding or in-kind donation sources:	

Have you received TOT funding previously? Yes  No  Year(s)? \_\_\_\_\_

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
6

List the **total** number of Clients you intend to serve during this program: \_\_\_\_\_

## Program Timeline

---

What are your dates of service for this program(s)? START: 6-23-2025 END: 6/30/2026

What days/nights will you run your program(s)? (Ex: M-F) M-F Hours? 2 p.m.-5 p.m.

-----

If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: 6/23/2025 END: 8-24-2025

What days/nights will you run your program(s)? (Ex: M-F) M-F Hours? 2 p.m.-5 p.m.

Program Session 3 Name

What are your dates of service for this program(s)? START: Wed END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) 4 to 6 Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_



## East Palo Alto Center for Community Media

P.O. Box 50274

East Palo Alto, CA 94303

### East Palo Alto Center for Community Media - Narrative

The East Palo Alto Center for Community Media was created in 2003 to establish media outlets in the City of East Palo Alto, since the city didn't have any.

In 2006, the EPACCM launched the East Palo Alto Today newspaper and its online website for the purpose of presenting factual news about the city from the perspective of the residents, with the interests of the residents in mind. When the paper was launched it became the city's first locally produced newspaper in 20 years and it was well received by the community.

EPA Today still focuses on the issues affecting the greater East Palo Alto community and it features news and feature articles, letters to the editor, opinion pieces, photographs and other submissions contributed by community members.

When it was founded, the EPACCM created an internship program designed to train community members, especially young people, as writers, editors, photographers, graphic artists and videographers in an effort to provide them with the skills that they needed to report on the relevant issues affecting their community and themselves.

The EPACCM also supports the Talking with Henrietta television show, which was started at the Midpeninsula Media Center in Palo Alto. The 60-to-90 minute show features interviews with local newsmakers, who discuss topical and relevant issues affecting our local communities.

The show's guests bring valuable information and differing perspectives to provide important ideas and resources that assist the show's viewers in making informed choices. EPA Today's logo states that it is "Providing news that is relevant, informative and critical"

The logo for the East Palo Alto Center for Community Media is Giving the People a Voice.

## EPACCM Work Plan

In line with our mission of providing accurate and relevant information to the East Palo Alto community, the EPACCM is proposing to offer a training program for six interested youth in the community who would like to produce a community news podcast.

The podcast would be tentatively titled, EPA Youth Speak Out. The title is tentative, because we would like the youth themselves to come up with the title of their podcast program.

EPACCM's program would start as a summer journalism training program that would run 5 days a week for four hours a day. The students would be taught basic journalism skills, which would involve basic interviewing, writing and editing skills. They would produce one podcast per week on a topic area that interests them, which relates to a relevant issue in East Palo Alto, such as transportation, the environment, gentrification, immigration, vaping and other issues that they would choose.

The trainees would be taught how to edit their interview and how to upload it to the hosting program that EPACCM is using for its podcasts.

After the summer, the program would involve the youth during the school year for two hours once a week.

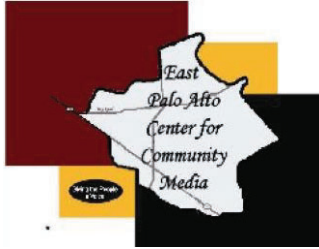
So, the summer program would run for nine weeks from June 23, 2025 to August 22, 2026.

The program during the school year would run for two hours a week for ten months from September 8, 2025 to June 26, 2026 or for 40 weeks

The EPACCM is uniquely qualified to run this program because it has provided media and information services to the East Palo Alto community since its founding in 2023 and the journalism program it has offered since its founding has provided journalism training to more than 60 community youth. It's executive director is also an award winning journalist.

Since young people, in general, feel overlooked and powerless as far as community decisionmaking is concerned, our EPA Youth Speak Out program will build the interns civic awareness, cultural pride and sense of community inclusion. It will also allow them to connect with the city's residents and community leaders and allow them to grow as change-makers in the community.

Our EPA Youth Speak Out program will also encourage a more inclusive media community and promote intergenerational dialogue.



**East Palo Alto Center for Community Media**  
 P.O. Box 50274  
 East Palo Alto, CA 94303

**EPACCM Project Budget**  
 EPA Youth Speak Out

**Personnel**

Program Director – (Part-time- 20 hrs a week)	\$ 10,500
Managing Editor –	7,424

**Trainees**

6 Interns – Stipends of 4,000 each	\$24,000
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**Equipment & Software –**

\$3,000

6 Podcast Kits (mic, headphones, Zoom recorder): \$2,100  
 Editing software licenses + cloud tools: \$400  
 Misc. tech supplies (cables, batteries, SD cards): \$500

**Facilities & Supplies –**

\$2,500

Venue rental (shared or partner space): \$1,500  
 Snacks, materials, printing: \$1,000

**Marketing & Promotion –**

\$2,800

Digital flyers, social ads, outreach campaigns

**Podcast Hosting & Distribution –**

\$500

Podcast hosting (Spotify, Apple, Podbean, etc.)  
 Cover art, intro music licensing, RSS support

Subtotal \$44,044

**Contingency (10%) \$ 4,044**

**Total \$48,044**



East Palo Alto Center for Community Media  
P.O. Box 50274  
East Palo Alto, CA 94303

East Palo Alto Center for Community Media  
Outcomes of EPA Youth Speak Out Podcasts

## Outcomes of Youth Podcasting Program



1. Community Voice Amplification - Youth podcasts provide fresh, authentic narratives from within the community and share stories of struggles and successes.
2. Spotlight local issues and solutions by exploring critical topics from a youth perspective.

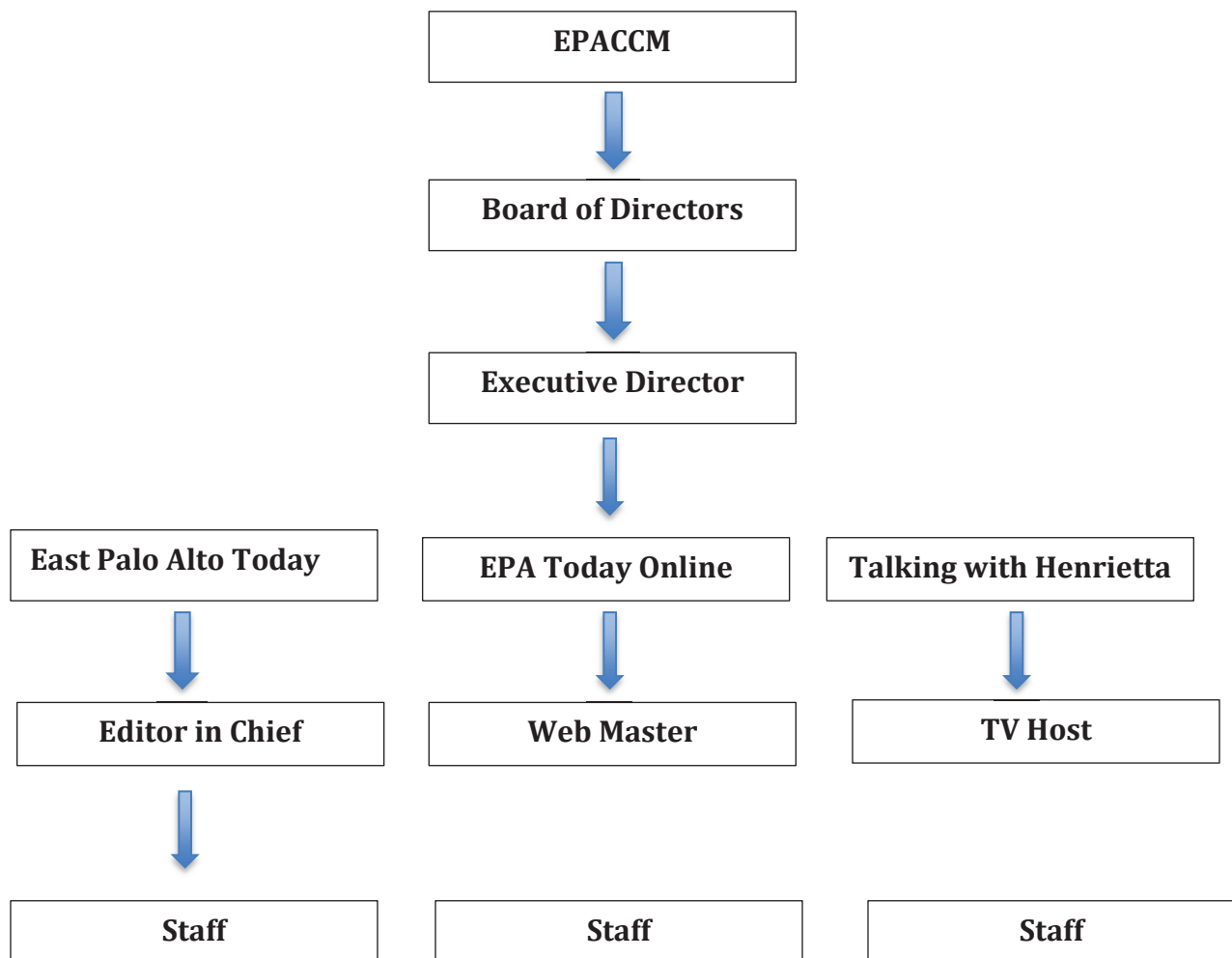
3. .



**East Palo Alto Center for Community Media**  
P.O. Box 50274  
East Palo Alto, CA 94303

### East Palo Alto Center for Community Media

#### Organization Chart



**CHECK LIST**

<p><b>I. Application (pp. 7-8)</b></p> <ul style="list-style-type: none"> <li>• <u>Narrative (2 pages max)</u> <ul style="list-style-type: none"> <li>• Describe your organization briefly.</li> <li>• Work Plan: For this project.</li> </ul> </li> <li>• <u>Attachments (Submit as Word Documents)</u> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Graphic Chart highlighting outcomes/people served</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>TOT Compliance Policies</b> <ol style="list-style-type: none"> <li>a. <u>Conflict of Interest (COI) Certification</u></li> <li>b. <u>Memorandum of Understanding (MOU)</u> <ul style="list-style-type: none"> <li>• Where a partnering, collaborative, and or subcontracting relationship is proposed, the submission must include an MOU between the partnering organizations, which documents the relationship and delineates tasks and or compensation for each party.</li> </ul> </li> </ol> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>IRS documents</b> <ol style="list-style-type: none"> <li>a. <u>501(c)(3) Determination Letter:</u> Or Copy of fiscal agent's 501(c)(3) determination letter</li> <li>b. <u>Form 990 or 990 Exemption:</u> Last 2 years</li> </ol> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Financials</b> <ul style="list-style-type: none"> <li>• <u>Annual Budget:</u> 2 years</li> <li>• <u>Financial Statements:</u> <ul style="list-style-type: none"> <li>• Current YTD</li> <li>• Previous Year</li> </ul> </li> <li>• <u>Matching Funds:</u> Commitment letter if applicable</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Other</b> <ul style="list-style-type: none"> <li>• <u>Organizational Chart:</u> <ul style="list-style-type: none"> <li>• The chart should include the primary applicants' Board of Directors, the entire project team (all partners), and illustrate the relationship between the partners.</li> </ul> </li> <li>• <u>Board Members List:</u> Including titles and addresses.</li> <li>• <u>Executive Director Name:</u> Or equivalent employee.</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>



# CITY OF EAST PALO ALTO –TOT GRANT APPLICATION COVERSHEET

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

## Organizational Information

Legal Name Organization:	Boys & Girls Clubs of the Peninsula
Address of Organization:	401 Pierce Road, Menlo Park, CA 94025
Website:	www.bgcp.org

Collaborating Organization:	n/a
Website:	n/a

\*Attach additional sheet(s) if necessary.

## Contact Information

Grant Administrator	Fred Slone		
Email	fslone@bgcp.org		
Phone	650-863-8544	Fax	

## Grant Request

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 75,000
Total Project Budget: <b>(For this project)</b>	\$ 1,402,000
Matching funds/in-kind donations? (Select one) <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> If yes, amount?	\$ 1,327,000
What is your organization's total annual operating budget?	\$ 36,000,000
Please list the names of matching funding or in-kind donation sources:	Included with Attachment C
<small>While we do not have specific philanthropic funders dedicated solely to this project, our broad funding community ensures the sustainability of our Clubhouse programs. We receive funds from individual donors, school district partners, and foundation partners.</small>	

Have you received TOT funding previously? Yes  No  Year(s)? \_\_\_\_\_

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other



## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
1,300

List the **total** number of Clients you intend to serve during this program: 1,300

## Program Timeline

What are your dates of service for this program(s)? START: August 2025 END: June 2026

What days/nights will you run your program(s)? (Ex: M-F) Monday - Saturday Hours? 10 am - 7 pm

-----  
If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: June 17, 2025 END: July 19, 2025

What days/nights will you run your program(s)? (Ex: M-F) Monday - Saturday Hours? 10 am - 7 pm

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_



## Acknowledgement

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I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.

I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.

I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.



*Signature of Authorized Representative*

**Fred Slone**

*Printed Name*

April 24, 2025

*Date Signed*

Senior Director, Institutional Giving

*Title*





## Year-Round Expanded Learning Programs for K-12 Youth in East Palo Alto

Boys & Girls Clubs of the Peninsula (BGCP) respectfully requests funding to support our year-round, after-school and summer programs serving 1,300 youth at our Moldaw-Zaffaroni Clubhouse in East Palo Alto (EPA). We provide structured academic curriculum, homework support, tutoring, sports leagues, mental health services, and a variety of STEM and creativity focused enrichment programs. All of our programs are FREE to our youth and families.

### *Project Service Category:*

Children / Youth - Year Round

### *Project Timeline:*

July 1, 2025 through June 30, 2026

### *Project Goals and Objectives*

**Youth Served Goal:** Serve at least 1,300 youth throughout the school year and the summer

### **Measurable Improvement Goals**

- 1) **Academics:** Our 3rd-5th grade students achieve 20% growth on Literacy Common Core assessments
- 2) **Academics:** Our 3rd-5th grade students achieve 20% growth on Math Common Core assessments
- 3) **Graduation:** 80% of our high school students graduate from high school on time and have a post-secondary plan.

### **Supportive Community Goals**

- 1) **Belonging:** 85% of our students report a positive sense of belonging
- 2) **Families:** 80% of caregivers report students enjoy program

### **Evidence Based Impact**

#### Better Academic Performance

Studies have shown that Boys & Girls Clubs' academic enrichment experiences, such as enrichment programs and targeted tutoring and homework assistance improve youth academic performance. Youth participants in Project Learn, a national Boys & Girls Clubs program, demonstrated 11% increases in their overall GPA.<sup>1</sup>

### *Mission and Organization History*

Boys & Girls Clubs of the Peninsula's (BGCP) mission is to empower youth in our community with equitable access to social, academic, and career opportunities to thrive.

Since 1958, BGCP has been serving the East Palo Alto community, offering academic support and a safe space for thousands of young people. Our Moldaw-Zaffaroni Clubhouse

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<sup>1</sup> Schinke, S.; Cole, K. and Poulin, S. (2000). "Enhancing the Educational Achievement of At-Risk Youth," *Prevention Science*, Vol. 1, No. 1, 51-60, <https://link.springer.com/article/10.1023/A:1010076000379>.



has been an integral part of the East Palo Alto community for over 20 years. The clubhouse provides hot meals every night to students, distributes food to families every month, and offers sports leagues on Saturdays.

*How this project fulfills our broader organizational mission*

Since the founding of BGCP, the East Palo Alto community has been core to our mission. We have served generations of students and their siblings and many have returned to work for BGCP as adults. There has been amazing progress in the community over the years. However, the youth in our shared community still face many challenges and our work is not done. That is why this project is so important to us.

*Highlights of Our Program Strategy: “Whole Child,” wraparound services*

Positive relationships with caring adults – We prioritize recruiting culturally competent leaders, staff, and volunteers, many of whom share similar backgrounds with our students.

Academic Support and Enrichment Opportunities – We provide high-quality, structured academic and enrichment curriculum. This includes literacy and STEM programs, homework support, and tutoring. We also offer hands-on experiences in technology, arts, and culinary arts.

College and Career Pathways – We offer college and career readiness programs. We support students on their path to 2 or 4 yr post secondary opportunities and develop job search and networking skills as well as resumes and interviewing skills.

We also offer Sports Leagues and a range of Mental Health Services, including 1:1 therapy as well as group therapy sessions.

*Leadership*

Our Clubhouse leadership is led by Lena Potts, an experienced youth development leader with deep ties to the EPA community. Mitch Sanford is our High School Director, with expertise in academic advising and student support and together they have over 15 years of experience with BGCP. BGCP's full team includes licensed mental health professionals, credentialed teachers, and program staff trained in trauma-informed care and culturally responsive practices.

*Budget*

Total Project Budget	\$1,402,000	
Funding Requested from EPA TOT: Funding for Two Youth Program Leaders (Direct Service Staff, includes benefits)	\$75,000	5%
Leveraged Funding from Other Sources	\$1,327,000	95%

**2025 BGCP Project Budget**

Year-Round Expanded Learning Programs for K-12 Youth in East Palo Alto

Request Amount: \$75,000

<b>Total Project Budget</b>	<b>\$1,402,000</b>	
Funding Requested from EPA TOT: Funding for Two Youth Program Leaders (Direct Service Staff, includes benefits)	\$75,000	5%
Leveraged Funding from Other Sources	\$1,327,000	95%

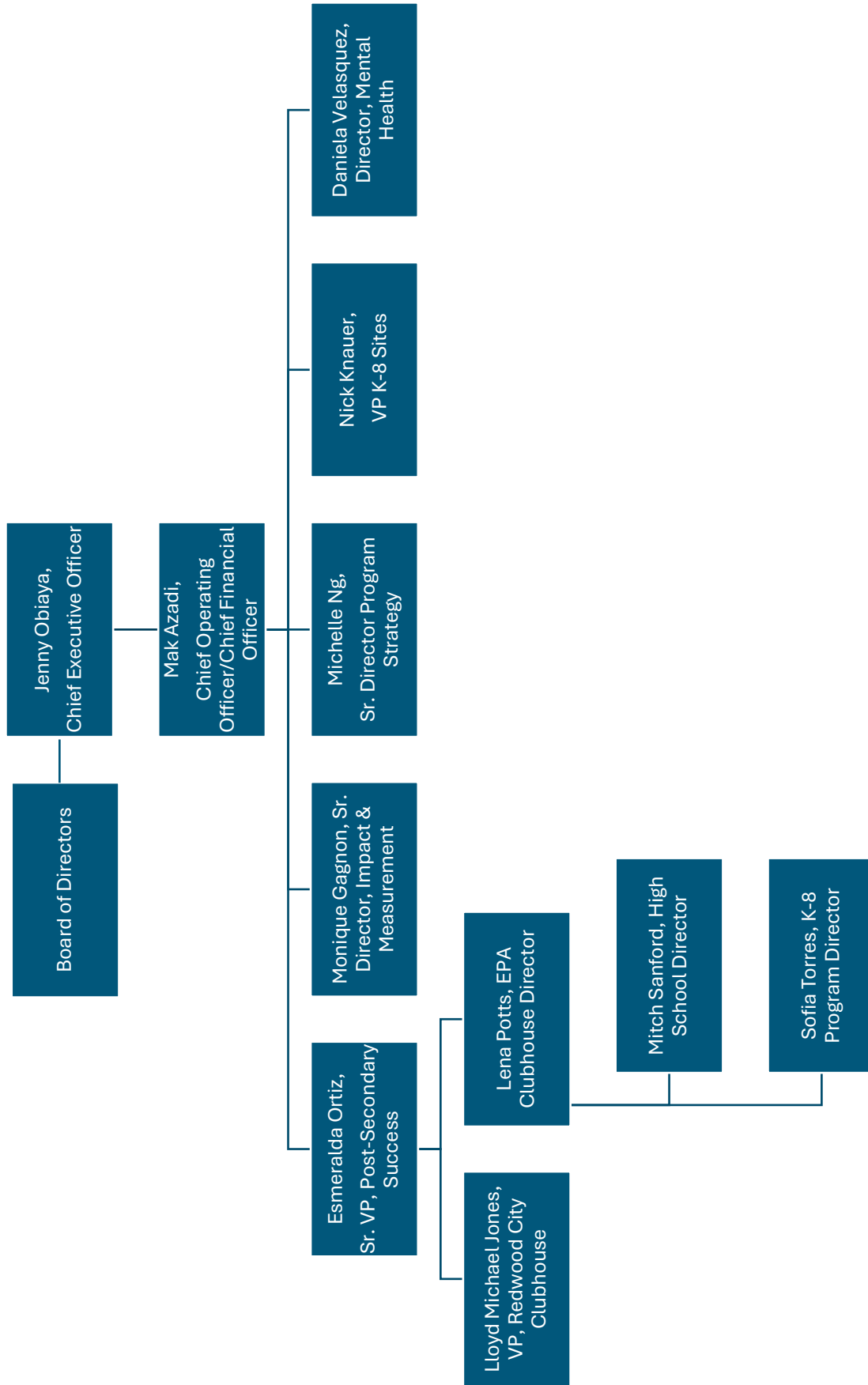
<b>Expense</b>	<b>Amount Requested from City of EPA</b>	<b>Amount Funded by Other Sources</b>	<b>Total</b>
<b>Personnel</b>			
Direct Service Staff, includes Youth Program Leaders <i>(includes Fringe Benefits)</i>	\$75,000	\$1,222,500	\$1,297,500
<b>Non-Personnel Expenses</b>			
Academic Supplies (ex: Galileo, MindWorks)		\$10,000	
Curriculum and software		\$2,500	
Sports Enrichment Materials		\$33,000	
Field Trips		\$4,000	
Training		\$5,000	
Student Meals		\$35,000	
Office Supplies, Misc		\$15,000	
<b>Total</b>	<b>\$75,000</b>	<b>\$1,327,000</b>	<b>\$1,402,000</b>

## BGCP Leveraged Funding from Other Sources

	<b>Name of Donor</b>	<b>FY25 Gift Amount</b>
1	Individual Private Donor	\$2,092,158
2	Individual Private Donor	\$2,000,000
3	Ravenswood City School District	\$1,933,000
4	Individual Private Donor	\$1,500,000
5	Individual Private Donor	\$1,000,000
6	Individual Private Donor	\$505,000
7	Individual Private Donor	\$497,000
8	Peninsula Ball Foundation	\$180,000
9	Skyline Foundation	\$150,000
10	The David and Lucile Packard Foundation	\$150,000

## Boys & Girls Clubs of the Peninsula

Organizational Chart: Programs Department



**CITY OF EAST PALO ALTO –TOT**  
**GRANT APPLICATION**  
**COVERSHEET**

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

**Organizational Information**

Legal Name Organization:	EPA Peninsula Rugby Football Club
Address of Organization:	PO Box 51171, East Palo Alto, CA 94303
Website:	https://www.razorhawks.com/

Collaborating Organization:	
Website:	

\*Attach additional sheet(s) if necessary.

**Contact Information**

Grant Administrator	Alexander Key and Nicola Reidy		
Email	alexander@razorhawks.com and nicola@razorhawks.com		
Phone	650 814 2519	Fax	

**Grant Request**

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 53,500
Total Project Budget: <b>(For this project)</b>	\$ 90,800
Matching funds/in-kind donations? (Select one) <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, amount?	\$ 37,500
What is your organization's total annual operating budget?	\$ 90,800
Please list the names of matching funding or in-kind donation sources:	
Player dues, Palo Alto Community Fund (confirmed), SVCF (in application), Palo Alto Rotary (in application).	

Have you received TOT funding previously? Yes  No  Year(s)? 2022, 2024

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
200

List the **total** number of Clients you intend to serve during this program: 275

## Program Timeline

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What are your dates of service for this program(s)? START: 10/1/25 END: 9/1/26

What days/nights will you run your program(s)? (Ex: M-F) M+F, S Hours? 6-8, 8-2

-----  
If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) NA Hours? \_\_\_\_\_

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) NA Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) NA Hours? \_\_\_\_\_


**Acknowledgement**

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I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.

I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.

I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.

  
\_\_\_\_\_  
*Signature of Authorized Representative*

**Alexander Key**  
\_\_\_\_\_  
*Printed Name*

*24 April 25*  
\_\_\_\_\_  
*Date Signed*

*Chair of Fundraising Committee, Board Member*  
\_\_\_\_\_  
*Title*



EPA Peninsula Rugby Football Club (EPA Razorhaws) is a 100% volunteer, nonprofit 501(c)(3) organization and our goal is to serve the youth of East Palo Alto (EPA). **We are a club rugby team for boys and girls ages 8-18 with 235 registered players** as of April 2025. **88% of our players require scholarship assistance** with our annual subscriptions (from \$73 for U8s to \$421 for High School). **28% of our players are girls.**

TOT helps us deliver our Sports / Recreation rugby programming to families in East Palo Alto. Our project budget is \$53,300 and we will have an additional \$37,500 of matching funds (40% of these are already secured as of April 2025). **We measure our improvements: 30% more registered players this season meant approximately 30 new families helped.** Next season we plan for 10% more players and 50% more scholarships.



Our season runs from November to July each year and we are open to everyone regardless of experience, background, skill, or financial resources. We operate under the rules and protection of NorCal Rugby, participate in tournaments, make requisite USA Rugby dues payments, and provide protective and gameday kit that adheres to USA Rugby standards. **Our club provides our players with the resources they need: free coaching, kit, training gear, field space, practice and game time** - all the things for which parents in more prosperous communities regularly spend thousands of dollars per child per year plus investment of caregiver time. Our community-based leadership and our team parent structure ensure we create a supportive and empowering environment for our families; co-president Leinata "Lei" Takapautolo meets all the team parents in a leadership group that connects to families every two weeks.

**We have been working in EPA since 1981**, and our leadership and coaches are from EPA and allied communities. In the 2024-2025 season we have increased our number of volunteer coaches to 25, and five of coaches are recent graduates from our teams: Api Mane (U12), Mei Sanft (MS Girls), Tina Sama, Tyrik Jackson, and Seti Latu (all HS Girls). Other recent graduates are now on college scholarships at UC Berkeley, American International College, and Saint Mary's. Our relationships in the rugby community, whether with Stanford University via Head Coach of girls rugby Katrina Logan, or with local rugby clubs like Los Gatos Lions Youth, who recently made a donation to the Razorhaws. As U10 assistant coach Alo Sanft recently said in [an interview with Tatiola Sobomehin](#) for the Menlo-Atherton High School Chronicle, **"It's not a team. We call it a family."**

## Our Project Timeline:

*1 October:* Razorhawks leadership team will propose a project kick-off meeting with the EPA Community Services staff 30 days prior to the beginning of the season and work to incorporate project milestones, refine the scope of work, confirm timelines, clarify specific roles and responsibilities, and identify project resources.

*15 October:* Check-in Meeting with Rich May Memorial Field and Ravenswood School District to confirm field availability. Confirm all coaches registered with USA Rugby and certified as a Level 1 coach.

*1 November:* Players start training and Social Media Outreach launches.

*1 December:* Uniform & Equipment Order alongside registration and scholarships.

*1 January to 15 June:* regular season practices, matches, and tournaments.

*5 June:* End of Regular Season BBQ and no-contact scrimmage including Summer Sevens outreach for player registration. BBQ fundraiser open to all and new potential players (who sign a waiver) will be able to join a supervised, no-contact scrimmage, to see how they like the sport of rugby.

*5 June:* Coaches Meeting to review the coaching and community plans for the upcoming season. Review of **family satisfaction surveys** (conducted at the end of each age group's season by the team managers).

*15 June to 15 August:* summer sevens season.

*August 15:* End of season community BBQ for all players, coaches, and parents.

## Our Evidence-based Intervention:

We know the **benefits of youth sport for academic achievement and social skills** because we talk to our players and their families every week. But this is **not just anecdotal**: multiple academic studies have shown that physical activity improves mental health ([JAMA Pediatrics 2023](#)), that team sports improve health more than individual sports ([International Journal of Behavioral Nutrition and Physical Activity 2013](#)), and that “involvement in sports and clubs fostered resilience, self-esteem, and confidence ... transfer[ing] the skill of overcoming adversity during an athletic competition to the classroom” ([Boys in the hood: a study of academic resilience among a group of at-risk, high-achieving, African American males in a southern California school district, 2015](#))



<b>EPA Peninsula Rugby Football Club (Razorhawks)</b>	
Budget:	\$90,800
Matching Funds:	\$37,500
Timeline:	12 months
<b>Budgeted Costs:</b>	
USA Rugby/Rugby Norcal Registration Fees	\$35,000
Rugby Kit Expense - Uniforms, etc.	\$20,000
Rugby Equipment	\$2,500
Tournament Fees	\$4,000
EMT, Training, Medical Fees	\$2,000
Facilities Fee	\$10,000
Hospitality Expenses	\$3,000
Travel	\$4,000
Video Fees	\$3,000
Insurance	\$5,000
Legal & Professional Services	\$500
Subscriptions and Miscellaneous Fees	\$1,800
<b>Total Budgeted Costs</b>	<b>\$90,800</b>
<b>Matching Funds:</b>	
Player Dues	\$10,000
Community Plate Sale Fundraisers	\$2,500
Palo Alto Community Fund	\$15,000
Additional Grants in Application	\$10,000
<b>Total Matching Funds</b>	<b>\$37,500</b>
<b>EPA TOT Grant Application:</b>	<b>\$53,300</b>

# OUTPUTS → OUTCOMES → OBJECTIVES



420 two-hour practices across all teams for the full year

112 total half-day tournaments home and away across all teams for the full year

Rugby kit, training equipment, and high-level coaching

Youth exercise regularly

Youth learn teamwork, discipline, and camaraderie

Youth learn to play the sport of rugby

We give the youth of EPA the skills and health to succeed

# OUTPUTS → OUTCOMES → OBJECTIVES

\$25k of scholarships to cover USA Rugby/NorCal registrations and club fees

Specialist insurance to cover participation and coaching. TeamSnap for safe parent and player communication.

Kit, cleats, and mouthguards for players, in addition to EMT and sports trainers for matches, and appropriate rugby equipment.

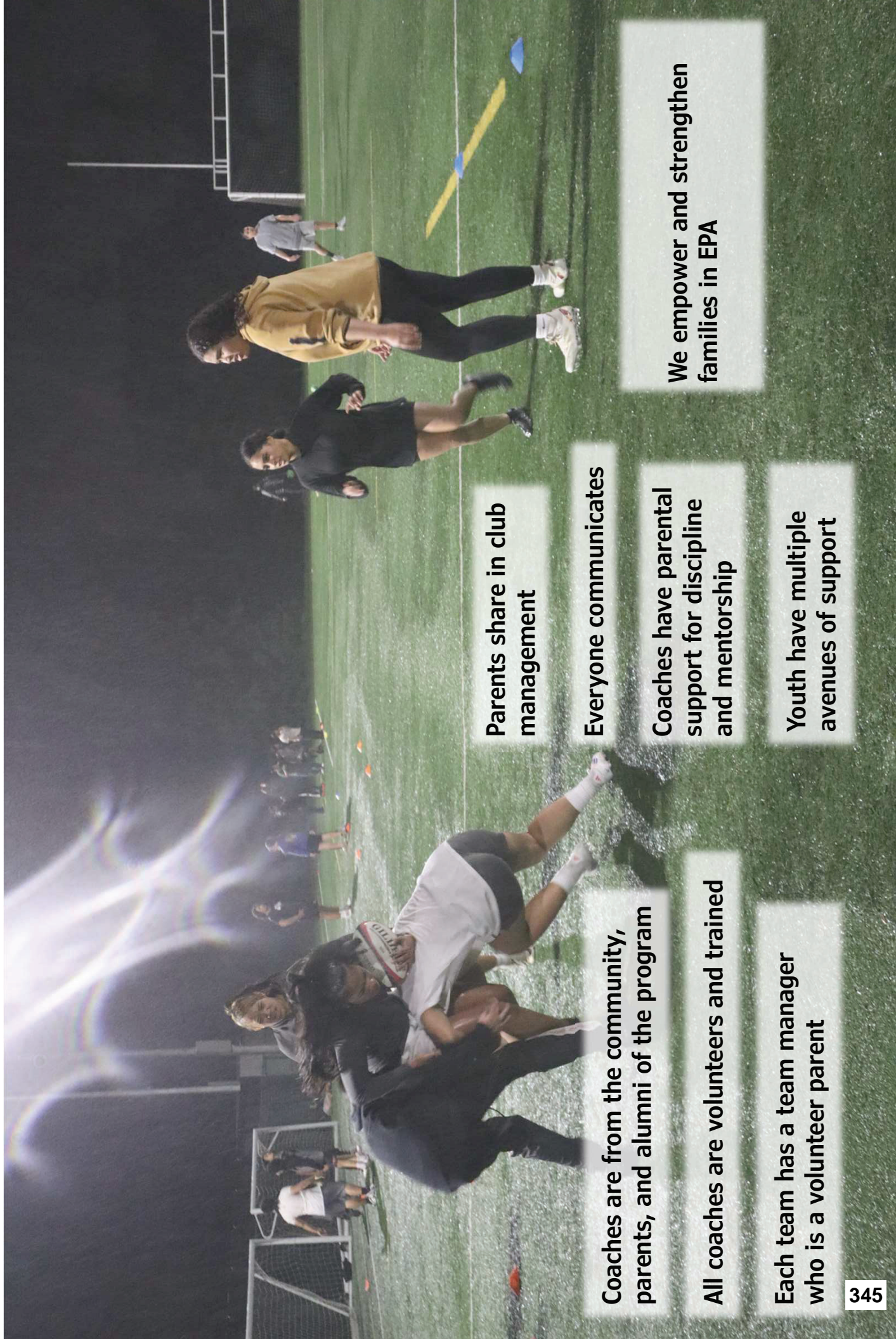
Food, drink, and transportation on match days, in addition for hospitality for visiting teams.

Safe sport for youth

Low to zero cost for families

We support at-risk youth and families in EPA

# OUTPUTS → OUTCOMES → OBJECTIVES



Coaches are from the community, parents, and alumni of the program

All coaches are volunteers and trained

Each team has a team manager who is a volunteer parent

Parents share in club management

Everyone communicates

Coaches have parental support for discipline and mentorship

Youth have multiple avenues of support

We empower and strengthen families in EPA



**CITY OF EAST PALO ALTO  
CONFLICT OF INTEREST CERTIFICATION**

All Measure C or Transient Occupancy Tax grant agreements funded under the City of East Palo Alto’s Grants Program are governed by the conflict of interest laws of the State of California.

**STATE CONFLICT OF INTEREST LAWS**

Political Reform Act: Government Code Section 87100 prohibits a public official from using his/her official position to influence a decision in which he or she knows or has reason to know he or she has a financial interest and reads as follows:

No public official at any level of State or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.

Government Code Section 87103 provides that a public official has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material effect on the official or on a member of the official’s immediate family on:

- (a) a business in which the public official has a direct or indirect investment worth \$2,000 or more.
- (b) real property in which the public official has a direct or indirect interest worth \$2,000 or more.
- (c) any source of income of \$500 or more received within 12 months prior to the time when the decision is made.
- (d) a business in which the public official is a director, officer, partner, trustee, employee, or has a management position.
- (e) the donor of a gift to the public official of \$250 within 12 months prior to the time when the decision is made.

Government Code Section 1090: This code section prohibits public officials or employees from being financially interested in any contract, which includes grant agreements, made by them in their official capacity, or by any body or board (e.g. city council) of which they are members. There are also a complex set of laws defining so-called “remote interests” and “noninterest.” The nature of the interests determine what actions a public official or employee may or may not take regarding the contract.

The following is the conflict of interest clause contained in the City’s grant agreement:

**8.4 Conflict of Interest.**

(a) Through the execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of those provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

(b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, “immediate family” shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and step-parents).

**Applicant Certification**

I have read the above conflict of interest clause and certify that the organization identified below will comply with it and identify instances where conflicts of interest may exist and immediately notify the City when it becomes aware of a conflict.

EPA Peninsula Rugby Football Club

*Organization*

4/23/25

*Date Signed*

*Signature of Authorized Representative*

Club Secretary

*Title*

**Please Note: You are required to submit this certification as part of your grant application to the City. Failure to submit this certification will result in your application not being considered by the City.**

## **Board of Directors:**

President:	Vaea Sanft
Co-President:	Leinata "Lei" Takapautolo
Vice President:	Sione "Palei" Tu'ipulotu
Treasurer:	Greg "Smitty" Smith
Secretary:	Nicola Reidy
Chair of Fundraising Committee	Alexander Key
At-large member:	Fusi Taaga

*All Board members reside in East Palo Alto with the exception of Greg Smith (Redwood City) and Alexander Key (Menlo Park).*



## **Executive Director Equivalent employee:**

Head coaches of all age groups report to the two co-presidents. The Board and all staff and coaches are volunteers.

## **Organizational Chart (all head coaches have LEVEL ONE USA RUGBY certification):**

- U8 Head Coach: Matt Drazba
  - Gabe Garcia - assistant coach
    - Daisy Cruz- team manager
- U10 Head Coach: Vake Sanft
  - Jacob Averbeck- assistant coach
  - Alo Sanft- assistant coach
    - Agnes Tuipulotu - team manager
- U12 Head Coach: Dylan Arena
  - Palei Tuipulotu - assistant coach
  - DC Jayasundera - assistant coach
  - Api Mane- assistant coach
    - Agnes Tuipulotu - team manager
- Middle School Boys Head Coach: Pau Maile
  - Inoke Taufa- assistant coach
  - Vaea Sanft- assistant coach

- Daisy Cruz - team manager
- Middle School Girls Head Coach: Akanesi Raturala
  - Mei Sanft - supporting coach
    - Mele Lutui - team manager
- High School boys Head Coach: Rob Peterson
  - Pila Pongi- assistant coach
  - Patrick Mateo- assistant coach
  - Joab Takapautolo- assistant coach
  - Uli Manuofetoa- assistant coach
  - Allen Green- assistant coach
- High School Girls Head Coach: Katrina Logan
  - Tina Sama- assistant coach
  - Tyrik Jackson- assistant coach
  - Seti Latu- assistant coach
  - Pita- assistant coach
    - Grace Latu- team manager



**PAXTON SPORTS ACADEMY**  
2773 Illinois Street  
East Palo Alto, CA 94303  
[paxtonpsacademy@yahoo.com](mailto:paxtonpsacademy@yahoo.com) | (650) 740-7055

April 22, 2025

Community Services Manager, Maurice Baker  
City of East Palo Alto  
2415 University Avenue  
East Palo Alto, CA 94303

**Subject: 2025 TOT Grant Submission – A Better Me Program**

Dear Mr. Baker,

On behalf of Paxton Sports Academy, I am pleased to submit our application for the 2025 Transient Occupancy Tax (TOT) Grant Program. We are requesting \$75,000 in support of our enhanced *A Better Me* initiative—an impactful, youth-centered program that blends wellness workshops, structured basketball mentorship, and real-world financial literacy to serve East Palo Alto children and teens.

This year’s proposal builds directly on the success and community response to our 2024 TOT-funded programming, which exceeded expectations in participation, youth development outcomes, and family engagement. With your support, *A Better Me* will return from June 2025 to February 2026 with expanded content, deeper impact tracking, and stronger links to life skills and academic goal-setting for up to 24 youth.

Included in this submission you will find all required documents, including our narrative, work plan charts, program budget, financial statements, and compliance forms. All program activities are designed in alignment with East Palo Alto’s TOT guidelines and community priorities. We have kept staff costs within the 30% limit and ensured that every dollar requested is connected to direct services for East Palo Alto youth.

Thank you for the City’s ongoing commitment to organizations like ours. We are proud to be part of the fabric of this community and remain focused on equipping our youth with the confidence, character, and tools they need to succeed in school, in sport, and in life.

Should you require any additional information, I can be reached at [paxtonpsacademy@yahoo.com](mailto:paxtonpsacademy@yahoo.com) or (650) 740-7055.

With appreciation,  
**Tometrius “Coach Tee” Paxton**  
Executive Director  
Paxton Sports Academy

**CITY OF EAST PALO ALTO –TOT  
GRANT APPLICATION  
COVERSHEET**

**PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.**

**Organizational Information**

Legal Name Organization:	PAXTON SPORTS ACADEMY
Address of Organization:	2773 ILLINOIS STREET EAST PALO ALTO CA 94303
Website:	WWW.PAXTONSPORTSACADEMY.ORG

Collaborating Organization:	
Website:	

\*Attach additional sheet(s) if necessary.

**Contact Information**

Grant Administrator	TOMETRIUS PAXTON		
Email	PAXTONPSACADEMY@YAHOO.COM		
Phone	605-740-7055	Fax	

**Grant Request**

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 75,000
Total Project Budget: <b>(For this project)</b>	\$ 75,000
Matching funds/in-kind donations? (Select one) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, amount?	\$ 0
What is your organization’s total annual operating budget?	\$ 274,900
Please list the names of matching funding or in-kind donation sources:	N/A

Have you received TOT funding previously? Yes  No  Year(s)? 2024

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

### Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
24

List the **total** number of Clients you intend to serve during this program: 24

### Program Timeline

---

What are your dates of service for this program(s)? START: 6/2025 END: 2/2026

What days/nights will you run your program(s)? (Ex: M-F) M—F Hours? 6:00 to 8:00

-----  
Sat/Sun: 2-3 Monthly tournaments each month (typically takes 6-8 hours per day)

If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: NA END: NA

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 3 Name

What are your dates of service for this program(s)? START: NA END: NA

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

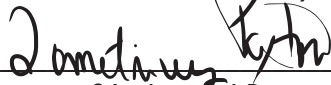
What are your dates of service for this program(s)? START: NA END: NA

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

**Acknowledgement**

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- I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.
  
- I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.
  
- I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.

  
\_\_\_\_\_  
*Signature of Authorized Representative*  
TOMETRIUS PAXTON  
\_\_\_\_\_  
*Printed Name*

**April 19, 2025**  
\_\_\_\_\_  
*Date Signed*  
Executive Director  
\_\_\_\_\_  
*Title*

### **Organizational Overview**

Paxton Sports Academy (PSA) is a nonprofit based in East Palo Alto, California, committed to empowering youth through athletic training, mentorship, and life skill development. Founded by Coach Tometrius “Coach Tee” Paxton, PSA blends basketball with structured character-building and academic support to serve East Palo Alto youth ages 5 to 18.

In 2024, PSA successfully launched *A Better Me* with TOT grant funding. The program offered biweekly workshops, basketball training, and mentorship, producing high participation, strong evaluation scores, and overwhelming community support. For 2025, PSA seeks to build on this momentum with an enhanced, extended schedule, an expanded life skills curriculum and continuous service to 14 youths served in 2024.

### **Program Description**

*A Better Me* is an **extended multi-season program** that runs from **June 2025 through February 2026**, serving **East Palo Alto residents only**, ages **5–18**. The 2025 program will serve approximately 24 East Palo Alto youth. Youth are placed in age-based cohorts:

- **Mondays** – Ages 5–12
- **Tuesdays** – Ages 13–18

Each group meets biweekly for 90-minute sessions that combine structured workshops with on-court basketball instruction. The program emphasizes **Social and Emotional Learning (SEL)**—the development of emotional awareness, relationship skills, and responsible decision-making—reinforced through athletics, mentorship, and personal reflection.

Participants complete a series of **8 workshops per cohort** (16 total) supported by community-focused coaching, journaling, and role-modeling.

### **Workshop Topics Include**

- Emotional Intelligence & Conflict Resolution
- Healthy Habits, Nutrition & Mental Wellness
- Leadership, Teamwork & Empathy
- **Financial Literacy Series:**
  - Budgeting and savings basics
  - Custodial accounts and youth banking
  - Understanding credit and investing
  - Scholarships, college cost planning, and financial aid
  - **“Design a Budget” Challenge** – Youth simulate managing real income and expenses and present a personal budget to peers and coaches
- Resilience, Self-Worth & Academic Focus
- Career Exploration & College Readiness

### **Basketball Development & Mentorship**

Basketball is a cornerstone of *A Better Me*, providing a vehicle for personal discipline, teamwork, and growth. While newer participants do not initially join PSA’s elite travel team, they compete in **developmental tournaments throughout Northern California**, held every other weekend including Saturday and Sunday for 6-8 hours per day.

Through practice, coaching, and tournament play, youth will:

- Develop technical skills (dribbling, shooting, defense, passing)
- Improve game awareness and strategic thinking
- Participate in real-time decision-making under pressure
- Build resilience by learning through competition

PSA tracks progress through game stats, coach evaluations, and skill assessments. As youth advance, they may be invited to join PSA's advanced team and participate in larger regional showcases.

### **Community Engagement & Family Partnership**

Parents are critical partners in this process. Families are asked to submit bi-monthly school behavior and academic progress updates. PSA uses these insights to create **individualized support plans** for each youth.

All participants complete at least one **community service project**, coordinated by PSA or a partner organization. These service projects teach social responsibility, empathy, and leadership, while deepening community connections.

*A Better Me* tracks progress using surveys, parent feedback, coaching logs, and a final report.

#### **2024 outcomes:**

- 85% better emotional regulation
- 90% improved conflict resolution
- 92% reported higher self-worth
- 98% increased wellness awareness
- 84% demonstrated stronger leadership

In 2025, added metrics will capture gains in budgeting and financial confidence.

### **Program Leadership & Capacity**

The program is led by a team uniquely qualified to deliver holistic, high-impact youth development:

- **Coach Tometrius “Coach Tee” Paxton** – Founder and Executive Director; overseas basketball instruction and character coaching
- **Karletha Paxton** – Google AI/ML Engineer and Financial Literacy Facilitator; leads technology and budgeting workshops
- **Coach Marvin Green, Coach Mark Peterson & Coach James Paxton** – Athletic mentors providing age-appropriate basketball development
- **Dr. Novella Springette** – PhD in Leadership & Theology; delivers life coaching and personal growth sessions
- **Support Staff** – Manage outreach, scheduling, evaluation, and tech support

### **Conclusion**

Paxton Sports Academy respectfully requests **\$75,000** in TOT Grant funding to expand *A Better Me* in 2025 to serve 24 youths. This East Palo Alto-based program offers a powerful combination of emotional development, athletic engagement, financial education, and community responsibility. PSA's proven model—delivered by high-caliber leaders positions *A Better Me* as a uniquely comprehensive solution for our city's youth. The \$75,000 request supports facilitator time, basketball tournament costs, youth supplies, evaluation, and administration. In-kind contributions and volunteer time provide additional support.

### Social-Emotional Learning & Life Skills

Component	Details
<b>Objective</b>	Support the emotional development and life skills of East Palo Alto youth through biweekly workshops rooted in community values and resilience-building practices.
<b>Outputs</b>	<ul style="list-style-type: none"> <li>● 16 total workshops (8 per age group)</li> <li>● Grouped by age: 5–12 on Mondays, 13–18 on Tuesdays</li> <li>● Led by trained facilitators with PhD and coaching backgrounds</li> <li>● Workshop content is informed by what youth and caregivers share with PSA staff—centering topics like confidence, emotional regulation, and goal setting in the context of life in East Palo Alto</li> </ul>
<b>Short-Term Outcomes</b>	85% of youth show improvement in emotional awareness, conflict resolution, or leadership
<b>Long-Term Outcomes</b>	Within three months of program completion, at least 75% of youth participants will demonstrate improved communication, conflict resolution, and self-regulation skills in peer and school settings, as reported through caregiver check-ins and coach observations.
<b>Evaluation</b>	<p>Pre/post surveys, East Palo Alto caregiver feedback loops, culturally relevant journaling, and coach-led SEL assessments.</p> <p>This component is rooted in East Palo Alto’s unique cultural and socioeconomic context, honoring the voices of families who are often overlooked in traditional youth programs.</p> <p><b>This objective is powered by a delivery team that includes a PhD in Leadership &amp; Theology—bringing unique depth in academic, behavioral, and coaching expertise to elevate youth outcomes.</b></p> <p><b>SEL (Social and Emotional Learning)</b> refers to the process through which youth develop emotional intelligence, responsible decision-making, self-awareness, relationship skills, and empathy.</p>

### Financial Literacy & Future Readiness

Component	Details
<b>Objective</b>	Teach real-world financial literacy and goal-setting to prepare East Palo Alto youth (ages 13–18) for life beyond the classroom in a high-cost region.
<b>Outputs</b>	<ul style="list-style-type: none"> <li>● 4 workshop sessions on banking, credit, budgeting, and scholarships</li> <li>● “Design a Budget” capstone challenge using real local cost-of-living data</li> <li>● Mock scholarship application activity tailored to the realities of first-gen college applicants from East Palo Alto.</li> </ul>
<b>Short-Term Outcomes</b>	75% of youth report stronger understanding of budgeting and saving 80% complete the budget challenge with peer feedback.
<b>Long-Term Outcomes</b>	By the end of the program cycle (February 2026), 80% of youth participants will identify a personal savings goal and complete at least one financial planning activity—such as building a basic budget, researching scholarships, or starting a custodial account—with guidance from workshop facilitators.
<b>Evaluation</b>	Budget challenge rubric, participant reflection sheets, and community mentor feedback. <b>Led by a Google AI/ML engineer raised in East Palo Alto, this track bridges financial education with culturally grounded empowerment—meeting youth where they are and helping them envision where they can go.</b>

### Basketball Mentorship & Youth Leadership

Component	Details
<b>Objective</b>	Foster leadership and resilience through structured basketball programming for youth living in East Palo Alto—where athletic resources are often limited despite high interest and talent.
<b>Outputs</b>	<ul style="list-style-type: none"> <li>● Biweekly court training in East Palo Alto</li> <li>● Local/regional tournaments every other weekend</li> <li>● Mentorship from Paxton Sports Academy coaches who understand the city’s landscape and serve as consistent, non-parental role models</li> </ul>
<b>Short-Term Outcomes</b>	90% of participants demonstrate growth in teamwork, attendance, and coachability.
<b>Long-Term Outcomes</b>	By the final tournament cycle in February 2026, 85% of participants will exhibit coach-documented leadership behaviors—such as mentoring younger peers, demonstrating consistent practice discipline, and showing team accountability in game settings.
<b>Evaluation</b>	Tournament logs, attendance records, and sportsmanship evaluations <b>PSA's structured mentorship model—designed by and for East Palo Alto residents—ensures that basketball is not just recreational, but transformational.</b>

**Paxton Sports Academy – Financials Section (2025 TOT Submission)**

<b>2024 Annual Operating Budget</b>			
<b>Category</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Total</b>
Travel Expenses	30	\$3,500.00	\$105,000.00
Hotel Expenses	30	\$1,200.00	\$36,000.00
Food Expenses	30	\$1,000.00	\$30,000.00
Uniforms	30	\$150.00	\$4,500.00
Gym Use	1	\$1,000.00	\$1,000.00
Insurance	1	\$2,000.00	\$2,000.00
Equipment	1	\$2,000.00	\$2,000.00
Marketing & Materials	1	\$3,000.00	\$3,000.00
Media Team	1	\$1,200.00	\$1,200.00
Coaches	3	\$2,000.00	\$6,000.00
Head Coach	1	\$4,500.00	\$4,500.00
Tournament Expenses	15	\$300.00	\$4,500.00
Admin Staff	1	\$1,200.00	\$1,200.00
A Better Me Program (TOT 2024)	1	\$40,000.00	\$40,000.00
<b>TOTAL</b>			<b>\$239,900.00</b>

## Paxton Sports Academy – Financials Section (2025 TOT Submission)

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### 2025 Annual Operating Budget (Projected)

<b>Category</b>	<b>Total</b>
A Better Me Program (TOT 2025)	\$75,000.00
Tournament Travel / Chaperone Support	\$90,000.00
Hotel & Overnight Accommodations	\$30,000.00
Nutrition (Non-TOT Meals & Snacks)	\$9,000.00
Workshop Expansion & Guest Speakers	\$12,000.00
Uniforms and Gear	\$5,000.00
Gym Use (Expanded Beyond TOT)	\$4,000.00
Admin & Evaluation	\$15,000.00
Youth Coaching / Leadership Stipends	\$15,000.00
Evaluation Tools & Survey Development	\$3,900.00
Misc. Community Engagement & Support	\$16,000.00
<b>TOTAL</b>	<b>\$274,900.00</b>

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**Paxton Sports Academy – Financials Section (2025 TOT Submission)**

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**2024 Financial Statement**

*No carryover. All revenue used within fiscal year.*

<b>Income</b>	<b>Amount</b>
TOT Grant (2024)	\$40,000.00
Donations / Fundraising	\$35,000.00
In-kind Contributions (non-cash value)	Not monetized
<b>Total Revenue</b>	<b>\$75,000.00</b>

<b>Expenses</b>	<b>Amount</b>
Youth Programming (Coaching, Travel)	\$30,000.00
Workshops, SEL & Financial Literacy	\$20,000.00
Uniforms, Journals, Supplies	\$7,000.00
Admin, Evaluation, Insurance	\$18,000.00
<b>Total Expenses</b>	<b>\$75,000.00</b>

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**Paxton Sports Academy – Financials Section (2025 TOT Submission)**

**2025 YTD Financial Statement (Jan–April)**

<b>Income (secured)</b>	<b>Amount</b>
Early-Year Donations	\$21,000.00
PSA Program Contributions	\$1,000.00
<b>Total</b>	<b>\$22,000.00</b>

<b>Expenses (to date)</b>	<b>Amount</b>
Insurance Renewal (required coverage)	\$1,200.00
Admin/Prep Time (pre-launch work)	\$5,000.00
Tournament Expenses	\$5,400.00
Equipment	\$2,000.00
Team Merchandise	\$1,500.00
Community Engagement / Setup Events	\$2,000.00
<b>Total</b>	<b>\$17,100.00</b>

- ➔ Remaining cash balance: **\$4,900.00**
- ➔ Pending: **\$75,000 TOT Grant** (anticipated launch June 2025)

# Paxton Sports Academy - 2025 TOT Program Budget

BUDGET: A Better Me – Paxton Sports Academy (2025) - page 1 OF 1

## 2025 TOT Grants Program (FY 2025-26)






Paxton Sports Academy respectfully requests \$75,000 in TOT grant funding to support its expanded A Better Me program, a structured wellness, leadership, and mentorship initiative for youth in East Palo Alto. This budget has been detailed in the accompanying Excel spreadsheet and includes eligible direct programming costs across instructional personnel, tournament operations, youth development materials, and evaluation.

The majority of the budget supports direct programming, including experienced basketball mentors and trained workshop facilitators who deliver youth-facing sessions. These individuals provide services directly to participants and are not classified as administrative personnel. The remaining expenses, including administrative support, coordination, insurance, and evaluation tools, are carefully budgeted and kept well under the thirty percent (30%) cap established by the TOT program.

The budget also includes modest stipends for youth development specialists contributing to scholarship preparation and leadership goal-setting content. All costs are tied directly to program delivery and will be reimbursed through documented receipts.

The organization is not requesting matching funds at this time but has committed to sustaining this initiative through continued philanthropic and community-based support. This project is embedded within Paxton Sports Academy's annual operating budget and aligns with its core mission to equip East Palo Alto youth with skills that support long-term success, resilience, and character development.

Category	Description	Number	Price	Total Cost
Year-Round Youth Engagement: Winter/Spring League	Full enrollment cost for 24 East Palo Alto youth ages 5–18 in PSA's summer and fall sports mentorship program (May–Oct 2025), integrating weekly basketball training, SEL workshops, and life coaching.	24	\$650.00	\$15,600
Youth Participation (Winter & Spring League during Oct 2025 - February 2026)	Continuation of cohort services (Oct 2025–Feb 2026) to ensure consistency and long-term developmental outcomes through structured athletics and wellness learning.	24	\$650.00	\$15,600
Team Identity Apparel	Branded practice jerseys, shorts, and warm-ups for 24 participants to build belonging, visibility, and pride in representing their East Palo Alto program.	24	\$175.00	\$4,200
Community Gym Access	Gym rental for safe, structured, coach-supervised activities 5 days/week to support training, scrimmages, and team-building in a consistent EPA facility.	1	\$1,600.00	\$1,600
College & Financial Literacy Exploration Outings	On-site tours of community colleges, universities, and youth banks. Includes entrepreneurship visits and exercises in budget building and custodial savings plans.	24	\$200.00	\$4,800
Workshop Materials (Printed Packets)	Minimal printed materials for families preferring physical access: reflection journals, SEL goal-setting templates, and financial literacy worksheets.	1	\$300.00	\$300
Tournament Registration & Officiating	Entry fees, awards, and stipends for referees supporting biweekly weekend tournaments that reinforce leadership, teamwork, and skill mastery.	24	\$350.00	\$8,400
Healthy Snacks & Hydration Support	Youth-centered nutrition for tournaments and workshops, fostering well-being and sustained participation in physically demanding activities.	1	\$3,000.00	\$3,000
Insurance	Full-year policy coverage compliant with TOT grant requirements and safeguarding youth in athletic and instructional environments.	1	\$2,500.00	\$2,500
Evaluation & Survey Tool Enhancements	Enhanced use of pre/post SEL surveys, parent satisfaction forms, goal-tracking rubrics, and coach check-ins. Enables quarterly impact reporting to the City.	1	\$2,000.00	\$2,000
Instructional Enhancement Facilitators	Stipends for trained youth development facilitators to lead special workshops on college access, career pathways, and scholarship essay development.	1	\$2,000.00	\$2,000
Program Administration & Family Coordination	Planning, scheduling, and communication to maintain smooth program delivery, community visibility, and compliance reporting.	2	\$3,500.00	\$7,000
Youth Mentor Stipends (Leadership Cohort)	Youth leaders who support younger participants, assist with drills, and model peer responsibility and conflict resolution.	4	\$2,000.00	\$8,000
<b>TOTAL REQUEST</b>				<b>\$75,000</b>

<b><u>CHECK LIST</u></b>	
<p><b>I. Application (pp. 7-8)</b></p> <ul style="list-style-type: none"> <li>• <u>Narrative (2 pages max)</u> <ul style="list-style-type: none"> <li>• Describe your organization briefly.</li> <li>• Work Plan: For this project.</li> </ul> </li> <li>• <u>Attachments (Submit as Word Documents)</u> <ul style="list-style-type: none"> <li>• Budget</li> <li>• Graphic Chart highlighting outcomes/people served</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>TOT Compliance Policies</b> <ul style="list-style-type: none"> <li>a. <u>Conflict of Interest (COI) Certification</u></li> <li>b. <u>Memorandum of Understanding (MOU)</u> <ul style="list-style-type: none"> <li>• Where a partnering, collaborative, and or subcontracting relationship is proposed, the submission must include an MOU between the partnering organizations, which documents the relationship and delineates tasks and or compensation for each party.</li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>IRS documents</b> <ul style="list-style-type: none"> <li>a. <u>501(c)(3) Determination Letter: Or Copy of fiscal agent's 501(c)(3) determination letter</u></li> <li>b. <u>Form 990 or 990 Exemption: Last 2 years</u></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Financials</b> <ul style="list-style-type: none"> <li>• <u>Annual Budget: 2 years</u></li> <li>• <u>Financial Statements:</u> <ul style="list-style-type: none"> <li>• Current YTD</li> <li>• Previous Year</li> </ul> </li> <li>• <u>Matching Funds: Commitment letter if applicable</u></li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Other</b> <ul style="list-style-type: none"> <li>• <u>Organizational Chart:</u> <ul style="list-style-type: none"> <li>• The chart should include the primary applicants' Board of Directors, the entire project team (all partners), and illustrate the relationship between the partners.</li> </ul> </li> <li>• <u>Board Members List: Including titles and addresses.</u></li> <li>• <u>Executive Director Name: Or equivalent employee.</u></li> </ul> </li> </ul>	

**CITY OF EAST PALO ALTO –TOT  
GRANT APPLICATION  
COVERSHEET**

**PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.**

**Organizational Information**

Legal Name Organization:	Nuestra Casa de East Palo Alto
Address of Organization:	91 Waterside Circle, Redwood City, CA 94065
Website:	www.NuestraCasa.org

Collaborating Organization:	N/A
Website:	N/A

\*Attach additional sheet(s) if necessary.

**Contact Information**

Grant Administrator	Maricela Garcia		
Email	mgarcia@nuestracasa.org		
Phone	650-246-4712	Fax	N/A

**Grant Request**

Amount Requested: <b>(Not to exceed \$75,000)</b>	\$ 50,875
Total Project Budget: <b>(For this project)</b>	\$ 500,000
Matching funds/in-kind donations? (Select one) <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, amount?	\$ 450,000
What is your organization's total annual operating budget?	\$ \$1,695,139
Please list the names of matching funding or in-kind donation sources:	
Atkinson Foundation, CZI, Grove Foundation, Palo Alto Weekly Holiday Fund, Sobrato	

Have you received TOT funding previously? Yes  No  Year(s)? \_\_\_\_\_

Is that grant still active? Yes  No

If not, have you submitted your Closeout forms? Yes  No

Please indicate your service category: Camp  Leadership Development

Career/Employment/Entrepreneurship  Crisis Intervention

Sports/Recreation  Re-Entry/Diversion  Other

## Target Demographic

Please check the appropriate box(es) indicating the target category and age group(s) (if appropriate) that will be served with the funds requested:

Check Target Category (all that apply):

Children  | Youth  | Families  | Seniors

Check Age Group(all that apply):

under 5,  5-10,  10-15,  15-18,  18 – 24,  25 – 64,  65 & up

Clients Served:

List the number of **East Palo Alto** clients you intend to serve during your proposed programming:  
50

List the **total** number of Clients you intend to serve during this program: 300

## Program Timeline

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What are your dates of service for this program(s)? START: 6/1/2025 END: 5/30/2026

What days/nights will you run your program(s)? (Ex: M-F) Sun-Sat Hours? 9-4 + eves

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If you have multiple programs or sessions, please enter information below for these additional sessions or programs, otherwise enter N/A for these additional program/session fields.

Program Session 2 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 3 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

Program Session 4 Name

What are your dates of service for this program(s)? START: \_\_\_\_\_ END: \_\_\_\_\_

What days/nights will you run your program(s)? (Ex: M-F) \_\_\_\_\_ Hours? \_\_\_\_\_

## Acknowledgement

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I have read the minimum compliance standards for the City of East Palo Alto TOT Grants Program and can demonstrate that my program meets all minimum standards.

I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section I, Item F. Contractual Requirements and additional requirements as a funded organization.

I certify that my agency is eligible to apply based on the criteria listed in the Request for Applications and agree to submit any follow up documentation needed to verify eligibility (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. they are authorized to sign on behalf of all entities in the partnership (if applicable); 2. the application accurately outlines the extent, objectives, and methods of the project; and 3. the grant funds, if awarded, will be used solely for the purposes outlined in this application.



\_\_\_\_\_  
*Signature of Authorized Representative*

Abigail Karlin-Resnick

\_\_\_\_\_  
*Printed Name*

4/24/2025

\_\_\_\_\_  
*Date Signed*

Interim Executive Dir.

\_\_\_\_\_  
*Title*



**Project Service Category:** Other: Our Community Outreach Program helps families access essential benefits including Medi-Cal, CalFresh, CAPI, Disability, and Social Security.

**Goals and Objectives:** Our community faces barriers to economic stability: high poverty rates, limited healthcare access, food insecurity, and housing instability. These barriers perpetuate cycles of poverty and displacement. Our solution includes: **Outreach & Engagement:** Staff conduct door-to-door visits, table at community hubs, and host workshops; **Promotoras:** We train trusted community leaders who care deeply about justice to conduct outreach; and **Resource Navigation Support:** Our Community Program Assistant helps families with benefits applications and connects them to legal support.

Last fiscal year, we informed 10,000+ residents about safety net resources, connected 2,500 to help signing up for these benefits, and supported 305 with applications. With TOT funding, we can:

- Conduct 250 more outreach hours to reach an additional 350 East Palo Alto households monthly with information about essential benefits.
- Connect 500 East Palo Alto households annually to our Community Program Assistant.
- Support 50 more East Palo Alto households annually with safety net program applications/renewals.

**Workplan/Number of Clients Served/Timeline:** From 6/1/2025 - 5/30/2026, **TOT funds would support 250 hours of Promotora time to conduct targeted outreach and engagement designed to reach 350 East Palo Alto residents monthly.** Promotoras use in-person, high touch outreach methods including door-to-door canvassing and maintain consistent presence at community events and high traffic locations like food distribution sites, laundromats, and supermarkets. These trusted community outreach workers are trained to educate residents on essential benefits. **Promotoras will also collect contact information and follow up with 500 interested community members to arrange appointments (annually) with our Community Program Assistant.**

**TOT grant funds would also support a PT Community Program Assistant (0.5) to provide direct service by helping 50 East Palo Alto households enroll in essential benefit programs.**



**Project Partners:** While we have no formal partners for this initiative, we regularly collaborate with Youth United for Community Action (YUCA), Legal Aid Society of San Mateo County, Community Legal Services of East Palo Alto, the City of East Palo Alto, and other community based organizations throughout the city.

**How this Project Helps our Organization Fulfill Its Broader Organizational Mission & Provides a Supportive Community Environment for Families and Seniors in East Palo Alto:**

**Alto:** Our mission statement is: We exist to uplift Latino families in East Palo Alto and the mid-peninsula through community education, leadership development, and advocacy. We believe that when our community members have the support and tools to access critical services and flex their inherent leadership, they will transform our schools, public institutions, and community to be more responsive to the needs of our families. We partner with Latinx and other East Palo Alto families to help them navigate the complicated systems that impact their lives from immigration to social services to health care. Nuestra Casa develops our educational offerings in direct response to the needs of our members.

**Our Organization History and Qualifications:** Founded in 2002, Nuestra Casa serves predominantly low-income Latinx communities in East Palo Alto, North Fair Oaks, parts of Redwood City, and Belle Haven, where residents face challenges including immigration status, language barriers, and housing insecurity. What began as small-scale English classes and parent engagement support has evolved into comprehensive programming that includes community outreach, direct services, environmental justice initiatives, and housing advocacy. Nuestra Casa empowers community members by connecting them to critical resources like Medi-Cal, CalFresh, and affordable housing options, while equipping them with leadership skills to transform institutions into more equitable spaces. The organization builds exceptional trust within the community through its staff—95% Spanish-speaking with lived experiences similar to those they serve—and its pioneering Promotoras program, which utilizes trusted community members for outreach. These Promotoras engage deeply with residents through door-to-door canvassing and community events, helping connect interested individuals to vital resources and programs that can build generational wealth and create opportunities for community leadership.



**Proposal to City of East Palo Alto: Budget**  
**Transient Occupancy Tax Grant Program**  
**April 2025**

DESCRIPTION	
<b>Personnel</b>	
0.5 PT Community Program Assistant to provide direct service to community members	\$31,000
Promotoras to provide direct service support to community members	\$6,000
<b>TOTAL PERSONNEL</b>	<b>\$37,000</b>
<b>Fringe Benefits</b>	
Payroll and fringe (25%) for personnel providing direct service support	\$9,250
<b>TOTAL FRINGE BENEFITS</b>	<b>\$9,250</b>
<b>TOTAL</b>	<b>\$46,250</b>
<b>INDIRECT (10%)</b>	<b>\$4,625</b>
<b>GRAND TOTAL</b>	<b>\$50,875</b>

**TOTAL Community Outreach Program Budget: \$500,000**

**Budget Narrative**

This budget includes:

- 250 hours of Promotora time to implement community outreach to inform and connect community members to our Community Program Assistor
- 0.5 PT Community Program Assistor to directly support community members apply for essential benefits



**OUTPUTS**

Promotoras conduct community outreach to inform EPA households about essential programs. Our promotoras will inform 350 households monthly as measured by # of fliers distributed.



Promotoras will attempt to connect 500 EPA community members to Nuestra Casa's Community Program Assistant by making up to 3 phone calls per contact to set up an appointment



Community Program Assistant will support 50 EPA households to apply for or renew essential benefits.



EPA households experience positive intermediate outcomes resulting from enrollment & engagement in services and benefits

**OUTCOMES**

\* EPA=East Palo Alto