EAST PALO ALTO CITY COUNCIL
REGULAR SESSION AGENDA

Tuesday, April 2, 2024, 6:30 PM
EPA Government Center
2415 University Avenue, First Floor
East Palo Alto, CA 94303

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, 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/83863389568

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Dial (for higher quality, dial a number based on your current location):
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+ 1 346 248 7799 or
+ 1 253 215 8782 or
+ 1 312 626 6799 or
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Webinar ID: 838 6338 9568

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 East Bayshore Road Pedestrian and Cyclist Safety Project Design

Recommendation:

Adopt a resolution:

1. Authorizing the City Manager to award to, negotiate and execute an agreement with CSG Consultants Inc., in a form approved by the City Attorney, for $381,655, and to establish a 10% contingency in the amount of $38,166.50, for a not-to-exceed total of $419,831.50 for professional engineering services to complete the design of the East Bayshore Road Pedestrian and Cyclist Safety project;

2. Appropriating $400,000 from TA Cycle 6 Pedestrian and Bicycle Program Grant and $19,831.50 from the General Fund reserve for the required local matching.

3. Approving a transfer from the General Fund to the Capital Improvement Fund in the amount of $19,831.50 for the City matching funds.

3.2 Ramadan Proclamation

Recommendation:

Present the proclamation.

3.3 Churrobots Robotics Team Proclamation

Recommendation:

Present the proclamation.

3.4 Minutes of the February 3, 2024 Meeting

Recommendation: Adopt the minutes of the February 3, 2024 Meeting.

Government Code § 84308

Applicability of Levine Act: No

Analysis of Levine Act Compliance: Not applicable.

3.5 Ratify an Agreement with DocuSign, Inc and Authorize Payment in Amount Not to Exceed $24,150

Recommendation:

Adopt a resolution:

1. Ratifying the continuation agreement signed by City Manager with DocuSign, Inc., for a term not to exceed 12 months, for use of the DocuSign Digital Signature platform; and
2. Authorizing payment in an amount not-to-exceed Twenty-Four Thousand One Hundred Fifty Dollars ($24,150); and
3. Finding that special circumstances exist that warrant disregarding bid procedures pursuant to section 2.84.070(D) of the East Palo Municipal Code.

3.6 Monthly Cash Treasury Report for January 2024

Recommendation:

Accept and file the Cash Treasury Report for the month of January 2024.

3.7 Public Interest Agreement with State Coastal Conservancy and East Palo Alto Community Archive

Recommendation: Adopt a resolution authorizing the City Manager to negotiate, execute and record a Public Interest Agreement with the State Coastal Conservancy and East Palo Alto Community Archive, in a form approved by the City Attorney, for coastal storytelling installations at Cooley Landing that will represent diverse communities' perspectives that historically have been excluded from narratives of California's coast and publicly accessible lands.

4. CLOSED SESSION

4.1 CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Government Code Section 54956.9(d)(1).) Name of Case: East Palo Alto Sanitary District vs. San Mateo Local Area Formation Commission, City of East Palo Alto; and DOES 1-50, inclusive; 24-CIV-01489

5. PUBLIC COMMENT

6. INFORMATIONAL REPORTS

6.1 Public Safety Report

Recommendation: Accept the informational update on Public Safety Report

7. SPECIAL PRESENTATIONS

8. PUBLIC HEARINGS

8.1 Comprehensive Fee Schedule Update

Recommendation: Adopt a Resolution approving a new Comprehensive Fee Schedule to become effective July 1, 2024, supplanting the current schedule.

9. POLICY AND ACTION

9.1 Discussion of Framework for Nexus Study and Financial Feasibility Analysis for Updating Development Impact Fees

Recommendation:

After receiving a report from staff, discuss and comment on the framework for preparing the nexus study and financial feasibility analysis for updating the City's development impact fees for transportation infrastructure, water capacity, storm drainage, parks and trails, and public facilities.

9.2 2024 Transient Occupancy Tax Grants Recommendations

Recommendation:

Adopt a resolution;

1. Authorizing the City Manager to award eleven (11) grants to the following organizations for acceptance in to the 2024 Transient Occupancy Tax (TOT) grants program, in a form approved by the City Attorney, for various amounts, in an amount not-to-exceed $394,089;

    a. Anamatangi Polynesian Voices
    b. East Palo Alto Boxing Club
    c. EPACenter for the Arts
    d. East Palo Alto Community Archive

e. East Palo Alto Razorhawks
f. Foundation for a College Education
g. Hope Horizon (formerly Bayshore Christian Ministries)
h. Live in Peace
i. Mid-Peninsula Athletic Association (MPAA Mastodons)
j. Paxton Sports Academy
k. Youth Community Services/Tha Hood Squad

2. Direct the City Manager to award two grants to the East Palo Alto Senior Center Inc. and Fun/Sign Gypsies for programming exclusively in service to Seniors, in a form approved by the City Attorney, for $30,000 each respectively, in an amount not-to-exceed $60,000 previously budgeted in Senior Services.

9.3 Partnership with Wender Weis Foundation for Children

Recommendation:

Adopt a resolution authorizing the City Manager to negotiate and execute an exclusive agreement with Wender Weis Foundation for Children authorizing them to pursue a fundraising campaign on behalf of the City to raise $1.3 million dollars to benefit East Palo Alto youth sports and parks.

10. COUNCIL REPORTS

11. ADJOURNMENT

Upcoming meetings:

Meeting	Date	Time
Regular Meeting	April 16, 2024	6:30PM
Study Session	April 25, 2024	6:00 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 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: March 26, 2024

ATTEST:

Lucero Avila-Garcia

Executive Assistant to the City Manager

CONSENT ITEM 3.1

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 2, 2024

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Batool Zaro, Senior Engineer
Humza Javed, Public Works Director

SUBJECT: East Bayshore Road Pedestrian and Cyclist Safety Project Design

Recommendation

Adopt a resolution:

1. Authorizing the City Manager to award to, negotiate and execute an agreement with CSG Consultants Inc., in a form approved by the City Attorney, for $381,655, and to establish a 10% contingency in the amount of $38,166.50, for a not-to-exceed total of $419,831.50 for professional engineering services to complete the design of the East Bayshore Road Pedestrian and Cyclist Safety project;

2. Appropriating $400,000 from TA Cycle 6 Pedestrian and Bicycle Program Grant and $19,831.50 from the General Fund reserve for the required local matching.

3. Approving a transfer from the General Fund to the Capital Improvement Fund in the amount of $19,831.50 for the City matching funds.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Implement the Comprehensive Transportation and Mobility Plan
Promote Health & Public Safety

Background

In 2022, the City applied to the Cycle 6 Measures A and W Pedestrian and Bicycle Program to implement safety improvements along East Bayshore Road from University Avenue to Menalto Avenue. The requested funding is to prepare the Plans, Specifications, and Estimates for the pedestrian and bicycle safety improvements along East Bayshore Road. As part of the design process, the City will determine the exact locations of sidewalks, ADA improvements, type of bikeways, locations for traffic calming measures, green infrastructure, and lighting.

There have been two pedestrian deaths within the project limits within the past two years demonstrating the need for pedestrian safety improvements. The existing site does not have curb, gutter, and sidewalk along most of the project area. Currently, there are no class II bike lanes, traffic calming measures, or green infrastructure. The goal is to address pedestrian and cyclist fatalities by providing safe infrastructure for active transportation.

The City was awarded $400,000 of Cycle 6 Pedestrian and Bicycle Program Funds with an additional requirement for a $20,000 City match, for the design of the Project. Per resolution 115-2022, City Council supported the project and committed to the $20,000 City match.

Analysis

The City issued a request for proposals on February 8, 2024, and on February 29, 2024, for engineering design services. In response, the City received four (4) proposals.

The four (4) proposals were reviewed and ranked by a panel of three staff members from the Public Works Department. The highest-ranking consultant, CSG Consultants Inc. (CSG), is therefore being recommended for selection as the lowest responsible bidder.

CSG has extensive knowledge in the design of pedestrian and cyclist improvements in the Bay Area and has worked with the City of East Palo Alto on multiple projects. CSG also performed the preliminary conceptual design for the East Bayshore Improvement Project which included survey and identification of property lines and rough sidewalk layout.

The scope of the contract includes but is not limited to:

- Project Management
- Public Outreach and Coordination
- Design
- Bid Support and Construction Support

The scope of work is attached as Attachment 2. Upon contract award and execution, CSG will complete the Plans, Specifications, and Estimate (PS&E) for bidding. Concurrently with design, staff will be working to secure construction funding for the project.

Fiscal Impact

Staff recommend appropriating $400,000 from TA Cycle 6 Pedestrian and Bicycle Program Grant and $19,831.50 from the General Fund reserve for the required local matching.

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

Government Code § 84308

Applicability of Levine Act: No, as the entitlement involves a contract that was competitively bid, the Levine Act is not applicable.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution
2. Scope of Work

RESOLUTION NO. xx – 2024

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

AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT WITH CSG CONSULTANTS, INC., IN A FORM TO BE APPROVED BY THE CITY ATTORNEY, IN THE AMOUNT OF $381,655 AND TO ESTABLISH A 10% CONTIGENCY IN THE AMOUNT OF $38,166.50 FOR A NOT-TO-EXCEED OF $419,831.50 TO PROVIDE CIVIL ENGINEERING DESIGN SERVICES FOR THE EAST BAYSHORE ROAD PEDESTRIAN AND CYCLIST SAFETY PROJECT

WHEREAS, the City of East Palo Alto has identified pedestrian and bicycle safety concerns on East Bayshore Road from University Avenue to Menalto Avenue; and

WHEREAS, the East Bayshore Road Pedestrian and Cyclist Safety Project (Project) aims to eliminate pedestrian and cyclist fatalities by providing safety improvements for active transportation; and

WHEREAS, the San Mateo County Transportation Authority (TA) issued a Call for Projects for the Cycle 6 Measures A and W Pedestrian and Bicycle Program on August 4, 2022; and

WHEREAS, the City's application was selected, and was awarded $400,000 to design the Project; and

WHEREAS, as part of the design process, the City will determine the type of bikeways, locations for traffic calming measures, sidewalks, green infrastructure, and lighting; and

WHEREAS, the City issued a request for proposals on February 8th 2024, and on February 29, 2024, the City received four (4) proposals; and

WHEREAS, City staff reviewed and ranked the four proposals, and the highest-ranking consultant was CSG Consultants Inc., and as such found to be the lowest responsible bidder.

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;

2. Authorizes the City Manager to award to, negotiate and execute an agreement with CSG Consultants Inc., in a form approved by the City Attorney, for $381,655, and to establish a 10% contingency in the amount of $38,166.50, for a not-to-exceed total of $419,831.50 for professional engineering services to complete the design of the East Bayshore Road and Pedestrian and Cyclist Safety project; and

3. Appropriates $419,831.50, including $19,831.50 in City matching funds; and

4. Approves a transfer from the General Fund to the Capital Improvement Fund in the amount of $19,831.50 for the City matching funds.

PASSED AND ADOPTED this 2nd day of April 2024**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Antonio Lopez, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

PROPOSAL TO THE

City of East Palo Alto

ENGINEERING SERVICES TO DESIGN THE EAST BAYSHORE PEDESTRIAN & CYCLIST SAFETY IMPROVEMENTS PROJECT

CIP PROJECT ST-28

February 29, 2024





550 Pilgrim Drive
Foster City, CA 94404

650.522.2500 phone
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www.csgengr.com

CSG CONSULTANTS

Employee-Owned

ADDENDUM No.1, ACKNOWLEDGMENT
(To be submitted with the proposal)

REQUEST FOR PROPOSALS – **EAST BAYSHORE ROAD PEDESTRIAN AND CYCLISTS SAFETY IMPROVEMENTS**

City Project: **CIP-ST-28**

Bidder acknowledges receipt of this addendum, which shall be attached to the proposal. Acknowledgement of receipt of this addendum is required in the space provided below. Failure to acknowledge the addendum may subject the bidder to disqualification.

I, Cyrus Kianpour , representing CSG Consultants,Inc. have carefully read this addendum, understand it, acknowledge receipt of it and will comply with its terms.



CONSULTANT SIGNATURE

February 29, 2024
DATE

ADDENDUM No.2, ACKNOWLEDGMENT
(To be submitted with the proposal)

REQUEST FOR PROPOSALS – **EAST BAYSHORE ROAD PEDESTRIAN AND CYCLISTS SAFETY IMPROVEMENTS**

City Project: **CIP-ST-28**

Bidder acknowledges receipt of this addendum, which shall be attached to the proposal. Acknowledgement of receipt of this addendum is required in the space provided below. Failure to acknowledge the addendum may subject the bidder to disqualification.

I, Cyrus Kianpour , representing CSG Consultants,Inc. have carefully read this addendum, understand it, acknowledge receipt of it and will comply with its terms.



CONSULTANT SIGNATURE

February 29, 2024
DATE

Letter of Transmittal

SECTION 1

February 29, 2024

Batool Zaro
City of East Palo Alto
Public Works Department
Engineering Division
1960 Tate Street
East Palo Alto, CA 94303

RE: Professional Engineering Services to Design the East Bayshore Pedestrian and Cyclist Safety Improvements Project

CSG Consultants, Inc. (CSG) is enthusiastic about the opportunity to present this proposal to provide professional engineering design services for the East Bayshore Pedestrian & Cyclist Improvement Project (Project) to the City of East Palo Alto (City).

A Proven Project Manager – **Michael Fisher, PE, QSD/P** will serve as the Project Manager for this contract. Mr. Fisher has over 30 years of relevant transportation experience in the South Bay area including many local and federally funded pedestrian improvement design projects. He has managed the design of similar projects for the cities of San Jose, Sunnyvale, Santa Clara, Los Altos, Redwood City, Morgan Hill, and South San Francisco.

Additionally, Mr. Fisher is experienced with obtaining approvals from various agencies to implement successful traffic safety projects within budget and on-time. ***. Additionally, Mr. Fisher's career has focused on traffic safety projects from his start in the City of Redwood City Traffic Engineer's office continuing to deliver pedestrian, ADA, bicycle and traffic safety projects for several cities in the Bay Area.***

An Experienced Team – CSG has assembled a team of local and experienced engineers to assist the City with this vital Project. **David Seto, PE,** will provide civil design lead for this project. Mr. Seto brings strong understanding of roadway improvements, ADA improvements, and bike and pavement improvements having served in a similar role for previous design projects for nearby agencies including the Cities of Sunnyvale, Daly City, Redwood City, and Santa Clara. **Sophie Troung, PE, PLS, QSD/P** will be assisting Mr. Seto with concept development though preliminary engineering. **Ed Slintak, PE** will perform QA/QC review. Mr. Slintak has completed several roadway, bike and pedestrian improvements, and pavement projects and is familiar with the City process.

For this Project specifically we have brought on subconsultant ***Quiet River (Survey) to deliver a detailed and tailored project with special care to deliver the City's desired goals***.

Familiarity with the City – CSG has been providing similar engineering design services to the City for over 15 years. We have developed a great understanding for the City's standards and expectations and have built relationships with City staff that will allow for a streamlined delivery**.**

We are excited for the opportunity to provide services on this vital Project. As President of the company, I am able to contractually bind the company should we be awarded a contract. I can be reached at (650) 522-2500 or at cyrus@csgengr.com. If you have any questions or need additional information, ***please contact Mr. Fisher at (408) 410-5922 or michaelf@csgengr.com***.

Sincerely,

Cyrus Kianpour, PE, PLS
President, CSG Consultants, Inc.

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Proposed Cost Proposal has been submitted as a separate attachment for the City's review.

Work Plan and Approach

SECTION 3

PROJECT UNDERSTANDING

The City of East Palo Alto (City) is proposing roadway improvements at the ***East Bayshore Road Pedestrian and Cyclists Safety Improvements (Project).***
Improvements to East Bayshore Road, a crucial connector street within the City, are essential for enhancing connectivity for residents and community members in the area, particularly in relation to the planned University Avenue Pedestrian Overcrossing. Prioritizing traffic calming measures to reduce speed and ensure safe pedestrian access along this road is a top priority for the City, given its significance in accommodating large volumes of vehicular traffic bound for University Avenue and Willow Road.

The Project aims to address longstanding community concerns regarding safety along this corridor. Recent years have seen two pedestrian fatalities within the project limits, underscoring the urgent need for enhancements to pedestrian safety.

There are many aspects to this Project including:

- Class II bikeway design with parking removal in some locations
- Bulb-out measures for traffic calming
- New high visibility crosswalks
- Implementing green infrastructure wherever feasible
- Lighting improvements
- Reconfiguring traffic striping & bike lanes, possibly incorporating a buffer for bike lanes
- Grading and storm drain improvements at the proposed sidewalk
- Install Class III bikeways on the opposite direction depends on the ROW wherever feasible
- Coordinating with property owners to minimize disruption to businesses and ensure positive circulation amidst new sidewalk/curb/gutter installations
- Coordinating with utility providers to address identified conflicts by creating relocation plans as needed during the design process

CSG has thoroughly reviewed the RFP and performed a field investigation and agrees with the scope of consultant services identified by the City. To clarify and organize the scope into separate tasks, we've summarized CSG's approach below. Each task identifies the related deliverables which will be reviewed by Ed Slintak, PE CSG QA/QC Manager for completeness, paying attention to see that all bid items are properly defined, and payment sections of the specifications cover all significant cost elements and major items of work. The staff members identified in the organization chart will be assigned to specific tasks, outlined in this section, according to their strengths and experience to increase task completion efficiency and coordination. It is understood that the City desires 3 submittals, to be completed, 50% PS&E submittal, 100% PS&E submittal and Bid Package submittal. The proposed schedule is provided with this proposal.

The key to this Project is a practical approach to multi-faceted improvements including civil work, grading & drainage design, traffic calming, existing parking, sidewalk design and class II bikeway design. The first step is achieving consensus with the City at the initial pre-50% design concept on the critical Project elements listed below:

1) Pedestrian improvement and sidewalk layout and construction
2) Designing directional curb ramps because of the absence of sidewalks on side streets
3) Class II Bikeway design and buffer zone
4) Address and preserve current street and business parking in front of the existing businesses while accommodating the new sidewalk and the ROW to the greatest extent possible

5) Resolve the drainage and grading challenges arising from vertical differences caused by the flatness of the roadway

6) Explore the feasibility of installing green infrastructure to meet the more stringent requirements of MRP3.0, reconciling with previous MRP2.0 standards

CSG APPROACH TO DESIGN ELEMENTS

Introduction: This proposal outlines a comprehensive approach to enhance the infrastructure along East Bayshore from Menalto Ave to Euclid Ave focusing on pedestrian safety, drainage improvements, green infrastructure, traffic and bike lane reconfiguration, sidewalk installations, and utility conflict resolutions. The Project aims to create a more sustainable, accessible, and safe urban environment.

Pedestrian Improvements along East Bayshore Rd.

Segment 1 - The stretch of roadway between Menalto Ave and S. Poplar Ave features an existing sidewalk that does not comply with ADA standards. Moreover, there are several driveways serving the current residents along this segment. Introducing a new sidewalk in this area will not pose any drainage issues. However, the new sidewalk will need to navigate around the existing driveways.



Segment 1 non-compliant existing ADA sidewalk from Menalto Ave to S. Poplar Ave

Segment 2 – In the area between S. Poplar Ave and Ralmar Ave, there is currently no sidewalk or designated pedestrian path. Introducing a new sidewalk in this area would impact the functionality of the existing parking lot serving Saint Samuel Church. To address this, CSG suggests installing a rolled curb, enabling vehicles to access the parking area without losing any parking spaces. Based on the provided topography, drainage issues are minimal and can be addressed by sloping the proposed sidewalk to drain towards the street and then diverting water to the nearest drainage inlet.



Segment 2 No sidewalk is present from S. Poplar Ave to Ralmar Ave

Segment 3 – This segment spans between Ralmar Ave and Addison Dr. intersections. It includes two parts, with the first part bordering an existing private parking lot area. CSG assumes that the drainage pattern in the parking lot functions adequately. The second part adjoins existing sidewalks serving small businesses in this segment, namely WASH 'N' Go and the laundromat. Installing raised and new sidewalks in the first part will not pose drainage issues as the cross slopes will be designed to divert water away from the parking lot and towards E. Bayshore Rd. The proposed sidewalk in the second part will conform to and connect with the existing concrete walkway of the small businesses and extend all the way east to connect with the new improvement on Addison Dr, this design approach for the second part will not present any drainage issues as well.



Segment 3 No sidewalk is present from Ralmar Ave to Addison Dr.

Segment 4 – This segment extends from the intersections of Addison Dr. to Oakwood Dr. This segment borders an existing private residential home and wooden fences. We assume that the drainage pattern in this segment functions adequately. Installing raised and new sidewalks at this segment will not pose drainage issues as the cross slopes will be designed to divert water away from the fence line and towards E. Bayshore Rd.



Segment 4 No sidewalk is present from Addison Dr. to Oakwood Dr.

Segment 5 – This segment extends from Oakwood Dr. to Dumbarton Ave. The segment comprises two parts. The first part borders the existing private Oakwood Market business, where currently no pedestrian

sidewalk is in place. Installing a new sidewalk along the business will benefit pedestrians and enhance the aesthetics of the business structure. The proposed sidewalk will begin at the northeast corner of the intersection, wrap around it, and then extend all the way to connect with the existing driveway midway through Segment 4. The parking lot in front of Oakwood Market will remain unaffected, with no impact to parking stalls.

The second part of Segment 5 features existing sidewalks in fair condition. While the City could opt to retain this portion, doing so might detract from the aesthetics of the new development. Consequently, CSG recommends replacing this section and connecting it to the proposed sidewalk for a consistent appearance.

Upon visual inspection, the existing driveway in midspan of segment 5. The existing residential driveway is in poor condition and lacks an ADA-compliant sidewalk behind it. Therefore, the proposed design approach involves removing the existing driveway and installing an ADA-compliant sidewalk that wraps around the new driveway, reconnecting with the existing sidewalk to the east of the second part of Segment 5.



Segment 5 No sidewalk is present from Oakwood Dr. to Dumbarton Ave

Segment 6 – This segment extends from the intersections of Dumbarton Ave to Lincoln St. This segment borders existing private vacant land with chain link fences surrounding the property. We assume that the drainage pattern in this segment functions adequately. Installing raised and new sidewalks at this segment will not pose drainage issues as the cross slopes will be designed to divert water away from the fence line towards E. Bayshore Rd.



Segment 6 No sidewalk is present from Dumbarton Ave to Lincoln St.

Segment 7 – This segment stretches from the intersections of Lincoln St. to Glen Way. The first part of this segment borders

an existing private vacant lot and a residential home. We presume that the drainage pattern in this segment functions adequately. Installing raised and new sidewalks in this segment will not create drainage issues, as the cross slopes will be designed to direct water away from the fence line and towards E. Bayshore Rd.

There is currently a dirt driveway leading to the private property. A new driveway construction will be necessary to provide access for the property owners. We anticipate that this driveway will need to be depressed to accommodate individuals with disabilities and meet ADA requirements. The depressed driveway will introduce two directional curb ramps to ensure continuous connectivity between the sidewalk segments.

The second part of Segment 7 comprises two private businesses, Emmanuel's Pizza & Bakery and Charlie's Market. Preserving their respective parking stalls is essential.

The design approach entails constructing a new sidewalk and commercial driveway to access the parking lot at Emmanuel's Pizza. Similar to the first part, the new driveway will be lowered to accommodate individuals with disabilities and comply with ADA requirements. This depressed driveway will incorporate two directional curb ramps to maintain seamless connectivity between the sidewalk segments.

The proposed sidewalk in front of Charlie's Market presents a challenge to existing drainage patterns. Construction of the new sidewalk in front of the business may create a runoff trap during rainstorms. Additionally, there is an existing door with a low elevation, heightening the risk of flooding within Charlie's Market from the trapped runoff. To mitigate this risk, a sub drainpipe will be installed underneath the proposed sidewalk, directing drainage towards E Bayshore. Proper grading behind the proposed sidewalk will further ensure effective prevention of flooding.

The current parking stalls in front of Charlie's Market will need to be relocated to street parking to accommodate their customers. CSG approach is to retain the existing ADA-compliant parking stall behind the proposed sidewalk.



Segment 7 No sidewalk is present from Lincoln St. to Glen Way

Segment 8 – This segment extends from the intersections of Glen Way to Euclid Ave. The first part of this segment borders an existing private parking lot. We anticipate that the drainage pattern in this segment will not be disrupted by the addition of a new sidewalk. Installing raised and new sidewalks in this segment will not result in drainage issues, as the cross slopes will be designed to divert water away from the fence line and towards E. Bayshore Rd.

The second part of Segment 8 impacts two private businesses, Kings Smoke Shop and One Stop Market. Preserving their respective parking stalls poses a challenge when incorporating a new sidewalk.

The design approach involves building a new sidewalk and commercial driveways to access the parking lot at the business. While the number of parking spaces in front of Kings Smoke Shop will decrease, the addition of a new sidewalk will create additional street parking spaces. The final layout in the advanced design will clarify the number of lost parking spaces and the parking spaces that will be added.



Segment 8 No sidewalk is present from Glen Way to Euclid Ave

Drainage Improvements:

- CSG will assess existing drainage systems to identify areas prone to flooding or poor drainage.
- We intend to integrate green infrastructure solutions like bioswales and rain gardens wherever feasible to reduce stormwater runoff.
- Upgrade existing stormwater infrastructure to accommodate increased capacity and improve drainage efficiency.

The runoff from Segment 1, Segment 2 and Segment 3 will be directed to drainage inlets located on northeast corner of Manalto Ave using drainage pipes, valley gutters, drainage inlets, and storm drain manholes.

The runoff from Segment 4, 5, 6, and 7, will be directed to drainage inlets located on northeast corner of Glen Way using drainage pipes, valley gutters, drainage inlets, and storm drain manholes.

The runoff from Segment 8 will be directed to drainage inlets located on northeast corner of Euclid Ave. using drainage pipes, valley gutters, drainage inlets, and storm drain manholes.

Reconfigure Traffic Striping and Bike Striping:

- CSG will reevaluate road striping configurations to optimize traffic flow and accommodate dedicated bike lanes.

- Implement buffered bike lanes with delineator posts for added safety and separation from vehicular traffic. See Exhibits
- Ensure compliance with national and local guidelines for bike lane design and signage.

Class IV Bikeways in One Direction:

- Install designated Class IV bikeways and physically separated bike lanes. However, due to limited street width, this option would necessitate the removal of street parking entirely. To retain street parking, Sharrow lanes are deemed more suitable for the entire project.
- Install signage and street markings to minimize conflicts and ensure safe interactions for both motorists and cyclists.

Utility Conflicts:

- CSG will conduct thorough utility mapping and coordination to identify potential conflicts with proposed infrastructure improvements.
- CSG will contact the utility providers to relocate (if any) or adjust conflicting utilities to minimize disruptions and project delays.
- Implement proactive communication strategies to keep stakeholders informed about utility relocation activities and project timelines.

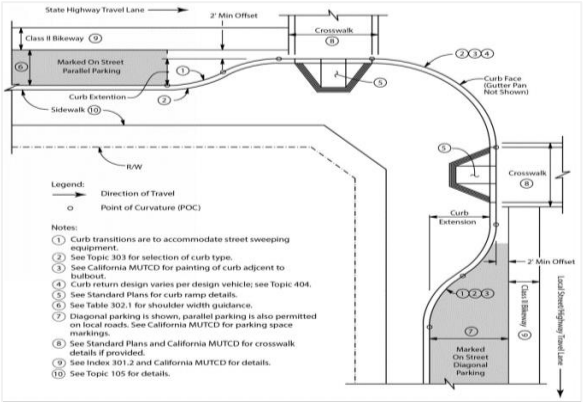
Utility identification, location, and coordination will be evaluated at each segment. Although no utility relocations are expected, it is necessary to determine the location of utilities to avoid complications during construction. CSG will gather utility information from relevant utility companies in areas were believed necessary. Surface utilities will be the primary focus for this project. It's important to note that coordinating with utility companies can be time-consuming, based on our experience and understanding.

ADA Compliance

CSG has a history of working with municipalities in upgrading their assets to comply with ADA guidelines. Upon an award of contract, CSG will schedule a Kickoff meeting with the City to clearly identify and prioritize recommended ADA improvements, and mutually agree upon standards, guidelines, and expectations. Below are some of the ADA elements that CSG applies to projects:

Curb Ramp Design:

- Existing and new curb ramps will be reviewed for compliance with Caltrans Standard Plan RSP A88A and RSP A88B and the Americans with Disabilities Act (ADA).
- Existing curb ramp slopes should not exceed 2.00%, 8.33%, or 10.00% based on the section of the ramp and type of ramp chosen in the design.
- Proposed curb ramp slopes should not exceed 1.50%, 7.50%, or 9.00% based on the section of the ramp and type of ramp chosen in the design.



Typical Bulbout Design
Highway Design Manual

- The minimum required width of ramp sections is 50-inches. However, some curb ramp designs (e.g. Case "C" ramp types) require 60-inch wide ramp sections.
- The clear distance to obstructions should be 36 inches minimum.

- Street cross slopes and longitudinal slope will be reviewed along the pedestrian path of travel between curb ramps.
- Cross slope of the pavement should not exceed 2% within crosswalks for at least 4 feet in width. Running slopes of crosswalks should not exceed 5%.
- Reconstruct valley gutter, if needed. Adjust the path of travel alignment to avoid pedestrian travel within the flow area of the valley gutter.

Sidewalk Design:

- Existing sidewalk cross slopes should not exceed 2.00%.
- Proposed sidewalk cross slopes should not exceed 1.50%.
- Running slopes along sidewalks should not exceed 5.00%.
- Walking surfaces should be a minimum of 36-inches wide, but 48-inches of width is recommended unless site conditions prohibit it (e.g. vertical obstructions). However, any accessible routes with a clear width less than 60-inches must have a 60-inch by 60-inch passing space every 200-feet.

Detectable Warning Surface Requirements:

- Detectable warning surfaces are required at areas of transition between pedestrian and vehicle traffic. The detectable warning surfaces should be dimensioned and constructed as shown in the Caltrans Standard Plans RSP A88A and RSP A88B.
- Detectable warning surfaces are required to have a color that contrasts with the surrounding surface. Most agencies choose the color yellow, but yellow is not a requirement.

Option 1, 2 and 3

The visual displays below depict Option 1 and Option 2. Option 3 is not featured in the exhibits; nonetheless, it merits consideration.

Option 1:

In Option 1, Sharrows pavement markings are placed in both directions of the roadway. The benefit of these sharrow lanes is the preservation or creation of street parking, enabling residents and business customers alike to conveniently park alongside the street. Additionally, the proposed sidewalks would provide a continuous and safe pathway for pedestrians, including those with disabilities. See Option 1 Exhibit.

Option 2:

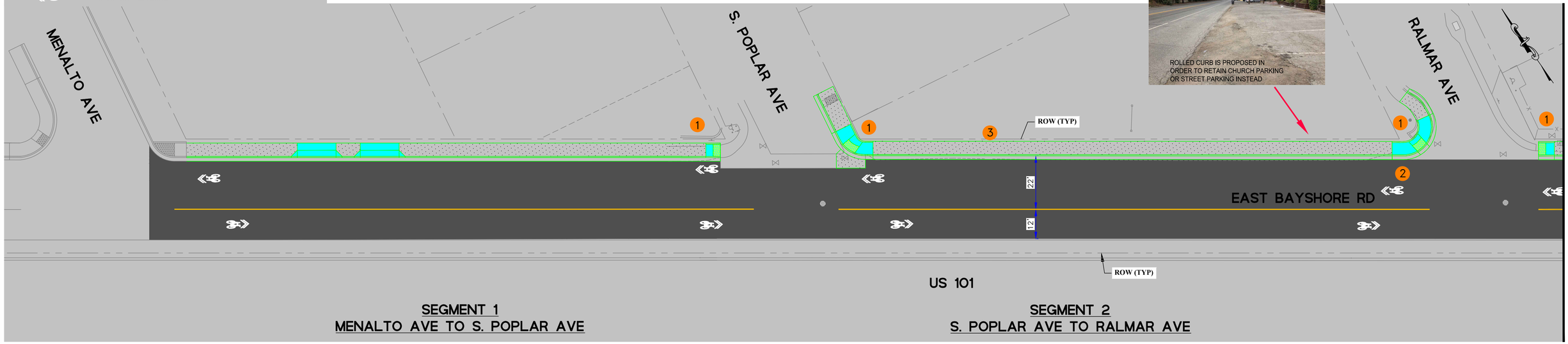
In Option 2, a Class IV bikeway is installed in the westbound direction, while sharrow markings are used in the eastbound direction. The introduction of a new sidewalk and the installation of Class IV bikeway in the westbound direction would ensure a safe pathway for both cyclists and pedestrians. However, it's important to note that this configuration would result in the elimination of street parking. See Option 2 Exhibit.

Option 3:

Option 3 involves incorporating Class II Bikeways in both directions of E. Bayshore, resulting in narrowing of the traffic lanes to 11 feet. Incorporating 6-foot bike lanes on both sides of E Bayshore would result in a total width of 34 feet. However, this option would eliminate potential street parking. Additionally, due to insufficient width, it would not be feasible to include a bike buffer.

LEGEND:

- 3" SUB-DRAIN PIPE PER COUNTY STD DETAIL D-6.
- NEW CURB RAMP
- NEW VALLEY GUTTER PER COUNTY STD DETAIL D-5.
- NEW DRIVEWAY PER COUNTY STD DETAIL D-1.
- PCC SIDEWALK, C&G, PER SMC COUNTY STD DETAIL D-3.
- SHARROW MARKING



THE EX. PARKING LOT ELEVATIONS WILL BE HIGHER THAN THAT THE ELEVATIONS AT THE PROPOSED BW



ROLLED CURB IS PROPOSED IN ORDER TO RETAIN CHURCH PARKING OR STREET PARKING INSTEAD

SEGMENT 1
MENALTO AVE TO S. POPLAR AVE

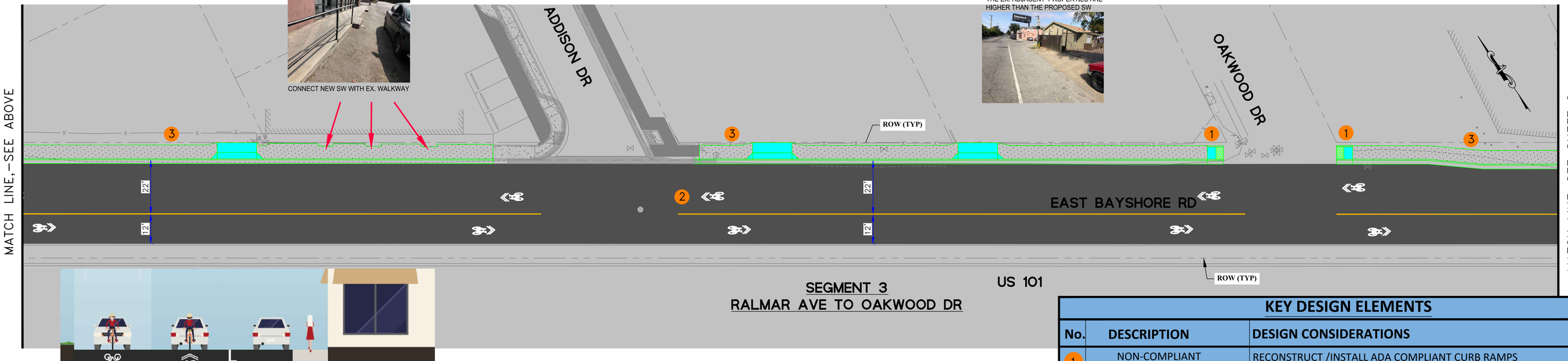
SEGMENT 2
S. POPLAR AVE TO RALMAR AVE

EX. WALKWAY AND STEPS TO REMAIN



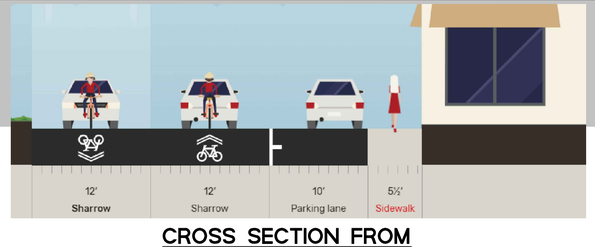
CONNECT NEW SW WITH EX. WALKWAY

GENERALLY, THE ELEVATIONS OF THE EX. ADJACENT PROPERTIES ARE HIGHER THAN THE PROPOSED SW



SEGMENT 3
RALMAR AVE TO OAKWOOD DR

US 101



CROSS SECTION FROM
S. POPLAR AVE TO OAKWOOD DR

KEY DESIGN ELEMENTS

No.	DESCRIPTION	DESIGN CONSIDERATIONS
1	NON-COMPLIANT CURB RAMPS	RECONSTRUCT /INSTALL ADA COMPLIANT CURB RAMPS PER CITY AND CALTRANS STANDARDS
2	CLASS III BIKE ROUTE WITH SHARROW MARKINGS	INSTALL CLASS III BICYCLE PATH ROUTE ON E. BAYSHORE RD. FROM MENALTO AVE TO EUCLID AVE .
3	CONCRETE IMPROVEMENT	INSTALL NEW C&G AT WIDENING AREA ADJACENT TO BASSETT AND NORMAN INTERSECTION

EXHIBIT A
CLASS III BIKE ROUTE WITH PARKING - OPTION 1

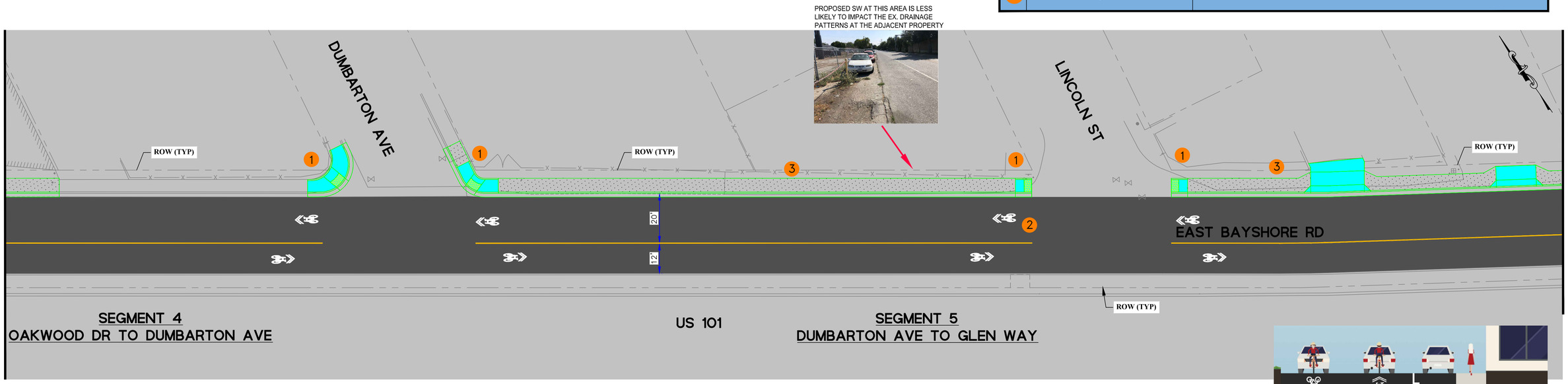
CSG CONSULTANTS
3150 ALMADEN EXPWY
SAN JOSE, CA 95118

LEGEND:

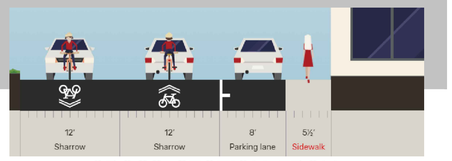
- 3" SUB-DRAIN PIPE PER COUNTY STD DETAIL D-6.
- NEW CURB RAMP
- NEW VALLEY GUTTER PER COUNTY STD DETAIL D-5.
- NEW DRIVEWAY PER COUNTY STD DETAIL D-1.
- PCC SIDEWALK, C&G, PER SMC COUNTY STD DETAIL D-3.
- SHARROW MARKING

KEY DESIGN ELEMENTS

No.	DESCRIPTION	DESIGN CONSIDERATIONS
1	NON-COMPLIANT CURB RAMPS	RECONSTRUCT /INSTALL ADA COMPLIANT CURB RAMPS PER CITY AND CALTRANS STANDARDS
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3	CONCRETE IMPROVEMENT	INSTALL NEW C&G AT WIDENING AREA ADJACENT TO BASSETT AND NORMAN INTERSECTION
4	STORM DRAIN AND GRADING IMPROVEMENT	GRADING AND DRAINAGE IMPROVEMENTS AT PROPOSED SIDEWALK. INSTALL 3" SUB-DRAIN PIPES.



PROPOSED SW AT THIS AREA IS LESS LIKELY TO IMPACT THE EX. DRAINAGE PATTERNS AT THE ADJACENT PROPERTY



CROSS SECTION FROM OAKWOOD DR TO GLEN WY

INSTALL SUB-DRAIN PIPES AT THE PROPOSED SW TO PROTECT BUILDING ENTRIES FROM FLOODING

THE EX DRAINAGE PATTERNS AT THE ADJACENT PROPERTY, DRAIN TOWARDS GLEN WY. PROPOSED SW WILL NOT POSE RISK OF FLOODING



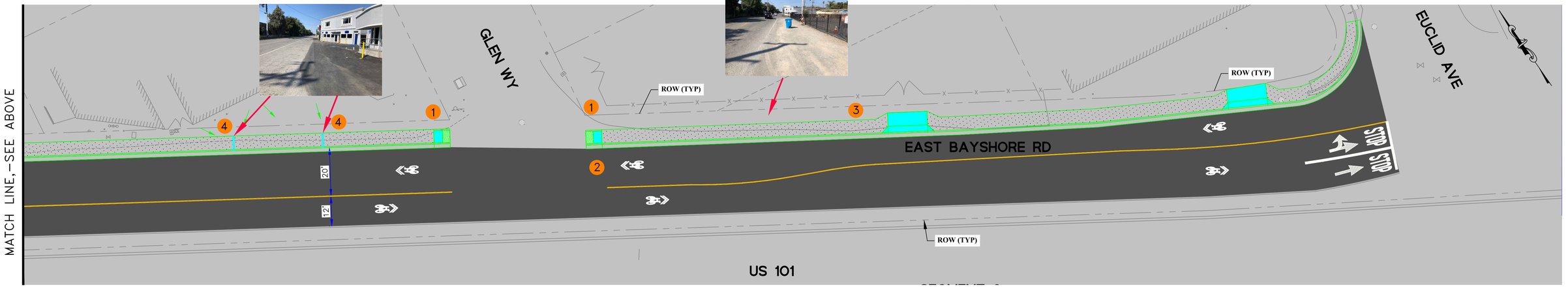
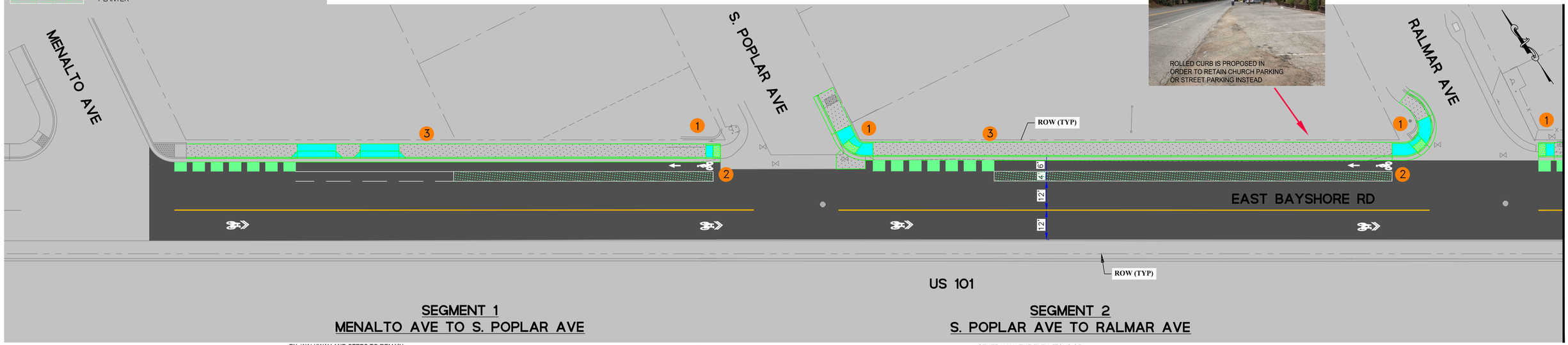


EXHIBIT A
CLASS III BIKE ROUTE WITH PARKING – OPTION 1

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3150 ALMADEN EXPWY
SAN JOSE, CA 95118

LEGEND:

- 3" SUB-DRAIN PIPE PER COUNTY STD DETAIL D-6.
- NEW CURB RAMP
- NEW VALLEY GUTTER PER COUNTY STD DETAIL D-5.
- NEW DRIVEWAY PER COUNTY STD DETAIL D-1.
- PCC SIDEWALK, C&G, PER SMC COUNTY STD DETAIL D-3.
- SHARROW MARKING
- PLANTER



THE EX. PARKING LOT ELEVATIONS WILL BE HIGHER THAT THE ELEVATIONS AT THE PROPOSED BW



ROLLED CURB IS PROPOSED IN ORDER TO RETAIN CHURCH PARKING OR STREET PARKING INSTEAD

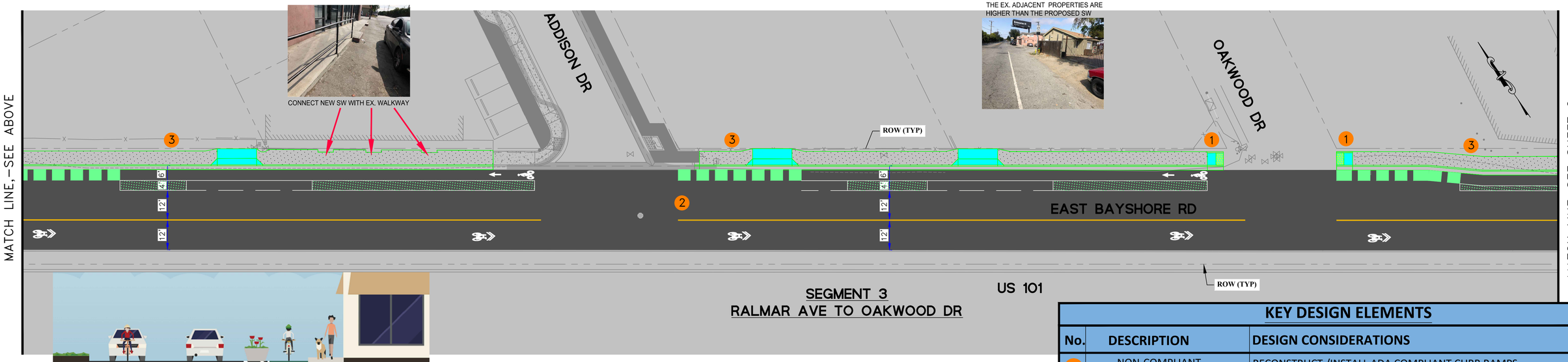
SEGMENT 1
MENALTO AVE TO S. POPLAR AVE

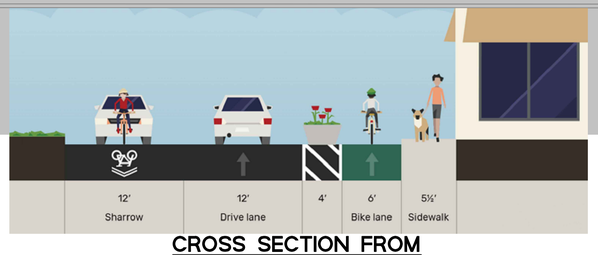
SEGMENT 2
S. POPLAR AVE TO RALMAR AVE

EX. WALKWAY AND STEPS TO REMAIN

CONNECT NEW SW WITH EX. WALKWAY

GENERALLY, THE ELEVATIONS OF THE EX. ADJACENT PROPERTIES ARE HIGHER THAN THE PROPOSED SW





CROSS SECTION FROM S. POPLAR AVE TO OAKWOOD DR

SEGMENT 3
RALMAR AVE TO OAKWOOD DR

US 101

KEY DESIGN ELEMENTS

No.	DESCRIPTION	DESIGN CONSIDERATIONS
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3	CONCRETE IMPROVEMENT	INSTALL NEW C&G AT WIDENING AREA ADJACENT TO BASSETT AND NORMAN INTERSECTION

EXHIBIT A
CLASS IV BIKE LANE WITH NO PARKING - OPTION 2

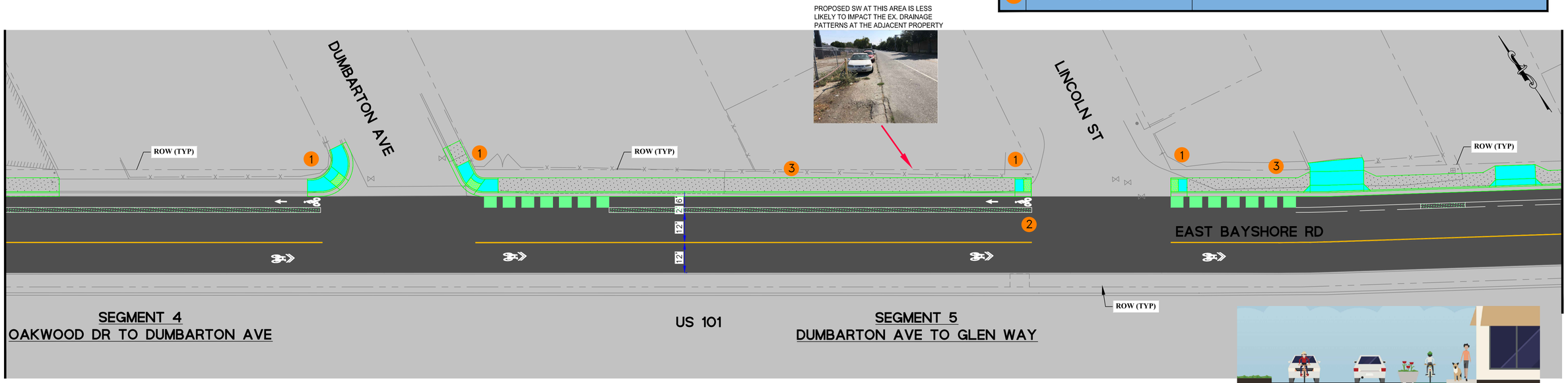
CSG CONSULTANTS
3150 ALMADEN EXPWY
SAN JOSE, CA 95118

LEGEND:

- 3" SUB-DRAIN PIPE PER COUNTY STD DETAIL D-6.
- NEW CURB RAMP
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- NEW DRIVEWAY PER COUNTY STD DETAIL D-1.
- PCC SIDEWALK, C&G, PER SMC COUNTY STD DETAIL D-3.
- SHARROW MARKING
- PLANTER

KEY DESIGN ELEMENTS

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PROPOSED SW AT THIS AREA IS LESS LIKELY TO IMPACT THE EX. DRAINAGE PATTERNS AT THE ADJACENT PROPERTY

SEGMENT 4
OAKWOOD DR TO DUMBARTON AVE

US 101

SEGMENT 5
DUMBARTON AVE TO GLEN WAY

CROSS SECTION FROM
OAKWOOD DR TO GLEN WY

INSTALL SUB-DRAIN PIPES AT THE PROPOSED SW TO PROTECT BUILDING ENTRIES FROM FLOODING

THE EX DRAINAGE PATTERNS AT THE ADJACENT PROPERTY, DRAIN TOWARDS GLEN WY. PROPOSED SW WILL NOT POSE RISK OF FLOODING



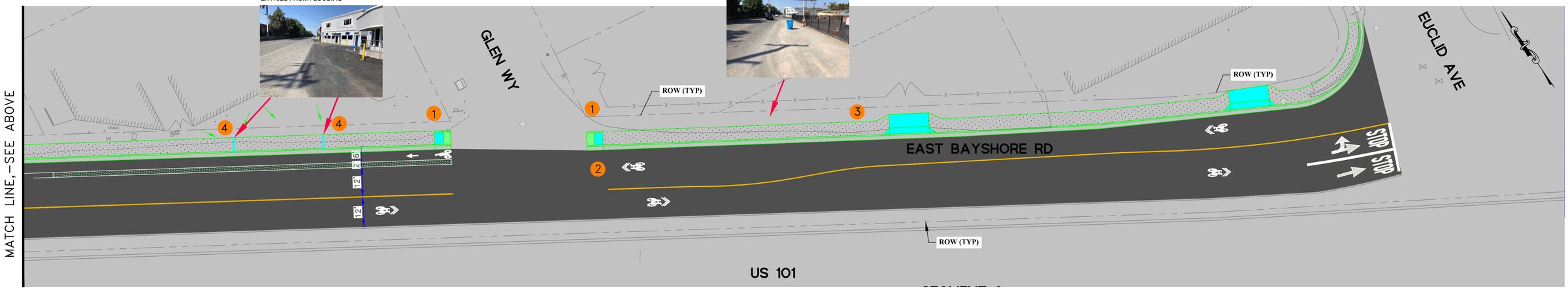


EXHIBIT A
CLASS IV BIKE LANE WITH NO PARKING - OPTION 2

CSG CONSULTANTS
3150 ALMADEN EXPWY
SAN JOSE, CA 95118

SCOPE OF WORK

General

The City of East Palo Alto is seeking proposals from licensed Engineering firms to provide professional services for design and preparation of bid documents and construction support for the East Bayshore Pedestrian and Cyclist Improvements Project (Project). The scope of work generally includes preparation of: preliminary design, public outreach, bid documents, and bidding/construction support for Public Works competitive bidding. Ancillary work includes coordination with City Staff, construction cost estimating, schedule monitoring, preparation of reports and recommendations, and project management.

Task 1 - Project Management

The consultant will be the primary responsible party for managing the project's schedule and consultant contract budget. In addition, the consultant is expected to attend milestone progress meeting and prepare action item logs for subsequent follow-up. The consultant is expected to maintain frequent and timely communication with City staff throughout the duration of the project.

All project schedules shall be prepared in Gantt chart format, utilizing Microsoft Project software. Three weeks for each City review shall be included. Schedule updates shall be provided at all progress meetings.

Consultant's own team should have provisions for quality assurance/quality control over work product prepared for the City. A statement of peer review will be required for overall constructability, coordination, and reasonable reduction in errors and omissions.

Task 2 - Preliminary Design

CSG will assess the elements of the project including traffic, driveways, grading and drainage and intersection operations, and bicycle and pedestrian circulation. Preliminary project plans will be prepared and a meeting with City staff will be held to evaluate options. Support data helpful for City staff to make decisions will be prepared such as cost estimates, and specific options. A preliminary project cost estimate and project schedule shall be included with each option, along with other support information outlining pros and cons for each option.

This project is expected to be Categorically Exempt from CEQA. The City will prepare the CEQA documentation and necessary filing.

The preliminary work will include the following:

1. Topo surveying, mapping, utility identification, preliminary roadway design, field investigation,
2. Review of any available City documents or as-builts, and utility drawings or maps.
3. CSG will utilize the conceptual plans. CSG is very familiar with these conceptual plans and is well positioned to deliver a successful project to the City.
4. If it becomes necessary to obtain title reports, the City will be responsible for fees as this cannot be determined at the time of this proposal.

Deliverables: (2 Hardcopies) 24" x 36" Conceptual plan sets, Electronic Copy of the Conceptual plans

Task 3 – Public Outreach

CSG will assist the City in the public outreach for the projects and will articulate the changes to the intersections and the impact of the project on traffic during construction.

CSG will attend 2 public outreach meetings, and support City efforts with Exhibits showing the project and assist in preparation of presentations. CSG will assist with one additional meeting to present the item to the commission or council body.

Task 4 - Design

CSG will prepare the design plans, specifications and estimate for the public bidding of this project.

A. **50% Submittal**: All major issues have been resolved prior to this stage in the preliminary design phase. The intent of this submittal is to provide plans and project documents in sufficient detail to allow for thorough and complete review. CSG will submit an electronic PDF copy.
    a. 50% Plans: All subcontracted work shall be accounted for in this submittal. All project details have been accounted for.
    b. Project schedule update.
    c. 50% construction cost estimate in the form of the bid schedule.

Deliverable: (2) 24" x 36" plan sets and Electronic Copy

A. **100% Submittal:** All issues, prior comments, and concerns must be addressed in this submittal. Submit an electronic PDF file.
    a. 100% plans
        i. Peer review shall be completed by this stage, with the statement and signature on the cover sheet. The professional shall sign, date and seal the following Certification of Peer Review on a letterhead document with the transmittal of the final plans and specifications:
            a. "The undersigned hereby certifies that a professional peer review of these plans and the required designs was conducted by me, a professional engineer with expertise and experience in the appropriate fields of engineering equal to or greater than the Engineer of Record, and that appropriate corrections have been made."
    b. 100% specifications:
        i. Technical specifications,
        ii. Special Provisions, with recommended changes in track changes format. The Special Provisions shall also include the following:
            1. Bid item descriptions and measurement and payment provisions
            2. A list of minimum required submittals during construction
            3. List of information available to Bidders, with disclaimer
            4. A table listing all inspections (including any special inspections and materials testing) and associated responsibility
            5. A table list of materials requiring warranties, and associated warranty periods
    c. Project schedule update.
    d. 100% construction cost estimate.
    e. Responses to the City's review comments on the 50% submittal, along with return of mark-ups.
    f. Other supporting documentation as necessary.

Deliverables: (2) 24" x 36" plan sets, (1) Printed Set of Specifications, Electronic (CAD and pdf) Copy of the Plan Set and Specifications, Engineer's Estimate, Bid Schedule, and Construction Schedule

A. **Bid Package:** The bid package shall be finalized upon incorporation of the City's final comments from the 100% submittal.

The Bid Package submittal will include hard copies and digital format (PDF and native format) of each of the documents listed below:

- Full-size set of drawings stamped and signed on each sheet
- Technical specifications, with cover sheet stamped and signed by all required
- disciplines in PDF format
- Final project schedule update
- Final construction cost estimate
- Deliverables: Bid Package, drawings, technical specifications, revised special provisions, construction cost estimate, written response to City comments

Deliverables: Bid Package, drawings, technical specifications, revised special provisions, construction cost estimate, written response to City comments

All submittals shall include digital copies (PDF) of all documents. Native format will be made available as deemed necessary by City staff.

Task 5 – Bid Support and Construction Support

Bidding Services

Consultant shall respond to all bidder's requests for information (RFIs) and support the City's coordination efforts to inform plan-holders of significant responses to RFIs and prepare addenda as necessary. During bidding, all proposers' communications will be directed through the City's Purchasing Officer.

If addenda to bid documents are extensive and are as a result of consultant's work product, conformed documents shall be prepared at no expense to the City. City will provide reproduction services.

Construction Support Services

The City's construction management team will have primary responsibility for construction management and inspection. The consultant's point of contact will be the City's construction manager, not the contractor.

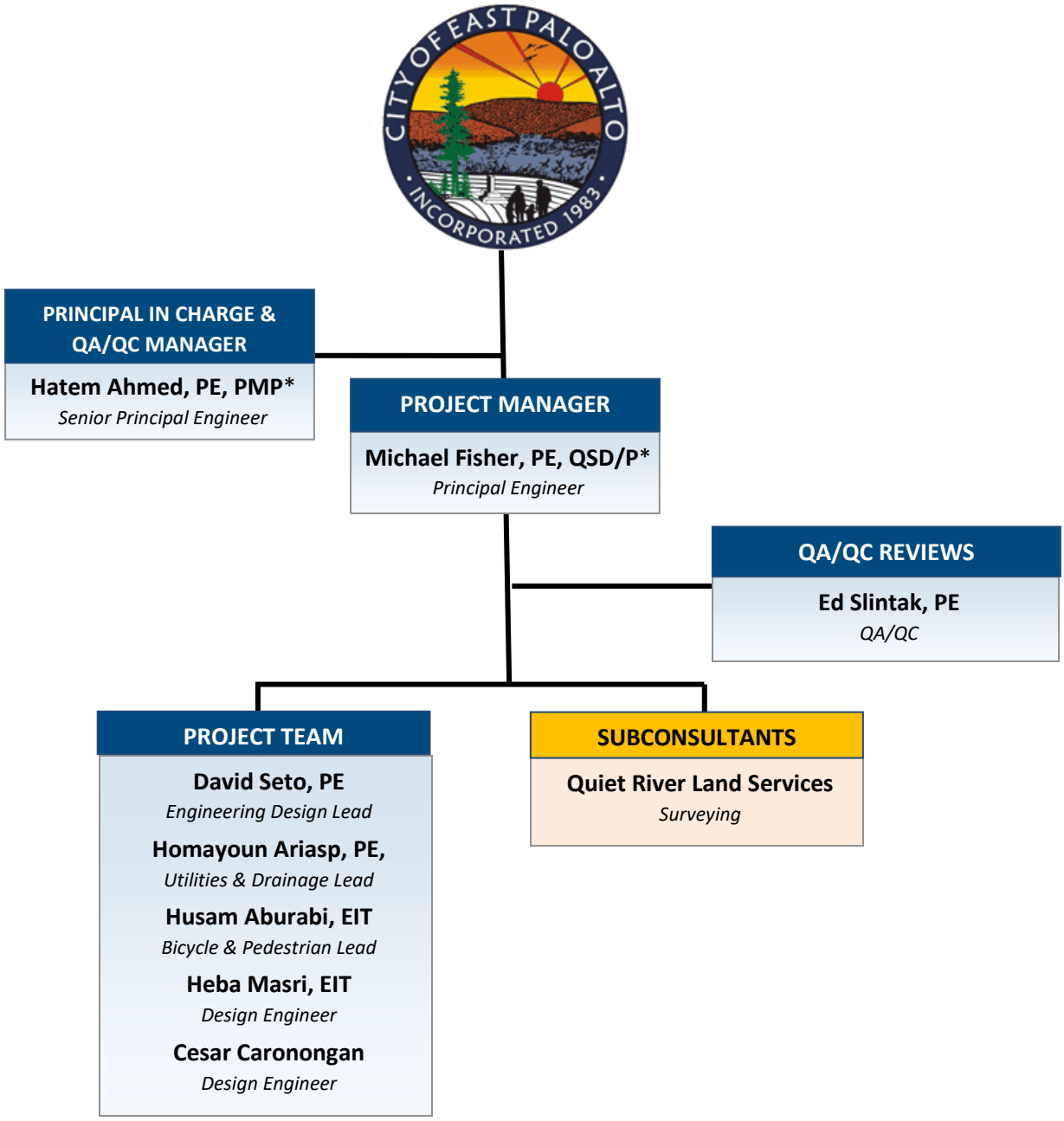
The following is a minimum list of services and submittals required:

1. Attend and prepare information for an internal handoff meeting from the design team to the construction management team. Consultant shall be prepared to address: possible construction pitfalls, items for the construction management team to be aware of (special working hours, shortened timelines for submittal reviews, etc.).
2. Attend the pre-construction meeting.
3. Attend three (3) periodic construction progress meetings.
4. Participate in the final inspection and development of punch lists.
5. Respond to RFIs, which includes clarifying or providing revisions or additional detail where necessary on the plans and specifications. Response to RFIs shall be timely in order to avoid construction delays and claims.
6. Review and respond to all submittals within the period allocated in the contract documents and as necessary to avoid construction delays and claims.
7. Review proposed substitutions, if any, for conformance to plans and technical specifications.
8. Review and make recommendations on proposed changes to the contract (Request for Quotations and Contract Change Orders).
9. Prepare Record Drawings based upon red-lines provided by the contractor and field reviews. The Record Drawings shall be prepared digitally, using AutoCAD. Final Record Drawings shall be submitted electronically, in PDF and CAD format.
10. Participate in the "Lessons Learned Meeting" with all parties at the end of the project.

Key Personnel Background

SECTION 4

As elaborated on in the organizational chart below, CSG's Project team will be led by **Michael Fisher, PE, QSD/P,** Principal Engineer. Resumes of key personnel are included at the end of this section. Key personnel are identified with an (*). ***CSG is committing the staff listed to this Project and the City of East Palo Alto.***



Michael **Fisher** PE, QSD/P

Project Manager

LICENSES & CERTIFICATIONS

Professional Civil Engineer
State of California
| C56550

Qualified SWPPP
Developer/Practitioner

EDUCATION

Bachelor of Science, Civil Engineering,
San Jose State University
|San Jose, CA

PROFESSIONAL AFFILIATIONS

South Bay Transportation Offices Association (SBTOA), Past President

Toastmasters International
Club: 04840677

Mr. Fisher is a civil engineer with over 27 years of experience in civil/roadway design, drainage design, traffic engineering, specification writing, engineering report writing and project management. He has managed teams of engineers, working to deliver over a dozen projects ranging in size from $20,000 to $22,000,000 with project status ranging from project initiation/feasibility/study phase to approval/environmental phase to final design and construction.

Mr. Fisher has experience managing the design of pavement rehabilitation projects through various means, including alternative overlay to full depth structural sections. He is also experienced in providing value engineering to ensure the client's pavement management budget has maximum impact.

RELEVANT EXPERIENCE

Fair Oaks Bikeway and Streetscape (Phase 1 and 2) | City of Sunnyvale, CA
Mr. Fisher served as the Project Manager for this project. The scope involved the installation of Class II and Class III green bicycle markings and bicycle detector markings along with various intersection improvements. Work included the detailed grading design of several curb returns to meet ADA requirements, restriping of various intersections and replacement of concrete sidewalk, curb and gutter.

Citywide 2018-2019 & 2019-2020 Pavement Rehabilitation Projects | City of Daly City, CA
Mr. Fisher was the project manager for the City's two pavement rehabilitation projects simultaneously. Both projects involved pavement rehabilitation as well as traffic calming and pedestrian elements that include curb extensions, crosswalk and ADA improvements. In order to meet desired construction schedule, the City required an expedited design schedule for both projects. While the scope was extensive, exceeding $3M in construction, Michael managed to complete the project within a very compact 2-month site assessment/feasibility time period and a 2-month design schedule.

2020- 2023 Annual Pavement Projects | City of Santa Clara, CA
Mr. Fisher served as the Project Manager for the City's annual pavement rehabilitation projects. The scope of work consisted of pavement maintenance and rehabilitation of multiple streets. Treatment methods included slurry seal, repair of failed pavement (deep-lift), cold milling of existing pavement, hot mix asphalt and rubberized hot mix asphalt resurfacing, replacement of traffic signal loop detectors, replacing of street survey monuments, striping and pavement markings.

Various Streets & Roads Project | City of Millbrae, CA
Mr. Fisher served as the Project Manager for this federally funded pavement project which involved a major City arterial, Millbrae Avenue, and a residential Street, Magnolia Avenue. The project also included pavement coring sample testing, surveying, pavement recommendations report, traffic handling plans, ADA curb ramp upgrades, traffic signal repair and traffic detours. Stakeholder coordination was required with Caltrans Local Assistance for compliance with Federal funding guidelines (an E-76 was obtained for this project), as well as Caltrans Encroachment Permit Department for coordination with Caltrans design review staff regarding Caltrans owned facilities.

Sunnyvale Pavement Rehabilitation 2017 | City of Sunnyvale, CA
Mr. Fisher served as the Design Engineer for this annual street pavement rehabilitation project. The scope involved the rehabilitation of 2 streets in the City of Sunnyvale. Work included the design of grind and HMA overlay, digouts, utility adjustments, curb ramps, concrete sidewalk, curb, gutter and driveway replacement, and striping plans.

Hatem **Ahmed** PE, PMP

Principal-in-Charge & QA/QC Manager

LICENSES & CERTIFICATIONS

Professional Civil Engineer
State of California | 46995

Professional Project Manager
State of California | 195197

EDUCATION

Master of Science in Structural Engineering,
Washington University | St. Louis, Mo

Bachelor of Science in Civil Engineering,
Washington University | St. Louis, MO

Project Management Certificate
San Jose State University, 2003

PROFESSIONAL AFFILIATIONS

American Public Works Association
South Bay Transportation Official Association
Project Management Institute
Toastmasters International
Club: 4840673

Mr. Ahmed has 30 years of diverse experience in the transportation field in the areas of planning, design management, outreach and agency coordination, program management, and construction management. He has experience ranging from small projects to complex programs.

For CSG, Mr. Ahmed is the Vice President responsible for overseeing CSG's Engineering Department, including design, land development, and program management/staff augmentation services. He also serves as the contract manager for multiple clients and provides general QA/QC of various projects.

RELEVANT EXPERIENCE

Fair Oaks Avenue Bikeway – Phase 1 Project | City of Sunnyvale, CA

Mr. Ahmed served as the Principal in Charge for the design of Class 2 and Class 3 Bicycle Lanes on Fair Oaks Avenue between Old San Francisco Road to Evelyn Road, Kifer Avenue to Arques Avenue, and Wolfe Road to Ahwanee Avenue. Key project elements included reconfiguring the roadway, roadway resurfacing, addition of green bike lanes, modifications to the existing concrete median islands, modification of parking, and installation of related signage. CSG also held public outreach meetings to keep the residents informed of the project.

Ralston Corridor Improvements Segment 3 | City of Belmont, CA

Mr. Ahmed served as the Principal in Charge and QA/QC Manager for the design of bicycle and pedestrian improvements for the OBAG funded project along Ralston Avenue. The scope of work included constructing new curb ramps, high visibility and green bike crosswalks, bike sharrows striping, new Class III bike lanes, flashing LED signs, sidewalk reconstruction and rehabilitation, signage, green infrastructure curb, extensions to shorten crosswalk distances and a traffic signal to improve traffic flow during commute hours. This project involved funding from the One Bay Area Grant 2 (OBAG 2) Bicycle Pedestrian Improvement Program grant from the City/County Associate of Governments (C/CAG) and required CSG conducted all Local Assistance Procedure Manual documentation for this project, including field review, technical memos, E-76 authorization, etc.

Santa Clara County Measure B Improvement Program | Santa Clara Valley Transportation Authority Capital Highway Program

Mr. Ahmed served as Deputy Program Manager/Engineering Manager for three concurrent VTA Highway Programs, responsible for managing the development, design, outreach, construction, and delivery for several transportation projects for the VTA Highway Program. Programs included twenty transportation improvement projects with a total value over $800 million. Mr. Ahmed managed the program budget to ensure on time and on budget delivery of the program to the Santa Clara County residents.

El Camino Real "Grand Boulevard" Streetscape Project | City of Redwood City, CA

Mr. Ahmed served as Quality Assurance Manager for this PS&E project that consisted of pedestrian, streetscaping and landscaping improvements along approximately 0.1 mile of El Camino Real. Funding for the project was through a Metropolitan Transportation Commission CMAQ Housing Improvement Program (MTC/HIP) grant and local city and Redwood City Redevelopment Agency funds. Among the specific improvements were street corner sidewalk ramp improvements, bulb-out sidewalk extensions, median widening for pedestrian refuges, ADA-compliant curb ramps, sidewalk widening, street trees, new streetlights and pedestrian-oriented street lighting, and roadway repaving and striping. This project was part of the Grand Boulevard Initiative project, with the goal of improving the performance, safety, and aesthetics of El Camino Real along the corridor from Daly City to San Jose. Work included completion of the design and obtaining Caltrans' design exception approval, a Caltrans Encroachment Permit and approval by Local Assistance in just over three months.

Ed **Slintak** PE

QA/QC

LICENSES & CERTIFICATIONS

Professional Civil Engineer
State of California
|039925

EDUCATION

Bachelor of Science, Civil Engineering
California Polytechnic State University
| San Luis Obispo, CA

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers (ASCE)

American Public Works Association (APWA)

Mr. Slintak has over 35 years of experience in all aspects of transportation and municipal engineering, including project management and design group management. His design experience encompasses a wide variety of projects, including highways and streets, traffic signals and signing, street lighting, sewers and utilities, information technology systems, bus and rail maintenance facilities, and water treatment facilities.

RELEVANT EXPERIENCE

Santa Cruz, San Diego, and Guadalupe Water Main Replacement Project | Daly City, Ca
Ed serves as the Project Manager for waterline improvements along Santa Cruz, San Diego and Guadalupe Ave. The project abandons and replaces existing water main to address fire flows and aging infrastructure. Project work includes replacement of 1,655 linear feet of water main, water services up the meter, meters less than ¾", hydrants, valves, blow-offs, fittings, and associated appurtenances. Other work includes removal of water service manifolds, replacement of all meter boxes (including traffic-rated boxes), and replacement of W-2 combination domestic/fire services. The project has reached the 35% design milestone and is under review with Daly City.

Ahwanhee Drive Water, Sewer, And Complete Street Repair Project | City Of Millbrae, Ca
Ed served as the Project Manager for waterline, sewer line, and roadway improvements along Ahwanhee Drive. Due to the aging utility infrastructure and deteriorating roadway pavement, the City initiated a complete street repair project. Utility work as part of the complete street repair project included replacement of the existing sanitary sewer main, reconnection of sewer laterals, installation of new cleanouts and backflows, relocation of the existing water main, and replacement of water services up to the meter where necessary. The project also included rehabilitation of the existing pavement, installation of ADA compliant curb ramps, and spot repairs of concrete curb, gutter, and sidewalk where deficiencies were noted. Finally, the existing streetlights along the corridor were upgraded with new street light poles and LED fixtures, new street light pull boxes were installed, and a new street light conduit was installed in the roadway.

Aborn Road Rehabilitation | City Of San Jose
Mr. Slintak managed the design of roadway improvements along Aborn Road. This segment of Aborn Road is a two-lane roadway originally built along a hillside. Parts of the road have experienced sidehill movement causing portions of the roadway shoulder to be eroded away with the erosion approaching the travel lanes. The project includes 500 linear feet of mechanical slope stabilization using retaining walls and a soil nail application. In addition, approximately 500 feet of new metal beam guardrail will be added and 1200 feet of roadway will have the pavement reconstructed.

Pillar Point Harbor Restaurant/Store Sidewalk Expansion Project | San Mateo County Harbor District, Ca
Ed managed the design of improvements within its Pillar Point Harbor. The project primarily involved expanding the existing 10-ft wide concrete promenade to a 25-ft wide promenade to better accommodate for outdoor seating and attractions. The scope also includes resurfacing parking lot, upgrading surrounding curb ramps to meet ADA requirements, and re-configuring parking layout to maximize parking while including the required amount of ADA accessible stalls. Ed also analyze the parking layout during a preliminary design for two adjacent parking lots and reached a positive net of parking spaces once all parking lots are updated.

David Seto PE

Engineering Design Lead

LICENSES & CERTIFICATIONS

Professional Engineer
State of California | C78138

EDUCATION

Bachelor of Science, Civil Engineering
University of California Davis
Davis, CA

PROFESSIONAL AFFILIATIONS

American Public Works Association (APWA)

Toastmasters International
Secretary | Club: 4840677

Mr. Seto is a Senior Engineer with over 13 years of experience in the transportation field. Mr. Seto has been a project engineer for multiple transportation projects and was responsible for the preparation of plans, specifications, and estimates for traffic signals, lighting, traffic operation system, ramp metering, streetscape improvements, roadway intersection, grade separations, and stage construction projects. He is knowledgeable of and has prepared designs to Caltrans, Counties, and Cities standards. He is proficient in the use of MicroStation and AutoCad Civil 3D.

RELEVANT EXPERIENCE

Fair Oaks Bikeway and Streetscape | City of Sunnyvale, CA
Mr. Seto served as the Project Engineer for this project. The scope involved the installation of Class III green bicycle markings and bicycle detector markings along with various intersection improvements. Work included the detailed grading design of several curb returns to meet ADA requirements, restriping of various intersections and replacement of concrete sidewalk, curb and gutter.

2019 Street Resurfacing Project | Town of Hillsborough, Ca
Mr. Seto served as the design project manager for this $2.6 million project which consisted of the analysis and design for 86 street segments, approximately 17.5 miles of pavement maintenance and rehabilitation of streets in the Town of Hillsborough, CA. Mr. Seto led field investigations at each street segment to confirm the Town's proposed pavement treatments, document road widths and cross slopes, verify surface facilities, analyze pavement failures and mark dig-out locations, assess signing and striping, and document deficient concrete curbs and gutters. A report was prepared summarizing the findings and recommending pavement treatments for each segment and general recommendations for improving signage and striping.

2017 Pavement Rehabilitation Project | City of Sunnyvale, CA
Mr. Seto served as the Project Engineer for this annual street pavement rehabilitation project. The scope involved the rehabilitation of 2 streets in the City of Sunnyvale. Work included the design of grind and HMA overlay, digouts, utility adjustments, curb ramps, concrete sidewalk, curb, gutter and driveway replacement, and striping plans.

2016 Street Reconstruction at Various Locations| City of San Mateo, CA
Mr. Seto served as the Design Engineer for street improvements at various locations throughout San Mateo. The project involved concrete road pavement removals and replacements of various streets, installation of ADA curb ramps, sidewalks, curb & gutter, and driveways. Also included were utility adjustments to grade, installation of catch basins, RCP and HDPE storm drainpipe installation, pavement striping, markings, and markers, and other related work. He also managed the preparation of Caltrans encroachment permit.

Mary Avenue Bike Lane | City of Sunnyvale, CA
Mr. Seto served as CSG's design engineer for this project. The scope involved installing a class II bike lane on both sides of Mary Ave from Fremont Ave to Maude Avenue (3 miles). Civil scope of work includes concrete improvements, asphalt concrete digout repairs, crack sealing, slurry seal, utility adjustments and other related work.

Measure J and L & Annual Pavement Rehabilitation 2015 | City of Orinda, CA
This Measure J & L project rehabilitated local/residential roads with a PCI value less than 25. The scope included identifying various depths of full depth rehabilitation to rehabilitate 23 local roads and two collector roads. As Project Engineer, Mr. Seto was responsible for the field assessments, utility company coordination, and development of PS&E documents. He also assisted in the preparation of addendums and bid support.

Homayoun **Ariasp** PE

Utilities & Drainage Lead

LICENSES & CERTIFICATES

Professional Engineer
80378
State of California

EDUCATION

Bachelor of Science, Civil Engineering
Catholic University of America
| Washington, DC

Mr. Ariasp has over 25 years of civil and municipal engineering experience, with a focus on street, sanitary sewer, and storm drain design, construction management and inspection, and project management skills, as well as the ability to drive early project completion. Mr. Ariasp's duties also included managing consultants, participating in proposal reviews, overseeing the consultant selection process, and participating in design and constructability reviews.

RELEVANT EXPERIENCE

Capital Improvement Project Manager | Town of Hillsborough, CA
Mr. Ariasp is currently involved in managing sanitary sewer rehabilitation projects in various planning, designing, and construction phases. He is also involved in managing facility maintenance projects for the Town such as Roof repair and reconstruction of concrete rolled curbs and asphalt sidewalks.

Capital Improvement Design Team Member | City of Santa Clara, CA
Mr. Ariasp participated in the design of the 2023 Annual Curb Ramp Installation Project. He is currently assisting the design team with street condition field assessment and preliminary engineering work for the 2024 Annual Street Pavement Maintenance and Rehabilitation Project.

Capital Improvement Project Manager | City of Millbrae, CA
Mr. Ariasp has provided management of various capital improvement projects for the City. He's currently managing the design of the 2023 Pavement Maintenance Project. Previously he prepared the RFP for the Aviador Avenue Bridge Assessment and Repair and Traffic Calming Implementation.

Capital Improvement Project Manager | Town of Colma, CA
Mr. Ariasp assisted the Town with their CIP and Pavement Management Program. Duties included but were not limited to:

- Involved in managing the construction phase of 2022 Mission Road Landscape Maintenance Project as Construction Manager performing all the duties related to construction management.
- Involved in managing the consultant for PTAP 23.
- Involved in developing a comprehensive Town wide storm drain system CCTV inspection program for the next 5 years, scoping the entire network and preparing RFP for the first year of inspection.
- Currently involved as part of design team involved design of Serramonte Blvd West phase I as part of Serramont Blvd. Collins Avenue Master Plan.

Plan Review | City of Gilroy, City of Mountainview and Town of Los Gatos, CA
Mr. Ariasp assisted the Land Development group in the plan review of proposed grading and utility underground repair and installation.

ADA Compliance Field Assessment | City of Clayton, CA
Mr. Ariasp conducted ADA compliance assessment for sidewalk and curb ramps along Clayton Road.

Caltrans Encroachment Permit | City of Stockton, CA
Mr. Ariasp prepared a conceptual traffic control plan for Caltrans encroachment permit application for the Federal-Aid 2021-2022 Street Resurfacing project.

Husam **Aburabi,** EIT

Associate Engineer

LICENSES & CERTIFICATIONS

Engineer in Training | E104094

EDUCATION

Bachelors of Science, Civil Engineer
Israel Institute of Technology | Haifa, Israel

Mr. Aburabi has over 15 years of varying municipal and civil engineering experience. He has been involved in the design, specifications, and preparation of estimates of public works projects including all types of road and light rail improvements. His experience includes the preparation of typical sections, layouts and profiles, super-elevations, pavement delineation, sign plans, erosion control, and water pollution control plans. As a Project Engineer, Mr. Aburabi has been involved in the management and coordination of engineering work, responding to RFI's, and replying to inquiries and feedback of clients and subconsultants. Additionally, his experience includes coordinating and obtaining project approvals from various public agencies including Caltrans, Valley Transportation Authority, and utility companies.

Mr. Aburabi has extensive experience with the preparation of Storm Water Data Reports (SWDR), drainage reports, and the production of comprehensive roadway layout, profile, detail, and quantity take off plans. He is an expert in the use of AutoCad Civil 3D, Softdesk, Autodesk Land Desktop, Microstation, and the Hydraflow Storm Sewers program.

As an Assistant Project Manager, Mr. Aburabi has been involved in the management and coordination of engineering work, responding to RFI's, and replying to inquiries and feedback of clients and subconsultants. Additionally, his experience includes coordinating and obtaining permits and project approvals from various public agencies including Caltrans, Valley Transportation Authority, and utility companies.

RELEVANT EXPERIENCE

Staff Augmentation -Capital Improvement Program | City of East Palo Alto, CA

Mr. Aburabi assisted the City with project and construction management for various capital improvements throughout the City. Duties include but were not limited to:

- Prepared award package to Caltrans for the Bay Road Project Phase II & III from Clarke Ave to Cooley Landing Park. The award package included Caltrans forms EX15M, EX15A, EX15B EX15cC, EX15D, EX15H, EX15G, EX03, EX15l, etc;
- Compiled an RFP for the project New 12" Emergency Watermain on University Ave;
- Executed a contract between the City and consultant for construction management services;
- Prepared grant progress status report for California Department of Parks and Recreation (Prop 84);
- Request reimbursement grant from Midpeninsula Regional Open Space District (MROSD)

Staff Augmentation -Capital Improvement Program | City of Gilroy, CA

Mr. Aburabi prepared and delivered Request for Proposals (RFP), Request for Qualifications (RFQ's), and managed and coordinated engineering work with consultants and sub-consultants related to CIP projects. His duties included:

- Preparing grant applications
- Conducting DBE analysis
- Preparing project schedules
- Overseeing project budgets
- Coordinating with various City departments.

Heba Masri, EIT

Assistant Engineer

LICENSES & CERTIFICATIONS

Engineer in Training
State of California

EDUCATION

Masters of Science, Civil Engineering
San Jose State University
San Jose, CA

Bachelor of Science, Civil Engineering
San Jose State University
San Jose, CA

Ms. Masri provides clients with experience in civil engineering and project controls with a focus in transportation design. Ms. Masri has also been involved in the preparation of design plans, cost estimates, and specifications of public works projects involving pavement rehabilitation, pedestrian improvements, intersection improvements, roadway widening, geometric layout, and drainage systems.

Ms. Masri has assisted project managers with various project management tasks including reviewing subconsultant invoices, maintaining project budget and schedules, drafting of memorandums and reports, and coordinating with subconsultants. She is adept with the Microsoft Office Suite, including Excel, Powerpoint, and Project.

RELEVANT EXPERIENCE

2022 Signing And Striping For Pavement Projects | City Of San Jose, Ca

Ms. Masri served as the project manager for this signing and striping project , which was in conjunction with a large pavement rehabilitation project. The Project considered parking removal, lane reductions, traffic improvements and enhanced bikeways. In several areas these improvements are enhanced with lane reductions and parking removal to upgrade the transportation network to include a more efficient vehicle transportation system and a robust biking network including Class 2, 3 and 4 facilities. In many locations we were able to create a separated Class 4 cycle track because of these enhancements. All modifications of signing, striping, and pavement markings follow the latest CA MUTCD.

Fair Oaks Bikeway and Streetscape, Phase 2 | City of Sunnyvale, CA

Ms. Masri served as the Assistant Project Manager for this project. The scope involved the installation of Class III green bicycle markings and bicycle detector markings along with various intersection improvements. Work included the detailed grading design of several curb returns to meet ADA requirements, restriping of various intersections and replacement of concrete sidewalk, curb and gutter.

Britton School Sidewalk & Traffic Enhancements Project | City of Morgan Hill, CA

Ms. Masri served as the assistant project manager for improvements surrounding the Britton School. The project included replacing existing sidewalk with a wider pedestrian friendly ADA compliant sidewalk pathway including new ramps and driveways. The roadway will narrow to accommodate the new ADA pathway.

2020 Annual Street Maintenance and Rehabilitation | City of Santa Clara, CA

Ms. Masri assisted the design of pavement rehabilitation of various streets. Work included slurry seal, repair of failed pavement, cold milling of existing pavement, hot mix asphalt and rubberized hot mix asphalt pavement resurfacing, and replacement and installation of accessible concrete curb ramps.

Ralston Corridor Improvement Phase 3 And 4| City of Belmont, CA

Ms. Masri assisted in the design of federally funded improvements along this heavily trafficked corridor. The design emphasized bicycle, pedestrian, and vehicular access. In addition to installing Class II bike lanes in gaps, improving sidewalk conditions, ADA curb ramp upgrades, and pedestrian facility upgrades. She also assisted with multiple outreach meetings and public forums in order to complete its final design while managing the federal funding process.

US-101 Auxiliary Lane Improvement Projects | San Mateo County Transportation Authority

Ms. Masri assisted in the mapping of utilities, design of barriers and drainage improvements, generation of quantity cost estimates, and completion of the Storm Water Data Report.

Cesar **Caronongan**

Associate Engineer

EDUCATION

Bachelors of Science in Civil Engineering | University of Santo Tomas, Philippines

Mr. Caronongan is a Project Engineer with more than 27 years of experience in civil design including underground utility design (sewer, water and drainage), local roadway design, site design involving ADA compliant walkways, and construction management. This work has included conceptual design through final site layout, grading and drainage, utility coordination, construction estimating, specification writing, hydraulic analysis, and SWPPP preparation. Project types with which Mr. Caronongan has experience include land development design, site improvements, local roadway design, traffic calming, sewer rehabilitation and drainage improvements.

RELEVANT EXPERIENCE

Britton School Sidewalk & Traffic Enhancements Project | City of Morgan Hill, Ca

Mr. Caronongan served as the Project Engineer for improvements surrounding the Britton School. The project included replacing existing sidewalk with a wider pedestrian friendly ADA compliant sidewalk pathway including new ramps and driveways. The roadway will narrow to accommodate this new ADA pathway.

Citywide 2018-2019 & 2019-2020 Pavement Rehabilitation Projects | City of Daly City, CA

Mr. Caronongan served as the Project Engineer for two projects for simultaneously. Both projects involved pavement rehabilitation as well as traffic calming and pedestrian elements that include curb extensions, crosswalk and ADA improvements. His role involved design all ADA improvement elements associated with both projects.

Addison Avenue Safe Routes to Schools and Green Street Improvements Project | City of East Palo Alto, CA

Mr. Caronongan served as the design engineer for this safe routes to school / green street project. He assisted with the design of new curb, gutter, sidewalk and drainage improvements and stormwater quality/green streets measures to address the water ponding and flooding issues, and beautify the corridor at the same time. Mr. Caronongan assisted with a public outreach meeting at the beginning of design stage to listen to the community and stakeholder's concerns.

Bicycle Lane Improvements on Pruneridge Avenue at Lawrence Expressway | City of Santa Clara, CA

Mr. Caronongan served as the design engineer for this bicycle lane gap closure crossing Lawrence Expressway. The scope of work included preparing various preliminary designs for staff evaluation, in the form of a Design evaluation memo. An optimal project was selected from this report. He assisted the City in preparing for community outreach and BPAC meetings for stakeholder feedback. He managed the completion of the PS&E package for the project, including construction support. Scope of work for the design includes realignment of the existing sidewalk, redesign of two ADA curb ramps, storm drain improvements and the reconfiguration of lane line striping on Pruneridge Avenue.

Team Experiecne

SECTION 5

CSG has provided engineering services for bridge projects throughout the San Francisco Bay Area. Provided below are select relevant projects proposed CSG personnel have delivered for our clients.

BURLINGAME STATION PEDESTRIAN IMPROVEMENTS | CITY OF BURLINGAME, CA



CSG worked with City staff to improve pedestrian accessibility and connectivity, implement traffic calming features, and implement community enhancements including green infrastructure and parking enhancements while preserving a large heritage Oaktree. CSG evaluated field conditions, as well as previous neighborhood studies and community input to come up with a staff-preferred alternative and present it to the community. CSG developed a presentation to highlight project goals and benefits. The final project will install sidewalks, landscaped areas, and green infrastructure, modify parking areas; install high visibility crosswalks and a raised crosswalk with shorter cross distances; and "squared up" intersections with slower traffic speeds and improved vehicle circulation. The final project will be significantly improved for all modes of transportation, but especially for pedestrians.

Reference: Michael Tsai, Transportation Engineer, City of Burlingame
(408) 766-9652, mtsai@burlingame.org

Project Duration:
March 2021 – July 2023
Key Personnel: Michael Fisher

BICYCLE LANE IMPROVEMENTS ON PRUNERIDGE AVENUE AT LAWRENCE EXPRESSWAY | CITY OF SANTA CLARA, CA



The City had previously implemented a road diet east of Lawrence Expressway on Pruneridge Avenue. Due to a physical constraint, a gap was created when the bike lane west of Lawrence Expressway was constructed. The City hired CSG to design a bicycle lane gap closure on Pruneridge Avenue crossing Lawrence Expressway. The project goal was to improve bicycle safety by realigning the sidewalk along Pruneridge Avenue to remove a "pinch point" which caused conflicts between vehicular and bicycle traffic. The project also restriped Pruneridge Avenue to allow for an eastbound left-turn pocket onto Harvard Avenue. CSG prepared various preliminary designs for staff evaluation, in the form of a Design evaluation memo. An optimal project was selected from this report. CSG assisted the City in creating documents for BPAC meetings for stakeholder feedback. of work for the design includes realignment of the existing sidewalk, redesign of two ADA curb ramps, storm drain improvements and the reconfiguration of lane line striping on Pruneridge Avenue.

Reference: Vincent Luchessi, Principal Engineer, City of Santa Clara
(408) 615-3012, vluchessi@SantaClaraCA.gov

Project Duration:
2019 - 2021
Key Personnel: Michael Fisher

CLASS II BIKEWAY & PAVEMENT REHABILITATION PROJECT FY20-21 | CITY OF TRACY, CA

The City of Tracy selected CSG to serve as the design consultant for their FY20-21 pavement rehabilitation project. The project scope involved pavement rehabilitation of Lowell Avenue between Orchard Parkway and Tracy Boulevard and Lincoln Boulevard between Lowell Avenue and 11th Street in the City of Tracy. Lincoln Boulevard is an urban minor arterial that has four travel lanes and two parking lanes. Lowell Avenue between Orchard Parkway and Corral Hollow Road is a collector that has two travel lanes, a turn lane, and two 5-foot-wide bicycle lanes. Lowell Avenue between Corral Hollow Road and Lincoln Boulevard is an urban minor arterial that has four travel lanes, a turn lane, and a landscaped median. Lowell Avenue between Lincoln Boulevard and Tracy Boulevard is an urban minor arterial that has four travel lanes and two parking lanes. Proposed improvements will include full depth AC replacement, 2" Mill and Fill, paving mat, slurry seal, pavement failure base repair, ADA curb ramp upgrades, sidewalk repair, curb and gutter repair, tree removal, tree root trimming, traffic signal loop installation, relocate or upgrade existing pedestrian push button (PPB), monument preservation and adjustment of utility covers and pull boxes to grade, and striping and markings.

Reference: Anju Pillai, Senior Civil Engineer, City of Tracy
(209) 831-6455, Anju.Pillai@cityoftracy.org

Project Duration:
2021-2023
Key Personnel: Michael Fisher, David Seto, Heba Masri, Hatem Ahmed

MARIN AVENUE BICYCLE/PEDESTRIAN AND PAVEMENT REHABILITATION PROJECT | CITY OF ALBANY, CA

CSG was selected to perform the review, evaluation, and recommendation of bicycle and pedestrian facilities, and pavement rehabilitation treatment alternatives along Marin Avenue. The project scope included assessment of existing site conditions, selection of pavement treatment types, repair of base failures, crack sealing, pavement patch and leveling, preservation of existing survey monuments, reconstruction of curb ramps to meet ADA requirements, repair of failed curb, gutter and sidewalk, reinstallation of new buffered Class II bike lanes and traffic signal detector loops, addition of audible solar-powered rectangular rapid flashing beacons, pavement markings and striping, and adjustment of existing utilities to pavement finished grade. CSG prepared a technical memo to summarize the existing pavement conditions, findings from the pavement cores, life cycle cost analysis results, and pavement rehabilitation treatments alternatives, including crack seal, slurry seal, mill and overlay, full depth reclamation/soil stabilization, subgrade enhancement, and full depth asphalt concrete replacement. CSG prepared utility letters and coordinated with various utility companies, including East Bay Municipal Utility District, PG&E, AT&T, and Comcast that had facilities within the project area to request mapping of their facilities in the area, minimize utility conflicts, notify utility companies of their facilities or covers which needed to be adjusted to grade because of the proposed improvements; and discuss the project and utility adjustment schedules throughout the design stage. CSG prepared conceptual layouts, plans, specifications, and cost estimates for the proposed improvements. CSG also attended a workshop to present the findings from the field investigations and establish guiding principles for design of curb ramp and buffered bicycle lanes, pavement treatments and modifications to existing striping and signage.

Reference: Mark Hurley, Public Works Director/City Engineer
(415) 850-7058, MHurley@albanyca.org

Project Duration:
2000 - 2022
Key Personnel: David Seto,

References

SECTION 6

CSG currently provides services to more than 200 clients throughout California. Our track record of success with our clients is outstanding and we encourage you to contact our references with any questions or clarification you might require. The following is a partial list of regional references for which CSG has provided similar services as those requested by the City.

City of Burlingame
501 Primrose Road, Burlingame, CA 94010
Michael Tsai
Transportation Engineer
(650) 558-7236 | mtsai@burlingame.org

City of Tracy
333 Civic Center Plaza Tracy, California, 95376
Anju Pillai
Senior Civil Engineer
(209) 831-6455 | Anju.Pillai@cityoftracy.org

City of Santa Clara
1500 Warburton Avenue | Santa Clara, CA 95050
Vincent Luchessi
Senior Civil Engineer
(408) 615-3015 | VLuchessi@SantaClaraCA.gov

Manpower Allocation

SECTION 7

CITY OF EAST PALO ALTO - EAST BAYSHORE PEDESTRIAN AND CYCLIST SAFTEY IMPROVEMENTS					
RESOURCE ALLOCATION ESTIMATE - 2/29/2024					
Task Description	**Principal Engineer**	**Senior Engineer**	**Associate Engineer**	**Assistant Engineer**	**CSG Totals**
Category					**Hours**
Task 1 - Project Management					
Kick Off Meeting	2	2			4
Progress Meetings	32	16			48
Project and Stakeholder Coordination	40	40			80
QA/QC	24				24
					0
Subtotal - Task 2	**98**	**58**	**0**	**0**	**156**
Task 2 - Preliminary Design					
Field Reconnaissance	8	8			16
Base Map Preparation	4	8		60	72
Concept Exhibits	4	4		24	32
Project Asbuilt research	8	16	24	24	72
Topographic Survey		2			2
Utility Coordination	2	2	80		84
Subtotal - Task 2	**26**	**40**	**104**	**108**	**278**
Task 3 - Public Outreach and Coordination					
Public outreach and Coordination support	24	8		32	64
Attend 2 Outreach Meetings	6	6	8		20
Subtotal - Task 3	**30**	**14**	**8**	**32**	**84**
Task 4A - 50% Design					
Traffic Striping design & coordination	16	16	40	40	112
Drainage Design and Analysis	16	40	80	40	176
Gading / Driveway & Ramp Design	16	28	72	32	148
50% Plans and Estimate	40	80	120	120	360
Subtotal - Task 4A	**88**	**164**	**312**	**232**	**796**
Task 4B - 100% Design					
100% Plans	20	60	120	120	320
100% Estimate	2	4	32		38
Peer Review (QA/QC)	8				8
100% Specifications	12	48			60
Subtotal - Task 4B	**42**	**112**	**152**	**120**	**426**
Task 4C - Bid Package					
Final Plans	12	24	40	40	116
Final Specifications	5	16			21
Final Estimate	2	2	4		8
Subtotal - Task 4C	**19**	**42**	**44**	**40**	**145**
Task 5 - Bid Support and Construction Support					
Bid Support Services	2	16	8		26
Handoff Meeting	2	2			4
Preconstruction & Progress meetings (up to 4)	4	16	7		27
Construction Support	2	20	12		34
Record Drawing preparation		3		6	9
					0
Subtotal - Task 5	**10**	**57**	**27**	**6**	**100**
Task 6 - Optional Services (Not Included)					
Potholing for Design					
Suplemental Survey					
Subtotal - Task 6	**0**	**0**	**0**	**0**	**0**
Total Tasks (optional tasks not included)	**241**	**361**	**487**	**386**	**1475**
TOTAL FEE / BUDGET (Optional Tasks Not Included)					

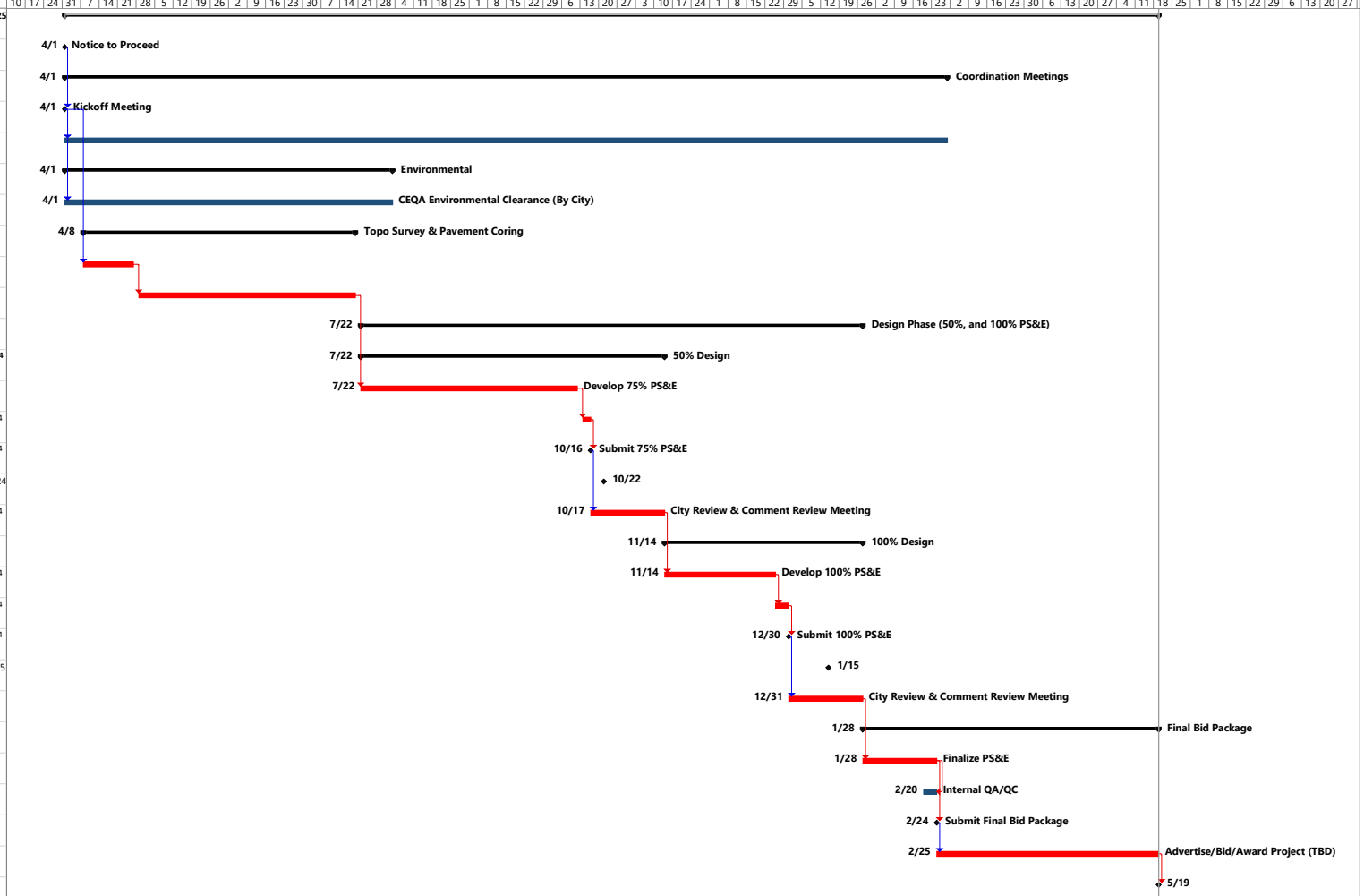
SECTION 8

Schedule

CSG's proposed schedule is provided on the following page for the City's review.

East Palo Alto East Bayshore Pedestrian and Cyclist Saftey Improvement Project
Prepared by CSG Consultants

ID	Task Name	Start	Finish
0	**Sunnyvale - Pavement Rehabilitation**	**Mon 4/1/24**	**Mon 5/19/25**
1	Notice to Proceed	Mon 4/1/24	Mon 4/1/24
2	Coordination Meetings	**Mon 4/1/24**	**Fri 2/28/25**
3	Kickoff Meeting	Mon 4/1/24	Mon 4/1/24
4	Coordiantion Meetings	Mon 4/1/24	Fri 2/28/25
5	**Environmental**	**Mon 4/1/24**	**Fri 8/2/24**
6	CEQA Environmental Clearance (By City)	Mon 4/1/24	Fri 8/2/24
7	Topo Survey & Pavement Coring	**Mon 4/8/24**	**Fri 7/19/24**
8	Topo Survey	Mon 4/8/24	Fri 4/26/24
9	Preliminary Design	Mon 4/29/24	Fri 7/19/24
10	**Design Phase (50%, and 100% PS&E)**	**Mon 7/22/24**	**Mon 1/27/25**
11	**50% Design**	**Mon 7/22/24**	**Wed 11/13/24**
12	Develop 75% PS&E	Mon 7/22/24	Fri 10/11/24
13	Internal QA/QC	Mon 10/14/24	Wed 10/16/24
14	Submit 75% PS&E	Wed 10/16/24	Wed 10/16/24
15	Public Outreach Meeting #1	Tue 10/22/24	Tue 10/22/24
16	City Review & Comment Review Meeting	Thu 10/17/24	Wed 11/13/24
17	**100% Design**	**Thu 11/14/24**	**Mon 1/27/25**
18	Develop 100% PS&E	Thu 11/14/24	Wed 12/25/24
19	Internal QA/QC	Thu 12/26/24	Mon 12/30/24
20	Submit 100% PS&E	Mon 12/30/24	Mon 12/30/24
21	Public Outreach Meeting #2	Wed 1/15/25	Wed 1/15/25
22	City Review & Comment Review Meeting	Tue 12/31/24	Mon 1/27/25
23	**Final Bid Package**	**Tue 1/28/25**	**Mon 5/19/25**
24	Finalize PS&E	Tue 1/28/25	Mon 2/24/25
25	Internal QA/QC	Thu 2/20/25	Mon 2/24/25
26	Submit Final Bid Package	Mon 2/24/25	Mon 2/24/25
27	Advertise/Bid/Award Project (TBD)	Tue 2/25/25	Mon 5/19/25
28	Start Construction (TBD)	Mon 5/19/25	Mon 5/19/25



Project: Sunnyvale - Pavement
Date: Wed 2/28/24

Task Milestone Summary Critical

CSG CONSULTANTS

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 2, 2024

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: Ramadan Proclamation

Recommendation

Present the proclamation.

Attachments

1. Proclamation

PROCLAMATION OF THE CITY OF EAST PALO ALTO CELEBRATING THE HOLY MONTH OF RAMADAN

WHEREAS, the City of East Palo Alto boasts a small but growing Muslim community representing a wide array of backgrounds, from African Americans, to Arabs, and other nationalities, as well as those who grew up Muslim, as well as converts; and

WHEREAS, the Bay Area has one of the highest concentrations of Muslims in the nation with approximately 250,000 residents from ethnically diverse backgrounds; and

WHEREAS, Muslims represent small business owners, city staff and officials, civic leaders, and residents that have enriched East Palo Alto's historically multiethnic and culturally rich communities; and

WHEREAS, Ramadan, represents one of the five pillars of Islam, and is, above all, a time of introspection and spiritual reinvigoration for the entire *umma,* that is the global Arabic community; and

WHEREAS, civic responsibility and social justice is at the heart of Islamic teachings, as evidenced by the words of the Prophet Muhammad (peace be upon him), "Allah will aid a servant (of His) so long as the servant aids his brother," one whose spirit of mutual aid and care for one another mirrors our own city's ethos; and

WHEREAS, during the month of Ramadan, Muslims are obliged to partake in acts of alms-giving (or *zika* in the Arabic), thus underscoring the religion's alignment with the values of our beloved city, and

WHEREAS, the observance of the Muslim holy month of Ramadan commences at dusk in March, and continues for one lunar month, from sunrise to sunset each day.

NOW, THEREFORE, the City Council of the City of East Palo Alto, celebrates Ramadan and expresses its deepest appreciation to the Muslims of East Palo Alto and throughout the Bay Area and world on this occasion; and we affirm our commitment to ensuring that our City values remain welcoming and compassionate to all peoples and that we pursue policies that respect the dignity and rights of all working people, regardless of race, religion, immigration status, or country of origin, and the City Council urges the people of East Palo Alto to join in celebrating the holy month of Ramadan and taking this month to honor the Muslim community and reflect on the health and wellbeing of family, friends, and fellow citizens.

Dated: April 2, 2024

Antonio Lopez, Mayor

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 2, 2024

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: James Colin, City Clerk

SUBJECT: Churrobots Robotics Team Proclamation

Recommendation

Present the proclamation.

Attachments

1. Proclamation

PROCLAMATION OF THE CITY OF EAST PALO ALTO CONGRATULATING THE EAST PALO ALTO "CHURROBOTS" ROBOTICS TEAM FOR THEIR ACHIEVMENT IN QUAIFIYIHNG FOR WORLD CHAMPIONS

WHEREAS, the City of East Palo Alto takes great pride in recognizing the outstanding achievements of its community members, especially its youth, and;

WHEREAS, the Churrobots, the Hope Horizon East Palo Alto Robotics Team #8048, have demonstrated exceptional dedication, skill, and teamwork, and;

WHEREAS, the Churrobots, despite facing numerous challenges, including technical difficulties and illness among team members, emerged victorious at the FIRST Robotics Competition (FRC) Silicon Valley Regional, held from February 29th to March 3rd, 2024, securing their qualification for the World Championships in Houston which will take place from April 17th to April 20th, 2024, and;

WHEREAS, the Churrobots represent the diversity and resilience of East Palo Alto, drawing students from over 10 different schools, with a majority being first-generation college students, and;

WHEREAS, the Churrobots exemplify the spirit of community collaboration, utilizing the resources of local tech workers and the support of their families and mentors to achieve success, and;

WHEREAS, the City of East Palo Alto recognizes the importance of providing opportunities for its youth to excel in STEM fields and beyond, inspiring future generations of leaders and innovators.

NOW, THEREFORE BE IT RESOLVED that the East Palo Alto City Council hereby proclaims its support and congratulations to the Churrobots, the Hope Horizon East Palo Alto Robotics Team #8048, for their remarkable achievement in qualifying for the World Championships.

BE IT FURTHER RESOLVED that the City of East Palo Alto urges all residents and businesses to support the Churrobots in their fundraising efforts to cover the costs of attending the World Championships in Houston.

Dated: April 2, 2024

_____

Antonio Lopez, Mayor

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 2, 2024

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

Recommendation

Adopt the February 3, 2024, City Council Meeting Minutes.

Attachments

1. February 3, 2024, Minutes

EAST PALO ALTO CITY COUNCIL
STUDY SESION MINUTES
FEBRUARY 3, 2024
EPA Government Center
2415 University Ave, First Floor
City Council Chamber
East Palo Alto, CA 94303

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Mayor Antonio Lopez at 9:00 a.m.

Attendee Name	Title	Status	Arrived
Antonio Lopez	Mayor	Present	
Martha Barragan	Vice Mayor	Present	
Carlos Romero	Councilmember	Present	
Ruben Abrica	Councilmember	Present	
Lisa Gauthier	Councilmember	Present	

2. STRATEGIC PLANNING SESSION

City staff made presentations and responded to questions posed by the City Council.

The following speakers provided public comment:

- Laura Rubio
- Francisca Guzman
- Ofelia Bello
- Robert Jones
- Mark Dinan
- Adrienne Bryant

The City Council evaluated the progress made and status of the Fiscal Year 2023-2024 City Council Strategic Priorities; Defined the Fiscal Year 2024- 2025 City Council Strategic Priorities; and directed staff to return to the City Council for final adoption of the Fiscal Year 2024-2025 City Council Strategic Priorities.

3. ADJOURNMENT

The meeting was adjourned at 1:22 P.M.

_____
Mayor

ATTEST:

_____
City Clerk

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 2, 2024

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Greg Henry, Senior Management Analyst

SUBJECT: Ratify an Agreement with DocuSign, Inc and Authorize Payment in Amount Not to Exceed $24,150

Recommendation

Adopt a resolution:

1. Ratifying the continuation agreement signed by City Manager with DocuSign, Inc., for a term not to exceed 12 months, for use of the DocuSign Digital Signature platform; and
2. Authorizing payment in an amount not-to-exceed Twenty-Four Thousand One Hundred Fifty Dollars ($24,150); and
3. Finding that special circumstances exist that warrant disregarding bid procedures pursuant to section 2.84.070(D) of the East Palo Municipal Code.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Ensure Our Financial and Organizational Health

Background

The City Council introduced an ordinance on February 2, 2021, adding Chapter 2.86 to the East Palo Alto Municipal Code, which authorized the use of Electronic and Digital Signatures. The City Manager subsequently signed the East Palo Alto Policy, specifying the use of DocuSign for various processes, including contracts, purchase order approval, invoice approval, and HR processes, leveraging DocuSign templates for enhanced workflow efficiency.

In May 2021, the City Manager approved the City's first contract with DocuSign, enabling staff to comply with the policy. Since that time, the City has signed three additional contracts. The most recent contract, which expired February 28, 2024, was for a six-month term. DocuSign is now requiring the City to sign a full year contract. The City's prior contract ended on February 28, 2024, and thus, the City was at risk of losing access to the platform had the City Manager not signed a new contract without the time necessary to find a suitable alternative.

Analysis

Staff initially chose DocuSign because of its widespread adoption among other municipalities. There are other providers on the market who are growing to match the suite of services provided by DocuSign. However, currently, staff would like to continue with Docusign. While the requested amount is in within the City Manager's authority should the City follow informal bid procedures, the cumulative agreement amounts with Docusign exceed this limit; thus, staff request that the City Council find that special circumstances exist that warrant disregarding bid procedures pursuant to section 2.84.070(D) of the East Palo Municipal Code for the following reasons:

1. City staff are still adjusting to the new Enterprise Resource Program (ERP) Caselle, which has brought significant change to many City processes. A new digital signature program would produce an additional software program staff would need to learn.

2. Ratification of the agreement would buy staff more time to find an alternative while maintaining the City's current level of functionality.

3. Changing the software platform for electronic signature will require a staff wide retraining that adds to the implementation and timeline to transition. Again, given the new ERP and its impact not only on Finance but the process changes it has caused in Human Resources, additional changes and training at this time is inopportune.

4. How the City uses DocuSign will change over the next year as the City transitions additional processes to Caselle, meaning next year will be a better time to investigate other electronic signature platforms.

Fiscal Impact

This item was not budgeted at the full cost, but will be funded from budget savings.

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: The signatory for the agreements was Frank Parish, Manger DocuSign, Inc. Staff is unaware of any other parties or participants relevant to the Council's consideration of this item.

Attachments

1. Resolution.

RESOLUTION NO. XX– 2024

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

RATIFYING THE CONTINUATION AGREEMENT SIGNED BY THE CITY MANAGER WITH DOCUSIGN, INC., FOR A TERM NOT TO EXCEED 12 MONTHS, FOR USE OF THE DOCUSIGN DIGITAL SIGNATURE PLATFORM; AND AUTHORIZING PAYMENT IN AN AMOUNT NOT-TO-EXCEED TWENTY-FOUR THOUSAND ONE HUNDRED FIFTY DOLLARS ($24,150); AND FINDING THAT SPECIAL CIRCUMSTANCES EXIST THAT WARRANT DISREGARDING BID PROCEDURES PURSUANT TO SECTION 2.84.070(D) OF THE EAST PALO MUNICIPAL CODE.

WHEREAS, the City Council introduced an ordinance on February 2, 2021, adding Chapter 2.86 to the East Palo Alto Municipal Code, which authorized the use of Electronic and Digital Signatures; and

WHEREAS, In May of 2021, the City Manager approved the City's first contract with DocuSign, enabling staff to comply with the policy and provide for the procurement and documentation digital signatures of City agreements; and

WHEREAS, since that time, the City has signed three additional contracts. The most recent contract, which expired February 28, 2024, was for a six-month term. DocuSign had required that the City sign a full year contract. The City's prior contract ended on February 28, 2024, and thus, the City was at risk of losing access to the platform had the City Manager not signed new contract, without the time necessary to find a suitable alternative; and

WHEREAS, based on the foregoing set of circumstances, on March 15, 2024, the City Manager signed an extension to the existing agreement (continuation agreement) to ensure continuity of service; and

WHEREAS, the City is still new to our new Enterprise Resource Program (ERP) Caselle, which has brought significant change to many City processes. It is not in the City's best interest to make additional changes; and

WHEREAS, how the City uses DocuSign will change over the next year as the City transitions additional processes to Caselle, meaning next year will be a better time to investigate other electronic signature platforms; and

WHEREAS, the City Council is authorized to disregard bidding procedures, pursuant to pursuant to section 2.84.070(D) of the East Palo Municipal Code, and such special circumstances exist that warrant disregarding bid procedures to ratify the continuation agreement for the following reasons: 1. ratification would obviate the need to simultaneously train staff on multiple enterprise software programs, including Caselle, which integration and implementation remains outstanding, 2. ratification would buy staff more time to find an alternative while maintaining the City's current level of functionality.

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. Ratifies the agreement signed by City Manager with DocuSign, Inc., for a term not to exceed 12 months, for use of the DocuSign Digital Signature platform; and

3. Authorizes payment in an amount not-to-exceed Twenty-Four Thousand One Hundred Fifty Dollars ($24,150); and

4. Finds that special circumstances exist that warrant disregarding bid procedures pursuant to section 2.84.070(D) of the East Palo Municipal Code; and

5. 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 2rd day of April 2024**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Antonio D. Lopez, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

CONSENT ITEM 3.6

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 2, 2024

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: Monthly Cash Treasury Report for January 2024

Recommendation

Accept and file the Cash Treasury Report for the month of January 2024.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority No. 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. Further, City Investment Policy Section XVIII requires monthly reporting of investment transactions, as specified. Because the City participates in State and County investments pools and does not independently broker or engage outside investment advisors to transact investments, the monthly reporting provides a snapshot of overall cash receipts, transfers, and disbursements on a monthly basis.

Analysis

The Monthly Cash Treasury Report ("Report") covers cash and investments of the City in the four cash and investment accounts: Wells Fargo Bank, San Mateo County Pool, California State Local Agency Investment Fund, and the California Asset Management Program (CAMP). The Report does not include petty cash, or the California State Community Infrastructure Program (SCIP) bond proceeds held by a trustee in the name of the City. For investment purposes, City cash is pooled, except for bond proceeds held 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. Monthly cash transactions for the monthly period ending January 31, 2024, are as follows:

Account	Beginning Balance	Receipts	Disbursements	Interest Allocation	Inter-Account Transfers	Ending Balance
Wells Fargo Bank	72,516,790.32	2,654,446.71	(3,251,161.79)	-	(70,000,000.00)	1,920,075.24
LAIF	14,085,663.74	-	-	667,271.42	-	14,752,935.16
San Mateo County Pool	44,354,100.85	1,872,101.57	-	381,998.28	-	46,608,200.70
CAMP	-	-	-	300,837.37	70,000,000.00	70,300,837.37
Total	130,956,554.91	4,526,548.28	(3,251,161.79)	1,350,107.07	-	133,582,048.47

The Wells Fargo cash balance reflects the book value balance (i.e., total outstanding checks not cashed are deducted from the account balance). The month-to-date cash and investment balance decreased by approximately $2.6M compared to the balance as of December 31, 2023.

January receipts, a total of approximately $2.7M, primarily consist of Woodland Park Communities Annual program fees ($0.4M), Tax distribution ($0.4M), Business Tax collection for December 2023 ($0.3M), Veolia ($0.2M), and other various receipts.

January disbursements, a total approximately $3.3M, primarily consist of Payroll costs ($1.1M), Recology services for 2nd Quarter ($0.7M), State Compensation Insurance payment ($0.1M), and other recurring operating expenditures.

The table below reflects recent treasury yield comparisons up to five-year notes since that is the maximum maturity the City may invest:[1]

	Jan-24	Dec-23	Jan-23
6-Month Treasury Bill	5.00	5.05	4.67
2-Year Treasury Note	4.27	4.23	4.21
5-Year Treasury Note	3.91	3.84	3.63

Local Agency Investment Fund (LAIF) average monthly effective yields were 4.012% in January which increased by 0.083% from December 2023. San Mateo County monthly gross earnings for January were 4.040% compared to 3.672% in December 2023. The County Pool earnings estimates for FY 2023-24 are at 3.75%.

[1] Daily US Treasury Yield Curve. Treasury.gov

It is important to note that staff opened an additional investment pool account with California Assets Management Program, also known as CAMP, based on the authority given by Council in November 2023. Subsequently, we made a transfer in the amount of $70 million to the account from the LAIF account. CAMP average monthly yield was 5.54% in January which increased by 0.01% from December 2023.

Staff believes the City has investment liquidity and anticipated revenues to meet the City's anticipated expenditure requirements for the next six months.

The following table shows a breakdown of cash and investment balance by fund type.

Summary January 31, 2024		
	Deposit Value	Market Value
General Fund (Inc. Petty cash of $10,800)	$ 36,468,060	$ 36,468,060
General Sub-Funds (Commited/Reserved)	$ 19,352,451	$ 19,352,451
City Funds Restricted and Committed	$ 78,131,428	$ 78,131,428
Successor Agency Trust	$ 486,793	$ 486,793
Unrealized Gain on Investment Pools	$ -	$ (1,117,203)
	$ 134,438,732	**$ 133,321,530**

The book market value totals $133,321,530 including an unrealized loss[2] of $1,117,203, reflecting treasury yields during the calendar year. All except for the General Fund balance is restricted by either City Council or external parties for specific purposes. Unrestricted cash and investment balance under General Fund ($36,468,060) may be used at Council discretion.

Fiscal Impact

None. 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 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 this informational report does not involve an entitlement.

Analysis of Levine Act Compliance: Not applicable.

[2] Investment FMV factor is provided Quarterly basis. Thus, as of 12/31/2023 FMV factor is used to calculate Unrealized Gain on Investments.

CONSENT ITEM 3.7

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 2, 2024

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Melvin E. Gaines, City Manager

SUBJECT: Public Interest Agreement with State Coastal Conservancy and East Palo Alto Community Archive

Recommendation

Adopt a resolution authorizing the City Manager to negotiate, execute and record a Public Interest Agreement with the State Coastal Conservancy and East Palo Alto Community Archive, in a form approved by the City Attorney, for coastal storytelling installations at Cooley Landing that will represent diverse communities' perspectives that historically have been excluded from narratives of California's coast and publicly accessible lands.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Enhance Community Services and Parks for Residents

Background

In March 2023, with Mayor Lisa Gauthier's and Vice Mayor Antonio Lopez's guidance, the City Manager submitted a letter of support (Attachment 2) for the East Palo Alto Community Archive's (EPACA) grant application to the State Coastal Conservancy (the Conservancy) for funding for coastal storytelling installations at the City's Cooley Landing Park (Attachment 3).

EPACA's "East Palo Alto Heroes & Legends" Exhibit will feature three to five long-term outdoor installations depicting innovative community change leaders whose actions and commitments challenged the status quo to bring about social change and foster a legacy of equity and cultural celebration in East Palo Alto. The project will highlight the impactful local leadership of people from the community's main ethnic demographics since the founding of the City in 1983. Their stories and those of other underrepresented demographics are often erased and/or given few

resources to celebrate in public art. EPACA seeks to remedy that by creating long-lasting storytelling installations on a coastal, public open space that is readily accessible to everyone, and to use this public art project to educate all community members of their own history and impact. Please see Attachment 3 for full details of the proposed project

On November 30, 2023, the Conservancy authorized a grant to EPACA; however, the grant is conditioned on EPACA, the Conservancy and the City of East Palo Alto entering a Public Interest Agreement.

Analysis

The Public Interest Agreement between EPACA, the Conservancy and the City of East Palo Alto (the Agreement) will assign authorizations between the three parties. The Agreement will commit the City to authorizing EPACA to construct the project at Cooley Landing and either the City or EPACA will be required to maintain the installations once installed. The City anticipates that maintenance of the installations would be limited to cleaning and minor repairs; actions that the City's Maintenance Division could manage.

As describe in Attachment 3, the project implementation steps are:

Phase 1: Stakeholder Engagement and Project Kickoff:
Develop project management plan, identify public art consultant and lead consultant, design community engagement plan and form Community Public Art Committee.

Phase 2: Community Engagement, Art Design and Education & Storytelling Curriculum Development
Implement community engagement plan, design and approve art concepts, develop curriculum and train staff and volunteers.

Phase 3: Site Prep, Production & Installation
Art fabrication, site preparation and art installation.

Phase 4: Preparation for Launch, Community Presentation and Education
Design community education program; train staff and volunteers; market and hold launch event; and conduct workshops and docent tours.

The City will work with EPACA during phases 2 and 3 to develop a detailed project plan identifying project designs, materials and installation locations. The City and EPACA will provide updates to the City Council and public when the designs and installation locations are determined.

Fiscal Impact

There is no fiscal impact associated with entering a Public Interest Agreement with the Conservancy and EPACA.

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.

Awarding this contract is not a project under The California Environmental Quality Act (Section 21000, et. seq. of the California Public Resources Code, hereafter CEQA) because the action has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

Government Code § 84308

Applicability of Levine Act: No, as it does not involve an entitlement.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution.
2. Grant Support Letter 3/28/2023
3. EPACA Application to the Conservancy

RESOLUTION NO. XX– 2024

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

AUTHORIZING THE CITY MANAGER TO NEGOTIATE, EXECUTE AND RECORD A PUBLIC INTEREST AGREEMENT WITH THE STATE COASTAL CONSERVANCY AND EAST PALO ALTO COMMUNITY ARCHIVE, IN A FORM APPROVED BY THE CITY ATTORNEY, FOR COASTAL STORYTELLING INSTALLATIONS AT COOLEY LANDING.

WHEREAS, In March 2023, with Mayor Lisa Gauthier's and Vice Mayor Antonio Lopez's guidance, the City Manager submitted a letter of support for the East Palo Alto Community Archive's (EPACA) grant application to the State Coastal Conservancy (the Conservancy) for Project funding for coastal storytelling installations at the City's Cooley Landing Park; and

WHEREAS, the installations will depict innovative community change leaders whose actions and commitments challenged the status quo to bring about social change and foster a legacy of equity and cultural celebration in East Palo Alto; and

WHEREAS, the project will highlight the impactful local leadership of people from the community's main ethnic demographics since the founding of the City in 1983; telling stories of underrepresented persons who are often erased and/or given few resources to celebrate in public art; and

WHEREAS, on November 30, 2023, the Conservancy authorized a grant to EPACA for the Project; and

WHEREAS, said grant is conditioned on EPACA, the Conservancy and the City of East Palo Alto entering a Public Interest Agreement; and

WHEREAS, the Public Interest Agreement will commit the City to authorizing EPACA to construct the project at Cooley Landing and either the City or EPACA will be required to maintain the installations once installed.

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;
2. Authorizes the City Manager to negotiate, execute and record a Public Interest Agreement with the State Coastal Conservancy and East Palo Alto Community Archive, in a form approved by the City Attorney, for coastal storytelling installations at Cooley Landing that will represent diverse communities' perspectives that historically have been excluded from narratives of California's coast and publicly accessible lands.
3. Finds 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.

PASSED AND ADOPTED this 2nd day of April, 2024**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Antonio D. Lopez, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

CITY OF EAST PALO ALTO
Office of the City Manager

March 28, 2023

State of California
Coastal Conservancy
1515 Clay St, 10th Floor
Oakland, CA 94612

Re: Letter of Support for East Palo Alto Community Archive

Dear State Coastal Conservancy:

I am pleased to submit this letter of support for East Palo Alto Community Archive and their request for support to present the stories of our community at Cooley Landing Park, a publicly accessible outdoor space that also hosts the 3,900 sq ft Cooley Landing Education Center. The Park and Center are owned and operated by the City of East Palo Alto.

East Palo Alto is a diverse city where most residents identify as Black, Latinx, and Pacific Islander. Over the years, the city of East Palo Alto has experienced immense changes. The expensive housing market has pushed many longtime residents out of the area. Gentrification has changed the sense of community that residents worked hard to build.

In response to this, our community leaders came together to form the East Palo Alto Community Archive (EPACA), a community storytelling organization. The organization's mission is to collect, share, promote, celebrate and preserve the unique history of the East Palo Alto community for future generations. The Archive specializes in creating and presenting both virtual and physical storytelling artifacts that show how our community has built the City of East Palo Alto – the newest city in San Mateo County.

A storytelling installation at Cooley Landing Park would be ideal as it provides accessible outdoor educational opportunities while also providing a community engagement space that inspires increased community advocacy.

East Palo Alto Community Archive is a valued partner to the City of East Palo Alto; in fact, one of our City Councilmembers, Antonio Lopez, is the City's liaison to the Archive. We are committed to the success of its mission and programming. Please feel free to contact me if you have any questions.

Sincerely,

Melvin E. Gaines
City Manager
City of East Palo Alto

COASTAL STORIES GRANT PROPOSAL – COVER PAGE

CONTACT INFO			
Organization*	**East Palo Alto Community Archive (EPACA)**		
Contact Person	**Joel Valencia**	**Email**	**joel@evergreencollective.org**
Position/Title	**Development Director**		
Phone	**(650) 704-7295**		
Address	**321 Bell Street, East Palo Alto, CA 94303**		
Federal Tax ID #	**86-3155021**		

***Organization Type** – If applicant qualifies as a 501(c)(3) organization, provide your IRS 501(c)(3) letter and as attachments to your completed Non-Profit Questionnaire. *Note: Applicants who have submitted the Non-Profit Questionnaire in the past two years do not need to resubmit.*

PROJECT INFO			
Project Name	East Palo Alto Community Heroes and Legends		
Summary (up to 2 sentences)	**The EPACA Heroes & Legends project will work with the community to produce 3-5 physical art installations at the City of East Palo Alto's Cooley Landing Park. These long-term installations will tell the history of our 40-yr old City by highlighting the contributions of its diverse leaders and stories.**		
Total Project Cost	**$350,172**	**Amount Requested**	**$200,000**
Start Date	**1/1/2024**	**End Date**	**12/31/2026**

* Projects should start in late 2023 or early 2024 and must be completed by Feb 2027.

LOCATION INFO			
County/ City	San Mateo County/East Palo Alto	**Specific Location**	Cooley Landing Park
Latitude	37.4767430	**Longitude**	-122.1218637
What point is represented by the lat/longs (e.g., parking lot, center of site, etc.):	The center of the site (the education center building on the park property).		
Is project in a Disadvantaged Community ? mapping tool: https://gis.water.ca.gov/app/dacs/	☐ **Yes**		
Is project in a Severely Disadvantaged Community ? mapping tool: https://gis.water.ca.gov/app/dacs/	☐ **Partially**		

Directions: Please read each question carefully and follow the instructions for providing your responses. You can reiterate what you shared in your pre-proposal, but please provide more detail in this full proposal.

1. **What is the story you want to tell, and why?** Describe the perspective you'd like to share in a public space and how it will make the space more welcoming to communities that face barriers to accessing or enjoying the outdoors. (1-2 paragraphs)

East Palo Alto recently celebrated its 40th Anniversary. It is the newest city in San Mateo County. It is a diverse city, where the majority of residents identify as Black, Latinx, and Pacific Islander. Yet gentrification has changed the sense of community that residents worked hard to build throughout those 40 years. There have been rapid demographic changes that have sparked real concern from residents that their contributions to the city's history and culture are being erased – the Black population in particular has gone from being over 60% of the community when the City was founded to only 10% today.

The mission of East Palo Alto Community Archive (EPACA) is to collect, share, promote, celebrate, and preserve the unique history of the East Palo Alto community for future generations. The proposed project offers a unique opportunity for us to creatively fulfill our mission by telling the stories of grassroots community leaders who founded and developed the City of East Palo Alto.

East Palo Alto's efforts to self-empower and to attain equitable access to resources are beginning to pay off in many ways yet many of the people who directly led this work – Latinx, Pacific Islander and Black people – are not recognized or celebrated by any public art or historical exhibits anywhere in the City. Importantly, the proposed public art will begin to tell these stories, reflecting specifically on the history of success of the community. Too often the stories that are told about us are told through the mainstream media lens of our traumas and perceived deficiencies, rarely recognizing the various forms of wealth our communities have always possessed. By telling these stories at Cooley Landing we expect to provide a sense of recognition and pride in spaces that are directly connected to us, accessible not just physically but also spiritually, by virtue of the way that the proposed art and education project invites participation across identities and builds community power through solidarity and equity.

2. **Project Description.** How will you tell the story? Describe all major steps and activities involved in completing the project, including outreach and engagement, the products through which the story will be told, etc. Be specific about the portion of the project that would be funded by this request. (2 paragraphs)

The proposed exhibit is inspired by the Leaders and Legends of Philadelphia 2023 - Black History Exhibition at Smith Memorial Playground, celebrating inspirational African American leaders. EPACA "East Palo Alto Heroes & Legends" Exhibit will feature long-term physical installations depicting Innovative Community Change Leaders whose actions and commitments have challenged the status quo to bring about social change and foster a legacy of equity and cultural celebration in East Palo Alto—a small city wedged in the middle of wealthiest tech regions in the world.

This project will highlight the impactful local leadership of people from the community's main ethnic demographics since the founding of the City in 1983. Their stories and those of other underrepresented demographics are often erased and/or given few resources to celebrate in public art. We seek to remedy that by creating long-lasting storytelling installations on a coastal, public open space that is

readily accessible to everyone, and to use this public art project to educate all community members of their own history and impact.

The major steps in implementing this project are:

Phase 1: Stakeholder Engagement and Project Kickoff:
Develop project management plan, identify public art consultant and lead consultant, design community engagement plan and form Community Public Art Committee

Phase 2: Community Engagement, Art Design and Education & Storytelling Curriculum Development
Implement community engagement plan, design and approve art concepts, develop curriculum and train staff and volunteers

Phase 3: Site Prep, Production & Installation
Art fabrication, site preparation and art installation

Phase 4: Preparation for Launch, Community Presentation and Education
Design community education program; train staff and volunteers; market and hold launch event; and conduct workshops and docent tours.

The detailed work plan and budget are included as a separate document – including information about the major steps and activities as well as the information about the portion of this project for which we are requesting funding via this proposal.

3. **Site Description.** Describe the project site or area, letting us know how the site links to the story you are telling. Explain how your storytelling product(s) will fit into the site. Please also describe who owns and manages the site. (1-2 paragraphs)

Cooley Landing Park was a San Mateo County landfill from 1932 to 1960, and a boat building business until 1998, at which point it was purchased by Peninsula Open Space Trust (POST) for eventual conversion to public open space when it transferred the property to the City of East Palo Alto in 2006. The City eventually worked with Midpeninsula Regional Open Space District (MROS) to conduct environmental cleanup, build trail access, improve roads, build parking, benches, walkways, and a picnic area from December 2011 until the park opened to the public in July 2012, with subsequent park improvements, including an outdoor classroom, restroom, picnic area, extension of main pathways, secondary trails, seating areas, interpretive signs, and lighting all being completed in early 2019. The 3,900 square foot Cooley Landing Education Center, designed by Fog Studio, was opened in 2015, and is used for a variety of local and regional workshops and education activities. It is equipped with a warming kitchen, a small office, restrooms, water fountains, general storage, and projection capabilities for presentations.

Cooley Landing Park, situated on the San Francisco Bay Trail, adjacent to the MROSD-owned Ravenswood Open Space Preserve, and at one of the end points of the planned Bay to Sea trail, serves as an accessible open space that already engages and inspires many visitors of diverse backgrounds. Our art work will likely sit on the shore-side of the education center, which has an existing concrete floor and would require minimal site preparation. This location will allow for both trail hikers as well as education

center visitors to learn about the community and natural histories of East Palo Alto while enjoying one of the most beautiful municipal parks in the region.

Cooley Landing Park is currently owned and managed by the City of East Palo Alto, which has already committed to supporting the proposed art project.

4. **Who's Involved?** List the organizations, agencies, and community-based partners that are involved with the project. In 1-3 sentences describe each partner's role in completing the project, including the role of the landowner, and each partner's involvement thus far in the project process. If you are not the landowner, please describe if you have an existing relationship with the landowner/ land manager and be sure to note if you have already secured landowner permissions. Please include contact information for each project partner.

As this project is in its preliminary stages, we do not yet have an MOU or other formal agreements with any of the following early partners and supporters. However, nearly all of the Public Institutions and CBOs listed below have written letters of support (attached) and would like to be a part of this project if and when we have the funding to begin implementation.

In the conversations we've had with all of the leaders below we have been met with excitement and eagerness to support this project as soon as we are ready to begin implementation.

Public Institutions

- County of San Mateo
    - District 4 Supervisor, Warren Slocum
    - County Executive Director, Mike Callagy
    - Chief Equity Officer, Shireen Malekafzali
    - Director of the Office of Arts and Culture, Robin Rodricks
- City of East Palo Alto (Land Owner/Manager)
    - Mayor, Lisa Gauthier
    - City Manager, Melvin Gaines
- Bay Area Toll Authority
    - Executive Director, Andrew B. Fremier
- Metropolitan Transportation Commission
    - Lily Brown; lbrown@bayareametro.gov
    - Nicola Szibbo; nszibbo@bayareametro.gov
    - Toshi Shepard-Ohta; tshepard-ohta@bayareametro.gov
- Palo Alto City Library
    - Branch Management and Operations, Alex Perez; alexander.perez@cityofpaloalto.org

CBOs

- EPACENTER
    - Executive Director, Nadine Rambeau
- One East Palo Alto
    - Executive Director, Kava Tulua; ktulua@1epa.org
- Nuestra Casa
    - Executive Director, Miriam Yupanqui; myupanqui@nuestracasa.org
- Anamatangi Polynesian Voices
    - Executive Director; Tiffany Hautau; tiffanyhautau@yahoo.com

Thought Partners/Advisors

- City of Palo Alto Public Art Program
    - Public Art Program Director, Elise DeMarzo; elise.demarzo@cityofpaloalto.org
- Art Builds Community (Public Art Consultant)
    - Principal & policy director, Barabara Goldstein; barbara@artbuildscommunity.com
    - Project manager & researcher director, Amanda Rawson; amanda@artbuildscommunity.com
- Hannah Waiters (Artist); hmwaiters13@gmail.com
- Oleg Lobykin (Artist); Oleg@Lobykin.com

5. **Community Reach.**

5a. **Planning and Implementation**. Ideally, the community whose story you are telling will be engaged in the project design and implementation. Please describe the community engagement you will do to plan and implement your project, including your target communities, how you intend to reach them, and methods of engagement. Describe if you have established community relationships already. (1-2 paragraphs)

EPACA was established because East Palo Alto residents have long been concerned about "losing our history," given the gentrification and changing demographics of the community. There is strong community interest in preserving the history of East Palo Alto and sharing our story for generations to come. The creation of a community archive is a dynamic way for people to claim, share, celebrate and preserve their own history. Communities can preserve and share their stories in a variety of ways – for example, by digitizing documents for website display, sponsoring exhibitions, designating historical sites and organizing cultural and commemorative events. We are pursuing all of these options for the EPACA, always with the community's input and leadership.

The Archive was launched in 2020 by former East Palo Alto Mayor Sharifa Wilson and City founder, Dr. Omowale Satterwhite. Staff includes former board and community team members Barbara Noparstak and Meda Okelo. The board comprises an excellent team of individuals with deep family and cultural ties to East Palo Alto: Sisilia Afungia, Ruben Avelar, Jonathan Bryant, Kalamu Chache, Tiffany Hautau, Sydney Jackson, Juan Mendez,and Dianne Otterby. In addition to our team, we have deep relationships with cross-sector leaders, all of whom have the trust of the many demographics of the City, and who will employ a variety of engagement strategies to ensure that we reach all of our target audiences. Such methods include: hiring promotores to disseminate information via word of mouth, attending CBO-led workshops and community events, attending City-organized events and meetings, social media, and speaking at faith-based community gatherings.

5b. **Audience.** Describe the intended audience of your completed storytelling product(s), and how the project will make the outdoors more inclusive for them. (1-2 paragraphs)

Latinx (60%), Pacific Islander (5%), and Black (12%) people have unique histories associated with their migration to and lived experiences in East Palo Alto during decades when segregationist housing policies

kept them from living in most other San Mateo County cities and neighborhoods. The legacy of redlining in the Bay Area continues to impact East Palo Alto residents. Approximately 11% of the population lives at or below the poverty line (Data USA, 2023). Almost 80% of students attending the Ravenswood City School District are “eligible for free/reduced-price meals” (EdData, 2022). Air pollution has been a significant concern for East Palo Alto residents, as we are situated near highway 101. Incidences of asthma are higher in East Palo Alto than in San Mateo County by “40%” (City of East Palo Alto, 2018). For decades our city was a literal dumping ground for garbage and industrial waste.

Despite these systemic disadvantages, all of us have powerful stories to tell about how we came to EPA, what we contributed to develop this city, and the legacy that we are leaving behind. In fact, we are now in a position to build the proposed public art on a former landfill – a testament to the resilience of our community and the power of the storytelling and advocacy efforts of the many leaders who help to build our city. Yet we continue to work against systemic forces which now arise as a result of gentrification. We are striving to find common ground to advance our common interests to preserve and tell our stories before more of the people who built this City are gone for good. The proposed project will, of course, also take into consideration intersectional identity underrepresentation including community members who identify as LGBTQ+, ability/neuro diverse, and undocumented/mixed status.

Metrics that we expect to use to track our success include: number of Ravenswood City School District and high school students who attend our educational workshops at Cooley Landing once the installations are ready for public viewing, training an inaugural volunteer docent group of 10+ docents from East Palo Alto who are able to host tours and educate the public, website traffic increase via the QR codes on educational signs at the physical installation sites, and number of additional community gatherings that take place at Cooley Landing (one of our goals is to increase the public’s interest in organized gatherings to generate advocacy for our community’s needs).

6. **Coastal Stories Program Priorities.** Which Coastal Stories Program priorities does your project meet (check all that apply)? Describe how your project meets each checked priority in 1-3 sentences per priority.

Promote a sense of belonging in outdoor spaces by presenting perspectives that include BIPOC and/or other historically excluded communities.

Cooley Landing Park is located on the San Francisco Bay shoreline, in an area of East Palo Alto that is rapidly being developed into a new business hub in East Palo Alto. It is a short drive from the newly constructed, youth-serving EPACENTER, Bloomhouse EPA, College Track, Ravenswood Health Clinic, and soon to be the home of many new offices and housing that are part of the City’s priority development area. Cooley Landing Park is uniquely situated on the San Francisco Bay Trail – a 350 mile stretch of trails that will eventually span 500 miles running through all nine Bay Area counties, 47 cities and across seven toll bridges – which invites many regular visitors.

Engage representatives of BIPOC and/or other historically excluded communities to develop and share their coastal perspectives and stories.

East Palo Alto is approximately 90% BIPOC. EPACA will be incorporating the community's voices into the design of the art installations through our regular events and via dedicated community engagement meetings.

Improve educational content in California's outdoor spaces by correcting one-sided histories, retelling stories in more appropriate and inclusive ways, and developing new content that shares untold stories.

Gentrification is an ongoing threat to preserving and sharing East Palo Alto's unique community, and the history and cultures that define it. This project would allow us to inspire countless local and regional visitors of Cooley Landing Park to learn not just about its beautiful natural environment but also about the wonderful history of our community, and the heroes and legends that continue to inspire others to this day – these are stories that are rarely told in local public spaces.

Use creative forms of community engagement.

We expect to combine more traditional ways of presenting physical exhibits on public sites in beautiful outdoor settings, with our digital archive, where visitors can go learn more about physical installations and any documented part of the history of our city. We will produce online educational materials, archive collections, and audio and video storytelling artifacts that will allow our community to learn and preserve its own history in perpetuity. These online resources will potentially also include the use of emerging technologies like augmented reality, via which our students can bring back virtual models of the physical installations.

The participatory community engagement process for developing this project includes the following major activities:

1. Co-creating the Community Engagement Process
    - Form Community Public Arts Committee
    - Engage the community in selecting the public art consultant and artist
    - Develop goals, guiding principles and core strategies for engaging the community
2. Outreach and Community Engagement
    - Partner with Promotoras from Nuestra Casa de East Palo Alto and One East Palo Alto to do community outreach with diverse populations
    - Engage community members in co-creating a community-led participatory design process
3. Participatory design charrettes
    - Partner with StreetCode Academy, EPACENTER, and other local nonprofits to identify youth to facilitate the design charrette process
    - Engage youth in building out the elements of the public art project to be reflective of their vision

Create stories that are free and publicly accessible for the community and/or intended audiences.

The physical installations, stories, website archive, and any A/R renderings will all be freely available and publicly accessible for the community in perpetuity.

7. **Project Progress So Far**. Describe what key steps have already been completed in developing the project, where the project currently stands, and any background information not provided in the project description. (1 paragraph)

We are currently in the fundraising/planning and stakeholder engagement phases of this project. We have an initial vision for the project which we have shared with over a dozen local and regional stakeholders. We have also secured the support of the landowner to move forward with the project as soon as we have the committed resources to begin. The requested funding from the State Coastal Conservancy will allow us to begin implementation of the project plan.

8. **Maintenance.** Applicants should have a plan for the maintenance of projects for a reasonable lifetime to be determined and stated in grantees' Coastal Conservancy grant agreement. A reasonable lifetime is typically 10-20 years, including for any non-physical media such as videos or websites; however, terms can be negotiated depending on the type of storytelling product, should your project be selected for funding. The Conservancy cannot pay for ongoing maintenance costs. Describe how the project will be maintained, for how long, and by whom. (2-3 sentences)

We will ultimately work with the retained public art consultant, the artist, and the City of East Palo Alto to create a maintenance plan. It will detail the expected lifetime of the art to be produced, and the costs are likely to be covered by the City of East Palo Alto Cooley Landing Park maintenance budget. By working with experts in the public art field we will ensure that adequate budget and expertise are retained to provide ongoing maintenance for the reasonable lifetime duration of the art work.

9. **Applicant Capacity**. The applicant must demonstrate that it can adequately administer the grant and manage the project, and that its entire operating budget is not dependent upon the underlying grant. Applicants should have:

- Capacity to authentically represent the historically excluded community whose story is being told – experience working with this community, and demonstration of participation and leadership from the community.
- Capacity to manage a state grant, including fiscal system or fiscal sponsorship to manage financial operations.
- Ability to address cash flow needs considering standard Conservancy grants are paid out through reimbursement. However, if this reimbursement process is a barrier for your organization, we may be able to advance your grant funds. It typically takes ~6 weeks for the Conservancy to process payment and mail a reimbursement check.

Describe your organizational capacity to implement the project, addressing the criteria above. When was your organization established? Does it have established relationships with target communities? Will this grant fund an existing program or a new program? (1-3 paragraphs)

EPACA has both innate and developed capacity to authentically represent the historically excluded communities whose stories we wish to have told via public art at Cooley Landing – our organization's mission includes the creation and sharing of more inclusive stories that recognize and celebrate the contributions of Latinx, Pacific Islander, and Black communities to the greater Bay Area community. EPACA was born from a community listening process which consisted of an online survey, focus groups, and individual interviews to get broad input on developing the archive. This process ensured that residents played an integral role in developing solutions to preserve their own history. As a result, 100%

of the staff and board have deep connections to these communities, hold these identities, and are residents of East Palo Alto. Although EPACA was established recently (2020) the experience that this team has working with this community and building long-term, healthy relationships with local leaders is exceptional; over 100 years' worth combined. There are few major East Palo Alto nonprofit and municipal initiatives that our Executive Director, Sharifa Wilson or our Board Chair, Dr. Frank J. Omowale Satterwhite have not participated in/led/supported since the City's incorporation in 1983; in fact, Dr. Satterwhite, was the lead organizer and campaign manager for the movement to incorporate the City of East Palo Alto. The attached letters of support are further proof of the existing relationships we already have with diverse leaders who each have the trust of many of the target communities with which we work.

As for our capacity to manage a state grant, we have accounting staff to manage the accounting needs as dictated by the terms of any grant agreement, Dr. Satterwhite brings decades of nonprofit management consulting experience to help us make sure we set up any grant program requirements appropriately, and we work closely with Evergreen Collective, a nonprofit organization that specializes in supporting the fundraising efforts of BIPOC-led & serving nonprofits, to ensure that we adhere to any other state grant requirements.

Lastly EPACA not only counts on strong partner relationships to achieve our programmatic outcomes, but also on strong and quickly growing funding support. We currently receive significant, multi-year funding support from Emerson Collective and Chan Zuckerberg Initiative, and recently received significant philanthropic contributions from the San Francisco Foundation, Silicon Valley Community Foundation, Palo Alto Community Fund, and are optimistic about other funders contributing to our work soon as well. All of this support puts us in a position to be able to comfortably establish and invest in a project fund to cover, at least, the projected monthly project costs subject to reimbursement by the state.

If applicant is a nonprofit organization, has your organization submitted the Conservancy's Nonprofit Pre-Award Questionnaire within the last two years?

☐ **NO**

If no, please complete this questionnaire, and submit with your proposal along with your organization's IRS 501(c)(3) letter.

10. **Project Scope and Budget Narrative Table.** (See attached work plan & budget)

11. **Work Products.** List the specific work products or other deliverables that the project will produce. Deliverables are files that Conservancy staff can save in our files to verify that the project is being completed as proposed. Examples include research/story content, community meeting notes and photos, design plans, installed signs, etc.

The project will produce two major deliverables: 3-5 physical art installations at Cooley Landing Park – most likely sculptures, though final design direction will be determined by the community engagement process – and corresponding storytelling materials. The latter will be produced once we know what the community's preferred art subjects are, but will generally include: community meeting notes, collecting and sharing oral histories, sourcing primary historical materials and documents directly from community members, producing educational signage to go with the art installations, and corresponding digital archive materials that the public will be able to access both via a QR code printed on the signage installed near the artwork itself as well as by navigating there through our website. We will also be

training staff and community members to be docents who tell these stories to visitor of Cooley Landing Park, further increasing their engagement in local history, increasing their own time in the outdoors in the process.

12. **Funds from Additional Sources**. Provide information about the specific source of any funds additional to Coastal Stories funding that you will need to complete the project. In the "status" column, explain whether that funding has been secured or is dependent on a future award or authorization. Use the empty rows to add in your additional funding sources, adding more rows as needed to accurately share your total project budget. ***Note: DO NOT include in-kind services or contributions in the table below – these will be described in question 13.***

Funding Source	**Amount**	**Status**
Coastal Stories Funding Request	200,000	Applying
San Mateo County Supervisors	100,000	Applying
San Mateo County Arts Commission	50,000	Applying
Philanthropic Organizations	TBD	tbd depending on other application outcomes
Total Cost	**350,000**	**(n/a)**

13. **In-Kind Services.** In-kind services or contributions can include volunteer time and materials. Describe and estimate the value of expected in-kind services. (List or 1 paragraph)

- Art work maintenance to be covered by the City of East Palo Alto (not yet secured but likely; $10K/yr * 10 yrs = $100K)
- 50-100 community docent volunteer hours in phase 4 (estimated value @ $25/hr is $1,250->$2,500)

14. **CEQA.** Projects funded by the Coastal Conservancy must be reviewed in accordance with the California Environmental Quality Act ("CEQA"). CEQA does not apply to projects that will not have either a direct or indirect effect on the environment. We expect that most Coastal Stories projects will be exempt under CEQA as they will be part of existing facilities. Do you have any reason to believe your project is not exempt under CEQA? Is there species of concern/does the project occur in a highly sensitive ecological area? (2-3 sentences)

We do not currently have any plans to install art where it will disrupt sensitive ecologies. Our current plan is to have our installations be on the outdoor concrete area that is part of the Education Center. We also have strong relationships with local public and private environmental agencies with which we will partner to ensure this project is designed to be exempt under CEQA.

15. **Permits.** List all applicable permits required to implement your project as well as your status for obtaining these permits.

We have initial support from the City of East Palo Alto and are in the planning and stakeholder buy-in phases of the project so we do not yet have a list of applicable permits required to implement this project. As soon as we have secured funding to move forward we will engage an art consultant to work with us to determine which required permits we need to obtain as well as which municipal and environmental ordinances we need to adhere to throughout this project.

16. **Maps and Graphics.** Provide the following project graphics with your proposal. Project maps and design plans should be combined into one pdf file with a maximum size of 10 MB. Project photos should be provided in jpg format.

- Regional Map – Clearly identify the project's location in relation to prominent area features and significant natural and recreational resources, including regional trails and protected lands.
- Site-scale map – Show the location of project elements in relation to natural and man-made features on-site or nearby. Any key features discussed in the project description should be shown.
- Site Photos – One or more clear photos of the project site
- Designs (optional) – If any designs have already been prepared for the project, please include them.

17. **Additional information**. (Optional) If Conservancy staff asked you to address any questions or concerns not covered in the above answers, please provide that information here.

We have answered the Conservancy staff questions through our expanded answers to the questions above. The full budget and work plan are included as an attachment. We intend to produce long-term physical art work – most likely sculptures but the final design depends on a to-be-conducted community engagement process. The maintenance responsibilities of these installations will likely fall into the City of East Palo Alto Cooley Landing Park maintenance budget; we will be responsible for these costs otherwise and will seek regional support to ensure the art is maintained throughout its reasonable lifetime.

We also wanted a few notes regarding our answers to the pre-award questionnaire. As a new organization we have several policies that we have not yet had to develop but are happy to do so prior to the grant period start date if they are prerequisites for receiving this grant.

INFORMATIONAL REPORT 6.1

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 2, 2024

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Jeff Liu, Chief of Police

SUBJECT: Public Safety Report

Recommendation

Accept the informational update on Public Safety Report

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 2, 2024

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Greg Henry, Senior Management Analyst

SUBJECT: Comprehensive Fee Schedule Update

Recommendation

Adopt a Resolution approving a new Comprehensive Fee Schedule to become effective July 1, 2024, supplanting the current schedule.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Ensure Our Financial and Organizational Health

Background

Cities administer user, regulatory, and other fees to cover expenses for various municipal services and oversight, encompassing building, planning, public works, regulatory compliance, and administrative functions. Primarily, a local government bears the burden of proving that a levy, charge, or other fee is not a tax, and are set at rates designed to recuperate the associated costs fairly. As fees, the amount must not be more than is necessary to cover the reasonable costs of the activity.

The City's Comprehensive Fee Schedule discloses fees charged for the following purposes:

User/Regulatory Fees. These fees are levied by the City for a service-related or regulated activity. User-fees pertain to specified services provided or required due to the request or action of an individual/entity, while regulatory fees are those charged to recover costs associated with the City's power to govern certain activities, such as building code or environmental compliance.

User and regulatory fees for services and activities are imposed by California municipalities through provisions of the State Constitution. Cities may perform broad activities related to local powers and authorities as defined in California Constitution Article XI, Sections 7 and 9. Cities also establish fees for service through the framework defined in Article XIIIC, Section 1. Under Article XIIIC, §1 fees for service may not exceed the estimated, reasonable cost of providing the service or performing the activity. Fees must relate to a service or activity under the control of the individual/entity on which the fee is imposed.

Development Impact Fees. These fees are levied by the City to recover capital infrastructure project costs attributable to development impacts. These development impact fees are typically due at the time of building permit issuance.

The purpose of these fees is to cover all or a portion of the costs of public facilities related to the development project. The legal requirements for enactment of an impact fee program are set forth in Government Code Sections §66000 - 66025 (the "Mitigation Fee Act"). The Mitigation Fee Act is commonly referred as "AB 1600".

This report proposes the City use the San Francisco-Oakland-Hayward CA, CPI-U twelve-month as the regional price change indicator to increase most user and regulatory fees by 2.4%. It also proposes to use the Construction Cost Index (CCI) to increase development impact fees 2.7%.

Analysis

User and Regulatory Fee Update

The City initially adopted its Comprehensive Fee Schedule in 2012 with minor adjustments, including periodic inflation adjustments and slight alterations to parks, recreation, and housing fees; however, the schedule has since evolved. Thus, in July 2020, the City Council adopted Resolution No. 108-2020 authorizing the significant overhaul to the City's Comprehensive Fee Schedule. The updated schedule went into effect September 20,2020.

Independent fee studies are costly and time-consuming. In the interim periods between comprehensive studies, staff recommends the City review and compare regional price change indicators (i.e., consumer price index) to relevant General Fund cost changes to support cost updates and changes in user and regulatory fees annually.

The following table summarizes the prior increases to User and Regulatory Fees:

Resolution	Approval Date	Percent Increase[1]
60-2021	April 30, 2021	1.6%
48-2022	April 19, 2022	5.2%
42-2023	April 18, 2023	5.3%

[1] The basis factor for the percent increase in all years was the San Francisco-Oakland-Hayward CA CPI-U.

As with prior years, the City has experienced inflationary cost increases, including staffing costs. Specifically, the City Council adopted Resolutions 121-2023 and 108-2023 providing Cost of Living Increases of 2.5% to staff in the Management Employees' Association (MEA), Service Employee's International Union, Local 521 (SEIU), and Unrepresented Employee Groups effective January 1, 2024. Therefore, staff recommends the San Francisco-Oakland-Hayward CA, CPI-U twelve-month as the regional price change indicator. The February 2024, San Francisco-Oakland-Hayward CA, CPI-U is 2.4%. This is slightly less than the 2.5% Cost of Living Adjustment for staff. The increase would apply to most user and regulatory fees, with the following fees excepted:

- Photocopy Fees
- Ellis Act Withdrawn Property Administrative Fee
- Returned Check Fees
- Overdue Invoice Fee
- Business License – First Time Application Fee
- Repossession Verification Fee
- Proof of Correction Citation
- Clearance Letter

Development Impact Fees Update

In accordance with authorizing resolutions and ordinances for the development impact fees listed in the table below, staff is proposing an annual cost change to update impact fees based upon the reference price index indicator–in this case, the Construction Cost Index (CCI). The impact fees, as increased by current year CCI, are incorporated as a separate chapter of the City Comprehensive Fee Schedule.

The following table summarizes the prior increases to Development Impact Fees:

Resolution	Approval Date	Percent Increase
108-2020	July 30, 2020	1.6%
60-2021	April 30, 2021	3.1%
48-2022	April 19, 2022	8.9%
42-2023	April 18, 2023	3.0%

Staff recommends a 2.7% increase for FY 2024-25 in accordance with the March 2024 CCI published by Engineering News Record. The following table reflects the referenced authorizing code and resolutions:

Fee Type	Authorizing Municipal Code	Authorizing Fee Setting and Annual Increase
Parks & Trails Public Facilities Storm Drainage: Inside Ravenswood Business District Outside Ravenswood Business District Transportation	13.28.040	Reso - 5093 & MC – 13 .28.100
Water Capacity	13.24.100	Reso – 5004
Affordable Housing Commercial Linkage	18.40.010	Reso – 118-2020

Staff is presently finalizing a Nexus Fee study aimed at revising the City's Development Impact fees. Once concluded and subsequently approved by the Council, that fee update would supersede the proposed impact fees here. However, it is in the City's best interest to follow through on the increase proposed here to ensure that the Council has full flexibility regarding impact fees and the changes proposed in the pending Nexus Fee Study. Further, using this opportunity to use the CCI to update the existing fees will ensure proper cost recovery in the intervening period before the new proposed fees could take effect.

Fiscal Impact

Should the proposed fees be adopted, user and service fee revenues will increase by 2.4% per activity across most divisions and programs. Impact fees will increase 2.7%, if collected.

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. Additionally, the public was provided notice of this agenda item by publishing a notice of the hearing dates in the "San Mateo County News" on April 4th, 8th and April 13th, sending notice to the Building Industry Association, and posting the proposed Comprehensive Fee Schedule update on the City website.

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 entail an entitlement.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Resolution.
2. Exhibit A to the Resolution - East Palo Alto Comprehensive Fee Schedule Eff 07.01.2024

RESOLUTION NO. XX– 2024

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

ADOPTING THE COMPREHENSIVE FEE SCHEDULE EFFECTIVE JULY 1, 2024

WHEREAS, the City of East Palo Alto ("City") periodically modifies its Comprehensive Fee Schedule to account for program changes and other costs, ensure existing fees and charges do not exceed the costs of service, and re-align fees with desired cost recovery policies; and

WHEREAS, User and regulatory fees for services and activities are imposed by California municipalities through provisions of the State Constitution. Cities may perform broad activities related to local policing powers and authorities as defined in California Constitution Article XI, Sections 7 and 9. Cities also establish fees for service through the framework defined in Article XIIIC, Section 1. Under Article XIIIC, §1 fees for service may not exceed the estimated, reasonable cost of providing the service or performing the activity. Fees must relate to a service or activity under the control of the individual/entity on which the fee is imposed; and

WHEREAS, the user, regulatory, or other fee changes incorporated herein do not exceed the estimated reasonable costs of providing the services in accordance with Government Code sections 66013 and 66014; and

WHEREAS, on July 30, 2020 the City Council adopted Resolution 108-2020 adopting new user and regulatory fees following a study by NBS Financial Services Group in accordance with Article XIIIC, Section 1; and

WHEREAS, the user and regulatory fee changes may be increased annually in order to maintain parity with increasing City costs; and

WHEREAS, the City Council adopted Resolutions 121-2023 and 108-2023 providing Cost of Living Increases of 2.5% to staff in the Management Employees' Association (MEA), Service Employee's International Union, Local 521 (SEIU), and Unrepresented Employee Groups effective January 1, 2024; and

WHEREAS, the Parks and Trails, Public Facilities, Storm Drainage, and Transportation Infrastructure Impact fees authorized by East Palo Alto Municipal Code ("EPAMC") Section 13.28.040, the Affordable Housing Commercial Linkage fees authorized by Section 18.40.010, and the Water Capacity fees authorized by Section 13.24.100 are stated to be increased annually "by a percentage equal to the change in the Construction Cost Index as more recently published by the Engineering News Record" and such fees are incorporated as a separate chapter of the Comprehensive Fee Schedule; and

WHEREAS, the Construction Cost Index increase provided by the March 2024 Engineering News Record equals 2.7% and is applied to the impact fees referenced in EPAMC Sections 13.28.040 and 13.24.100; and

WHEREAS, the February 2024 San Francisco-Oakland-Hayward CA, CPI-U equals 2.4% and is applied to the user and regulatory fees; and

WHEREAS, the City Council held a properly noticed public hearing on April 2, 2023; and

WHEREAS, the City Council finds and determines that the referenced changes are in the interest of the City and are necessary to recover the costs of providing various municipal services, regulatory functions, and development impacts.

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. Adopts the Comprehensive Fee Schedule, as set forth as **Exhibit A** and incorporated by this reference, to be become effective July 1, 2024, supplanting the current schedule; 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 2nd day of April 2024**,** by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Antonio D. Lopez, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

City of East Palo Alto Comprehensive Fee Schedule

Effective
July 1, 2024

City of East Palo Alto
Miscellaneous Fees

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
MISCELLANEOUS FEES				
1	Photocopy		[1]	
	8.5" x 11" (black & white single side)	each		$0.10
	8.5" x 11" (color single side)	each		$0.25
2	Ellis Act Withdrawn Property Administrative Fee	Per Unit Application Units		$405

[Notes]

[1] Includes copies, traffic police reports.

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
FINANCE FEES				
1	Checks Returned by Bank or Financial Institution Due to Insufficient Funds	per check	[1]	
	First Returned Check			$25
	Each Additional Check			$35
2	Overdue Invoices		[2]	$10 or 10% per annum, whichever is greater
3	Business License - First Time License Application Fee	each		$35

[Notes]

[1] Fee amount set by State. First returned check: $25, each additional: $35.

[2] Unless otherwise specified in the City of East Palo Alto's Municipal Code, $10 or 10% per annum, whichever is greater; An invoice becomes delinquent one (1) business day following the due date.

City of East Palo Alto
Planning Division

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
PLANNING FEES			[1]	
1	Pre-Application Fees			
	Hourly Pre-Application (1 hr. minimum)	per hour		$332
	Pre-Application Services for Projects Subject to City's Pre-Application Ordinance	deposit	[8]	$11,624
	Hourly SB 35 Pre-Application (5 hr. minimum)	per hour		$332
2	Appeals			
	Appeals to City Council (if initiated by City Council - no charge)	each		$9,051
	Appeals to Planning Commission	each		$9,051
3	Subdivision			
	Certificate of Compliance	each		$5,148
	Condominium Conversion	each	[2,8]	$40,523
	Final Maps (4 lots or less) - Planning Review of Engineering Application	each		$4,982
	Final Maps (5 - 25 lots) - Planning Review of Engineering Application	each		$5,646
	Final Maps (>25 lots) - Planning Review of Engineering Application	each		$6,311
	Lot Line Adjustment	each		$5,315
	Lot Line Merger	each		$5,315
	Tentative Maps (4 lots or less)	each	[8]	$16,607
	Tentative Maps (5 - 25 lots)	each	[8]	$23,251
	Tentative Maps (>25 lots)	deposit	[8]	$45,172
	Tentative Map Extension	each	[8]	$9,965
	Tentative Map Modification	each	[8]	$10,628
4	Design Review			
	Administrative	each		$4,651
	Minor Modification to Conditions	each		$3,321
	Planning Commission Review	each		$14,947
	Garage Conversions / Minor ADR (120 s.f. or less)	per hour		$332
5	Legislative Actions			
	General Plan Amendment	deposit	[8]	$21,590
	Planned Unit Development	deposit	[8]	$21,590
	Zone Change	deposit		$21,590
	Zoning Text Amendment	deposit		$21,257

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
6	Tree Removal			
	1-2 trees	each		$404
	3 or more	each		$865
7	Signage			
	Master/Common Sign Program	each		$3,985
	Permanent Sign Program (per sign)	each		$865
	Temporary Sign (per sign)	each		$230
8	Business License			
	Zoning Review for Business License	each		$498
9	Use Permit			
	Extension - SFD	each		$2,882
	Extension - Other than SFD	each		$9,383
	Modifications to Conditions - Major	each		$9,965
	Modifications to Conditions - Minor	each		$3,321
	Public Utility Tower - Major	each		$12,372
	Public Utility Tower - Minor	each		$3,321
	Conditional Use Permits (COP)	each		$12,372
	Filing Fees - Public Convenience/Necessity Application	each	[6]	$12,372
	Temporary Use Permit, 1-6 days in 30 days	each		$288
	Temporary Use Permit, 15-45 Consecutive Days in 1 year	each		$2,823
	Temporary Use Permit, 7-45 Days in 1 Year	each		$5,979
	Temporary Use Permit, 7-45 Days in 1 Year Renewal	each		$360
	Temporary Use Permit, 1 Year Approval	each		$12,372
	Temporary Use Permit, 1 Year Approval Renewal	each		$1,728
	Administrative Use Permit (AUP)	each	[4]	$3,985
10	Zoning Relief			
	Parking Exception - SFD	each		$2,882
	Parking Exception - Non SFD	each		$12,372
	Variance	each		$12,372

City of East Palo Alto
Planning Division

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
11	Environmental			
	Categorical Exemption			
	a) Standard	each		$1,661
	b) Infill/Other			
	Staff Management & Review	each	[1]	$8,304
	Consultant Cost	deposit		Actual Cost
	Initial Study			
	a) Staff Management & Review	each	[1]	$26,572
	b) Consultant Cost	deposit		Actual Cost
	Initial Study - Negative Declaration			
	a) Staff Management & Review	each	[1]	$26,572
	b) Consultant Cost	deposit		Actual Cost
	Initial Study - Mitigated Negative Declaration			
	a) Staff Management & Review	each	[1]	$26,572
	b) Consultant Cost	deposit		Actual Cost
	Environmental Impact Studies (EIR)			
	a) Staff Management & Review	each	[1]	$9,965
	b) EIR Report - Consultant Cost	deposit		Actual Cost
	Mitigation Monitoring - one-time	each		$3,886
	Notice of Determination (NOD) - CEQA Filing	each	[5]	per State
12	Zoning Clearance (Administative Review)			
	Accessory Dwelling Unit (ADU)	per hour		$332
	NEW - SB 9 (3 hr. minimum)	per hour		$332
	Other Accessory	per hour		$332
13	Other Administrative Fees			
	Building Permit Review - Minor Res. Improvement	each		$697
	Building Permit Review - Tenant Improvements	each		$2,823
	Building Permit Review - Addition of s.f.	each		$2,259
	Building Permit Review - New SFD	each		$1,496
	Building Permit Review - New Multifamily	each		$6,145
	Building Permit Review - New Commercial	each		$6,145
	Re-Noticing or Special Noticing	each		$664
	Written Determination by City Planning Manager	each		$1,661
	Research / Document Review	each		$3,902
	Planning Hourly Fee (1 hr. minimum)	per hour		$332
	Address Assignment	each		$664
	Refund Administrative Fee		[3]	per Policy
	Noticing Fee	each		$664

City of East Palo Alto
Planning Division

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit

[Notes]

[1] All fees shall be treated as minimum fees. If service exceeds the minimum fee amount, the Planning Department shall forward a bill for the full amount of the cost to process the permit.

[2] Refer to Section 7109 of the City Subdivision Regulations.

[3] Refund shall be calculated as follows:
a) If application has been routed to another division, refund 60% of the permit fee.
b) If Planning Commission has been notified or project is considered "complete", refund of 40% of the permit fee.

[4] AUPs will be processed at a staff level, unless written protest is filed, at which point, legal advertisement and public noticing plus staff time to prepare a staff report will be charged to the applicant".

[5] Fee as set by State Fish and Game Department; may be adjusted from time-to-time to reflect State revisions.

[6] This fee shall be waived if processed concurrently with a Use Permit Application.

[7] At the discretion of the City Planning Manager, multiple permits may be covered by the fee for the highest permit if additional substantial staff time is not required.

[8] A surcharge of 25.3% for the General Plan Update also applies. For large projects, the City requires a cost recovery agreement, whereby the fee amount becomes an initial deposit. To determine the initial deposit amount, the City estimates either the required City direct planning labor or has or planning project consultant labor. In these cases, the adopted General Plan Surcharge will be applied one-time to the initial amount of estimated project planning labor hours multiplied by the hourly City planning rate.

Fee No.	Fee Name		Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
ENGINEERING FEES					
1	Grading - Plan Review			[1]	
	< 50 Cubic Yards		each		$2,888
	50 - 100 Cubic Yards		each		$2,888
	101 - 500 Cubic Yards		each		$5,776
	> 501 Cubic Yards		deposit	[2]	$17,328
2	Grading - Inspection				
	< 50 Cubic Yards		each		$2,888
	50 - 100 Cubic Yards		each		$4,333
	101 - 500 Cubic Yards		each		$17,328
	> 501 Cubic Yards		deposit	[2]	$23,050
3	Public Improvements - Plan Review			[1]	
	$	10,000	base fee up to $10,000		$2,888
	$	10,001	base fee at $10,001		$2,888
			each add'l $10,000 or fraction thereof		$2,888
	$	50,001	base fee at $50,000		$14,439
			each add'l $10,000 or fraction thereof		$1,732
	$	100,001	base fee at $100,000		$23,103
			each add'l $10,000 or fraction thereof		$289
	$	500,001	deposit	[2]	$34,654

Fee No.	Fee Name		Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
4	Public Improvements - Inspection				
	$	10,000	base fee up to $10,000		$1,444
	$	10,001	base fee at $10,001		$1,444
			each add'l $10,000 or fraction thereof		$721
	$	50,001	base fee at $50,000		$4,333
			each add'l $10,000 or fraction thereof		$2,021
	$	100,001	base fee at $100,000		$14,439
			each add'l $10,000 or fraction thereof		$506
	$	500,001	deposit	[2]	$34,654
5	Encroachment Permit			[1]	
	Minor Frontage Improvements such as sidewalk, curb, gutter, driveway		each		$520
	Utility connections, excavations, potholing		each		$867
	Temporary closure of sidewalk, bike/vehicle lane(s), street		each		$867
	Any other work encroaching into the public right-of-way		each		$867
	Street Cut Fee		each		$867
6	Encroachment Permit - Other			[1]	
	Debris Box / Temporary Storage		per week		$1,155
	Traffic Control Plan Review		per street		$1,155
	Traffic Control Field Inspection/Monitoring		per day		$1,155
7	Final Parcel Map / Tract Map				
	Parcel Map (4 Lots or Less) - City Admin Cost (consultant costs are passed through to applicant)		each		$4,333
	Tract Map (5 or More Lots) - City Admin Cost (consultant costs are passed through to applicant)		each		$5,776
8	Certificate of Compliance / Street Right-of-Way (ROW) Vacation				
	Certificate of Compliance		each		$4,333
	Street ROW Vacation		each		$4,333

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
9	Transportation Permit			
	Single Trip	per trip		$18
	Annual	yearly		$103
10	Administrative Fees			
	Request for Letter (e.g. Flood Hazard Letter)	each		$289
	Bond Administration and Release	each		$289
	Job Card Replacement	each		$289
	4th and Subsequent Plan Review Fee	each		$867
	Re-inspection Fee	each		$867
	After-Hours Inspection (minimum 4 hours)	hourly		$326
Planning Application Review / Support			[1]	
1	Tentative Maps (4 lots or less)	each		$2,888
2	Tentative Maps (5 lots or more)	each		$4,333
3	Tentative Map Extension / Modification	each		$1,444
4	Design Review - Administrative	each		$1,444
5	Architectural Supervision	each		$577
6	Second Unit Permit	each		$577
7	General Plan Amendment	each		$1,732
8	Planned Unit Development	each		$4,333
9	Zone Change / Text Amendment	each		$577
10	Tree Removal Permit	each		$577
11	Use Permit (all types)	each		$577
12	Zoning Relief (all types)	each		$577
13	Initial Study	each		$1,444
14	EIR	each		$2,888
15	Mitigation Monitoring (per measure)	each		$577
16	Hourly Pre-Application	each		$289
17	Lot Line Adjustment	each		$4,333
18	Lot Line Merger	each		$4,333

City of East Palo Alto
Engineering Division

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
Building Plan Review / Support			[1]	
1	Minor Residential Improvement	each		$347
2	TI (Tenant Improvement) or Addition of square feet	each		$577
3	New SFD (Single Family Dwelling)	each		$1,155
4	New Multifamily or Commercial	each		$2,311
5	Encroachment Permit - Fence	each		$577

[Notes]

[1] Up to 3 plan review submittals included. Additional Fee will be charged for 4th and subsquent reviews.

[2] All Public Improvement projects over $500,000 in value or Grading projects larger than 501 cubic yards will be recovered on a deposit and time and materials billing system, per the PW Director's discretion. Overtime rate to be charged in inspections performed after hours, minimum 4 hours.

City of East Palo Alto
Environmental Services Program

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
NPDES				
1	BMP Inspection			
	2,500 to 10,000 square feet	each		$310
	10,001 square feet to 1 acre	each		$777
	1 acre to 5 acres	each		$2,329
	Each additional acre >5 acres	per acre		$218
2	Grading Inspection for Construction BMPs	per 10,000 s.f.		$156
3	C.4 Inspection			
	Low Priority	each		$156
	High Priority	each		$388
4	Discharge Inspection			
	Initial Inspection (3 hours)	each		$465
	Each additional hour	hourly		$156
	Monitoring, Sampling or Testing, Lab analysis, cost, and rental equipment charges	deposit		Actual Cost
5	Illicit Discharge Clean-Up in the Public Right-of-Way			
	Initial Inspection (3 hours)	each		$465
	Each additional hour	hourly		$156
6	Vacant Property inspections, illegal dumping, encampments, etc.	each		$310
7	Administrative Citation, Minor discharge (inert substance)	each	[1]	$116
8	Administrative Citation, Major Discharge (non-inert substance, per storm drain impact)	each	[1]	$1,153
9	Other Services not Listed	hourly		$156
Support to Planning Fees				
1	Stormwater Design Review			
	Single Family	each		$40
	Other			
	2,500 to 10,000 square feet	each		$310
	10,001 square feet to 1 acre	each		$777
	1 acre to 5 acres	each		$2,329
	Each additional acre >5 acres	per acre		$545
2	Water Efficiency Landscape Ordinance Plan Review			
	80% or more low-to-no water use	per acre		$232
	80% or less low-to-no water use	per acre		$933

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
3	Solid Waste Enclosure Design Review			
	Single Family	each		$40
	Other			
	2,501-5,000 sf	each		$40
	5,000 sf or more: restaurant, auto, retail, nursery, & other high pollutant potential	each		$78
	10,000 sf- 1 acre, all other	each		$156
	1 acre or high concern projects	per acre		$310
4	Each Additional Plan Review after first three reviews	hourly		$156
5	Environmental Impact Studies (EIR)	each		$777
Support to Building Fees				
1	Stormwater Design Review			
	Single Family	each		$40
	Other			
	2,500 to 10,000 square feet	each		$310
	10,001 square feet to 1 acre	each		$933
	1 acre to 5 acres	each		$2,329
	Each additional acre >5 acres	per acre		$545
2	Water Efficiency Landscape Ordinance Plan Review			
	80% or more low-to-no water use	per acre		$465
	80% or less low-to-no water use	per acre		$1,553
3	Solid Waste Enclosure Design Review			
	Single Family	each		$40
	Other			
	2,501-5,000 sf	each		$78
	5,000 sf or more: restaurant, auto, retail, nursery, & other high pollutant potential	each		$156
	10,000 sf- 1 acre, all other	each		$310
	1 acre or high concern projects	per acre		$465
4	Each Additional Plan Review after first three reviews	hourly		$156

[Notes]

[1] Penalty Charge

Fee No.	Fee Name		Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
BUILDING PERMIT AND PLAN CHECK FEES				[1]	
1	**Processing Fee**		flat		$327
2	**Building Plan Check - Single Family Residential**				
	$	5,000	base fee up to $5,000		$218
	$	5,000	base fee at $5,000		$218
		each additional $1,000 or fraction thereof	each add'l $1,000		$21.77
	$	25,000	base fee at $25,000		$653
		each additional $1,000 or fraction thereof	each add'l $1,000		$8.71
	$	50,000	base fee at $50,000		$871
		each additional $1,000 or fraction thereof	each add'l $1,000		$8.71
	$	100,000	base fee at $100,000		$1,307
		each additional $1,000 or fraction thereof	each add'l $1,000		$3.27
	$	500,000	base fee at $500,000		$2,612
		each additional $1,000 or fraction thereof	each add'l $1,000		$2.06
	$	1,000,000	base fee at 1,000,000	[2]	$3,647

Fee No.	Fee Name		Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
3	**Building Permit/Inspection - Single Family Residential**			[5]	
	$	5,000	base fee up to $5,000		$218
	$	5,000	base fee at $5,000		$218
		each additional $1,000 or fraction thereof	each add'l $1,000		$21.77
	$	25,000	base fee at $25,000		$653
		each additional $1,000 or fraction thereof	each add'l $1,000		$0.00
	$	50,000	base fee at $50,000		$653
		each additional $1,000 or fraction thereof	each add'l $1,000		$17.42
	$	100,000	base fee at $100,000		$1,525
		each additional $1,000 or fraction thereof	each add'l $1,000		$7.08
	$	500,000	base fee at $500,000		$4,355
		each additional $1,000 or fraction thereof	each add'l $1,000		$5.66
	$	1,000,000	base fee at 1,000,000	[2]	$7,185

Fee No.	Fee Name		Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
4	**Building Plan Check - Commercial/Multi-Family/Industrial**				
	$	5,000	base fee up to $5,000		$218
	$	5,000	base fee at $5,000		$218
		each additional $1,000 or fraction thereof	each add'l $1,000		$24.20
	$	50,000	base fee at $50,000		$1,307
		each additional $1,000 or fraction thereof	each add'l $1,000		$60.98
	$	100,000	base fee at $100,000		$4,355
		each additional $1,000 or fraction thereof	each add'l $1,000		$16.33
	$	500,000	base fee at $500,000		$10,887
		each additional $1,000 or fraction thereof	each add'l $1,000		$108.87
	$	1,000,000	base fee at 1,000,000		$16,332
		each additional $10,000 or fraction thereof	each add'l $10,000		$33.63
	$	10,000,000	base fee at $10,000,000	[3]	$46,597

Fee No.	Fee Name		Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
5	**Building Permit/Inspection - Commercial/Multi-Family/Industrial**			[5]	
	$	5,000	base fee up to $5,000		$218
	$	5,000	base fee at $5,000		$218
		each additional $1,000 or fraction thereof	each add'l $1,000		$14.52
	$	50,000	base fee at $50,000		$871
		each additional $1,000 or fraction thereof	each add'l $1,000		$13.07
	$	100,000	base fee at $100,000		$1,525
		each additional $1,000 or fraction thereof	each add'l $1,000		$15.79
	$	500,000	base fee at $500,000		$7,839
		each additional $1,000 or fraction thereof	each add'l $1,000		$156.78
	$	1,000,000	base fee at 1,000,000		$15,678
		each additional $10,000 or fraction thereof	each add'l $10,000		$90.25
	$	10,000,000	base fee at $10,000,000	[3]	$96,897

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
MISCELLANEOUS FEES - FLAT RATE PERMITS				
1	**Demolition**	flat		$545
2	**Commercial Demoliiton**			Refer to Valuation Table
3	**Door/Window Replacements (up to 20 Windows)**			
	Up to 4 Windows	flat		$435
	More than 4 and up to 20 Windows	flat		$545
	Greater than 20 Windows			Refer to Valuation Table
4	**Fences**			
	Over 7 ft - 64 l.f.	flat		$327
	Over 7 ft - each additional 16 l.f. over 64 l.f.	each		$54
	CMU fence			Refer to Valuation Table
5	**Photovoltaic Systems (Solar Systems)**		[4]	
	Solar - Residential	each		$435
	Per kW above 15kW	each		$5
	Solar - Commercial (Up to 50 kW)	each		$871
	Per kW between 51kW - 250kW	each		$7
	Per kW above 250kW	each		$5
6	**Property Research/Site Inspection for Business License**	each		$545
7	**Re-roof - Residential**			
	Non-structural up to 10,000 sq. ft.	flat		$435
	Structural or Non-structural greater than 10,000 sq. ft.			Refer to Valuation Table
8	**Electric Vehicle Charging Station (Residential)**			
	Residential	flat		$197
	Commercial			Refer to Valuation Table

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
MECHANICAL, PLUMBING, ELECTRICAL PERMIT FEES				
1	**Water Heaters and Residential Commodes**	each		$144
2	**Residential/Simple Standalone MPE Permit (fee includes up to 3 from the list below)**	per project		$202
	Simple Mechanical Items:			
	Addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption, or evaporative cooling system.			
	HVAC change out - existing dwelling			
	Air-handling unit over 10,000 CFM			
	Evaporative cooler			
	Ventilation fan connected to a single duct			
	Hood and duct system			
	Duct systems			
	Miscellaneous mechanical (wall furnace, condensing units, gas outlet/gas test, etc.)			
	Other simple mechanical			
	Simple Electrical Items:			
	Receptacle, switch, and lighting outlets			
	Lighting fixtures			
	Pole or platform-mounted lighting fixtures			
	Theatrical-type lighting fixtures or assemblies			
	Residential appliances			
	Appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt-ampere (KVA), in rating			
	Busways			
	Trolley and plug-in-type busways - each 100 feet or fraction thereof			
	Signs, outline lighting, and marquees			
	Signs, outline lighting, or marquees supplied from one branch circuit			
	Services of 600 volts or less and not over 400 amperes in rating			
	Miscellaneous apparatus, conduits, and conductors			
	Residential solar photovoltaic systems			
	Residential swimming pools			
	Portable generators less than 10,000 W			

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
	Temporary power panel/service			
	Temporary power pole			
	Other simple electrical			
	Simple Plumbing Items:			
	Plumbing fixtures			
	Building sewer			
	Rainwater systems			
	Water heater			
	Industrial waste pretreatment interceptor			
	Water piping and/or water treating equipment			
	Repair or alteration of drainage or vent piping			
	Lawn sprinkler systems			
	Backflow devices			
	Atmospheric-type vacuum breakers			
	Gas test			
	Gas outlets			
	Solar water systems			
	Other simple plumbing			
3	**Complex/Commercial Standalone MEP Permits**			Refer to Valuation Table

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
ADDITIONAL PLAN REVIEW / INSPECTION SERVICES				
1	**Alternative Means and Methods**	hourly		$218
2	**Extension Requests for Building Permits**	hourly		$218
3	**Replacement of Job Card (Building Permit Card)**	hourly		$218
4	**Deferred Submittals**	hourly		$218
5	**Inspection Supplemental Fee (Projects that require more inspections than average, the Building Official may charge additional inspection fees)**	hourly		$218
6	**Accessibility Hardship Exemption**	hourly		$218
7	**Additional Plan Check required by changes, additions, or revisions to plans**	hourly		$218
8	**Appeals**	each		$575
9	**Certificate of Occupancy**	each		$435
10	**Fire Damage Inspection**	each		$692
11	**Inspections outside of normal business hours**	hourly (2 hr min)		$247
12	**Pre-Site Inspection / Re-inspection - SFD**	each		$218
13	**Pre-Site Inspection / Re-inspection - Other than SFD**	each		$327
14	**Records Research**	per 30 minutes		$109
15	**Re-inspection**	hourly		$218
16	**Written Interpretation of Building Code**	each		$435

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
PLANNING OR ENGINEERING PROJECT REVIEW BY THE BUILDING DIVISION				
1	**Tentative Map Review**	each		$218
2	**Final Maps (up to 25 lots)**	each		$218
3	**Final Maps (>25 lots)**	each		$327
4	**Design Review**	each		$435
5	**Temporary Use Permit**	each		$327

[Notes]

[1] Includes MPE fees when in combination with a Building Permit

[2] All projects over $1,000,000 in value will be recovered on a deposit and time and materials basis, per the Building Official's discretion. Overtime rate to be charged on inspections performed after hours, minimum 2 hours.

[3] All projects over $10,000,000 in value will be recovered on a deposit and time and materials billing system, per the Building Official's discretion. Overtime rate to be charged on inspections performed after hours, minimum 4 hours.

[4] Fees shall not exceed the amounts as stated in GC 66015.

[5] Permits over $100k in valuation are subject to a 25.3% General Plan Update Surcharge.

City of East Palo Alto
Police Department Fes

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
POLICE FEES			[1]	
1	Fingerprinting (livescan)	each	[1]	$25
2	Vehicle Release		[2]	
	During Regular Business Hours	each		$25
	During Nights or Weekends or Holidays	each		$145
	Tow Company Cost	each		Actual Cost
3	Repossession - Verification Fee	each	[6]	$15
4	Proof of Correction Citation - Sign-off	each	[7]	$25
5	Clearance Letter	each		$15
6	Permit Review - Private Security Company	each		$359
7	False Alarm Response - (charge is per response after first two responses within a single calendar year)	per officer	[3]	$65
8	Loud Party Response - (charge is per response after first response in one calendar month)	per minute / per officer / per dispatcher	[4]	$4
9	Assistance to Planning Division - Security Plan Review for New Business	each		$462
10	Redaction Services - Body Worn Camera Video (City Staff)	hourly - min 1 hr.	[5]	$290
11	Redaction Services - Body Worn Camera Video (Contractor)			
	City Processing	each		$128
	Consultant Cost	each		Actual Cost
12	Officer Support of City Special Events	hourly - per officer		$128

[Notes]

[1] Plus pass-through of any outside agency fees (e.g. Department of Justice fees).

[2] Towing fees are paid separately.

[3] Fee waived for first two responses per calendar year.

[4] Fee waived for first response per 120 days.

[5] Redaction Services which take longer than 1 hour will be charged at actual cost of time & materials.

[6] Fee capped at $15 per Section 28 of the Vehicle Code.

[7] Fee capped at $25 per Section 68084 of the Government Code.

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit
COMMUNITY SERVICES FEES				
1	**Special Event Permit - Application Processing**			
	Category 1 Events		[1]	$59
	Category 2 Events		[2,5]	$182
	Category 3 Events		[3,5]	$489
	Police - Alcohol Distribution	per event		$65
2	**Special Event Permit - On-Site Event Support**			
	Community Services Staff - Business Hours	hourly		$236
	Community Services Staff - After Business Hours	hourly		$255
	Other City Departments	hourly		See Department Fee Schedules
	Fire / County Health Department	hourly		See Agency Fee Schedule
3	**Building Facility Rental Fees**			
	Residents of East Palo Alto			
	Community Room (at City Hall)	hourly - minimum 2 hours		$17
	Cooley Landing	hourly - minimum 2 hours	[4]	$87
	Senior Center		[6]	$17
	Non-Residents of East Palo Alto			
	Community Room (at City Hall)	hourly - minimum 2 hours		$41
	Cooley Landing	hourly - minimum 2 hours	[4]	$154
	Senior Center		[6]	$41
4	**Park Facility Rental Fees**			
	All Locations - rental of park, pavilion, or barbeque areas for special events	hourly - minimum 2 hours		$17

[Notes]

[1] Small gatherings of less than 50 attendees (no Alcohol) - No outside review needed

[2] Small gatherings of less than 50 attendees (no Alcohol) or Large gatherings of more than 50 attendees - Review by Police needed

Fee No.	Fee Name	Fee Unit / Type (Flat / Deposit / Hourly)	Notes	Recommended Fee Level / Deposit

[3] Block Party, Community Event, Parade/Street Closure - Review by Police, Fire, Building, Engineering, Environmental Services needed.

[4] Cooley Landing subject to $500 cleaning deposit.

[5] May also be subject to Fire fee.

[6] Limited Availablity

Fee No.	Fee Name	Unit / Data Input Required	Notes	Recommended Fee Level / Deposit
Development Impact Fees & In-Lieu Fees				
1	**Housing**			
	Commercial Linkage (Office/Medical/R&D)	Square Foot		$13.55
2	**Parks and Trails**			
	Detached ADU	Dwelling Unit	[1,2]	$1,994.62
	Other Non-Residential	Peak Service Population		$1,107.72
	Single-Family	Dwelling Unit (Rental)		$4,987.16
	Townhouse	Dwelling Unit (Rental)		$4,987.16
	Multi-Family Housing	Dwelling Unit (Rental)		$3,435.39
	Office/Research & Development	Square Foot		$1.40
	Industrial	Square Foot		$0.55
	Retail	Square Foot		$0.92
3	**Public Facilities**			
	Detached ADU	Dwelling Unit	[1,2]	$3,498.14
	Single-Family	Dwelling Unit		$8,745.93
	Townhouse	Dwelling Unit		$8,745.93
	Multi-Family Housing	Dwelling Unit		$6,024.90
	Other Non-Residential	Peak Service Population		$1,943.95
	Office/Research & Development	Square Foot		$2.42
	Industrial	Square Foot		$0.99
	Retail	Square Foot		$1.61
4	**Storm Drainage**			
	Detached ADU within RBD	Dwelling Unit	[1,2,3]	$2,336.12
	Single-Family within RBD	Dwelling Unit	[3]	$5,840.27
	Detached ADU outside RBD	Dwelling Unit	[1,2,3]	$1,351.47
	Single-Family outside RBD	Dwelling Unit	[3]	$3,378.68
	All other Land Uses within RBD	Impervious acre	[3]	$146,006.87
	All other Land Uses outside RBD	Impervious acre	[3]	$84,466.79
5	**Transportation**			
	Detached ADU	Dwelling Unit	[1,2]	$1,137.89
	Single-Family	Dwelling Unit		$2,845.32
	Townhouse	Dwelling Unit		$2,845.32
	Multi-Family Housing	Dwelling Unit		$2,141.84
	Other Non-Residential	PM Peak Hour Vehicle Trips & Internal Trips Percentage		$8,323.60
	Office/Research & Development	Square Foot		$8.84
	Industrial	Square Foot		$5.76
	Retail	Square Foot		$8.84

6	**Water Capacity**			
	Single-Family	Dwelling Unit		$9,830.72
	Townhouse	Dwelling Unit		$9,830.72
	Multi-Family Housing	Dwelling Unit		$6,050.23
	Detached ADU	Dwelling Unit	[2]	$6,050.23
	Other Non-Residential	Meter Size - 3/4"		$14,367.80
	Other Non-Residential	Meter Size - 1"		$23,946.33
	Other Non-Residential	Meter Size - 1.5"		$47,893.88
	Other Non-Residential	Meter Size - 2"		$76,629.47
	Other Non-Residential	Meter Size > 2", Gallons Per Day		$37.80

[Notes]

Fee is exempt for Accessory Dwelling Units (ADUs) equal to or smaller than 750 square feet.

[1] For ADUs greater than 750 square feet, fee proportional.
Proportion allocated on square footage of ADU relative to primary residence.

[2] The lessor of this amount or the maximum allowed by law.

[3] RBD - Ravinswood Business District

POLICY AND ACTION 9.1

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 2, 2024

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Humza Javed, Public Works Director
Hanson Hom, Deputy Manager, Special Projects

SUBJECT: Discussion of Framework for Nexus Study and Financial Feasibility Analysis for Updating the City's Development Impact Fees

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Recommendation

After receiving a report from staff, discuss and comment on the framework for preparing the nexus study and financial feasibility analysis for updating the City's development impact fees for transportation infrastructure, water capacity, storm drainage, parks and trails, and public facilities.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Implement the Comprehensive Transportation and Mobility Plan
Priority: Ensure Our Financial and Organizational Health
Priority: Improve the City's Water Infrastructure
Priority: Develop and Implement a Comprehensive Facilities Master Plan
Priority: Enhance Community Services and Parks for Residents

POLICY AND ACTION 9.1

Background

The City's authority to assess development impact fees is defined by East Palo Alto Municipal Code Chapter 13.24, Article V, for water system development fees, and Chapter 13.28 for transportation infrastructure, storm drainage, parks and trails, and public facilities impact fees. Development impact fees were adopted pursuant to California Government Code Section 66000 et seq. ("Mitigation Fee Act") and other applicable state laws. The purpose of the fees is to ensure that future development will contribute a reasonable fair share contribution to fund the construction of necessary public facility and infrastructure improvements to serve future development, and to ensure that existing residents and developments will not bear a disproportionate share of the cost for these improvements. Development impact fees apply to new, expanded, or intensified residential, office, industrial, and retail development. They are one-time fees that are typically collected at building permit issuance and are placed into special fund accounts that are earmarked for identified projects in the City's Capital Improvement Program ("CIP").

The water capacity development fee was enacted on July 17, 2018, at the end of a two-year water moratorium after the City was able to secure the necessary water supply allocation from Palo Alto and Mountain View to accommodate planned growth in the City's Vista 2035 General Plan. The fee funds water supply and capital improvements necessitated by new development. The transportation infrastructure, storm drainage, parks and trails, and public facilities impact fees were enacted on March 19, 2019, to fund CIP infrastructure improvements that are necessary to serve future development. These fees were established through a nexus study in compliance with applicable law, including the Mitigation Fee Act, and are adjusted annually equal to the change in the Construction Cost Index as published by the Engineering News Record (20-Cities Average). Information on the City-wide Development Fee Program is available at: https://www.ci.east-palo-alto.ca.us/publicworks/page/city-wide-development-impact-fee-program. Attachment 1 indicates the City's existing development impact fees.

Since the adoption of development impact fees in 2018 and 2019, the conditions and underlying assumptions for the nexus study have changed, which warrants a new study and updated impact fees. Most significant is the current update of the Ravenswood Business District/4 Corners Specific Plan ("Specific Plan") which proposes increasing the development capacity in the Specific Plan area from approximately 1.3 million square feet of office space per the existing Specific Plan (2013) to 2.82 to 3.35 million square feet of office space per the pending Specific Plan Update. Developers have requested a cost estimate of these obligations in order to submit a realistic community benefits package with their development applications for the City's consideration.

Additionally, Assembly Bill (AB) 602 became law on January 1, 2022, that established new requirements for nexus studies, including a preference that impact fees for housing projects be assessed proportionately to the square footage of proposed units. A nexus study is not required to use square footage as a metric for calculating residential impact fees if it makes certain findings justifying why anther metric is appropriate, bears a reasonable relationship between the fee charged and the burden place on development, and ensures that smaller developments are not disproportionately charged compared to their impact. Currently, the City's impact fee schedule for residential uses is primarily based on a fee for a single-family/townhouse unit, a multi-family unit, and an accessory dwelling unit. Additionally, cities must define their level of service standards and justify if proposed fees seek to achieve a higher level of service than currently exists in the community.

At a City Council meeting on April 18, 2023, the Council authorized the issuance of request for proposals ("RFP") to obtain an economic consultant to prepare an updated nexus study and financial feasibility analyses. After completion of the RFP process, on October 17, 2023, the City Council authorized entering into an agreement with Willdan Financial Services to prepare both update reports. Work on the nexus study and financial feasibility analysis began in November 2023.

The nexus study will update fees related to the impact of new development on the City's water capacity and infrastructure, parks and trails, public facilities, transportation infrastructure, and storm drainage system. The nexus study will establish the maximum justifiable or supportable impact fees to fund additional public facility and infrastructure improvements that will be needed to serve proposed developments. The study will update the fees to reflect the latest scope and cost estimates of CIP projects that are appropriate to be funded with development impact fees. Based on the results of the nexus study, the financial feasibility analysis will assess the financial effect of the maximum justifiable impact fees on private development using project prototypes. This analysis will provide a pro forma framework for adjusting impact fees to address project feasibility and other City priorities if desired. Additionally, Willdan will provide a comparison of the updated impact fees with comparable fees currently collected by surrounding cities.

Analysis

The purpose of this City Council item is to present the underlying assumptions, methodology options, and the status of the nexus study for the City Council's initial discussion and comments. Additionally, the framework for the financial feasibility analysis will also be presented for City Council comments, which will include an overview of the process for preparing the pro forma analyses and the suggested development prototypes to be evaluated. No action is requested at this meeting, and an additional opportunity for City Council input will occur in May or June 2024 to receive further input before both reports are finalized.

POLICY AND ACTION 9.1

Nexus Study

The nexus study and financial feasibility analysis are being prepared following commonly accepted methodology in compliance with the Mitigation Fee Act and other applicable state laws. In December 2023, as required by AB 602, the Department of Housing and Community Development ("HCD") issued a report entitled "Impact Fee Study Templates" that provides a framework, recommendations, and step-by-step guidelines for preparing nexus studies to comply with the state Government Code. https://www.hcd.ca.gov/sites/default/files/docs/policy-and-research/plan-report/nexus-study-template.pdf. The nexus study being prepared by Willdan closely adheres to the recommendations and guidelines in this report. Both Willdan consultants, James Edison and Carlos Villarreal were contributors to this document.

The nexus study will identify the maximum justifiable impact fees that meet the requirements of the Mitigation Fee Act. As a policy decision, the City Council can elect to adopt a fee schedule that is less than the maximum allowable amounts identified in the study. The feasibility analysis can provide insight into what impact fee levels the City Council may want to implement if they are less than the maximum amounts.

The nexus study is based on available City data and the amount of planned growth in the City's Vista 2035 General Plan and the Ravenswood Business District/4 Corners Special Plan Update (Specific Plan Update). Along with the City's CIP, these data inform the project lists of needed improvements Citywide, and within RBD. From these identified facility needs, the fair share allocation of projects needed to accommodate planned growth is determined, which is translated into a cost per demand unit, such as a cost per vehicle trip. Based on different demand characteristics of different land uses (trip generation per square foot, residential and employment density per square foot, etc.), a fee will be identified for four general land use categories: residential, office/research and development, industrial, and retail. The updated ordinance will continue to allow for fee adjustments or credits based on specific project attributes.

The nexus study will consider two different growth scenarios for the Specific Plan Update: 2.82 million square feet and 3.35 million square feet of office/research and development (R&D). The magnitude of total development in RBD will affect the allocation of facilities and infrastructure costs to new development Citywide, and to new development within RBD.

Development impact fees are calculated to fund the cost of public improvements, facilities, and other infrastructure required to accommodate growth. The six steps being followed for the nexus study include:

1. Estimate existing development and future growth: Identify a base year for existing development and a growth forecast that reflects increased demand for public facilities due to new development
2. Identify facility standards: Determine the facility standards used to plan for new and expanded facilities;
3. Determine facilities required to serve new development: Estimate the total amount of planned facilities, and identify the share required to accommodate new development;
4. Determine the cost of facilities required to serve new development: Estimate the total amount and the share of the cost of planned facilities required to accommodate new development;
5. Calculate fee schedule: Allocate facilities costs per unit of new development to calculate the development impact fee schedule; and
6. Identify alternative funding requirements: Determine if any non-fee funding is required to complete the projects.

The key public policy issue in development impact fee studies is the identification of facility standards (step #2, above). Facility standards document a reasonable relationship between new development and the need for new facilities. Standards ensure that new development does not fund deficiencies associated with existing development.

Allocating Costs to New Development

The updated fee study uses three approaches to allocate capacity expanding facility costs to new development through the impact fees. The advantages and disadvantages of each method is summarized below:

A. Planned Facilities Method

The planned facilities method allocates costs based on the ratio of planned facility costs to demand from new development as follows:

$$\frac{\textit{Cost of Planned Facilities}}{\textit{New Development Demand}} = \textit{\$/unit of demand}$$

This method is appropriate when planned facilities will entirely serve new development, or when a fair share allocation of planned facilities to new development can be estimated. An example of the former is a wastewater trunk line extension to a previously undeveloped area. An example of the latter is a portion of a roadway that has been identified as necessary to mitigate the impact from new development through traffic modeling analysis. Under this method, new development will fund the expansion of facilities at the standards used in the applicable planning documents.

B. System Plan Method

This method calculates the fee based on the value of existing facilities plus the cost of planned facilities, divided by demand from existing plus new development:

$$\frac{\text{Value of Existing Facilities + Cost of Planned Facilities}}{\text{Existing + New Development Demand}} = \$/\text{unit of demand}$$

This method is useful when planned facilities need to be analyzed as part of a system that benefits both existing and new development. It is difficult, for example, to allocate a new park solely to new development when that park will operate as part of a system of parks that together achieve the desired level of service.
The system plan method ensures that new development does not pay for existing deficiencies. Often facility standards based on policies such as those found in General Plans are higher than the existing facility standards. This method enables the calculation of the existing deficiency required to bring existing development up to the policy-based standard. An important consideration is that East Palo Alto must secure non-fee funding for that portion of planned facilities required to correct the deficiency to ensure that new development receives the level of service funded by the impact fee.

C. Buy-In Method

The buy-in method is based on the value of the existing system's capacity. This method is typically used when the existing system has sufficient capacity to serve new development now and into the future. Under the buy-in methodology, new development "buys" a proportionate share of existing capacity at the current value of the existing facilities. The buy-in fee is determined by taking the current value of assets (replacement cost new, less depreciation) divided by the current capacity provided by the system. Responsibility for new capital improvements is then shared equally by all customers. A simplified version of the calculation equation is:

$$\frac{\text{Present Value of Existing Facilities}}{\text{Existing System Capacity}} = \text{cost per unit of demand}$$

For East Palo Alto, this approach is appropriate for setting an impact fee to pay for the for the City's water supply allocation, where an extra allocation was acquired in 2018 to serve planned development in the Vista 2035 General Plan.

Development Impact Fee Update Considerations

Several considerations must be factored into the City's nexus study methodology. These are summarized below:

1. Impact Fee Zones: Depending on the fee category, impact fees are proposed to be calculated based on demand for facilities from separate geographical areas: the Ravenswood Business District (RBD) and the remainder of the City. For instance, it is expected that different impact fees (RBD and non-RBD) will be calculated for transportation infrastructure, water capacity, and storm drainage impact fees. Other facilities and improvements will generally benefit the entire City equally, such as parks and trails and public facilities, and a citywide fee is currently recommended.

2. Facilities to be Funded by the Fees: Projects to be funded by the impact fees have been identified from the City's Capital Improvement Plan, Parks Master Plan, Water System Master Plan, and the Transportation Impact Analysis and Utilities Infrastructure Study prepared for the Specific Plan Update. The planned facilities and the allocation of these facilities costs to new development drive the impact fee calculations. The remainder of the costs not allocated to the impact fees can be thought of as existing deficiencies. These costs represent the share of project costs that must be funded by sources other than the impact fees. The following discusses the projects and fee allocation approaches by impact fee category.

    a. Parks and Trails: *System Plan Method*

        Capacity expanding projects are defined in the City's Parks Master Plan and the City's CIP. These facilities form a Citywide network that is accessible to all residents and people who work within the City. A citywide fee approach is used since the facilities will serve existing and new development Citywide.

        Costs are proposed to be allocated to new development based on the system plan allocation method. This methodology is appropriate because the facilities represent an increase in the level of service and will serve existing and new development. The system value of all parks and trails facilities (existing and new) relative to the planned service population drives the fee calculation. The estimated replacement cost of 23.89 existing park acres is $106.5 million, based on assumptions from the City's Recreation, and Open Space Master Plan, and an assumed land acquisition estimate of approximately $3.3 million per acre.

Table 1 presents the parks and trails project costs that will be partially allocated to new development through the impact fee. Based on preliminary calculations roughly 63% to 67% of the net project costs can be funded through an impact fee using the system standard approach. The remaining costs benefit the existing population and cannot be funded through impact fees, and must be fully funded by other means, or else new development will have been overcharged.

Table 1: Parks and Trails Projects

Project No.	Project Name	Total Cost	Funded	Net Cost
PK-04	MLK JR Park Expansion	$ 21,000,000	$ -	$ 21,000,000
PK-05	Joel Davis Park Restroom	424,695	424,695	-
PK-06	New Trails and Sidewalks in Ravenswood	15,000,000	-	15,000,000
PK-07	San Francisquito Park and Trail	5,108,000	-	5,108,000
PK-08	Jack Farrell Park Improvements	2,421,000	-	2,421,000
PK-09	Baylands Park	4,400,000	-	4,400,000
PK-10	Bell Street Park Improvements	16,000,000	-	16,000,000
PK-11	New Parks in Ravenswood/4 Corners Area	22,300,000	-	22,300,000
PK-12	Hetch Hetchy Aqueduct Linear Park	3,100,000	-	3,100,000
PK-14	Park Fitness Equipment Installation	95,000	-	95,000
PK-20	Rutgers Trail Gate	100,000	50,000	50,000
PK-22	Joel Davis Park Improvements	1,197,000	-	1,197,000
PK-21	Pocket Park at Newbridge	384,000	-	384,000
Total		$ 91,529,695	$ 474,695	$ 91,055,000

Draft allocation of net costs to new development ranges from 63% to 67% depending on RBD growth scenario.

b. Public Facilities: *System Plan Method*

Capacity expanding projects are defined in the City's CIP. These facilities will house services needed to accommodate people who live and work within the City. A citywide fee approach is used since the facilities will serve existing and new development Citywide.

Costs are proposed to be allocated to new development based on the system plan allocation method. This methodology is appropriate because the facilities represent an increase in the level of service and will serve existing and new development. The City's existing inventory of public facilities is relatively small, because it provides services for several leased facilities, including the police station and public works yard. The system value of all public facilities (existing and new) relative to the planned service population drives the fee calculation. The existing replacement cost of the City's owned public facilities is $37.4 million.

Based on preliminary calculations roughly 37% to 39% of the net project costs can be funded through the impact fees using the system standard approach. The remaining costs benefits the existing population and cannot be funded through impact fees, and must be fully funded by other means, or else new development

will have been overcharged. The allocation to new development for this fee category is lower than the allocation for the parks and trails fee because the existing level of service is lower, which reflects the fact that the City currently owns few public facilities (i.e. the police facilities, public works yard, etc. are leased and not reflected in the existing facilities inventory). Consequently, this facility category has a relatively larger deficiency that cannot be funded through impact fees.

Table 2: Public Facilities Projects

Project No.	Description	Total Cost	Funded	Net Cost
FA-02	Community Development building	$ 120,000	$ -	$ 120,000
FA-05	New Police Department Building	25,000,000	-	25,000,000
FA-06	Corporation Yard	100,000	-	100,000
FA-07	City Hall Purchase	60,000,000	-	60,000,000
FA-09	New Facilities in Ravenswood Specific Plan Area	10,000,000	-	10,000,000
FA-10	Electric Vehicle Charging Station	350,000	-	350,000
FA-11	City Facility Energy Upgrades	100,000	-	100,000
FA-13	City Hall Tenant Improvement	350,000	-	350,000
FA-16	City of East Palo Alto Library	33,000,000	1,900,000	31,100,000
FA-17	Police Department Facility Improvements	400,000	400,000	-
Total		$ 129,420,000	$ 2,300,000	$ 127,120,000

Draft allocation of net costs to new development ranges from 37% to 39% depending on RBD growth scenario.

c. Transportation Infrastructure: *Planned Facilities Method*

The transportation impact fee will vary by geography. Two impact zones are proposed. A “Citywide” impact fee will allocate project costs to growth citywide. A “RBD” impact fee will be driven by projects triggered by growth in the RBD area and will only be charged in the RBD. RBD development will pay both the Citywide and RBD transportation impact fees. Both the RBD component of the Citywide fee and the RBD-only fee will reflect a 40% trip reduction that is mandated by the City’s TDM ordinance. The transportation modeling prepared by Hexagon Transportation Consultants, Inc., to identify mitigation projects and allocate costs to the RBD reflects the assumed 40% trip reduction.

The planned facilities allocation approach is proposed for determining transportation impact fees because the share of each project needed to serve new development can be identified using transportation modeling. The net allocated costs drive the fee calculation.

Table 3 displays the Citywide transportation project list.

Table 3: Citywide Transportation Projects

Project No.	Description	Total Cost	Funded	Net Cost
ST-24C	Weeks at Pulgas Traffic Signal	$ 660,000	$ -	$ 660,000
ST-24D	Weeks at Clarke Traffic Signal	660,000	-	660,000
ST-28	East Bayshore Improvements	2,400,000	400,000	2,000,000
ST-29	University Avenue Grand Corridor	15,000,000	-	15,000,000
Total		$ 18,720,000	$ 400,000	$ 18,320,000

Draft allocation of net costs to new development ranges from 47% to 49% depending on RBD growth scenario.

Table 4 displays the RBD-specific project list. Note that these project costs are allocated to new development based on transportation modeling and, as noted above, assumed a 40% trip reduction for RBD development. Additionally, the allocation to new development will vary based on the amount of development capacity that will be allowed in the Specific Plan Update.

The major RBD transportation project is the Loop Road at an estimated cost of $25 million. This project is not a required mitigation measure based on the transportation modeling but is identified in the existing Specific Plan. While the cost would not be borne entirely by RBD developers, it would be a significant component of the RBD transportation impact fee. A future decision concerns the inclusion or exclusion of this project, and if included the impact on project feasibility.

Table 4: RBD Transportation Project List

Project No.	Description	Total Cost	Funded	Net Cost
1	Willow Rd (SR 114) and Bayfront Expy (SR 84)	$ 1,224,738	$ 208,205	$ 1,016,533
2	Willow Rd (SR 114) and Newbridge St	307,997	307,997	-
3	University Ave (SR 109) and Bayfront Expy (SR 84	329,565	56,026	273,539
4	Newbridge Street and Bay Rd	1,000,000	-	1,000,000
5	Euclid Ave and Donohoe St	1,505,823	597,061	908,762
6	US 101 Northbound On Ramp and Donohoe St	2,133,250	845,837	1,287,413
7	University Ave (SR 109) and Loop Rd (future)	1,000,000	-	1,000,000
		1,225,000	-	1,225,000
8	University Ave (SR 109) and Purdue Ave	1,000,000	-	1,000,000
11	University Ave and Bay Rd	1,750,000	14,300	1,735,700
		2,000,000	14,300	1,985,700
14	University Ave and Donohoe St	5,925,693	507,708	5,417,985
18	US 101 NB Off Ramp and Donohoe St	139,428	3,073	136,355
19	Cooley Ave and Donohoe St	83,657	1,583	82,074
21	Clarke Ave and Bay Rd	1,000,000	62,469	937,531
		1,225,000	62,469	1,162,531
23	Clarke Ave and Runnymede St	1,000,000	-	1,000,000
26	Demeter St and Bay Rd	1,000,000	-	1,000,000
27	Pulgas Ave and Bay Rd	1,250,000	94,556	1,155,444
28	Pulgas Ave and Weeks St	1,000,000	36,477	963,523
29	Pulgas Ave and Runnymede St	1,000,000	31,908	968,092
		1,225,000	31,908	1,193,092
30	Pulgas Ave and O'Connor St	1,000,000	-	1,000,000
34	University Ave (SR 109) and Adams Dr	1,249,276	1,249,276	-
35	Clarke Ave and Schembri Lane/Garden Street	1,000,000	-	1,000,000
42	Pulgas Ave and Emmerson St (Future)	700,000	-	700,000
45	Tara Rd and Bay Rd	1,000,000	-	1,000,000
	Loop Road	25,000,000	-	25,000,000
Total		$ 58,274,427	$ 4,125,152	$ 54,149,274

Draft allocation of net costs to new development ranges from 54% to 67% depending on RBD growth scenario and whether or not Loop Road is included.

d. Water Capacity (hybrid approach): *Buy-in Method and Planned Facilities Method*

The water capacity fee is comprised of three components:

- The first component consists of new development "buying into" the existing excess capacity of the City's current water facilities. The buy-in component is based on a depreciated water distribution replacement cost of $4.4 million.
- The second component uses a planned facilities approach similar to the transportation impact fee, where each project's specific allocation to new development drives the fee calculation. Capital improvement projects are based on the Water System Master Plan (2022), plus projects identified in the RBD/4 Corners Utilities Infrastructure Study (2023). **Table 5** displays the project list.
- The third component, which is not included in Table 5, are water supply costs. These costs amount to at $5 million for 1 million gallons per day of supply assurance.

Table 5: Water Facilities Project List

Project No.	Description	Total
WS-01B	Emergency Water Connects - Palo Alto Park Mutual	$ 545,000
WS-01C	Emergency Water Connects - O'Connor Tract Co-OP	350,000
WS-01D	Emergency Water Connects - O'Brien Kavanaugh	365,000
WS-04	Second Groundwater Well	3,100,000
WS-08	Martin Luther King Jr. Park Stormwater Capture and Reuse-$	640,000
WS-03A	New Storage Tank - East of Highway 101	6,000,000
WS-03B	New Storage Tank - West of Highway 101	6,000,000
WS-05	Water Tank Siting Study	100,000
P-2	New pipeline, SFPUC Turnout	1,423,000
P-5	Pipeline Improvements for the Ravenswood Business District Specific Plan	7,850,000
P-13	Replace existing 8" CI, 10" AC, and 10" unknown mains from connection to the 1240 O'Brien turnout on O'Brien Drive through an existing easement to Ralmar Avenue with new 12" PVC main	845,000
P-16	X2 Pipeline replacements(Euclid)(Donahoe)	2,792,000
	New SFPUC Turnout	
P-4	Replace 4"CI main on Jervis between Bay rd and Newbridge St with new 8" PVC main	2,713,000
	Replace existing 4" CI main on Laurel Ave between Newbridge St and Alberni with new 8"PVC main	
	Replace existing 2" main on Mello St between Bay rd and Newbridge with new 8" PVC	
	Replace existing 4" CI main on Gonzaga St between Purdue Ave and Notre Dame with new 8;; PVC	
P-5	Replace existing 10" CI main on Demeter St between 351 Demeter St and 255 Demeter St with new 16" PVC main.	7,850,000
	Replace existing 6' CL mains on Demeter St between 255 Demeter St and Bay Rd and North of Bay Road an don Weeks St between Pulgas to the deadend with 12" PVC Main	
	Replace existing 8" CI mains on Pulgas Ave between Bay Rd and North of Bay Rd and on Weeks street between Pulgas Ave to the deadend with new 12" PVC Main	
	Install 12" PVC Main connecting Pulgas Ave and Tara St anbd replace existing 10" CI mains connecting Demter st and Pulgas	
P-8	Replace existing 4" CI main on Hunter Street bewteeb Purdue Ave and Georgetown St with new 8 PVV	760,000
P-9	Replace existing 4" cI main on Baylor st between Notre Dame and Michigan	760,000
P-10	Replace existing 4"CI main in Gonzaga st between Michigan Ave and Bay road with new 8" PVC	556,000
p-11	Replace existing 4' CI main on Farrington Way between Kavanagh Dr and Ursula way with New 8' PVC main	769,000

Table 5: Water Facilities Project List Continued

P-12	Replace existing 4' Cl main on Hazelwood Way between Kavanaugh Dr and Ursula Way	1,068,000
P-13	Replace existing 8" Cl, 10" AC, and 10" unknown mains from connection to the 1240 O'Brien turnout on O'Brien Drive through an existing easement to Ralmar Avenue with new 12" PVC main	845,000
P-14	New Pressure Reducing Valve	2,529,000
P-15	Pipelone Replacement(4) and Connection	3,968,000
P-16	X2 Pipeline replacements(Euclid)(Donahoe)	2,792,000
P-17	X2 Pipeline replacements(Sacramento st)(Weeks and Univ)	1,148,000
P-19	Pipeline Replacment (Runnymede and Donahoe)	1,852,000
P-20	Replace Pipeline 6' main on Euclid between Runnymeade and Donahoe	1,797,000
P-21	3 Pipeline replacements	2,910,000
P-22	Replace existing 4Cl main on Garden St between Clarke Ave 1004 Garden St with new 8" PVC Main	3,690,000
	Replace existing 4Cl" and 6" Cl main on Garden St between Pulgas Ave to the dead end to the east with new 8" PVC Main	
	Replace existing 4 Cl" main on on Terra Villa St between Garden St and Beech St with new	
	Replace existing 4Cl maiin on Beech st between Clarke Ave and Brentwood Ct with new 8" PVC Main	
	Replace existing 6" Cl main on Cypress St between Pulgas Ave and the dead end to the east with new 8" PVC Main	
P-23	Replace existing 8" Cl main on Myrtle St between Clarke Ave and Pulgas Ave and on Pulgas Ave from Myrtle St O'Conner St with new 8" PVC main	1,882,000
P-24	Pipeline Replacment - Existing 6 Cl main on O'Conner Rd between Larkspur dr and 1161 O'Conner st and O'Conner and the 6" main from O'Conner St to 421 Daisy Ln with new 8" PVC main	667,000
P-25	Connect the two hydrant within the shopping mall at 1721 E Bayshore Rd to the existing 12" PVC at E.Bayshore rd with 12" PVC main	160,000
P-27	Replace existing 4"CL main on Camelia Ct from Camelia Dr to the end of the circle with new 8" PVC Main	353,000
P-28	Replace existing 4" Cl main on Aster Way between Daphne Way and Wisteria Dr with 8" PVC	770,000
P-29	Pipeline replacement e,Baysh between1805 E. Baysh and Pulgas	1,290,000
	Pipeline Replacement on East Bayshore Road	
P-30	X2 Pipeline replacements(Woodland)(CLarke and Woodland)	2,949,000
P-31	New Pipeline Connection - Install 10" PVC Main to connect mission dr to W bayshore Rd	73,000
P-32	Pipeline Replacement - Replace existing 6" Cl on Capital Ave and W Bayshore Rd between the intersection of Scofield Ave and Capital Ave to the Intersection of W Bayshore Rd and Newell Rd with 12" PVC main	2,840,000
	Replace existing 8" Cl on Newell Rd between W Bayshore Rd and Woodland Ave with 12" PVC main	
P-33	Replace existing 8" Cl on Euclid Ave between O'Conner St and Woodland Ave and on Woodland Ave between Euclid Ave and University Ave with 12" PVC main	1,752,000
P-34	Replace existing 8" Cl on O'Conner st between 222 O'Conner St and Euclid Ave and the 6" Cl main on between 222 O'Conner St and the German American Int. School with 12"' PVC	1,588,000
Total		$30,010,000

Draft allocation of net costs to new non-RBD development estimated to be 33%. Draft allocation of net costs to new RBD development estimated to be 37%.

e. Storm Drainage: *Planned Facilities Method*

Capital improvement projects are based on the citywide storm drainage CIP projects, plus projects identified in the RBD/4 Corners Utilities Infrastructure Study (2023). The planned facilities costs are allocated on a project specific basis to new development, which drives the fee calculation.

Table 6 displays the project list.

Table 6: Storm Drain Projects

Project No.	Description	Total Cost	Identified Fundin	Net Cost
SD-03	Repair of University Village Outfalls	$ 245,000	$ -	$ 245,000
SD-04	Street Sweeping Signage	123,904	123,904	-
SD-06A/B	O'Connor Pump Station	14,000,000	800,000	13,200,000
SD-06C	Runnymede Tide flex	300,000	-	300,000
SD-07	Weeks Street Storm Drain	285,000	-	285,000
SD-08	Full Trash Capture Device Installation	450,000	100,000	350,000
SD-09	Stormwater Resource Plan	50,000	-	50,000
SD-10	Harvest Weeks Pipe	1,400,000	-	1,400,000
SD-11	Illinois-Purdue Pipe	2,100,000	-	2,100,000
SD-13	Purdue-Bay Pipe	3,100,000	-	3,100,000
SD-14	Bay Road Pump Station	5,800,000	-	5,800,000
	Runnymede Pump Station	10,400,000	-	10,400,000
	Bay Road to O'Connor	2,000,000	-	2,000,000
	Bell St	3,107,000	-	3,107,000
	Channel Improvements	1,625,000	-	1,625,000
	Clarke Ave	2,080,000	-	2,080,000
	Garden to Beech	1,417,000	-	1,417,000
	Newbridge	1,365,000	-	1,365,000
	O'Connor &Euclid	949,000	-	949,000
	Ralmar	897,000	-	897,000
	Willow Rd	6,240,000	-	6,240,000
	Camellia Dr	598,000	-	598,000
	Camelia to Azelia	715,000	-	715,000
	Menalto and Green	650,000	-	650,000
	Daphne to Jasmine	858,000	-	858,000
	Euclid-Bell	780,000	-	780,000
	Notre Dame	819,000	-	819,000
	Purdue and Illinois	3,224,000	-	3,224,000
	System Cleaning	1,339,000	-	1,339,000
	Cooley	169,000	-	169,000
	Demter St	455,000	-	455,000
	Donohoe	221,000	-	221,000
	Glen Way	351,000	-	351,000
	Kavanaugh	598,000	-	598,000
	Manhattan	52,000	-	52,000
	Michigan St	169,000	-	169,000
	Myrtle St	260,000	-	260,000
	O'Brien	364,000	-	364,000
	Sage and Larkspur	832,000	-	832,000
	University Ave	273,000	-	273,000
	Weeks End	377,000	-	377,000
	Weeks to Pulgas	585,000	-	585,000
Total		$ 71,622,904	$ 1,023,904	$ 70,599,000

Draft allocation of net costs to new non-RBD development estiamted to be 27%. Draft allocation of net costs to new RBD development estiamted to be 37%

Summary of Development Impact Fee Program Changes

While the specific project allocations and some cost estimates are still being refined, **Table 7** below provides a comparison of the total project costs from the prior impact fee studies to the total project costs from the current update. The most significant changes pertain to parks and trails and public facilities which reflect the adoption of the Parks Master Plan and the updated preliminary costs for the library, police station, and city hall. The changes to the infrastructure project costs reflect the recent CIP and adjustments to the list of qualifying impact fee projects. This table provides a very rough indication of the potential change in the maximum justifiable impact fees. The project costs are subject to change as the study progresses, such as updates to the project lists, estimated project costs, and fair share allocations.

Table 7: Total Project Cost Comparison

Fee Category	Total Project Costs (Prior Fee Studies)	Total Project Costs (Current Fee Study)
Parks and Trails	$ 37,190,000	$ 91,529,695
Public Facilities	65,218,000	129,420,000
Storm Drain	54,130,000	71,622,904
Transportation	98,641,000	76,994,427
Water Facilities Component	56,078,000	30,010,000
Water Supply Component	5,000,000	5,000,000
	$ 316,257,000	$ 404,577,026

For each impact fee, as part of the fair share allocation analysis, the portion of the total project cost that benefits the existing population or is intended to address an existing deficiency is determined. These amounts represent project costs that cannot be funded by development impact fees. Additionally, CIP projects will be reviewed to determine the proportional citywide or non-RBD area benefit versus the benefits the RBD/4 Corners Specific Plan area. Certain transportation and infrastructure projects will be the primary responsibility of RBD properties since these improvements are necessary to accommodate the planned development scenario in the Specific Plan. The impact fees will be calculated after these adjustments are made. Different RBD and non-RBD impact fee schedules are expected to be calculated for transportation, water capacity, and storm drainage, while a city-wide fee schedule is expected to be calculated for park and trails and public facilities.

Table 8 summarizes the allocation approach for each impact fee category, including units of demand, and the formula used to determine the cost per unit of demand that drives the fee schedule. The fee schedules are driven by varying assumptions for demand generated by land use. The projections of demand (service population, trips, etc.) will vary depending on the Specific Plan Update development scenario. Generally, more projected growth will result in lower impact fees because the planned facilities costs are being spread over more demand, resulting in a lower cost per unit of demand.

Table 8: Allocation Approach by Fee Category

Fee Category	Allocation Approach	Units of Demand	Formula
Parks and Trails	System Standard	Service Population	Total System Value at Planning Horizon / Total Service Population at Planning Horizon = Cost per Capita
Public Facilities	System Standard	Service Population	Total System Value at Planning Horizon / Total Service Population at Planning Horizon = Cost per Capita
Storm Drain	Planned Facilities	Impervious Surface	Allocated Facilities Costs / Increase in Acres of Impervious Surface = Cost per Acre of Impervious Surface
Transportation	Planned Facilities	Trip Generation	Allocated Facilities Costs / Increase in Trips = Cost per Trip
Water Facilities	Planned Facilities / Buy In	Water Flow Generation	1. Allocated Facilities Costs / Increase in Flow = Cost per Gallon per Day 2. Replacement Cost of Existing System / Existing System Capacity = Cost per Gallon per Day

Financial Feasibility Analysis

Willdan will prepare a feasibility analysis of the proposed impact fees in connection with the nexus study. A financial feasibility analysis is a recommended best practice to evaluate the financial impact on private development of the maximum justifiable impact fees that are calculated in a nexus study. If the cumulative costs of development are too high (including city and other government fees, development costs, and other factors), a developer may not find it financially feasible to proceed with their project. Fluctuating economic conditions and market uncertainties also significantly affect project feasibility and the decision to proceed on a project (e.g., land values, construction and financing costs, uncertain entitlement process, market supply, lease rates, and vacancy rates.) Developers have indicated that current market conditions are weak for both residential or non-residential development and the future economic forecast is uncertain.

POLICY AND ACTION 9.1

Based on reliable real estate development economic research, market data and forecasts, and information provided by developers, Willdan is preparing a financial feasibility analysis that will build on the conclusions of the nexus study. The analysis will include the following tasks:

1. Conduct an analysis of the total burden placed on development, including one-time impact fee and exactions, and ongoing fees (e.g., Measures HH and L), to determine if project feasibility may be compromised by existing and proposed fees;
2. Gather similar data on the total fee burden imposed by neighboring or competing jurisdictions attempting to attract similar development;
3. Explore options for phasing in fees over several years or temporarily reducing fees to enable the real estate market to adjust;
4. Explore options for developers to finance impact fees through assessments and other types of financing districts; and
5. Explore options for imposing fees that are less than the maximum supportable fee determined in the nexus study, which can be differentiated by types of land uses.

If less than the maximum justifiable impact fees will be considered by the City, Willdan will assist the Council and staff to identify possible options and approaches for the CIP to balance City policies and needs, financial feasibility, and expectations among developers, policymakers, and the public. This could include reducing development impact fees or other fees, exactions, or regulatory requirements to offset the financial impacts on development projects. If potential revenue is reduced, however, it may be necessary to identify alternative funding sources or financing methods to offset the revenue shortfall or the increase in unfunded costs. The City Council may also choose to adjust the list of CIP projects. phase in or defer impact fees, or reduce impact fees to prioritize other community benefits from future development.

Staff and consultants will present the conclusions of the financial feasibility analysis, with possible policy options for adjusting the maximum justifiable impact fees if desired. at a future Council meeting. The initial discussion will include for this Council meeting will include:

1. Financial model for assessing project feasibility and possible policy basis for adjusting the maximum supportable impact fees calculated in the nexus study;
2. Methodology for the pro forma analysis that include variables such as development costs, ongoing operating expenses, sales prices and lease rates, developer profits, financing, and land value assumptions;
3. Residual land value concept and how it relates to possible value capture for community benefits;
4. Time horizon for the proforma analysis and the market/economic assumptions;

and

5. Preliminary draft development prototypes for the pro forma analyses. The following prototypes are proposed (see also Attachment 1):
    a. Medium Density Residential (43 units/acre)
    b. High Density Residential (86 units/acre)
    c. Mixed Use (86 units/acre with 100,000 square feet non-residential)
    d. Office/Life Science (2.0 floor area ratio)
    e. Office/Life Science (1.0 floor area ratio)
    f. Mix/Flex/Research & Development (0.75 floor area ratio)
    g. Industrial/Warehouse (0.4 floor area ratio)

Next Steps

A draft nexus study is expected to be released in April 2024 for public review and a draft financial feasibility study is expected to be available in May 2024. A minimum 30-day public review period is required for the nexus study in accordance with AB 602. Staff have met with developers in the Ravenswood Business District/4 District Specific Plan area to receive preliminary input. Additional developer meetings will be held and a community meeting is planned in May 2024 to receive public input on the draft reports. A second City Council study session is planned in May or June 2024 to further discuss the nexus study, to present the conclusions of the financial feasibility analysis, and to consider options for adjusting the impact fees if deemed necessary. The City Council is required to adopt the final nexus study pursuant to AB 602 and could adopt an update to the development impact fees by July 2024.

Fiscal Impact

This item is a discussion item only with no action requested or resulting fiscal impact. The future fiscal impact will be assessed when a recommendation is developed for updating and City's development impact fees to funds CIP projects that are necessary to accommodate future planned growth.

Public Notice

The public was provided with notice by making the agenda and report available on the City's website and on the bulletin board located at City Hall: 2415 University Avenue, East Palo Alto. Interested parties were also notified about this discussion item on the City Council's April 2, 2024, agenda.

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 within the meaning of the Levine Act.

Analysis of Levine Act Compliance: Not applicable.

Attachments

1. Draft Development Prototypes for Financial Feasibility Analysis

Attachment 1

Table 1
Development Prototypes
East Palo Also DIF Feasibility Analysis

	R1	R2	M1	OLS1	Flex	OLS2	I1
	Medium Density Residential	High Density Residential	Mixed Use (horizontal/ vertical)	Office/Life Science	Mix/Flex/ R&D	Office/Life Science	Industrial/ Warehouse
Density (FAR)	0.99	1.73	1.57	1.00	0.75	2.00	0.4
Density (Units/Acre)	43	86	86				
Parking Type	Surface	Podium	Podium/Structure	Podium/Structure	Surface	Podium/Structure	Surface
Amenities/TI				amenity package TI		amenity package	
Form Factor	<= 4 stories	<= 8 stories	<= 8 stories	<= 4 stories	2 stories	<= 8 stories	1 story
Residential Units	43	86	120				
Unit Size	1,000	875	875				
Residential SF	43,000	75,250	105,000				
Commercial SF			100,000	87,120	65,340	174,240	34,848
parcel size (acres)	1	1	3	2	2	2	2

Willdan Financial Services, 2024

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 2, 2024

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Maurice Baker, Community Services Manager

SUBJECT: 2024 Transient Occupancy Tax Grants Recommendations

Recommendation

Adopt a resolution;

1. Appropriating an additional $179,089 from the CYFS Transient Occupancy Tax fund to Community Services Division budget to support CYFS grants totaling $454,089
2. Authorizing the City Manager to award grants to the following eleven (11) organizations under the 2024 Transient Occupancy Tax (TOT) grants program, in a form approved by the City Attorney, for varying amounts, for a maximum grant disbursement of $394,089;
    a. Anamatangi Polynesian Voices
    b. East Palo Alto Boxing Club
    c. EPACenter for the Arts
    d. East Palo Alto Community Archive
    e. East Palo Alto Razorhawks
    f. Foundation for a College Education
    g. Hope Horizon (formerly Bayshore Christian Ministries)
    h. Live in Peace
    i. Mid-Peninsula Athletic Association (MPAA Mastodons)
    j. Paxton Sports Academy
    k. Youth Community Services/Tha Hood Squad; and

3. Authorizing the City Manager to award grants to the East Palo Alto Senior Center Inc. and Fun/Sign Gypsies for programming exclusively for Seniors, in a form approved by the City Attorney, for $30,000 each, for a maximum grant disbursement of $60,000.

Alignment with City Council Strategic Plan

Priority: Enhance Community Services and Parks for Residents

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 rents for transient 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. In 2002, East Palo Alto voters modified the TOT ordinance requiring 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 (CGRP) comprised of East Palo Alto residents, business owners, and industry experts to review and rank proposals for CYFS funds. The City works with the CGRP to make CYFS funding recommendations to the City Council. This year, the CGRP was comprised of an impactful and thoughtful group of individuals consisting of:

- Alma Pulido (Grant-Making Expert);
- Adora Manalo (Four Seasons Representative);
- Debra Turner (Small Business Expert);
- Michelle Goudeaux (Large Business Expert); and
- Q. Smith (Community Resident).

The FY 2023-24 budget includes $125,000 of TOT CYFS funds to be used exclusively for senior programs. The adopted budget also included $150,000 in TOT funds for the wider TOT CYFS grant program for a total budgeted amount of $275,000. On January 23, 2024, the City Council approved a CGRP recommendation to increase the range of TOT grant awards from $5,000 - 16,000 to $5,000 - $40,000. Council directed staff to provide grant opportunities up to $20,000 for one season of activity and to allow funding awards for an additional season for a maximum $40,000 award. Furthermore, Council agreed that organizations that received larger funding amounts would be held to a higher standard of evaluation and required to have key performance indicators.

2024 Transient Occupancy Tax Grant Process

Staff commenced the 2024 Children, Youth, Families, and Seniors TOT Grants cycle by completing the following:

- **February 5, 2024**: Issued Notice of Funding Availability (NOFA) for Transient Occupancy Tax (TOT) grants program.
- **February 12, 2024**: Provided a mandatory informational session attended by over 35 individuals representing at least 30 organizations.
- **March 6, 2024**: At the deadline, received 22 proposals requesting $796,000 in total grant funding.
- **March 11, 2024**: Received Community Grants Review Panel recommendations to award grants to thirteen organizations.

Analysis

The CGRP reviewed and rated applications based on the application completeness, potential community impact, diversity of proposed services, and length of programming. From their evaluation, staff proposes to award grants to thirteen organizations for this FY 24-25.

Panel Recommendations

While the City received several extremely professional applications, there was a finite amount of funding set to ensure the City continues to have a sustainable CYFS TOT balance for future rounds of support to organizations. The Community Grants Review Panel recommended funding to the following organizations in FY 24-25.

Table 1:CGRP Funding Recommendations

Organization	Service Area	Requested Funding	Recommended Amount
Anamatangi Polynesian Voices	Mental Wellness & Community Advocacy	$38,589	$38,589
East Palo Alto Boxing Club	Sports & Recreation	$40,000	$40,000
East Palo Alto Razorhawks	Sports & Recreation	$30,000	$30,000
EPACenter for the Arts	Creative Arts	$40,000	$40,000
East Palo Alto Community Archive	Historical documentation & Media Training	$20,000	$20,000
Foundation for a College Education	Academic Enrichment	$40,000	$40,000
Hope Horizon	Academic Enrichment & Summer Camp	$40,000	$40,000
Live in Peace	Diversion & Re-Entry Support	$40,000	$40,000
Mid-Peninsula Athletic Association	Sports & Recreation	$25,500	$25,500
Paxton Sports Academy	Sports & Recreation plus Academic Support	$40,000	$40,000
Fun/Sign Gypsies	Senior Activities & Events	$40,000	$30,000**
YCS/Tha Hood Squad	Community Building & Leadership Training	$40,000	$40,000
Senior Center Inc.	Re-Establishing dormant programs for Seniors	$37,000	$30,000**
Total		$471,089	$454,089

** Senior Services Specific TOT Funding

The $30,000 grants proposed for Senior Center Inc. and Fun/Sign Gypsies are for services directly to the Senior community. Both of these prospective providers are seeking to conduct programming from September 2024 through at least May 2025. Having met the minimum threshold of providing at least four months of activities, both of these organizations qualify for the $40,000 grant award tier. Considering that Fun Gypsies is all a Summer Park Activation provider, their amount requested was reduced to prevent overlap. Both vendors, if chosen, will be held to the higher KPI standard.

Evaluation & Key Performance Indicators

Historically, to properly document the success of programming, and ensure organizational effectiveness, grantees were required to submit final closeout reports and provide survey results from participants. These standards will continue to be held in place for grants at the $20,000 tier like that proposed for the East Palo Alto Community Archive, while the following additional requirements will be instituted on grants higher than $20,000:

- Split Payment Allocation (Three separate equal installments: Initial, Mid, Final);
- Pre-Participation Survey;
- Mid-Point Check In/Report;
- Site Visits; and
- Final Survey.

To determine the true benefit to residents, staff will be seeking to understand the success of programming by analyzing the following Key Performance Indicators (KPI): Engagement, Participant Retention, Completion of Program Deliverables, and Survey Completion. Release of funds will be contingent on reception of these items and will affect opportunities for future grant involvement.

Revenue Projections

While the current fund balance sits at $1.2 million in the CYFS TOT, the recommendation is a maximum grant disbursement of $454,089, bringing the balance down to $805,941. It is conservatively estimated that the City receives an annual revenue of $250,000 into CYFS TOT fund. The projected CYFS TOT Fund Balance resulting from these proposed actions is displayed in the fiscal impact section of this report.

Fiscal Impact

Staff is requesting an additional appropriation of $179,089 from CYFS TOT Fund. The table below shows the projected changes in the fund balance of CYFS TOT Fund.

		Amount	
Fund Balance as of 7/1/2023	$	1,200,000	
CYFS TOT adopted revenue budget		275,000	
CYFS TOT adopted expenditure budget		(275,000)	*
Additional appropriation requested		(179,089)	*
Projected fund balance as of 6/30/24	**$**	**1,020,911**	
* Making up the total of $454,089			

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.

- Tiffany Hautau (Anamatangi Polynesian Voices)
- Michelle Carroll (East Palo Alto Boxing Club)
- Alexander Key (East Palo Alto Razorhawks)
- Nadine Rambeau (EPACenter for the Arts)
- Sharifa Wilson (East Palo Alto Community Archive)
- Elizabeth Wells (Foundation for a College Education)
- Paige Burress (Hope Horizon nee' Bayshore Christian Ministries)
- Heather Starnes-Logwood (Live in Peace)
- Jeffrey Austin (Mid-Peninsula Athletic Association)
- Tometrius Paxton (Paxton Sports Academy)
- Ilona Merli, United Educators for Housing & Literacy
  (Fiscal Agent for Fun/Sign Gypsies) & Paris Sims-Hill
- Mora Oomen, Youth Community Services
  (Fiscal Agent for Tha Hood Squad) & JT Faraji
- Millicent Grant (East Palo Alto Senior Center Incorporated)

Attachments

1. Resolution.
2. 2024 Transient Occupancy Tax (TOT) Grant Applications
3. Community Grants Review Panel (CGRP) Recommendations Outline

RESOLUTION NO. XX – 2024

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

AUTHORIZING THE CITY MANAGER TO AWARD ELEVEN (11) GRANTS TO THE FOLLOWING ORGANIZATIONS FOR ACCEPTANCE IN TO THE 2024 TRANSIENT OCCUPANCY TAX (TOT) GRANTS PROGRAM, IN A FORM APPROVED BY THE CITY ATTORNEY, FOR VARIOUS AMOUNTS, IN AN AMOUNT NOT-TO-EXCEED $394,089 AND TO AWARD TWO GRANTS TO THE EAST PALO ALTO SENIOR CENTER INCORPORATED AND FUN/SIGN GYPSIES FOR PROGRAMMING EXCLUSIVELY IN SERVICE TO SENIORS, IN A FORM APROVED BY THE CITY ATTORNEY, FOR $30,000 EACH RESPECTIVELY, IN A AMOUNT NOT-TO-EXCEED $60,000 PREVIOUSLY BUDGETED IN THE SENIOR SERVICES AREA OF COMMUNITY SERVICES & RECREATION

WHEREAS, in 2023 the City Council re-established the Transient Occupancy Tax (TOT) Grants program by awarding eleven (11) grants to organizations to support community-based programming. The program was placed on hiatus following the 2019 round of funding due to staff vacancies and the impact of COVID-19 Shelter-in-Place orders; and

WHEREAS, in June 2023 at the time of budget adoption for the 2023-24 FY cycle, City Council approved use of Transient Occupancy Tax funds from the Children, Youth, Family, and Seniors in the amount of $125,000 for use exclusively to our aging community from the Senior Services section of the Community Services & Recreation division; and

WHEREAS, in 2023, an internal panel of staff was quickly comprised to provide recommendation to Council due to timing. However, this year, the Community Grants Review Panel was reactivated to provide perspective from city residents and/or those with significant background in the desired areas. In 2015, it was the direction of City Council to establish this outside committee for the purpose of advising staff and Council on how to best disburse Measure C and TOT funds to the community; and

WHEREAS, while the City received several extremely professional applications, there was a finite amount of funding set to ensure the City continues to have a sustainable CYFS TOT balance for future rounds of support to organizations. It is the proposal of the Community Grants Review Panel that the following twelve organizations be recommended for funding in FY 24-25; and

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;

2. Authorizes the City Manager to award eleven (11) grants to the following organizations for acceptance in to the 2024 Transient Occupancy Tax (TOT) grants program, in a form approved by the City Attorney, for various amounts, in an amount not-to-exceed $394,089;

    a) Anamatangi Polynesian Voices
    b) East Palo Alto Boxing Club
    c) EPACenter for the Arts
    d) East Palo Alto Community Archive
    e) East Palo Alto Razorhawks
    f) Foundation for a College Education
    g) Hope Horizon (formerly Bayshore Christian Ministries)
    h) Live in Peace
    i) Mid-Peninsula Athletic Association (MPAA Mastodons)
    j) Paxton Sports Academy
    k) Youth Community Services/Tha Hood Squad

3. Direct the City Manager to award two grants to the East Palo Alto Senior Center Inc. and Fun/Sign Gypsies for programming exclusively in service to Seniors, in a form approved by the City Attorney, for $30,000 each respectively, in an amount not-to-exceed $60,000 previously budgeted in Senior Services.

4. Finds that the proposed action 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.

PASSED AND ADOPTED this 2nd day of April 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Antonio Lopez, Mayor

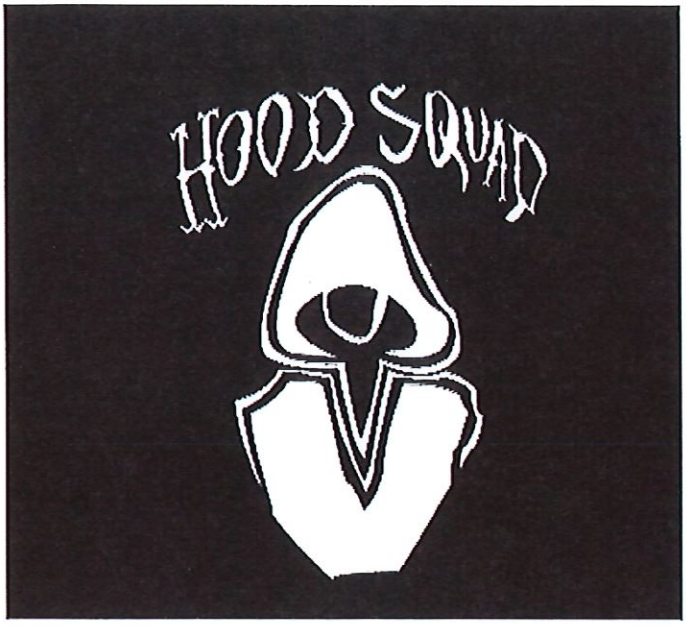
ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney

youth community service



Youth Community Service and Tha Hood Squad
"East Palo Alto Block Party Program"
March 6, 2024
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:	750 Arastradero Rd, Rm V-14.
Website:	youthcommunityservice.org | Palo Alto, 94306

Collaborating Organization:	Tha Hood Squad.
Website:	thahoodsquad.com

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Mora Oommen.		
Email	mora@youthcommunityservice.org		
Phone	650-644-5354	Fax	

Grant Request

Amount Requested: **(Not to exceed $40,000)**	$ 40,000
Total Project Budget: **(For this project)**	$
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	$
What is your organization's total annual operating budget?	$ 840,000
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: Summer 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 (categories):

Children ☐ | Youth ☑ | Families ☐ | Seniors ☐

Check Age Group(s):

☐ 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 this program: 800
List the **total** number of Clients you intend to serve during this program: 1000

Summer Program Timeline

What are your dates of service for this program? START: _____ END: _____

What days/nights will you run your program? (Ex: M-F) Weekday Hours? PM. Youth Mtg Community gathering
Weekend Hours? AM

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

3/6/23.
Date Signed

MORA OOMMEN
Printed Name

Executive Director
Title

Two Page Narrative

NARRATIVE

• **Your project service category:** Our project service category is Children/Youth. We will engage with the youth through enrichment and leadership development activities including: event planning meetings; readiness training; a Block Party event series featuring meals, entertainment, and readiness resources; and subsequent disaster preparedness/emergency response community outreach activities. Ultimately, our project will reach children/youth by empowering youth leaders, while also servicing entire families and reaching seniors.

• **Goals and objectives and work plan**: The goal is to use a Block Party Program, including the activities leading up to and following the block party events themselves, to empower young people from marginalized communities to positively engage with their communities. Our objectives are: 1) To develop youth in terms of leadership and life skills, 2) To gather community- more specifically to gather Black and Brown multi-generational community members safely and meaningfully, and 3) To mobilize community for disaster preparedness and emergency response. Our work plan is as follows: 1) Work with youth in preparation for the Block Party series through: recruitment at local East Palo Alto Academy, Youth Community Service youth activities, event planning committee meetings, Hood Squad Farm Day readiness trainings, and CERT trainings. 2) Carry out a youth-led series Block Parties during the late summer and early fall of 2024 in distinct sections of East Palo Alto, featuring free meals, entertainment, emergency/disaster readiness resources, and wellness activities. 3) Continue working with youth through community outreach relevant to disaster preparedness and emergency response throughout East Palo Alto during the winter of 2024-2025 as needed. 4) Wrap up the project by reflecting, creating recap materials, and planning for the future, with the youth, Youth Community Service team, and Hood Squad team.

• **How many clients you intend to serve:** We intend to empower 10-15 East Palo Alto youth as program leaders, and we intend to reach 1,000 EPA and Belle Haven residents.

• **Project partners (if any):** Youth Community Service is the lead organization for this project, and Collaborate with Tha Hood Squad

• **Project timeline**: Our project timeline is as follows:

May/June 2024: receive grant award and re-evaluate plan and budget if necessary
August: recruit youth
Mid-Aug - Mid-September: youth participate in activities, meetings, and trainings
Late Sept - Late Oct: series of Block Party events
Late Nov 2024 - Early March 2025: more disaster preparedness/emergency response activities
April 2025: reflections and reporting

• **How this project helps 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. Tha Hood Squad, since its 2016 origins and at heart today, is a BIPOC-led art collective that operates under principles of peace, love, harmony, balance, unity, and justice. Today, Hood Squad is a 501(c)(3)

nonprofit organization based in East Palo Alto and reaching throughout California. Hood Squad's mission is to create community-driven systems of safety, information, and care for those who have been historically marginalized so that they may be self-serving, self-sustaining, and able to participate in the larger society without being victimized or exploited.

• **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; 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 their service learning projects. To support students, YCS is committed to implementing Tier 1 prevention strategies to transform students' social-emotional learning and educational experiences through meaningful service and reflection. Guided by research-based strategies and programs, YCS service-learning coordinators guide student experiences that improve internal and external outcomes, including self-esteem, academic commitment, social and emotional health, and choices, reduction in isolation, and improved connectedness among youth. In this program, YCS will engage youth in Tha Hood Squad's mission which is carried out through a variety of direct services. In particular, Tha Hood Squad offers an extensive Public Health and Safety Program, a multifaceted Farm Day Program, a Hood News Program, and collective art projects. One of their biggest priorities in the past two years has been responding to community needs during emergencies, and empowering them to do the same for themselves and their loved ones.

• **Discuss how the services you will provide will offer a supportive community environment for families and/or seniors of East Palo Alto:**

Hood Squad is entirely made up of people from the very same communities that we serve, and is trusted by community members because of this, and because of their experience and work which speaks for itself. Youth in particular have been excited and proud to get involved with Tha Hood Squad over the years because of the impact the work has had on their families and the way that the work empowers those who have systemically been made to feel powerless, regardless of age.

• **Your organizational history and qualifications providing direct services to the target population;**

Building on our combined experience serving the East Palo Alto community during the COVID pandemic and two consecutive winters with flooding, power outages and other damages due to extreme storms, both YCS and Tha Hood Squad have led efforts to keep our community safe and prepared. Both organizations have deep roots in serving the youth in our community.

• **Lead staff, their qualifications; and** - please see the attached Organizational Chart.

• **The project's proposed budget- please see the attached Program Budget.**

Budget

Program- Serve approx 1000 community members	Activity	Expense
EPA Youth Organizers- learn about farm to table, community resources, wellness, emergency prepardness	Recruitment	$200
Planning Meeting food	20mtgsX10youthX$10	$2,000
Giftcards for youth participation	10mtgsX10youthX$25	$2,500
Adult facilitars/mentors	3staffX10mtgsX$30X3hours	$2,700
Subtotal for youth organizers		**$7,400**
East Palo Alto Block Party Program		
Event Promotion	$500X4	$2,000
Community Meal	Cook and Serve meals for 150 guests	$6,000
Entertainment	$2000X4	$8,000
Supplies for Emergency Kits and Service Projects	$1000X4	$4,000
Supplies for Event (tables, chairs, tents etc)		$800
Event Staffing	$2750X4	$11,000
Grant reportings and data collection		$800
Subtotal for events		**$32,600**
Grand Total		**$40,000**

Logic Model

Youth Community Service and Tha Hood Squad

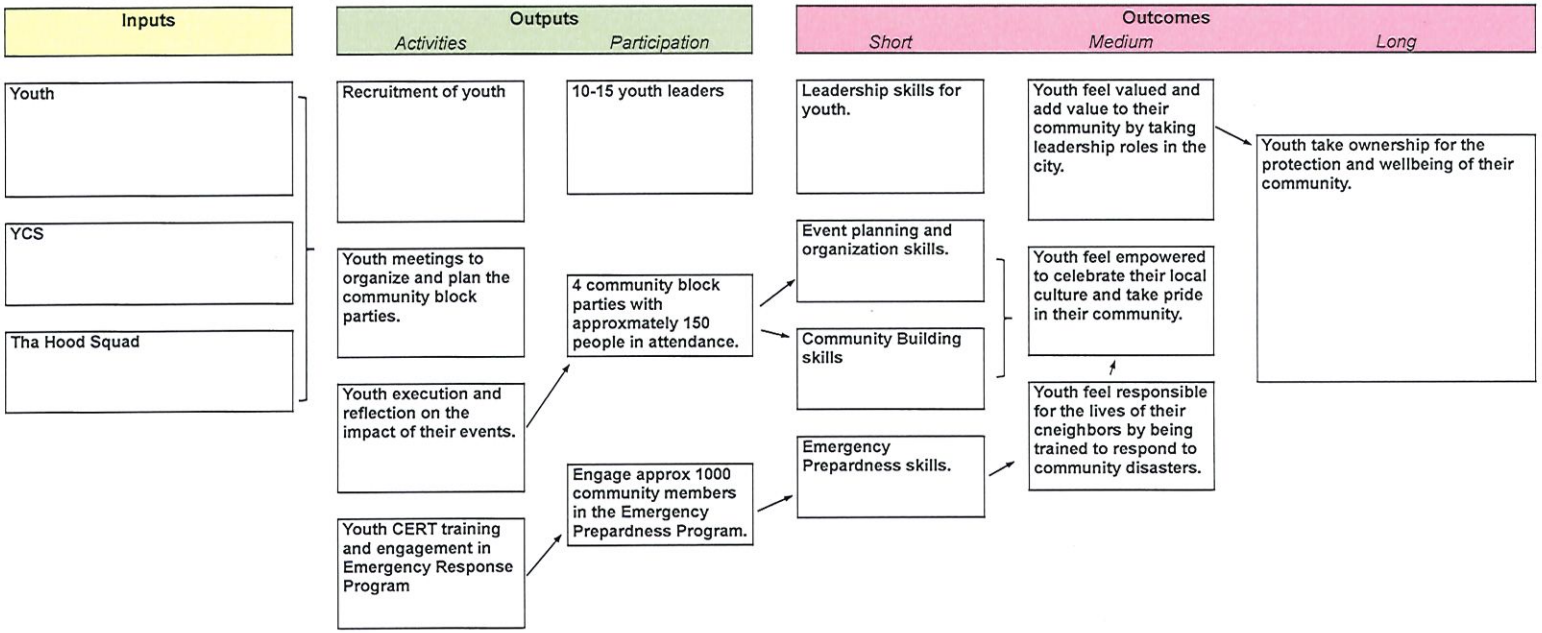
Program: **Youth Leadership**

Situation: Engaging youth in leadership development, community building and disaster preparedness so they lead the way in protecting our community.

Budget: $ 40,000.00

Matching Funds: $ -

Timeline: Aug 2024-Nov 2024



Assumptions and External Factors: Recruitment and engagement of youth can be challenging because of many mitigating factors. We will try to anticipate and solve for many of these with efforts such as providing transportation, offering food and gift cards to honor their time and participation.

Evaluation: We will measure our success through the impact on the youth who participate in our leadership program through regular surveys and reflection projects.

To fill Logic Model TOT (Blank).xlsx

Objective TWO

Program: Block Party Program - Community Gathering

Budget: $ 40,000.00

Matching Funds:

Timeline: August 2024-April 2025

Situation: Situation: identify issues and state objective (100 word max): the issue is a lack of community events that promote unity between Black and Brown communities, events that empower youth leaders while remaining multi-generational, and are peaceful, fun, and empowering. One of our objectives for these block parties is to gather community, more specifically to gather community members that are Black and Brown and multi-generational, safely and meaningfully.

Inputs	Outputs		Outcomes		
	Activities	*Participation*	*Short*	*Medium*	*Long*
Event promotion	Creating promotional content	Led by high school youth	Community members will know about the event in advance and will be drawn to attend	Thoughtfulness in planning and promotion can help ensure a peaceful gathering	Youth gain experience in content creation/creating media, planning events, and community leadership
Food	Cooking & serving free breakfasts	Led by high school youth		Community members will be well-fed and entertained	
Entertainment	Facilitating performances	Line up selected by high school youth, 1 headliner, local/EPA artists of all ages		Establish relationships with performers and other participants for future events	

Assumptions and External Factors (100 word max): Youth planning committee may have issues with attending meetings/checking in consistently during our timeline. We could help mitigate these issues by assisting with transportation and lunch for the youth.

Evaluation (100 words max): We could designate team members to keep count of attendees upon entry at each event in order to determine if we are on track to achieve our attendance goals. In order to measure impact on attendees, youth could conduct interviews and record footage and compile into recap/testimonial videos. In order to measure impact on youth leaders, youth could complete

3/6/2024

Program: Block Party - Emergency Preparedness Logic Model

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) Our objective is to mobilize the community for disaster preparedness, as some issues we have identified are the lack of preparedness and overburdoned city resources.

Budget: $ 40,000.00

Matching Funds:

Timeline: Aug 2024-Nov 2024

Inputs	Outputs		Outcomes		
	Activities	*Participation*	*Short*	*Medium*	*Long*
Emergency kits	Training (Farm Day, CERT)	Community members of all ages + YCS youth, trainings facilitated by Hood Squad & guest instructors	People are preparing for emergencies	The City has more people ready for emergencies	More lives are saved
Staff	Outreach (emergency sign-up list)	YCS youth going door to door with Hood Squad	People have some supplies	CERT has more Black and Brown people trained	
Food	Block party		People are fed	The City is less overwhelmed during disasters	More property is protected
		Community members of all ages may attend. Youth involved in planning process with YCS and Hood Squad			City resources are not stretched out as far

Assumptions and External Factors (100 word max): One of the external factors we anticipate is the cost of goods we wish to pass out for emergency kits. But we plan to migrate that by receiving supplies at two cost to us from the fire district who has in the past given us hundreds of batteries to pass out. We will get emergency supplies from them and other emergency response agencies in addition to what we purchase.

Evaluation (100 words max): The number of people we serve and train are a measurable impact we can report on. Also the number of people we feed.

TOT Compliance Policies

A. Conflict of Interest (COI) Certification

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.

Youth Community Service
Organization

3/6/24
Date Signed

Signature of Authorized Representative

Executive Director
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.

TOT Compliance Policies

B. Memorandum of Understand (MOU)

youth community service

Youth Community Service (Lead Organization) and Hood Squad (Contractor)

WHEREAS, Youth Community Service, the "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, Hood Squad, the "Contractor," is a non-profit California public benefit corporation under Internal Revenue Code §501(c)(3) and Ca. Revenue & Taxation Code §23701(d) based in the City of East Palo Alto and operating throughout the State of California.

WHEREAS, Through an agreement with the City of East Palo Alto, the Lead Organization and the Contractor collaborate to work with local high school students leading up to and in culmination of a series of community gathering events, "Block Party Program," and

WHEREAS, The Lead Organization has the access to local high schools and various organizational resources, and seeks a partner to mobilize community members and design and implement this program, and

WHEREAS, The Contractor has the experience, expertise, and community reputation necessary to provide such services;

NOW THEREFORE the two parties agree as follows:

Scope of work: The Contractor agrees to perform all duties and functions of the position of consultant, as detailed in Exhibit A, attached to this document.

Term: This contract shall be binding beginning with the disbursement of 2024 TOT Grant award funds from the City of East Palo Alto, and ending no later than May 2025.

Rate: The Contractor shall be compensated by the Lead Organization at the rates previously agreed upon by the two parties. With the expectation that the Lead Organization will receive grant award funds in the amount of $40,000, the Contractor shall be compensated $33,700 by the Lead Organization, payable no later than 10 business days after grant award funds are disbursed to the Lead Organization. In the event that the Lead Organization receives grant award funds in an amount lesser than $40,000, the Contractor's compensation rates shall remain proportionate to the rates initially agreed upon.

Other terms and conditions:

(a) This Agreement does not constitute any company, partnership or joint venture between the parties for any purpose. 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 Contractor 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 Contractor remains at all times with the Contractor 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 discloser. All such written data shall be immediately returned to the discloser 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 discloser arising from any breach of this Agreement.

(e) The Contractor shall not disclose and shall use its best endeavors to prohibit and prevent the unintentional disclosure of any confidential information of the Lead Organization which may come to its knowledge.

(f) Either party may terminate this Agreement at any time by 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 contract and its terms, before resort to legal action is had by either party, it is agreed that if negotiations fail, the parties shall first attempt mediation, 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:

Lead Organization:	Contractor:
Mora Oommen	JT Faraji

Executive Director, Youth Community Service
PO Box 61000
Palo Alto, CA 94306

Executive Director, Hood Squad
444 Garden St
East Palo Alto, CA 94303

(k) The Contractor agrees that the Lead Organization has no obligation to insure the Contractor or any of its property, employees, or activities, in any manner.

(l) This document and its attachment(s) represents 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:

Mora Oommen (signature) 3/5/24 (Date)

Mora Oommen, Executive Director

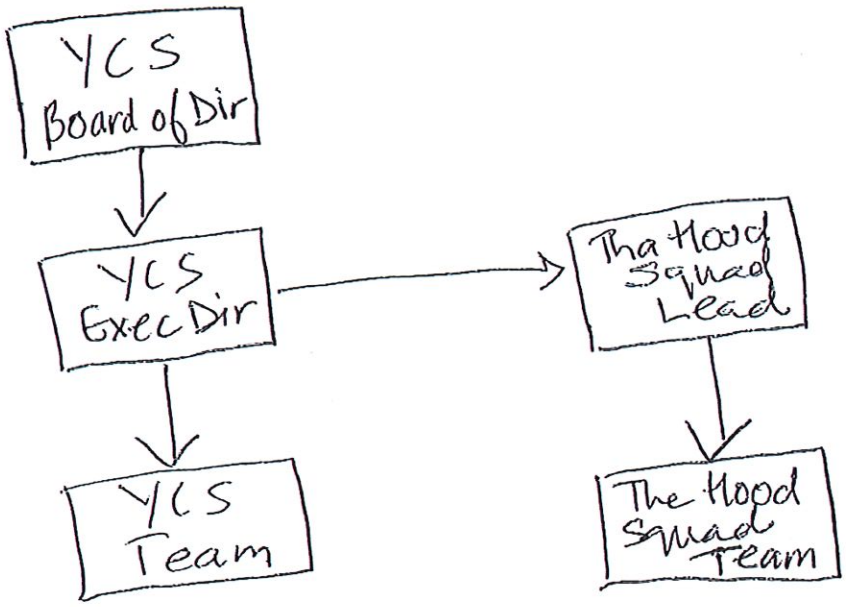
Hood Squad (Contractor)
By:

JT Faraji (signature) 3/6/24 (Date)

JT Faraji, Executive Director

Other
Organization Chart

Organization Chart of East Palo Alto Community Block Party



Our organizational plan (aka chart) includes that YCS will focus on the recruitment and reflection programs while Tha Hood Squad will lead the training and program delivery.

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 (she/her)
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, and Castilleja School Association. 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.

Evelin Romero (she/her/ella)
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 COVID19 Vaccine Incentive Program and Clinic wrap-around services. Evelin oversees the service recognition and awards program at YCS.

Persia Fakhr (she/her)
Persia is a resident of East Palo Alto and recently 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.

Tha Hood Squad Team:
JT Faraji community organizer
Cert Trained, CPR, Stop the Bleed, field trained. Trained in best practices, trained in descolation. 10 years of experience in horrible situations while maintaining the best possible outcome for self and others

Quinn Cory Martin Community Organizer
Cert Trained, well known and liked in the community years of experience. Trained by Hood Squad in best practices.

Brownie Eduardo Deras Social Media Influencer/ Community Organizer
Trained in Stop the Bleed, extremely well liked on and off line among youth. Trained by Hood Squad in best practices.

Trinidad Brown Community Organizer
Well known in the community Trained in best practices by Hood Squad.

Denae Carmelino
Trained in CPR Stop the Bleed, Cert, Field trained, trained in best practices by Hood Squad, De-escolation trained

Sav Faraji
Trained in CPR Stop the Bleed, Cert, Field trained, trained in best practices by Hood Squad, De-escolation trained

Other
Board Member List
Executive Directors Name

youth community service

Board of Directors – Feb 2024 Roster

Mora Oommen
YCS Executive Director
PO Box 50564, Palo Alto, 94303

Bob Miyahara – Board President
Business Development, Cloudinary
310 Santa Margarita Ave, Menlo Park, 94025

Sally Bemus – Vice President & Secretary
Community Volunteer, Former Tech CFO
1249 Harriet St, Palo Alto, 94301

Sue Eldredge – Transition Committee
Nonprofit Executive Director
350 Troon Way, Half Moon Bay, 94019

Leif Erickson – Board Member
4075 Laguna Way, Palo Alto, 94306

Kiran Gaind – Board Member
Former Teacher in Title 1 schools, certified life, leadership, parent coach, working on 1st novel
363 Tennessee Ln, Palo Alto, 94306

Stacey Kertsman – Board Member
Educator, Practitioner,
Founder P-CUBED Consulting
77 Walnut Ave, Atherton, 94027

Linda Lenoir, RN – Board Member
PAUSD District Nurse (retired)
705 Glenborough Dr, Mtn. View, 94041

Pedro Rivas Lopez – Board Member
Artist, Cultural Creator
923 Baines St, East Palo Alto, 94303

Evan Lurie – Board Member
Interim Assistant Dogcatcher
747 Marlon Ave, Palo Alto, 94303

Liane Ma – Board Member
HR Specialist, Social Worker, DEI Advocate, Leadership Coach, and Community Organizer
448 Marion Ave, Palo Alto, 94301

Ellen Rudy – Communications
Nonprofit Branding Specialist
1375 McKendrie St, San Jose, 95126

Nicolas Sere – Finance Committee
Strategic and Corporate Finance
1000 Foster City Blvd, Foster City, 94587

Barbara Harriman-Spreng – Board Member
Community Volunteer, PTA,
Adolescent Counseling Services
722 University Dr, Menlo Park, 94025

CITY OF EAST PALO ALTO –TOT

GRANT APPLICATION

COVERSHEET

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

Organizational Information

Legal Name Organization:	Cooline Team of East Palo Alto
Address of Organization:	1750 Bayshore Rd Apt 10, East Palo Alto CA, 94303
Website:	https://www.coolinekids.org/
Collaborating Organization:	EPACENTER Arts
Website:	https://epacenter.org/

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Joseph Finke, Vida Amanat		
Email	Coolinekids@gmail.com		
Phone	(650) 308-9161	Fax	

Grant Request

Amount Requested: **(Not to exceed $40,000)**	$ 20,000
Total Project Budget: **(For this project)**	$ 37,235
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	$
What is your organization's total annual operating budget?	$ 37,235
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: Summer 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 (categories):

Children ■ | Youth ■ | Families ■ | Seniors ☐

Check Age Group(s):

☐ 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 this program: 100
List the **total** number of Clients you intend to serve during this program: 100

Summer Program Timeline

What are your dates of service for this program? START: 06/10/24 END: 06/28/24

What days/nights will you run your program? (Ex: M-F) Monday-Friday Hours? 8:30-3:30

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 1, 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.

Joseph Finke Vida Amanat
Signature of Authorized Representative

03/06/24
Date Signed

Joseph Finke Vida Amanat
Printed Name

Program Director
Title

CoolineKids Youth Leadership and Summer Camp Program

Project Overview:
CoolineKids presents a comprehensive Youth Leadership and Summer Camp Program designed to empower and equip young leaders of color in East Palo Alto. Aligned with our mission to provide innovative, skill-based programming, this initiative focuses on Youth Leadership Development and Summer Camp experiences for K-8 students.

Goals and Objectives:
Goal 1: Empower Youth Leaders
Through professional development and leadership training, CoolineKids aims to empower over 20 youth volunteers from partnering institutions, such as Peninsula Bridge, Tide Academy, Redwood High School, East Palo Academy, Eastside High School, and others from the community. Weekly decision-making meetings will involve youth in organizational matters, partner identification, curriculum development, registration design, and the creation of camp themes. Additionally, the project plans to conduct CrewCamp training for youth leaders from June 10-15, develop a curriculum for Jr. Leaders (Grades 6-8), and implement innovative training sessions like "Breaking Barriers & Building Walls" to equip youth leaders with anti-racism practices.
Goal 2: Provide High-Quality Summer Camp Experiences
CoolineKids aims to offer high-quality summer camp experiences to 80 K-8th grade students in East Palo Alto. This includes the successful implementation of CrewCamp training for youth leaders from June 10-15 and the execution of KidsCamp from June 17-28, with a focus on collaboration, creativity, communication, and compassion skills.
Goal 3: Foster Community Engagement and Collaboration
To foster community engagement, the project plans to gather feedback through end-of-camp surveys, informational meetings, surveys, and conversations with families. Collaborations with EPACENTER, Samaritan House, East Palo Alto Library, Onyx, The Little Blue House, and other local organizations aim to attract students and provide enriching opportunities.

Number of Clients Intended to Serve:
The project aspires to serve 80 K-8th grade students in East Palo Alto through KidsCamp and provide professional development opportunities for 25 high school-aged youth in the Leadership Program.

Project Partners:
CoolineKids proudly collaborates with EPACENTER, Samaritan House, East Palo Alto Library, Onyx, The Little Blue House, Peninsula Bridge, Tide Academy, Redwood High School, East Palo Academy, Eastside High School, The Primary School, Los Robles, and Costano.

Mission Statement:
"To empower and equip young leaders of color through innovative, skill-based programming."

CoolineKids Youth Leadership and Summer Camp Program

Project Timeline:
Summer Leadership Program: January-June
CrewCamp: June 10-15
KidsCamp: June 17-28
CrewCamp Clean Up: July 1-3

How the Project Helps Fulfill the Organizational Mission:
This project perfectly aligns with CoolineKids' mission of empowering the youth of East Palo Alto through innovative programming, focusing on leadership development and summer camp experiences. Tailored for age-appropriateness, the program offers every age group the chance to serve and lead, enhancing their abilities to collaborate, communicate, and demonstrate compassion.

How Proposed Program Activities Support Academic Achievement and Social Skills:
The curriculum centers on the Four Foundational Principles of Service Leadership: Communication, Collaboration, Creativity, and Compassion. Youth leaders actively participate in creating and teaching the curriculum, fostering leadership, communication, and collaboration skills in both older and younger participants. Children will engage in similar age-appropriate curriculum that

Supportive Community Environment for Families:
Family engagement initiatives include informative sessions, family festivals, and surveys to obtain feedback. Collaborations with local organizations contribute to a vibrant and inclusive community.

Organizational History and Qualifications:
Founded in 2014, CoolineKids boasts a successful track record in teaching creativity, compassion, communication, and collaboration to K-8 students. In 2023, we served 136 students, with 100% BIPOC participation, focusing on low-income communities.

Lead Staff and Qualifications:
Nicole Sbragia: Special Education Teacher, Mom of the late Christian Sbragia
Vida Amanat: Special Projects and Partnership Manager, Program manager
Joseph Finke: Educator, Curriculum Writer, Researcher, Program manager

Proposed Budget and Leverage Efforts:
CoolineKids requests $20,000 for stipends, programming supplies, wellness service supplies, operations supplies, and program insurance. We plan to leverage community partnerships for meal donations and space rental, collaborate with local organizations for additional support, and develop partnerships with potential funders for future sustainability.

Objective 1: Enhance Leadership Skills in Youth Leaders

Outputs:

- Number of youth leaders trained through CrewCamp.
- Number of innovative training sessions conducted, such as "Breaking Barriers & Building Walls."
- Number of leadership roles assigned to youth leaders in the Summer Leadership Program.

Outcomes

- Short-Term Outcome: Increased self-efficacy and confidence among youth leaders as measured through pre and post-training assessments.
- Long-Term Outcome: Graduates of the program assuming leadership roles in their communities, this organization, or pursuing higher education.

Evaluation Metrics:

Quantitative Metrics:

- Number of youth leaders trained.
- Survey results on self-efficacy and confidence levels among youth leaders.

Qualitative Metrics:

- Feedback on innovative training sessions.
- Success stories of youth leaders assuming leadership roles post-program.

Assumptions and Risks:

Assumption:

- Adequate funding and resources will be available to conduct the planned training sessions and summer camp activities.
- There is a growing interest in the community for youth leadership development programs and summer camps.
- Continued support and collaboration from schools for student recruitment and program promotion.
- Youth volunteers will maintain their commitment throughout the training and camp period.

Risk:

- Youth volunteers may face competing priorities or lose interest, affecting the consistency of leadership support.
- Urgency may not provide enough time to gather necessary resources.
- Challenges in engaging families may lead to decreased participation and support.

Objective 2: Provide High-Quality Summer Camp Experiences for K-8 Students

Outputs:

- Number of KidsCamp sessions conducted.
- Number of students participating in KidsCamp.
- Number of classes developed by youth leaders.

Outcomes:

- Short-Term Outcome: Improved collaboration, creativity, communication, and compassion skills among K-8 students, measured through daily observations and post-camp surveys.
- Long-Term Outcome: Increased academic engagement and social skills as reflected in improved school performance and positive behavior in the community. Like the older youth, students have an increased interest in leadership and serving their community.

Evaluation Metrics:

Quantitative Metrics:

- Number of KidsCamp participants.
- Number of curriculum topics developed by youth leaders.

Qualitative Metrics:

- Observations on collaboration, creativity, communication, and compassion skills.
- Post-camp surveys measuring the impact on academic engagement and social skills.

Assumptions and Risks:

Assumption:

- Adequate resources and support will be available for KidsCamp sessions.
- Youth leaders will effectively develop and implement age-appropriate curriculum topics.
- There is a continued need for a summer camp in the community.

Risk:

- Challenges in maintaining the interest and participation of K-8 students.
- Unforeseen difficulties in the implementation of planned curriculum topics.
- Public health concerns, including potential outbreaks or restrictions, may impact the feasibility of in-person activities.

Objective 3: Foster Community Engagement and Partnerships

Outputs:

- Number of community partnerships established.
- Number of youth volunteers recruited.
- Number of family and community engagement events organized.

Outcomes:

- Short-Term Outcome: Enhanced community awareness and involvement as measured through attendance and feedback at family events and after camp.
- Long-Term Outcome: Increased community support, measured by sustained partnerships, increased volunteer participation, and positive community testimonials.

Evaluation Metrics:

Quantitative Metrics:

- Number of community partnerships established.
- Number of high school volunteers recruited.

Qualitative Metrics:

- Feedback from family events and after camp.
- Positive community testimonials.

Assumptions and Risks:

Assumption:

- There is a genuine interest from the community in engaging with the program.
- Schools and local organizations will continue to support recruitment efforts.

Risk:

- Challenges in sustaining community partnerships.
- Difficulties in recruiting and retaining high school volunteers.
- Potential obstacles in organizing successful family engagement events.

Conclusion:

This logic model provides a visual representation of the CoolineKids Program, outlining specific objectives, associated outputs, and measurable short-term and long-term outcomes. The focus on leadership skills, high-quality summer camp experiences, and community engagement reflects the organization's commitment to empowering young leaders of East Palo Alto. Evaluation metrics will help track progress and assess the program's impact on both youth leaders and K-8 students in the community.

CoolineKids Budget 2023

2023 Expenses	Cost
KidsCamp Program	
Facilities	$2,000.00
Stipends	$40,000.00
Programming Supplies	$7,550.00
Wellness Services & Supports	$2,000.00
Junior Leaders Projects	$300.00
Extended Care Supplies & Equipment	$300.00
K-6 Classroom Stipends	$500.00
Food	$15,000.00
Operations Supplies	$3,000.00
Family Night	$500.00
Executive Director Flex Funds	$800.00
Assistant Camp Director Flex Funds	$200.00
Operations Coordinator Flex Funds	$200.00
Leadership Team Transportation	$250.00
Leadership Team Monthly Dinners	$450.00
Recruitment Event Transportation	$100.00
Hiring Day Lunch & Gifts	$150.00
Referral Recruitment Program	$2,800.00
Swag & T-shirts	$963.46
CrewCamp Program	
Programming Supplies	$600.00
Staff Entertainment	$600.00
Food	$1,500.00
Summer Leadership Academy	
Programming Supplies	$500.00

Food	$1,000.00
Partner: Passion Coaching	$1,500.00
General Operating	
Scholarship	$2,000.00
Preseason Expenses	$500.00
Recruitment Expenses	$2,000.00
Design Expenses	$1,500.00
Leadership Summit	$4,000.00
2023-24 Operating Expenses	$5,000.00
Manager of Summer Programs Pay	$900.00
Data Services Associate Pay	$500.00
Family Engagement Coordinator Pay	$500.00
Behavioral Health Consultant Pay	$200.00
Executive Director Pay & HQ Rent	$17,440.00
Professional Program Staff	$1,360.00
Professional Program Staff	$1,360.00
Professional Program Staff	$1,360.00
Partnerships Director Pay	$2,640.00
Summer Reserves	$1,000.00
Platform Costs	$2,000.00
Technology	$4,000.00
College Scholarships (Tech For Learning)	$4,000.00
Phone System (Ring Central)	$700.00
Monthly Bank Charges	$180.00
Executive Director Professional Development	$400.00
Storage	$3,518.22
TOTALS	**$137,821.68**

CoolineKids Budget 2024

2024 Budget Proposal	Goal Expenses
KidsCamp Program	
Stipends (25 staff @ apx. $1,000)	$25,000.00
Programming Supplies (4 classrooms @ $500)	$2,000.00
Wellness Services & Supports	$400.00
Junior Leaders Projects	$300.00
Extended Care Supplies & Equipment	$200.00
Food (Snacks, Emergency Supplies)	$200.00
Operations Supplies	$450.00
Leadership Team Planning Retreat (15 members @ $50)	$750.00
Hiring Day Lunch & Gifts	$150.00
Staff Swag & T-shirts	$600.00
Student T-Shirts & Swag	$1,700.00
General Operating	
Recruitment Expenses	$100.00
Design Expenses	$500.00
Financial Advisor	$1,000.00
Platform Costs	$30.00
Business License	$55.00
Technology	$200.00
Program Curriculum	$200.00
Program Insurance	$4,000.00
TOTAL	**$37,835.00**

**** Grant funds will primarily be allocated to line items highlighted in yellow***

East Palo Alto Senior Center



Seniors ON THE Move

East Palo Alto Senior Center
March 6, 2024
City of East Palo Alto -TOT Grant Application

Cover Sheet

1078781

ENDORSED
FILED
In the office of the Secretary of State
of the State of California
JUN 5 1981
MARCH FONG EU, Secretary of State
Leslie Glenn
Deputy

ARTICLES OF INCORPORATION OF THE EAST PALO ALTO SENIOR CENTER, INC.

I

The name of this corporation shall be the East Palo Alto Senior Center, Inc.

II

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

This corporation is specifically organized to undertake and to foster the development of social services and community resources to provide for the welfare and benefit of all senior citizens living in the East Palo Alto area of San Mateo and Santa Clara counties.

III

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

Joseph Sanders - 890 Bell St., East Palo Alto, CA 94303

IV

(A) This corporation is organized and operated exclusively for charitable and public purposes within the meaning of section 501 (c) (3) of the U.S. Internal Revenue Code.

(B) There shall be no special limits on the purposes and powers of this corporation. Notwithstanding any other provisions of these articles, however, this corporation shall not carry on any

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 (categories):

Children ☐ | Youth ☐ | Families ☐ | Seniors [x]

Check Age Group(s):

☐ under 5, ☐ 5-10, ☐ 10-15, ☐ 15-18, ☐ 18 – 24, ☐ 25 – 64, ☐ 65 & up x 55 and above

Clients Served:

List the number of **East Palo Alto** Clients you intend to serve during this program: 80 or more
List the **total** number of Clients you intend to serve during this program: 80 or more

Summer Program Timeline

What are your dates of service for this program? START: _____ END: _____

What days/nights will you run your program? (Ex: M-F) _____ Hours? _____

Acknowledgement

[x] 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.

[x] I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section 1, Item F. Contractual Requirements and additional requirements as a funded organization.

[x] 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.

Millicent Grant

Signature of Authorized Representative

03/06/2024

Date Signed

Millicent Grant

Printed Name

~~Executive Director~~

Title

CHECK LIST	

1. **Application (pp. 7-8)**
• Narrative (2 pages max)
  • Describe your organization briefly.
  • Work Plan: For this project.
• Attachments (Submit as Word Documents)
  • Budget
  • Logic Model
	[X]

• **TOT Compliance Policies** a. Conflict of Interest (COI) Certification b. Memorandum of Understanding (MOU) • 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.	[X]
• **IRS documents** a. 501(c)(3) Determination Letter: Or Copy of fiscal agent's 501(c)(3) determination letter b. Form 990 or 990 Exemption: Last 2 years	[X]

• **Financials**
• Annual Budget: 2 years
• Financial Statements:
  • Current YTD
  • Previous Year
• Matching Funds: Commitment letter if applicable
	[X]

• **Other** • Organizational Chart: • The chart should include the primary applicants' Board of Directors, the entire project team (all partners), and illustrate the relationship between the partners. • Board Members List: Including titles and addresses. • Executive Director Name: Or equivalent employee.	[X]

Two Page Narrative

Located at 560 Bell Street in East Palo Alto (EPA), the East Palo Alto Senior Center (EPASC) is a nonprofit 501(c)(3) organization that has been dedicated to providing comprehensive support to seniors aged 55 and above in EPA and neighboring communities since 1983. Serving as the sole drop-in location specifically tailored to the needs of aging adults, including the burgeoning immigrant population, EPASC plays a pivotal role in the local community.

Our mission at EPASC is to enrich the lives of seniors and ensure their equitable access to social, economic, and political systems within a nurturing, secure environment. We are deeply committed to upholding the dignity and well-being of all seniors residing in East Palo Alto and surrounding areas.

Seniors frequent EPASC for a variety of reasons:

1. for nutritious meals,

2. to socialize with other seniors

3. to take art and fitness classes

4. to receive groceries to bring home via the bi-weekly food distribution program,

5. to get help and advice on personal or family hardships or life events,

6. to get informed about local and national political elections and candidates

7. to celebrate holidays together

EPASC is seeking a TOT grant totaling $37,000 to reinstate the sewing room within our facility, relaunch the art and craft program, and deliver the Art and Craft Exhibit. During the onset of the COVID-19 pandemic, the sewing room was repurposed as a staging area for the distribution of essential items aimed at combating the spread of the virus. This transition necessitated the removal of sewing machines, furniture, fabric, and tools to make space for storing COVID-fighting essentials.

Restoring the arts and crafts program for seniors offers numerous benefits that contribute to their overall well-being and quality of life, including mental stimulation, emotional well-being, social connection, physical health, sense of purpose, and cultural enrichment.

Overall, an arts and crafts program not only offers seniors an enjoyable and fulfilling way to spend their time but also promotes their mental, emotional, social, and physical well-being, contributing to their overall quality of life as they age.

The year-end art and craft exhibit serves as a powerful platform for supporting seniors by validating their artistic endeavors, providing them with a sense of recognition and accomplishment, fostering social connections, promoting community integration, enhancing skills, nurturing a sense of purpose, and advocating for creative aging.

Work Plan

Phase 1	Phase 2	Phase 3	Phase 4
Planning May – June, 2024	**Execution** July – August, 2024	**Monitoring** September, 2024 – April, 2025	**Project Completion** May – June, 2025
Activities	**Activities**	**Activities**	**Activities**
Identify components to execute the program. Identify sewing machine vendors, contractors, instructors	Schedule class participants. Communicate to participants details of the Art & Craft program	Keep budget for material and tools to $125/class	Promoting and marketing the Art and Craft Exhibit. Identify, prepare and decorate the exhibit venue. Deliver the Art and Craft showcasing creations by seniors
Finetune budget meeting needs	Encourage participation	Encourage feedback from seniors	Design survey and conduct interviews
Hire contractor and instructors Purchase sewing machines		Modify the program components if needed based on feedback from seniors	Prepare for food and drinks for the event
Purchase fabrics and tools			Document insights for future projects
Outcomes	**Outcomes**	**Outcomes**	**Outcomes**
Project plans completion	Robust support from seniors for the program	Satisfied customers	Foster a sense of accomplishment and pride for seniors
Project team formed			Successful launch of the Art & Craft showcase
Successful roll out of program			

Budget

TOT EPASC Sewing Program Budget

Program	Activity	Expense	EPA Community Expected to serve	Details
Senior Arts and Crafts Sewing Project	Blinds for the sewing room	$1,000		Create a welcoming space for community gathering to work in the sewing room.
	Refurbishing the sewing room	$2,000		Preparing the room with furnishing and supplies needed to create a welcoming space for senior community to gather.
	Fabric for quilt making and arts and carts	$10,000		Fabric purchase for programming for 80 people.
	Two sewing machines	$1,600		Additional sewing machines.
	Tutor to lead sewing program ($40/2hours/2Xweek/40weeks)	$6,400	80	Tutor to teach and guide seniors in learing to quilt, over the course of the year we expect to work with 80 unique individual seniors.
	Quilting and other sewing supplies	$3,000		Supplies need for quilitng such as fabric shears and scissors, rotary cutters and replacement blades, self-healing cutting mats, seam rippers, acrylic rulers, thread, pins etc.
	Senior Center Summer Art and Craft Expo and Sale	$5,000	200	Event for the community where craft and art created by the seniors and community members can be exhibited at the senior center for the larger community to come enjoy and make purchases.
Administration (30%)	Staffing, marketing, operations cost	$8,700		
	Grand Total	**$37,700**	**280**	

Logic Model

East Palo Alto Senior Center, Inc.

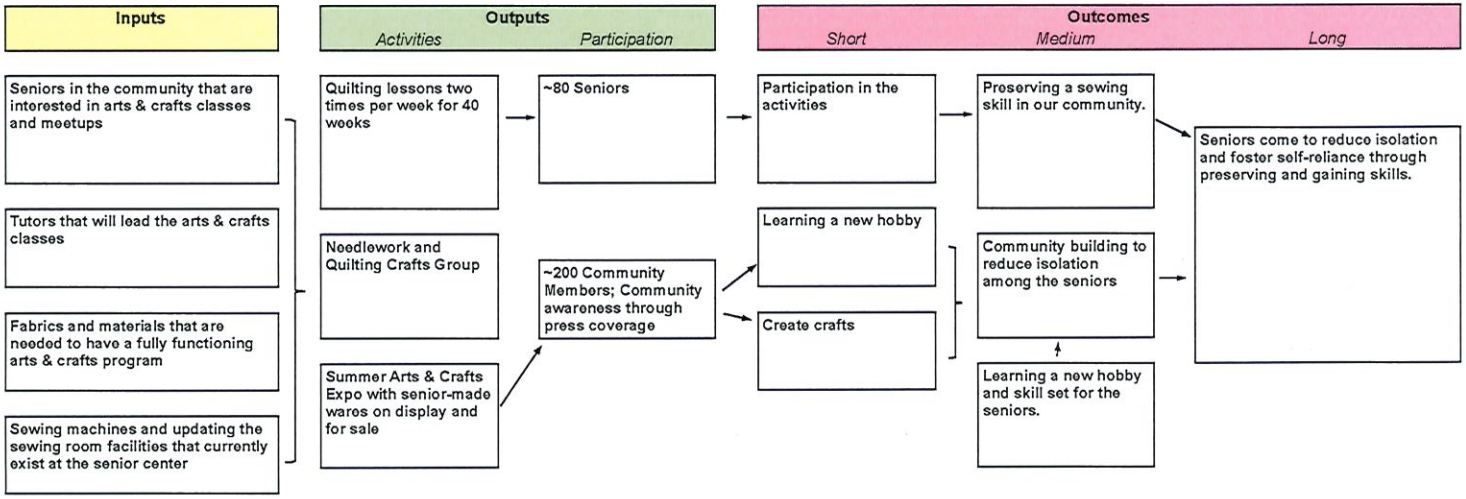
Program: Senior Arts & Crafts Programming Logic Model

Situation: Reestablishing the sewing room at the East Palo Alto Senior Center to allow seniors to explore crafts such as embroidery, quilting, sewing, crocheting, and needlework, culminating in an arts expo in the summer to display and sell the crafts created in the Summer of 2025.

Budget: $ 37,700.00

Matching Funds: $ -

Timeline: July 2024-June 2025



Assumptions and External Factors: 1) the cost of fabric is very high so we hope to have enough materials to support the program. 2) In addition, the space is currently small, however we will plan to set up long tables in the main dining hall.

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) - All participants will be required to sign in for the sewing classes. We will conduct surveys to capture to progress towards learning a new skill and building community. We will measure how many visitors we have for the Summer Arts and

3/5/2024

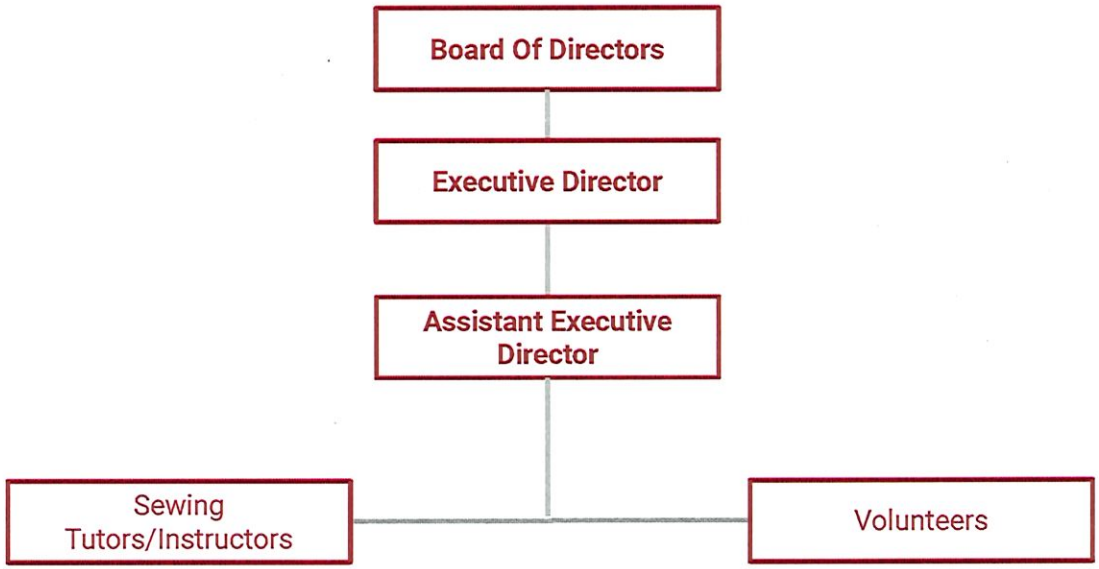
Other
Organization Chart

East Palo Alto Senior Center

Seniors ON THE Move

East Palo Alto Senior Center- Organizational Chart

TOT Grant Request March 20204



Other
Board Member List
Executive Directors Name

East Palo Alto Senior Center Board Members

LeRoy Knight President

Dr. Charlie Knight Vice President

Victor Yepez Secretary

Joya Joseph Treasurer

Yolanda Ortiz Member

Annette Avery Member

Craig Scarborough Member

Bonnie Miller

Millicent Grant Executive Director

Bridget Grant-Fraser Asst. Executive Director

All members can be reached at:

East Palo Alto Senior Center, Inc.
560 Bell Street
East Palo Alto, CA 94303

‘Anamatangi Polynesian Voices
152 Daphne Way, East Palo Alto, Ca
(650) 518-0745

Executive Summary

The Mindfulness Project is a holistic community initiative grounded in evidence-based MBSAT curriculum, styled in four key tracts: a 12-week student tract at Ravenswood Middle School, a 12-week parent tract at the Barbara Mouton Center, a community tract grounded in intergenerational solutions-building at the EPACENTER, and a partner tract that invites ‘Anamatangi community and ‘Anamatangi community partners to engage and connect.

About ‘Anamatangi

Since 1997, ‘Anamatangi (formerly known as Pacific Islander Outreach) has served systems-impacted individuals and families through heritage preservation and civic engagement. Founded by Appollonia ‘MamaDee’ Grey-Uhilamoelangi and Senita Uhilamoelangi, ‘Anamatangi was established to meet the needs of East Palo Alto residents, and has since then served our neighboring communities with the same commitment to healing and positive social impact.

About ‘Anamatangi Staff

Our organization is led by a team of long-time East Palo Alto residents and committed community organizers. At the helm is Tiffany Uhilamoelangi-Hautau, Executive Director and daughter of our Founders. Our Senior Staff include Tonga Victoria Afuha’amango serving as Communications Director, Andrea Zuniga as Project Coordinator and four East Palo Alto youth (ages 18-24 years old) as ‘Anamatangi Fellows as well.

About The Mindfulness Project:

Project Purpose:

The Mindfulness Project aims to teach the practice of mindfulness in order to combat loneliness, substance-abuse and harmful behaviors that impact students, parents and cultural practitioners across our community.

Project Objectives:

- Engage 60 students, 40 parents, and 15 cultural practitioners through evidence-based MBSAT (Mindfulness-Based Substance Abuse Treatment) curriculum tailored to the following tracts:
- **Student Tract:** Facilitate a 12-week curriculum to two cohorts of 8-10 participants at Ravenswood Middle School for 2024-2025 school year.
- **Parent Tract:** Facilitate a 12-week workshop series to one cohort of 12-20 parent participants every Monday at the Barbara Mouton Center, starting Fall 2024.

‘Anamatangi Polynesian Voices
152 Daphne Way, East Palo Alto, Ca
(650) 518-0745

- **Community Tract:** Facilitate weekly community spaces to engage students, parents and cultural practitioners in community-driven solutions-building every Thursday at the EPACENTER.
- **Partner Tract:** Invite community partners to our quarterly community mixers to resource and connect the wider community to the Mindfulness Project components and spotlight participant achievements and testimonials.

Project Timeline:

2024 Project Activities by Quarter	**2025 Project Activities by Quarter**
Quarter 3 (July - September) - 2-Day Summer MBSAT Certification Course. - Student Tract: Start 12-week Fall curriculum at Cesar Chavez Ravenswood Middle School (start September 2024) - Parent Tract: Start 12-week curriculum at the Barbara Mouton Center (start September 2024) - Community Tract: Facilitate weekly intergenerational spaces at EPACENTER every Thursday - Partner Tract: Host ‘Anamatangi Community Mixer (August 2024)	Quarter 1 (January - March) - 2-Day Winter MBSAT Certification Course - Student Tract: Start 12-week Spring curriculum at Cesar Chavez Ravenswood Middle School (Start March 2025) - Parent Tract: Start 12-week curriculum at the Barbara Mouton Center (start March 2025) - Facilitate Mindfulness Project at Stanford SWEET - Community Tract: Facilitate weekly intergenerational spaces at the EPACENTER every Thursday. - Partner Tract: Host ‘Anamatangi Community Mixer (Annual Kickoff)
Quarter 4 (October - December) - Student Tract: Complete 12-week curriculum at Cesar Chavez Ravenswood Middle School (end November 2024) - Parent Tract: Complete 12-week Spring curriculum at the Barbara Mouton Center (end November 2024) - Community Tract: Facilitate weekly intergenerational spaces at EPACENTER every Thursday - Partner Tract: Host ‘Anamatangi Community Mixer (November 2024)	Quarter 2 (April - June) - 2-Day Spring MBSAT Certification Course. - Student Tract: Complete 12-week curriculum at Cesar Chavez Ravenswood Middle School (end May 15, 2025) - Parent Tract: Complete 12-week Spring curriculum at the Barbara Mouton Center (end June 10, 2025) - Community Tract: Facilitate weekly intergenerational spaces at EPACENTER every Thursday - Partner Tract: Host May AAPI Heritage Month Celebration (May 2025)

Anamatangi Polynesian Voices

Program: **The Mindfulness Project**

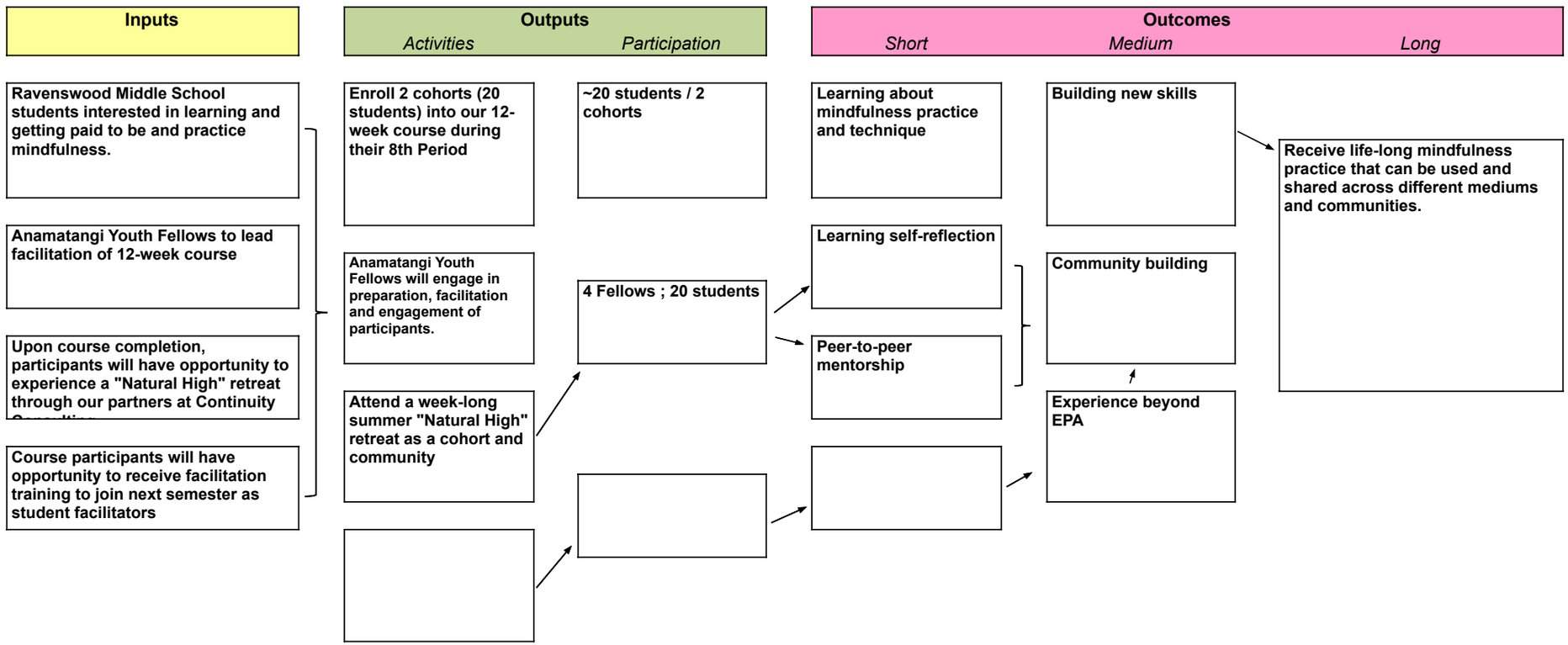
Budget: $ -

Matching Funds: $ 27,900.00

Timeline: 9 months

Situation:

San Mateo County became the first in the nation to declare loneliness a public helath crisis amidst 49% of our County grappling with this social disorder. In light of this historic moment, 'Anamatangi became the inaugural service provider for Mindfulness-Based Substance Abuse Program (MBSAT) in San Mateo County in January 2024 and since our Certification, we have curated three pathways tailored to 1) students, 2) parents and 3) cultural practitioners. This student-centered objectives aims to serve four student cohorts (10 students/cohort) at Ravenswood Middle school for the 2024 Spring and 2024 Fall semester for 12-weeks at a time.



Assumptions and External Factors: Retention of participants may be challenging but to mitigate the challenge we have instituted incentives and integrated this as part of Ravenswood Middle School offerings.

Evaluation: At the conclusion of the workshop, participants will be asked to complete a survey. We will follow-up with PD to track status.

Anamatangi Polynesian Voices

Program: **The Mindfulness Project**

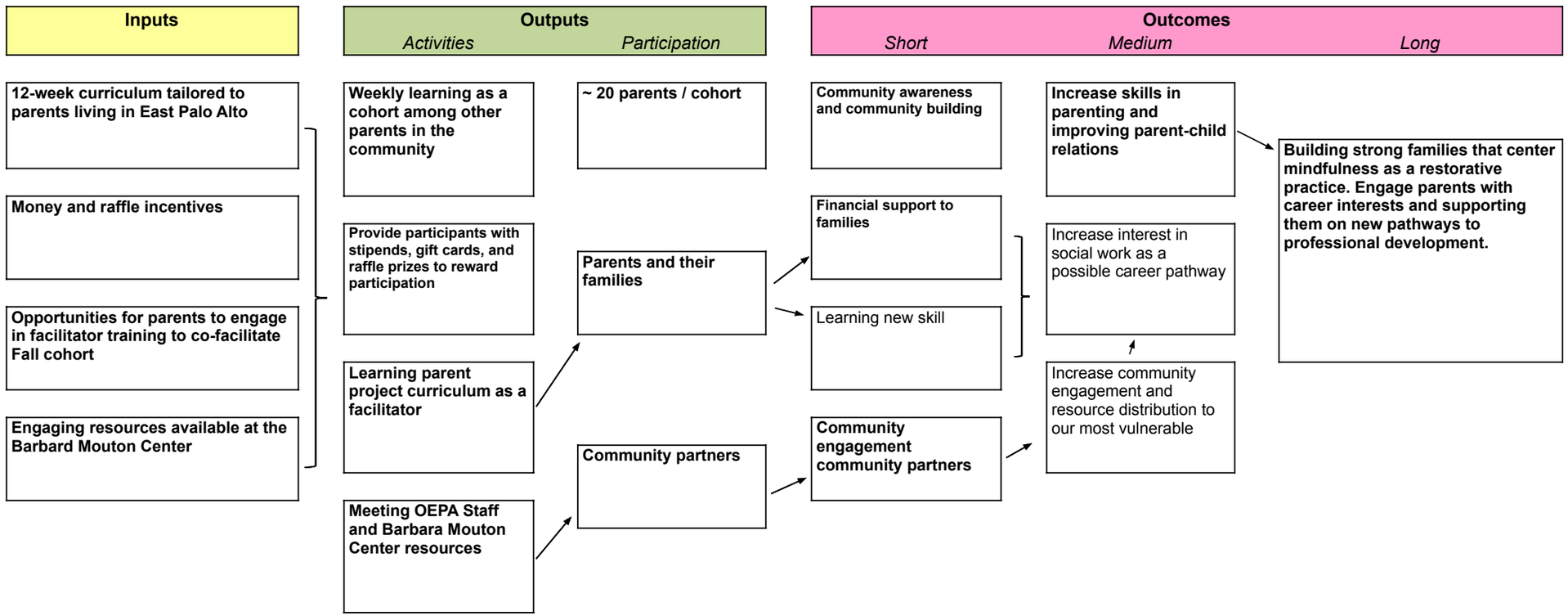
Budget: $ 4,353.84

Matching Funds:

Timeline: 9 months

Situation:

San Mateo County became the first in the nation to declare loneliness a public helath crisis amidst 49% of our County grappling with this social disorder. In light of this historic moment, 'Anamatangi became the inaugural service provider for Mindfulness-Based Substance Abuse Program (MBSAT) in San Mateo County in January 2024 and since our Certification, we have curated three pathways tailored to 1) students, 2) parents and 3) cultural practitioners. This parent-centered objective aims to serve two parent cohorts (20 parents/cohort) at the Barbara Mouton Center for the 2024 Fall season for 12-weeks at a time.



Assumptions and External Factors: Retention of participants may be challenging but to mitigate the challenge we have instituted incentives and integrated this as part of Parent Project offerings.

Evaluation: At the conclusion of the workshop, participants will be asked to complete a survey. We will follow-up with PD to track status.

Program Serves 500 Community Members			
Contractors/Part-Time Staff	Activity		
(2) Parent Project Facilitators	Outreach for 2 cohorts in 1 year. Facilitate the Parent Project 12 week workshops	12 classes= $2,176.92 X 2 facilitators	**$4,353.84**
(10)APV Cultural Practitioners	Attend weekly community forums, assist in curating the cultural curiculum	September 2024- May 2025 25 weeks x $50/wk x 10 CP	**$12,500.00**
Subtotal for Contracted/Part Time Staff			**$16,853.84**
Monthly Community Mixer September 2024- May 2025	Food & Entertainment		$3,600
Community- Wide Celebration	Food & Entertainment	May- NHPI Month Community Celebration	**$10,000.00**
Subtotal of other Expenses			**$30,453.84**
	Indirect Rate *		
Indirect (up to 30% of direct costs)	30%		**$9,136.15**
Total Grant Expenses			**$39,589.99**

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 and Joan Platt East Palo Alto Family YMCA
Address of Organization:	550 Bell Street, East Palo Alto, CA 94303
Website:	www.ymcasv.org/eastpaloalto

Collaborating Organization:	
Website:	

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Rebecca Duran		
Email	Rebecca.duran@ymcasv.org		
Phone	650-687-5313	Fax	650-687-5380

Grant Request

Amount Requested: **(Not to exceed $40,000)**	**$ 40,000**
Total Project Budget: **(For this project)**	**$ 61,640**
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	**$ 21,640**
What is your organization's total annual operating budget?	**$ 1,128,048**
Please list the names of matching funding or in-kind donation sources:	
Contributions from individual donors	

Have you received TOT funding previously? Yes ☒ No ☐ Year(s)? 2023 (most recently)

Is that grant still active? Yes ☐ No ☒

If not, have you submitted your Closeout forms? Yes ☒ No ☐

Please indicate your service category: Summer 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 (categories):

Children ☒ | Youth ☒ | Families ☒ | Seniors ☒

Check Age Group(s):

☒ 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 this program: __955___
List the **total** number of Clients you intend to serve during this program: __40____

Summer Program Timeline

What are your dates of service for this program? START: _5/13/24_ END: 12/31/24

What days/nights will you run your program? (Ex: M-F) _M-Sa_ Hours? _6am-8pm_____

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 1, 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

James Hon

Date Signed

3/5/2024

Lewis and Joan Platt East Palo Alto Family YMCA
2024 Sports & Recreation Passport Program

The Lewis and Joan Platt East Palo Alto Family YMCA's (EPAY) 2024 Sports & Recreation Passport Program (SRPP) program is a no-fee experiential suite of seven wellness programs for children, youth, families, and seniors from the East Palo Alto community. This program is designed to be engaging, inclusive, and responsive to the needs and interests of East Palo Alto residents.

Project Service Category: Sports/Recreation

Goals & Objectives
Overall Goal: Engage more than 900 unduplicated community members in EPAY programs developed to promote youth development, support healthy living, and strengthen families, all of which contribute to building a stronger community.
Objectives:
1) Senior Fitness – Group exercise class designed to enhance the health and wellbeing of our senior population. *(hosted weekly June 4 – December 20 at either EPA Senior Center or EPAY)*
2) Family Aquatics – Open pool for families, friends, and kids to enjoy during extended Saturday hours. *(10 Saturdays: June 22 – Aug 24)*
3) Youth Basketball – An opportunity for young girls and boys ages 5 to 13 to play in an organized sports program with focus on skill development and teamwork. *(summer and fall programs)*
4) Youth Futsal Clinic – A new program for EPAY and opportunity for youth to engage in this popular version of indoor soccer. *(twice weekly Nov 4 – Dec 20)*
5) Teen/Adult/Family Open Gym Volleyball Nights – Coordinated opportunities for volleyball open gym, with schedules for teens/adults/families *(weekly May 13 – June 21 and Aug 12 – Sept 20)*
6) EPA Family Days – Open Pool & Open Gym for Families with Hosted Outdoor Activities/Entertainment including recreation, art, and games *(2 dates summer 2024 to be coordinated with City of East Palo Alto)*
7) Teen Memberships – Offer teens ages 13-19 a fall/winter membership to allow them to experience the Y, including benefits of group exercise classes, wellness coaches, and all indoor/outdoor fitness equipment. Teens can be recruited from among Volleyball Open Gym, Family Aquatics, and Family Days participants and would allow teens to immerse themselves in all the comprehensive benefits of Y membership for four months. *(Sept. – December)*

Clients Served: 955

Project Partners: We aim to continue partnering with the East Palo Alto Senior Center, Paxton Sports Academy, and the Women's Coaching Alliance. The City of East Palo Alto has also been a lead partner and helped facilitate introductions and working relationships with these community organizations.

Project Timeline: May 2024 – December 2024

How Project Helps 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 2024 Sports and Recreation Passport Program builds upon the 2023 Summer of Fun programming and expands to add new areas for development, such as volleyball and futsal, and extends its impact beyond summer to an eight-month period from May to December. All proposed seven wellness programs reflect and deliver on the mission of EPAY.

How Proposed Program Activities Will Support A Young Person's Academic Achievement Or Help Positively Develop Social Skills: Social skill development is the secret sauce woven through all EPAY

sports and recreation programs. It is well known that the Y "is more than a gym," and this reputation reflects a focus on community building. When youth (and seniors, too) come to the Y, they benefit both from working on their wellness goals and spending time in a pro-social environment with their peers. It is a safe place where youth have a balance of independence and support from Y staff. Furthermore, SRPP utilizes both the Evidence-Based Positive Youth Development strategies as well as the Evidence-Informed Developmental Assets model to provide youth with opportunities to grow and thrive in a positive and encouraging environment. Both of these strategies not only help youth develop resiliency, a positive self-identity, and a positive outlook on life, but have been shown to help protect youth from risky behaviors, helping them develop into healthy adults.

How Services Will Offer a Supportive Community Environment for Families and/or Senior of East Palo Alto: This is where the Y shines. From youth basketball to extended pool hours, and across all seven of the proposed suite of programs, YMCA staff and volunteers (coaches, lifeguards, group exercise instructors, wellness team, coordinators, directors, and welcome center attendants) aim to do more than offer a set of fitness activities, we aim to strengthen the community. That is the core of our mission. 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.

Organizational History and Qualifications for Providing Direct Services to 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 1,300 families through membership, youth sports programs, and swim lessons.

Lead Staff & Qualifications:
Andres Jimenez, Youth Sports Coordinator, is responsible for developing and managing youth sports programs. He is a recent graduate of San Diego State who grew up in East Palo Alto participating in many sports programs at EPAY.
Jose Sanchez, Healthy Livings Director, is responsible for Financial Assistance and oversees the Membership, Health and Wellness, and Kids' Club departments. He also supports the Aquatics Department as a lifeguard. As a YMCA professional and graduate of Cal State Chico, he is experienced in program development and implementation for youth, families, adults, and seniors.

Proposed Project Budget & How It Supports Objectives and Activities

City of East Palo Alto TOT grant	$40,000
Contributions Leveraged from Individual Donors	$21,640
Total Project Budget	**$61,640**

This SRPP budget provides East Palo Alto children, youth, families, and senior with seven programs—Senior Fitness, Family Aquatics, Youth Basketball, Youth Futsal, Teen/Adult/Family Volleyball, EPA Family Days, and Teen Membership—which are all no cost offerings over an eight month project period that will serve 955 unique participants.

Budget Chart: Lewis and Joan Platt East Palo Alto Family YMCA Sports & Recreation Passport Program

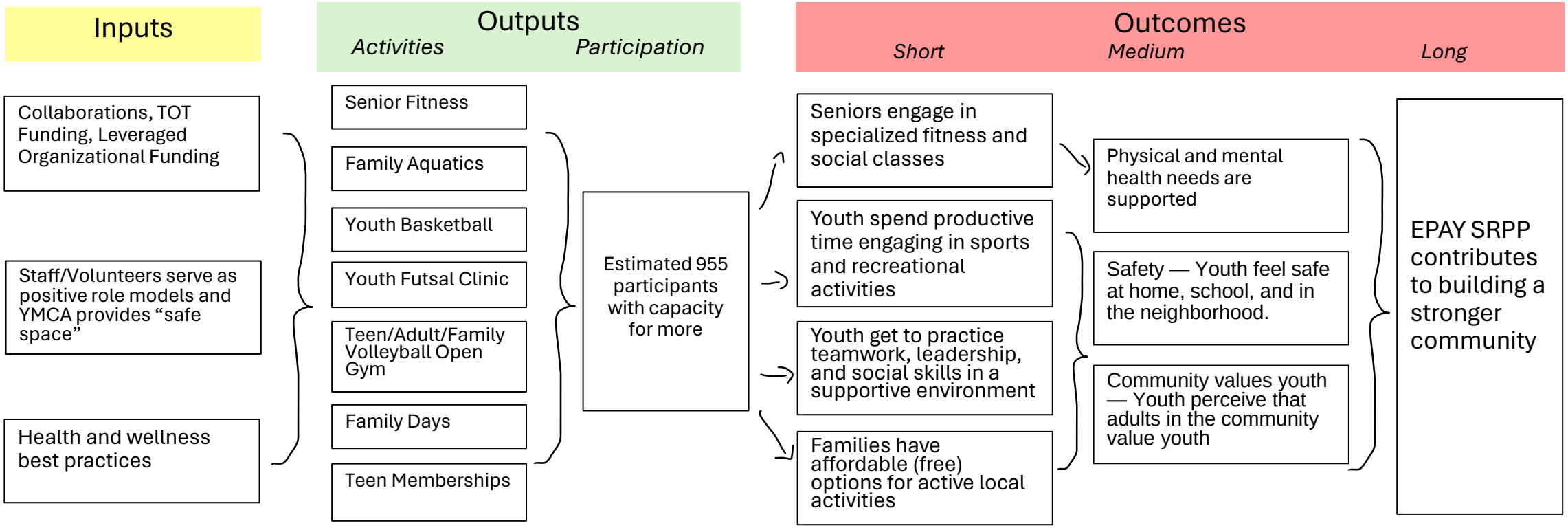
Title/Item	Justification	# Served	Season	Narrative	**Direct Costs** Program Delivery	**Indirect Costs** Admin/ Marketing/ Etc. @15%	**TOT Funds** @65%	**Leveraged Funds** from Individual Y donors @35%	**Total EPAY SRPP Budget**
Senior Fitness Class	Group exercise instructors, training, and equipment for 28 weekly sessions	30 unduplicated with capacity for up to 280 total	Summer Fall Winter	This low-impact class includes exercises designed to help seniors improve balance, flexibility, bone density, endurance, coordination, mobility and self-confidence. *Weekly June 4 to Dec 20*	$3,100	$465	**$2,313**	$1,252	$3,565
Family Aquatics	Lifeguards and Pool Expenses	500 unduplicated with capacity for up to 1,000	Summer	Open pool for families to enjoy on the weekend. *10 summer Saturdays (June 22 - Aug 24)*	$9,000	$1,350	**$6,716**	$3,634	$10,350
Youth Basketball	Staff to organize youth leagues, coordinate volunteer coaches & refs, manage partnerships, plus equipment	75 unduplicated with capacity for up to 100	Summer Fall	Youth learn core basketball skills while practicing teamwork, developing leadership skills, and making new friends. As they develop their athletic talents, children also build character, values, and confidence through practice and discipline. *2 leagues: June 18-Aug 10 and Sept 10-Nov 1*	$18,300	$2,745	**$13,657**	$7,388	$21,045
Youth Futsal Developmental Clinic	Staff to develop and deliver new program, plus equipment	50 unduplicated with capacity for up to 75	Winter	Indoor recreational soccer training for youth with focus on teamwork, leadership skills, and making new friends. As they develop their athletic talents, children also build character, values, and confidence through practice and discipline. *Twice weekly Nov 4 to Dec 20*	$6,600	$990	**$4,925**	$2,665	$7,590
Teen/Adult/Family Open Gym Volleyball	Offering new Open Gym program with staffing and equipment	100 updduplicated with capacity for 360	Spring Summer Fall	Welcoming recreational volleyball players in our community on a weekly basis. Providing safe, semi-structured times for each age group. *2 sessions: May 13-June 21 and Aug 12-Sept 20*	$3,900	$585	**$2,910**	$1,575	$4,485
Family Days	Hosting 2 Summer Saturday Family Days, including staffing, planning, entertainment, and supplies	200 unduplicated with capacity for 400	Summer	In conunction with Family Aquatics/Saturday Open Swim (activities at the Y and Bell Street Park), these would be recreational, artistic, and/or social in nature. *Summer dates to be coordinated with City of EPA*	$6,100	$915	**$4,552**	$2,463	$7,015
Teen Memberships	Membership for 75 teens x $22 per month x 4 months	0 unduplicated (with above programs) with capacity for 75	Fall Winter	As a follow up to Teen Volleyball and Family Aquatics, invite 75 teens (ages 13-19) to experience teen membership at the Y for the fall/winter, including group exercise classes and all gym/fitness areas. *Sept 1 - Dec 31*	$6,600	$990	**$4,925**	$2,665	$7,590
		955 total unduplicated served			$53,600	$8,040	**$40,000**	$21,640	$61,640

ORGANIZATION: Lewis & Joan Platt East Palo Alto Family YMCA **Logic Model**

Budget	$61,640
TOT Funds:	$40,000
Matching Funds:	$21,640

Timeline: May – December 2024

Situation: Residents of East Palo Alto need opportunities for fitness, wellness, and socialization that are accessible both financially and geographically. This is especially true for youth, who need safe spaces for recreation and development. Without sports and recreation programs children, youth, families, and seniors are further at risk for negative physical and mental health issues. Seniors, especially, are facing an epidemic of loneliness. The EPAY SRPP is a community-driven solution that provides support in seven program areas to promote positive youth development, support healthy living, and strengthen families, all of which builds a stronger community.



Assumptions & External Factors: We anticipate building upon 2023 program successes and collaborations, applying lessons learned, and will continue growing our staff expertise as we expand some programs and launch two new programs. Fundraising for those leveraged funds will be a top priority and is expected to be achievable.

Evaluation: Track participants across programs and use surveys to monitor satisfaction and areas for improvement. Gather both quantitative and qualitative data.

CITY OF EAST PALO ALTO –TOT

GRANT APPLICATION

COVERSHEET

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

Organizational Information

Legal Name Organization:	EPACENTER
Address of Organization:	1950 Bay Road
Website:	East Palo Alto, CA 94303

Collaborating Organization:	N/A
Website:	epacenter.org

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Jacinda Abcarian		
Email	jacinda@epacenterarts.org		
Phone	650-313-2602	Fax	N/A

Grant Request

Amount Requested: **(Not to exceed $40,000)**	$ 40,000
Total Project Budget: **(For this project)**	$ 50,000
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	$ 10,000
What is your organization's total annual operating budget?	$ 3,226,756
Please list the names of matching funding or in-kind donation sources:	John & Marcia Goldman Foundation

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: Summer 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 (categories):

Children [X] | Youth [X] | Families [ ] | Seniors [ ]

Check Age Group(s):

☐ 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 this program: 53
List the **total** number of Clients you intend to serve during this program: 53

Summer Program Timeline

What are your dates of service for this program? START: June 15, 2024 END: August 15, 2024

What days/nights will you run your program? (Ex: M-F) M - F Hours? 10am - 6pm

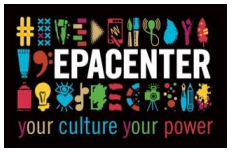
Acknowledgement

[X] 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.

[X] I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section 1, Item F. Contractual Requirements and additional requirements as a funded organization.

[X] 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	March 5, 2024 *Date Signed*
Nadine Rambeau *Printed Name*	Executive Director *Title*



Introduction - EPACENTER respectfully requests consideration of a TOT grant of $40,000 from the City of East Palo Alto (EPA) to conduct a city-wide public art project that will celebrate the EPA's cultural vibrancy, highlight its identity, commemorate the talent of its youth, and inspire their future achievements. This falls under the **project service category of Summer Camp.** The *Altotude* Public Art Project is envisioned as an annual public art initiative that will take place for four weeks over the summer in which youth from East Palo Alto will learn how to create digital art images that will be placed onto large scale street pole banners throughout the community, and projected onto the walls of municipal and local businesses during commemorative holidays.

The Altotude Project is aligned with EPACENTER's mission to increase opportunities for youth to discover and amplify their talents, realize their potential, and impact the world through art and design. We will use a community-design process to engage up to **50 youth, ages 6-18**, in decision-making about the look and feel of their community. They will participate in visual art and design classes led by professional artists and **3 youth interns ages 18-24** from EPA, trainings and discussions on public art, learn about the needs of East Palo Alto residents and how they see their city, and participate in the design of public artworks that will be installed on street banners throughout the City. To highlight pieces created as part of the *Altotude Project*, swag like coffee mugs, keychains and T-shirts will be screen-printed by youth at EPACENTER and distributed to the youth and families in the community.

Goals and objectives - The overall goals of the *Altotude Project* are to train **53 youth from East Palo Alto** in creative public art and design, bring positive attention to the City, increase its residents' visibility as creative and cultural icons in Silicon Valley, and build East Palo Alto's brand as a place where diversity, beauty, and creativity thrive in harmony. The goals of the project are to:
- Instill a sense of creative agency in youth in EPA
- Foster a sense of community among youth and the community in which they live
- Broaden career prospects for youth in EPA by developing their design skills
-Improve academic achievement and social skills through a Creative Youth Development (CYD) model that challenges youth to learn new skills and grow in ways that interest them.

Workplan/Timeline - The project development period will take place over the span of 4-6 weeks between June 2024 - August 2024:
a) Recruitment of Youth Participants - Youth participants for the project will be reached through the distribution of flyers locally to non-profits and other youth serving organizations with whom we hope to collaborate on the project.
b) Preparation Process (May – June): The Design Team of professional artists and youth interns from EPA will conduct an in-depth analysis of the history and culture of East Palo Alto and conduct listening sessions with community members on their vision for public art in the City. The Design Team will listen and learn from community members and gain inspiration for each public artwork.

Presentation will be made to City Council to gain input on the themes and values for the public artwork.
c) *Design Process (July):* The Design Team will lead local youth through a 4-week long, 5-day per week, 2 - 8 hour per day (depending on the project), digital media camp in which they will create artwork for the street pole banners inspired by community feedback. Throughout the process, youth will use design software from Adobe and 3D modeling software like SketchUp to create mock-ups of different concepts for their designs.
d) *Review Process (August):* Final designs will be presented to City Council.
e) *Installation Process (September - December):* EPACENTER's Public Art Consultant will solicit bids and work with installation vendor and city officials on the fabrication and installation of banners on street light poles and on the development of visuals for projection on municipal buildings.
f) ***Outreach (September – December):*** The installation of the project will be promoted through press releases targeted to local TV and radio channels, print and TV news. Interviews with public officials, the artists, and youth participants will be pursued with lifestyle, cultural and arts media. Compelling digital images will be featured on City and partner websites, and on Facebook, Instagram, and other social media channels. EPACENTER will invite community members to the facility to learn about the community's vision for public art in the community. These meetings will be led by the lead artists and will inform their process as they work with youth in providing guidance about the vision that the artworks will contain.

Community Benefit - From planning discussions about various public art projects within the community, it is clear that residents have a desire to find respite and community, and are in search of a sense of communal well-being. As such, there will be significant value to the community through the project's representation of the city's talent, cultural heritage, and depictions of communal life across ethnicities. The project will rectify issues around the lack of representation of Latino, African American, and Pacific Islander communities in public art in San Mateo County. Moreover, it will help address the loss of knowledge of the City's rich cultural history due to the impact of changing demographics and gentrification.

Organizational History and Qualifications - EPACENTER's development, including facility design, programs, testing, and organizational mission, is an outcome of a deliberative, iterative approach that has engaged local youth in East Palo Alto at every stage, since 2010. For the past 7 years, EPACENTER has been led by Executive Director, Nadine Rambeau. Prior to coming to EPACENTER, she served as the managing director at the California Institute of the Arts in Los Angeles and the YMCA of Metropolitan Chicago Chernin's Center for the Arts on the Southside of the city. Ms. Rambeau holds an MFA in critical theory from the California Institute of the Arts and a BA in political science from Northwestern University and is a current fellow with the American Leadership Forum, Silicon Valley. Ms. Rambeau leads a team of 19 staff, and many paid interns. More than half of EPACENTER's staff are bilingual and 90% identify as a person of color.

Project Budget - The total project budget is $50,000 with the majority of funds supporting arts instructors and youth interns. We have secured matching funds in the amount of $10,000 from the John & Marcia Goldman Foundation, and respectfully request $40,000 from the City of East Palo Alto.

EPACENTER Project Budget - Altotude Project (Summer Camp) 2024	
EXPENSES	
Personnel	**Amount**
Artistic	
Lead Digital Media / Public Art Instructor (Ages 6-10)	$9,000.00
Lead Digital Media / Public Art Instructor (Ages 11-14)	$9,000.00
Lead Digital Media / Public Art Instructor (Ages 15-18)	$9,000.00
Youth Intern Instructor	$3,500.00
Youth Intern Instructor	$3,500.00
Youth Intern Instructor	$3,500.00
Administrative	
Public Art Consultant	$9,000.00
Public Relations Consultant	In-Kind
Operating	
Art Supplies & Equipment	$500.00
Software	In-Kind
Computers/Tablets	In-Kind
Printing	$1,000.00
Video Documentation	$1,000.00
Community Meetings	$1,000.00
Grand Total	**$50,000.00**

EPACENTER Program Logic Model

MISSION: Increase opportunities for East Palo Alto youth to discover and amplify their talents,
realize their potential, and impact their world through the arts.

To fulfill this mission, we are **1) creating spaces** – including a dedicated center for the arts within East Palo Alto, **2) growing programs** that engage young people and collaborate with other providers, **3) creating a new organization** to support and sustain the mission long term, and **4) creating new partnerships** and forums that build community and promote positive youth development through the arts.

Program Strategies

- Engage youth as leaders
- Identity and collaborate with partner
- organizations and individual supporters
- Create and sustain new arts spaces and programs
- Provide high quality arts experiences
- Facilitate innovative, community-focused conversations and events
- Ensure diverse pathways for youth to *learn, connect, explore, and lead*
  - Drop in, events
  - Exploratory (classes, workshops)
  - In depth programs
  - Production and performance
  - Jobs and internships
  - Mentorship.

Approach

- Collaborative
- Creative, responsive
- Community-based
- Cross-disciplinary
- Cultural (and cross-cultural)

Guiding Framework:
Creative Youth Development

Program Activities
Creative Youth Development

Digital Arts

- Audio recording and production
- Digital photography and video
- Graphic Design
- New media and multi-media

Visual & Public Art

- Painting and drawing
- Public art: pop ups, murals and installations
- Design and print making
- Sculpture

Performing Arts

- Instrumental (individual/bands)
- Composition and theory
- Dance
- Spoken word and lyricism

Youth Gathering & Youth Community Building

- Cultural Festivals
- Café, lounge and gallery
- Events, dialogues and productions

Youth Leadership

- Event planning, production and management
- Community action and engagement
- Arts to support social justice campaigns

Intermediate Outcomes (3-5 years)

Youth

- Increase competence, creative confidence, connection, compassion, and contribution
- Increase self-efficacy
- Increased resiliency: ability take risks, make mistakes and keep going
- Improve skills/develop mastery in specific art forms
- Express positive goals for the future and plan for how to get there
- Strengthen networks and navigation skills
- Engage in and contribute to community
- Increase value for role of art in personal and community life

Organization

- Provide consistent, equitable access to high quality and culturally relevant arts and music instruction for youth
- Create clearly articulated pathways & supports for youth arts participation and growth over time
- Ensure safe, welcoming and inclusive space for diverse community members

Community

- Increase number and types of creative gathering experiences for youth
- Increase local audience for youth arts activities and performances in EPA
- Increase visibility of youth artistic and cultural assets in East Palo Alto
- Increase civic vibrancy and youth participation

Long Term

Youth
Imagine, express and create better lives for themselves, their families, and
communities

- Personal power & fulfillment
- Contributing to & positively shaping community
- Strong, positive personal and professional networks
- Arts and expression valued, part of life

Organization
Provide sustainable, trusted, high quality arts resources, experiences, and learning pathways for youth and families

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.

EPACENTER
Organization

2/27/2024
Date Signed

Signature of Authorized Representative

Executive Director
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.

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

DEPARTMENT OF THE TREASURY

Date: JUL 16 2015

EAST PALO ALTO YOUTH ARTS & MUSIC CENTER
C/O ROBERT A WEXLER
235 MONTGOMERY ST STE 1220
SAN FRANCISCO, CA 94104

Employer Identification Number:
47-2008341
DLN:
17053176333035
Contact Person:
JACOB A MCDONALD ID# 31649
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
August 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
September 29, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

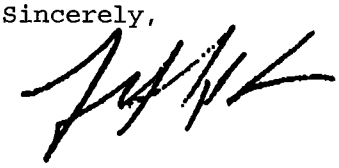
For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

EAST PALO ALTO YOUTH ARTS & MUSIC

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

Sincerely,



Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Letter 947

CITY OF EAST PALO ALTO –TOT

GRANT APPLICATION

COVERSHEET

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

Organizational Information

Legal Name Organization:	Saint Mark AME Zion Church
Address of Organization:	1794 Bay Road; East Palo Alto, CA. 94303
Website:	Saintmarkamez.org

Collaborating Organization:	N/A
Website:	N/A

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Dr. Cheryl Stephenson		
Email	Cherylstephenson10@gmail.com		
Phone	404.428.5790	Fax	

Grant Request

Amount Requested: **(Not to exceed $40,000)**	$ 26,500.00
Total Project Budget: **(For this project)**	$ 34,500.00
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	$ 8,000.00
What is your organization's total annual operating budget?	**$ 216,000.00**
Please list the names of matching funding or in-kind donation sources:	
Saint Mark	

Have you received TOT funding previously? Yes x No ☐ Year(s)? 2023

Is that grant still active? Yes ☐ No x

If not, have you submitted your Closeout forms? Yes x No ☐

Please indicate your service category: Summer Camp x 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 (categories):

Children [X] Youth [X] Families [ ] Seniors [ ]x

Check Age Group(s):

[ ] under 5, [ ] 5-10, [X]10-15, [X] 15-18, [X]18 – 24 [ ]x2 5 –64, [ ] 65 & up

Clients Served:

List the number of **East Palo Alto** Clients you intend to serve during this program: 5 0 0 +

List the **total** number of Clients you intend to serve during this program: 1,200 (includes online viewers

Summer Program Timeline

What are your dates of service for this program? START: 07.01.24 END: 10.18.24

What days/nights will you run your program? (Ex: M-F) Friday Hours? 6 pm-10 pm

Acknowledgement

x 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.

x I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section 1, Item F. Contractual Requirements and additional requirements as a funded organization.

x 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.

Cheryl Stephenson	03.06.2024
Signature of Authorized Representative	*Date Signed*
Cheryl Stephenson	*Administrator*

Printed Name *Title*

SAINT MARK
AME ZION CHURCH
Serving God by Serving Others

March 4,2024

Friday Night Vibez Program (Narrative)

Organization Description:

St Mark AME Zion is a 501c3 religious organization that serves the East Palo alto, Bell Haven and neighboring communities. We strive to create innovative programs that address the real needs of our diverse community. Programs such as the Distance Learning & Tutoring Assistance Program for children and the Forward-Thinking workshop for Seniors, Caregivers, and family members, Our Annual Christmas Gala for Seniors and our Adult literacy Program exemplify our impact on the community. St. Mark has hosted the premiere Candidate Forum for City Council and School Board District Elections for the past six years.

The Christmas Senior Gala has become a signature affair for Saint Mark AMEZ. We collaborate with community partners and host 200-plus senior citizens in the EPA community by serving an elegant meal and showering them with gifts. Friday Night Vibes is another medium that allows Saint Mark to exhibit its footprint in the community. The program offers EPA youth and young adults a haven to showcase their creative abilities through an evening of entertainment, displaying their artistic skills in music, poetry, dance, spoken word, and other artsy techniques. This program is intended for youth from 14-24, however we discovered a much broader audience last year and have established an all is welcome open-door policy. (See attached Matrix for actual results for 2023)

Friday Night Vibez materialized in response to youth in the EPA community seeking a place to freely express themselves through music, dance, spoken word, and other art forms. The evening is comprised of food, fun, and fellowship. Friday Night Vibez is a haven where youth gather and fellowship with their peers and showcase their talents in a non-intimidating atmosphere. The initial Friday Night Vibez event occurred in 2020 and has happened quarterly since then.

Individuals participate in person and virtually. To date, attendees have come from near and far, domestically, and internationally, and some participants have come from as far away as Israel. All youth can benefit from positive interactions with adults and peers.

The goal of Friday Night Vibez is to serve as a conduit for sharing creativity. Creative expression improves mood, boosts self-esteem, enhances cognitive function, improves social life, and alleviates stress and anxiety.

Last year we were able to add industry professionals to conduct feedback and advanced skill building techniques. The program continues to expand to meet the needs of our advancing youth participants. Program enhancements include expanding the program to incorporate workshops to help our youth further develop their skillset. Securing industry professionals to guide and mentor youth in improving their respective areas of art.

Mentoring programs are a prominent strategy for preventing adverse outcomes and promoting resilience among at-risk youth and young adults. The overarching goal of the Friday Night Vibez program is to provide our youth with a safe, positive alternative environment to express themselves on a Friday evening.

As a church our motto is to Serve God by Serving Others. However, our outreach efforts are not evangelistic, rather they are demonstrations of our Love for God and humankind. We may share our Love through our actions, however our outreach efforts do not include proselytizing or promoting our religious beliefs. Everyone is welcome regardless of their religious beliefs. Hence, we donate our space, equipment, volunteers and more to make the experience more meaningful. We also secure pro bono professionals to share their gifts and talents and have received donations from other supporters.

Work Plan:

Our Work Plan for this program remains simple and accessible. Youth are invited to attend weekly Friday Night sessions of FNV. Each session features a pre performance workshop or Learning Session facilitated by an industry professional. This is followed by a featured artist of the week, fellowship time and open mic time for all youth to either share something they created that evening or something that is a part of their existing repertory. Artist receives candid feedback from the audience and from the industry professionals. Published authors, professional comedians, writers, renowned artist and members from academia are there to encourage and coach the youth. We hope to kick-off the program July 1, 2024 and close before the Holidays, around October 18, 2024.

Each Season ends with a friendly competition where the youth get to compete for prizes and bragging rights including featured spots on radio, talk show and live performance opportunities. All sessions are supervised, including security, FREE refreshments and weekly drawing prizes.

SAINT MARK
AME ZION CHURCH
Serving God by Serving Others

City of East Palo Alto
Maurice Baker, Acting Community Services Manager
2415 University Avenue, 2nd Floor.
East Palo Alto, CA 94303

March 4, 2024

Mr. Baker:

Saint Mark AME Zion welcomes and appreciates the opportunity to respond to the request for proposal (RFP) for the 2024 Transient Occupancy Tax Grant, which focuses on youth, families, or senior citizens in the East Palo Alto (EPA) community.

Saint Mark is excited to present a proposal for its Friday Night Vibez program, a 16-week program designed for East Palo Alto (EPA) youth and young adults. Friday Night Vibez aims to provide an environment to spotlight the gifts and talents of EPA's young people. The program offers an alternative venue to spend on Friday evenings during the summer and fall of 2024. The program also allows the community to understand better the artfulness EPA youth and young adults have been given in music, dance, poetry, art, and song. The event allows for in-person and online participation via ZOOM or a similar platform. The Saint Mark family has presented Friday Night Vibez quarterly for the past four years with measurable success.

Research suggests that the arts can positively impact youth development from birth through adolescence. For example, Menzer (2015) found that engaging in various art forms (such as singing, dancing, acting, and doing crafts) often results in positive social and emotional behaviors, including empathy, sharing, and mood control. Along with providing a safe atmosphere for fellowship, Friday Night Vibez offers an opportunity to strengthen youth-young adult and community relationships.

Saint Mark AME Zion was a TOT 2023 Grant recipient, and our measurable outcomes greatly exceeded our expectations with 478 participants, 1,046 on-line viewers and 176 Workshop participants. We strengthened existing relationships with other organizations serving EPA youth as well as built new bridges of opportunity for the advancement of positive youth engagement. We are firm believers that positive youth development programs build on young folk's sense of identity, belief in themselves and the future, self-regulation, self-efficacy, and social, emotional, cognitive, and behavioral competence. The proposed Friday Night Vibez program is a gateway to continuing our efforts in addressing the needs of EPA youth and young adults. The grant of $32,000 will allow Saint Mark AME Zion to address the needs of the community and enhance the existing Friday Night Vibez program as we continue to promote further our commitment to service through outreach throughout the city of EPA.

Sincerely,

Deborah Lewis-Virges
Pastor Deborah Lewis-Virges
Pastor/Visionary

Situation		Planned Work			Intended Outcomes	
What we Know	**What we Believe**	**Inputs**	**Activities**	**Outputs**	**Short-term**	**Long-term**
-EPA youth and young adults lack a lack of engagement in constructive activities, which can lead to negative outcomes. -- Early intervention can prevent delinquent behavior and support youth and young adult development. - Positive interactions with adults and peers can benefit all youth. - Creative expression can improve mood, boost self-esteem, enhance cognitive function, improve social life, and alleviate stress and anxiety. Target Population: EPA Youth & Young Adults (ages 15 – 24) **Needs**: -funding -volunteers -participants - safe and nurturing venue -mentors -technological equipment -Advertisement **Challenges:** -transportation -recruitment **Strengths:** • Cultural diversity among target population, staff, partners	-Our program can positively impact the target population based on prior evaluation and outcomes of an earlier similar outreach event. - Future funding opportunities will materialize. - 20+ years' experience influencing youth -Future funding opportunities will materialize.	-Basic Operational Cost -In-kind donations -Request grant funding for program expansion. -Collaborate with community partners, e.g., *Hope Horizon* *Live in Peace* *Menlo-Atherton* *Youth United for Community Action (YUCA)* Volunteers	- Expand the frequency of the Friday Night Vibez program to monthly to include a 4-week summer intensive. Participants can attend the event in-person or virtually via Zoom	- Increase the frequency of the Friday Night Vibez program. - Provide a platform for EPA youth and young adults to showcase their gifts. - Provide critical feedback from industry professionals. -engagement in constructive activities and decrease the likelihood of negative outcomes. - Foster positive relationships among youth and young adults. - Furnish the needed support to build on the strength of EPA youth and young-adults. -An environment catering to the artistic gifts/talents of EPA youth and young adults.	- Increased engagement in constructive activities. - Positive interactions among youth and young adults. - Increased interest in pursuing artistic goals. -Opportunity to fellowship. -Spike an interest in pursuing artistic goals. -	- Decreased likelihood of negative outcomes. - Increased resilience and development of youth and young adult assets. - Decreased rates of recidivism. Effective strategy to supplement evidenced-based research. -Promotion of positive outcomes for young people by providing opportunities -Fostering positive relationships -Furnishing the needed support to build on the strength of EPA youth and young adults

-Support from community leaders, foundations, partners, schools, and community at-large						

Saint Mark AME Zion Church
Friday Night Vibez

TOT 2024 GRANT ATTACHMENT

PROPOSED PROJECT BUDGET			Total
		Weekly	Project
Advertising & marketing			$ 2,500.00
Audiovisual Tech Team	16	200	$ 2,400.00
Headliners	16	400	$ 6,400.00
Workshop Facilitator/Materials	16	150	$ 2,400.00
Refreshments	16	100	$ 1,600.00
Security	16	150	$ 2,400.00
Master of Ceremonies	16	150	$ 2,400.00
		1150	$ 20,100.00
Admin			$ 6,400.00
			$ 26,500.00
In-Kind Donations	$ 8,000.00		-
Facility maintenance & equipment usage			
Management			
Public relations			
Kitchen staff			
Host and hostess			

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 Community Archive
Address of Organization:	321 Bell Street, East Palo Alto, CA 94303
Website:	https://epacommunityarchive.org/

Collaborating Organization:	
Website:	

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Sharifa Wilson		
Email	sharifatalks@gmail.com		
Phone	650-269-9247	Fax	

Grant Request

Amount Requested: **(Not to exceed $40,000)**	$ 20,000
Total Project Budget: **(For this project)**	$ $126,403
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	$ $106,403
What is your organization's total annual operating budget?	$ 482,400
Please list the names of matching funding or in-kind donation sources:	East Palo Alto Community Archive

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: Summer 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 (categories):

Children ☐ | Youth ☑ | Families ☑ | Seniors ☐

Check Age Group(s):

☐ 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 this program: 65
List the **total** number of Clients you intend to serve during this program: 65

Summer Program Timeline

What are your dates of service for this program? START: June 3rd 2024 END: August 9th 2024

What days/nights will you run your program? (Ex: M-F) M-F Hours? 10am - 4pm

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 1, 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.

Sharifa Wilson
Signature of Authorized Representative

03/05/2024
Date Signed

Sharifa Wilson
Printed Name

Executive Director
Title

Project Service Category and Timeline: The project falls under the TOT Youth and Family Wellbeing initiative, focusing on engaging youth and their families in the East Palo Alto (EPA) community through the Young Historians Program, a 10 week summer program, which will run from June 3rd to August 9th.

Work Plan/ Objectives/Number of Clients to Serve: East Palo Alto Community Archive's (EPACA) primary goal the Young Historians Program is to engage nine youth interns to act as oral history recorders, dedicated to capturing and preserving the rich stories of the EPA community. This involves several key steps:

- Week 1-2: Executive Director, Intern Program Coordinator, and Oral History Recorder will begin the recruitment process for nine youth interns Additionally, the team will collaborate to finalize the program's training and schedule.
- Week 3: Oral History Recorder will provide comprehensive, self- archiving and digital media training sessions to the interns.
- Week 3-10: Nine intern youth Oral Recorders will work alongside the Program Coordinator and Oral History Recorder to develop a digital collection of oral recordings to honor the history of EPA families, conducting interviews with 9 families and 5 civic leaders.
- Week 10: Team will orchestrate a culminating program event to showcase and share the collected stories and artifacts with the families.

Through these efforts, we aim to directly serve approximately 65 clients, with a broader audience within the East Palo Alto community through online archives and social media channels.

Aligning Project Impact with Organizational Mission: The Young Historians Summer Program aligns with the EPACA's organizational mission of collecting, sharing, promoting, celebrating, and preserving the unique history of East Palo Alto for future generations, fostering multi-generational information-sharing, celebrating historic events, and building community pride and civic engagement.

By empowering youth to actively participate as stewards in documenting and expanding the archive's collection of stories, the program not only educates them about the past but also involves them in telling the unique story of the community. Through this initiative, youth are encouraged to gather stories from their own family and their connections in the community, expanding the oral history collection and physical archive, instilling in them a sense of ownership of their cultural legacy and facilitating connections with older generations.

Additionally, the program provides training in digital media, archiving principles, and interview skills, equipping participants for future careers in community archiving, media arts and communications, and thereby fulfilling EPACA's mission of linking past, present, and future generations.

Enhancing Academic Achievement and Social Skills: By actively participating in community outreach, conducting interviews, creating digital media content, and archiving materials, youth are fully engaged in project-based learning. This immersive approach not only enhances critical thinking and problem-solving skills but also fosters important social skills such as communication, teamwork, and empathy.

Furthermore, as a leadership development opportunity focused on our BIPOC community, we aim to empower youth, fostering self-confidence and responsibility, all while maintaining cultural authenticity and relevance. Finally, through mentorship and coaching we hope to provide personalized support, enhancing learning and personal growth in the areas of self archiving and digital media.

Creating a Supportive Community Environment for Families and Seniors in East Palo Alto: Our program fosters intergenerational dialogue and knowledge sharing, encouraging families and seniors to engage with youth and contribute to the community narratives and promote mutual understanding and respect. Through bilingual outreach and translation services, we ensure program participation is inclusive and accessible to encourage participation from our diverse community.

By collecting and preserving family history, we not only create generational community cohesion but also invoke a sense of pride and connection among residents. Through this process, individuals come to value their own history and stories, recognizing the importance of their contributions to the community narrative. Our archive serves as a powerful tool for demonstrating the strength and resilience of our residents, challenging mainstream narratives, and instilling local pride and civic engagement. Overall, our services create a supportive environment where families and seniors feel valued, connected, and empowered.

Organizational Track Record and Expertise Serving the Target Population: EPACA boasts a demonstrated history of community engagement and heritage preservation within the diverse EPA community. Since 2021 the EPACA has demonstrated a history of community engagement and heritage preservation. We have included young people as volunteers and focus group participants. We are working with student groups at EPA Academy High and Eastside. To date, we have amassed over 90 oral recordings and processed more than 2,000 physical artifacts. Our efforts continue to expand through collaborations with community leaders and outreach events.

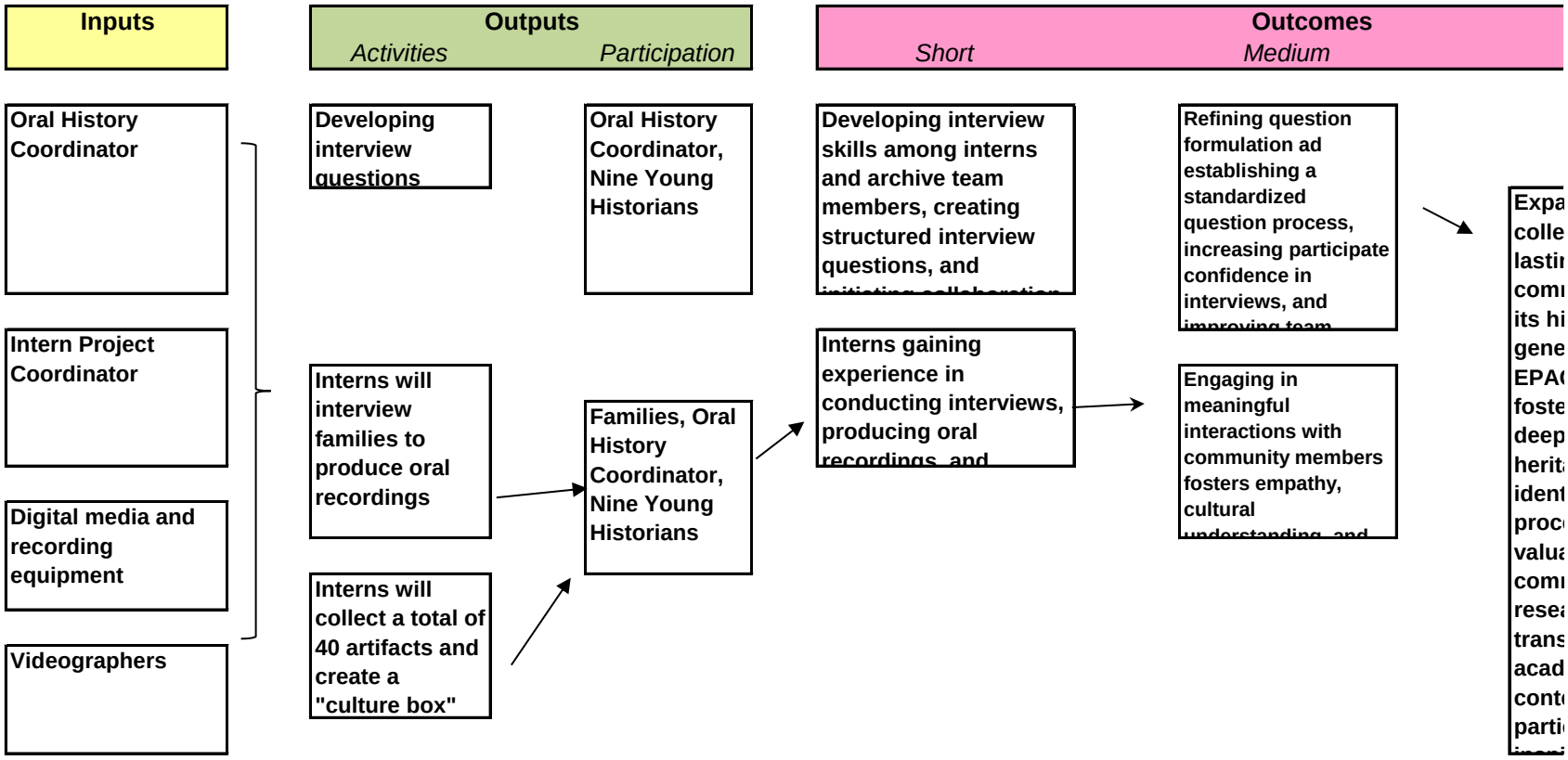
Lead staff, their qualifications: Our program is led by Executive Director Sharifa Wilson, who excels in program management and stakeholder coordination. Meda Okelo serves as the Oral History Coordinator, overseeing the recruitment, training and mentorship in digital media, archiving principles, and interview skills. The recordings will be reviewed and edited by videographers and organized by our Record Manager, Barbara Noparstak, before being uploaded to the project's website. The intern program coordinator will manage the scheduling and coordination of program activities.

Budget Narrative: EPACA is committed to matching funds for the project costs. Our budget includes a request of $20k which will directly cover the costs of stipends for our nine Young Historians. In-kind funds have been allocated to cover program staffing. Cash on-hand funds are allocated for our dedicated project staff who will oversee program coordination and implementation. We will also cover the costs for utilizing the Media Training center and provide training, along with additional expenses for equipment, transportation, and food needs.

Young Historians Program Logic Model

Budget: ########
Matching Fund ########
Timeline: June - August

OBJECTIVE ONE: To develop and expand our Archive collections, East Palo Alto Community Archive will v with nine Young Historians to engage in community education and oral history collection. Interns will prod oral recordings, conducting interviews with family members, and collect 40 artifacts to enrich our archive. initiative prioritizes community engagement, preservation of diverse histories, and strengthening commun involvement with the archive. The intended outcomes include the growth of our archive program, increase community awareness, and the celebration of East Palo Alto's rich heritage.



Variables that could impact successful implementation include general lack of youth engagement, community availability to participate in oral story recording activities, and media quality control. Strategies to address these issues include providing

We will evaluate and measure the impact and success of our obj number of interviews conducted (Goal = 18 interviews) and artifa 40 artifacts). Additionally, we will assess the enhanced reputatio deeper connection to heritage and community identity among pa

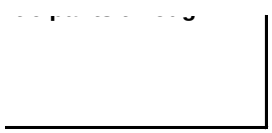
ongoing support and mentorship to youth interns, developing detailed timelines/schedules for interviews and communicating with community members closely around their availability, and	qualitative feedback and surveys.

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rticipants through



Young Historians Program					
Budget Line Items	**Cost**			**Requested from TOT Grant**	**Match from EPACA**
Executive Director (10% time)			$6,000	$0	$6,000
Young Historians (9 interns (including bilingual))			$50,400	$20,000	$30,400
Intern Program Coordinator (Bilingual Coordinator) (100% time)			$13,462	$0	$13,462
Oral History Coordinator (50% time)			$17,550	$0	$17,550
Records Manager (5% time)			$2,600	$0	$2,600
Videographer (20% time) x2			$10,400	$0	$10,400
Training/recording & media			$4,000	$0	$4,000
Purchase of equipment (cameras, microphones, headphones, other accessories)			$5,000	$0	$5,000
Travel (uber/lyft, van rentals)			$5,000	$0	$5,000
Food			$500	$0	$500
Indirect Costs (10%)			$11,491	$0	$11,491
TOTAL EXPENSES			***$126,403***	***$20,000***	***$106,403***

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—en Avant School of Dance
Address of Organization:	1841 Bay Road, East Palo Alto, CA 94303
Website:	https://mannakindance.org/en-avant-dance-fall-spring-2023-2024/

Collaborating Organization:	Eastside College Prep School
Website:	https://www.eastside.org

*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: **(Not to exceed $40,000)**	$ 40,000
Total Project Budget: **(For this project)**	$ 335,000
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	$ 40,000
What is your organization's total annual operating budget?	$ 420,521
Please list the names of matching funding or in-kind donation sources:	Atkinson Foundation,
Palo Alto Community Foundation, Silicon Valley Community Foundation, Lawrence Livermore National Security	

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: Summer Camp ☑ Leadership Development ☐

Career/Employment/Entrepreneurship ☐ Crisis Intervention ☐

Sports/Recreation ☑ Re-Entry/Diversion ☐ Other ☑

Year-round Arts 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 (categories):

Children ☑ | Youth ☑ | Families ☑ | Seniors ☐

Check Age Group(s):

☑ 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 this program: 1500
List the **total** number of Clients you intend to serve during this program: 1800
150 youth
1350 family members

Summer Program Timeline

What are your dates of service for this program? START: July 1, 2024 END: June 30, 2025

What days/nights will you run your program? (Ex: M-F) M-F Hours? 3:30-8:00pm

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 1, 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.

Nathan W. Cottam
Signature of Authorized Representative

March 6, 2024
Date Signed

Nathan W. Cottam
Printed Name

Executive/Artistic Director
Title

EPA Transient Occupancy Tax Grant 2024

EXECUTIVE SUMMARY

Mannakin Theater & Dance requests a grant in the sum of $40,000 as General Operating Support for *en Avant* School of Dance, Mannakin's year-round outreach program in East Palo Alto. The program's activities are designed to serve **Youth and Families** through the promotion of performing arts.

The Mission of *en Avant* School of Dance is to plant long-term benefits of high-quality ballet training, studio community, and regular performing opportunities in underserved youth and families of East Palo Alto. To do so, *en Avant* Schoo*l* works diligently to tackle the persistent problems of cost and proximity by establishing its location on Bay Road and charging tuition at roughly 35% of the market rate demanded at similar facilities in Palo Alto and Menlo Park. A grant like that of TOT can help maintain *en Avant's* Bay Road location as well as its affordable tuition rate. To put simply, the Transient Occupancy Tax grant will be used directly to subsidize the tuition of East Palo Alto families and facilitate the growth of ballet culture in EPA through *en Avant School of Dance*.

ORGANIZATION BACKGROUND

Mission – The mission of Mannakin Theater & Dance (MTD) is to expand the world of the preforming arts by inviting new individuals and demographics to rich experiences in the theater seats, inside the learning studio, and underneath the stage lights. We believe that by opening the tent of the premier performing arts to the broadest swaths of people and cultures possible that new audiences are created, fresh voices are heard, and all people are lifted to ever greater heights of human creativity and achievement. The production credo of MTD focuses on works that spontaneously gather a racial and ethnically diverse audience by engaging creators and artists from a wide range of communities, including Latin, Chinese, Indian, and African American.

Core Activities – Mannakin Theater & Dance is owner of two full-time leases. The headquarters of the company is in San Francisco located at the MTD-operated **iMPACt Center for Art & Dance**. The second venue, ***en Avant* School of Dance**, is a 1200-square-foot building in East Palo Alto.

en Avant School of Dance is the original MTD outreach program in EPA. It was founded in 2018 with the Youth Club at St. Francis of Assisi. Currently operating on its own, at 1841 Bay Road, *en Avant* has built a community of over 400 youth and hundreds of family members as participants in its ongoing activities. In December of 2022, MTD produced the first Nutcracker in East Palo Alto at East Side College Prep School.

The Nutshell! Is MTD's annual Nutcracker festival. Since its premiere in 2017, it has been seen every year, including a global film production in the pandemic year of 2020. Audience participation is its specialty. It also features guest performances from an eclectic group of dance traditions such as flamenco, Chinese and Indian classical, folklorico, jazz and tap. EPA students of *en Avant* School have performed in *The Nutshell!* every year since 2018.

Folk Dances is MTD's summer offering. Each year in July, a popular fairy tale is reenacted on theater stage through the creative collaboration of Mannakin's professional dancers, adult summer workshop attendees, and students of *en Avant* School of Dance. Past productions include *The Pied Piper* (2021), *The Emperor's New Clothes* (2022), and *Pinocchio* (2023).

NARRATIVE

In the world of ballet, two obstacles persistently impede the participation of residents of low-income communities such as East Palo Alto: cost and proximity. A quality ballet education can easily cost $600 per month, an obvious financial barrier for EPA families. Secondly, ballet studios typically locate their facilities near their affluent clientele, a geographical inconvenience to underserved neighborhoods. As a result, even a family that can manage the expense is often deterred by factors such as travel time, work schedules, and traffic congestions. Having a dance studio located in the city of East Palo Alto would ensure that ballet is conveniently within the reach of EPA's residents.

In April of 2018, MTD sought to undertake the challenges of cost and proximity by setting up an eight-week pilot program in collaboration with the Catholic Charities Youth Club in East Palo Alto, and *en Avant* School of Dance

was born. Mannakin has since forged partnerships with The City of East Palo Alto, Creative Montessori of EPA, Hope Horizons, Seventh-Day Adventist EPA,, and RISE after school. At present, over 400 youths and their families have joined the *en Avant* school community.

The *en Avant* community closely reflects the race and language make-up of East Palo Alto, with 65 % of our students being of Latin heritage, 10% African American, 10% pacific islander, and 5% from a variety of other backgrounds. Since most of our families speak Spanish at home, some of our younger students encounter English for the first time in ballet class, thus receiving a head start in primary education

Two factors we should point out that can prove *en Avant* to be a bona fide private dance studio: MTD teachers and multiple annual performance opportunities. MTD teachers are by no means amateur volunteers; they are professional dance artists sought after by other studios for competitive salaries. Regular performance opportunities are equally significant. *en Avant* students participate in the *The Nutshell!* in every December and *Folk Dances* every summer. These ongoing performances provide a series of milestones that positively impact the lives of young dancers and their families.

FUNDING

The operational budget for *en Avant School* in the coming fiscal year (July 2024—June 2025) is $335,000. Averaged over a full-capacity enrollment of 105 students, the cost per student is $314 monthly for eleven months of programming, or $3,454 annually for each and every student. Families in our EPA community can cover only a portion of this figure. Mannakin Theater & Dance is therefore tasked with raising a total of $210,000 in FY25 in order to keep our doors open and provide our signature high quality dance training and performing opportunities. The TOT grant will be crucial block in towards the base operational costs of *en Avant* School, thus benefitting EPA youth throughout the entire year.

While *en Avant* is pleased to see yearly growths, it has come to the urgent belief that, for the sake of providing its youth group (ages 8-13) the most valuable ballet education, it must offer them a week-long program, not once-a-week classes. That is, **we need to initiate an after-school program for our youth**. The after-school program will involve childcare Monday through Friday, from 3:30 to 6:30 pm. Each day, the office manager will transport our students from their schools to the studio. Students will not only receive high-quality ballet training but also homework help as well as other extracurricular enrichment activities such as music and nature appreciation. Taken all foreseeable needs together—transportation cost, staff salaries, materials expenditure—the after-school program, with an enrollment of 20 students, will require a budget of $95,000. Our youth deserve a consistent training program that can help them thrive. The TOT grant can make that happen.

Funding to support *en Avant* School has come from private donations, government entities, as well as corporate foundations including The Atkinson Foundation, The Billy Graham Memorial Foundation, Silicon Valley Community Foundation Donor's Circle for the Arts, San Mateo County Arts Commission, Woodland Park Communities Foundation, Dermody Properties Foundation, The City of East Palo Alto, Palo Alto Community Foundation, Palo Alto Weekly Holiday Fund, and the San Mateo Community Foundation.

RELEVANCE TO THE COMMUNITY

Ballet enriches a child's life. It helps a child mature physically, emotionally, socially, and cognitively. Ballet also enriches the child's family and their surrounding community. *en Avant* School can serve as a cultural hub in East Palo Alto where children and their families bond together in one of the most revered forms of art, the world over. Our East Palo families have become active members of the growing performing arts community *en Avant* School has cultivated. They befriend each other in the waiting room of our facility. They offer rides when one family faces difficulty in getting their child to class. They embrace and take photos with each other in the performance halls and cheer for one another's children from adjacent theater seats.

Thank you for considering Mannakin Theater & Dance in support of *en Avant* School of Dance, the ballet school that has chosen East Palo Alto as home.

en Avant School of Dance

Jul 1, 2024 - June 30, 2025





Cultivating Ballet Culture

Assumptions

INCOME	East Palo Alto	
Contributed Income		
Government Grants	30,000	CAC, NEA, SMCAC
City of East Palo Alto	40,000	TOT Grant Funds
Foundation Grants	40,000	Atkinson, PACF, PA Weekly, CZI, SVCF
Corporate Grants	15,000	Lawrence Livermore National Security
Individual Contributions	35,000	Donor Base
In-Kind Contributions	400	Community Vision, Donor Base
Net Assets Released	-	
Total Contributed Income	160,400	
Earned Income		
School-year tuition	80,000	CBC classes School year 24-25
After School Program Contract	48,000	20 Students and $2400/year—Ravenswood or other district
Ticket Sales	20,000	Nutracker & Folk Dances Summer Performance
Summer tuition	15,000	Summer Camp 2023
Dancer Goods	10,000	Tights, shoes, clothing, etc.
Merchandise Sales/Dancer Goods	500	T shirts & DVDs
Dancer Fees	3,000	Registration Fees
Total Earned Income	176,500	
TOTAL INCOME	336,900	
EXPENSES		
Advertising & Marketing	3,000	Facebook, et. al.
Dues & Subscriptions	1,500	Dance Studio Pro, Salesforce, Quickbooks
Equipment	3,000	Hard Disk, Tripod, Camera, barres, floor
Insurance (Worker's Comp)	3,500	General
Website	4,000	Maintenance of website
Merchandise and Costuming	15,000	Purchasing of costumes and merchandise
Occupancy	40,000	Studio Lease and Theater Rental
Archiving	4,500	Photos and video
Other art	1,200	Poster and flyer production
Payroll Tax	8,000	Tax
Postage & Delivery	700	
Printing & Reproduction	1,800	Flyers etc.
Professional Development	500	
Professional Fees	8,000	Video Production, Creation of ads/marketing materials
Improvements & Maintenance	6,000	Tenant Improvements at IMPACT EPA
Salaries		Directors, Admins, Managers & Interns.
School Director	50,000	Admin local to school activities—Traci
Office Manager	31,200	Management local to school—Jessica
General Admin	40,000	Fundraising and admin overhead—Mannakin MG&A
Instruction Expenses	98,400	Teachers and interns
Supplies	2,200	General
Telephone/Internet	2,000	Phone line in EPA and internet
Travel	9,000	Gas and tolls, guest teachers
Utilities & NNN	1,500	Water/Electricity
EXPENSES	335,000	
NET INCOME	1,900	

Program: en Avant School - by Mannakin Theater & Dance

Logic Model

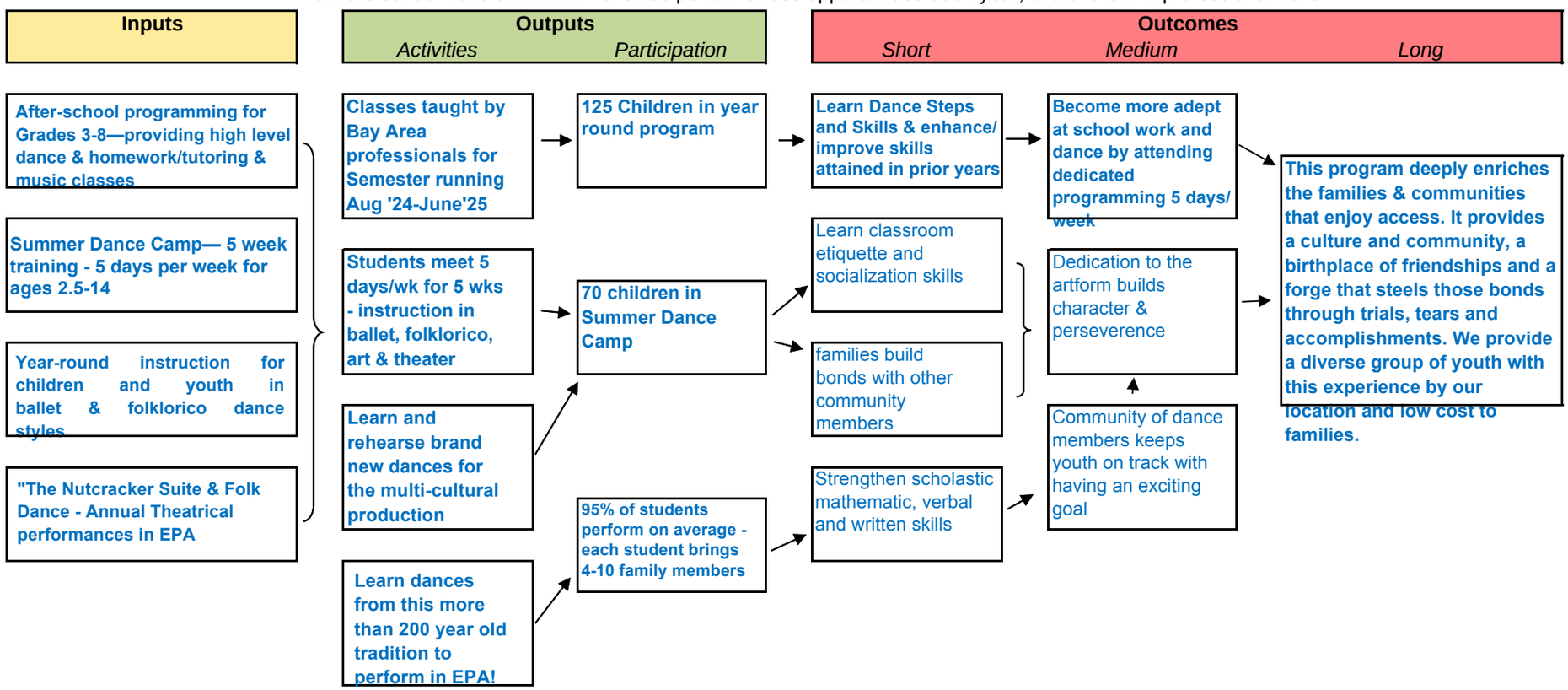
Situation: Mannakin Theater & Dance (MTD) operates a long-term ballet and dance outreach program in East Palo Alto, called "en Avant School of Dance." The program was founded in 2018 and has served over 400 youth and their family members by bringing the benefits of high quality dance training and performance 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 2023, we piloted an after-school program expected to grow nearly by nearly 10-fold in Fall 2024. In 2022, MTD opened the doors of a permanent physical location for *en Avant School* at 1841 Bay Road. Youth from the program take dance classes up to five times per week and families pay appx. 1/3 what is charged at for-profit ballet schools in Menlo Park and Palo Alto. Dancers from the school have a minimum of three performances opportunities each year, two of them in professional halls.

Budget: $335,000

Matching Funds: $ 40,000

Timeline: July 1, 2024—June 30, 2025

Mannakin THEATER AND DANCE



Assumptions and External Factors: Charing 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.



1841 Bay Road
East Palo Alto, CA 94303

Organization Chart

Board of Directors
Antonio Lopez, Eric Alexanderson, Ruth Leung, Courtney Gordon
Linnea Alexanderson, Carly Lodge, Adam Ciresi

Executive/Artistic Director
Nathan Cottam

Assistant Director/en Avant School Director
Traci Cottam

Office Staff
Jesenia Hernandez
Rosa Lopez

Teaching Staff
Traci Cottam
Dominic Ortiz
Leah Dorman
Katherine Connors
Rolana Smith
Daniela Shambaugh

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:	POBox 51171, Palo Alto, CA 94303
Website:	www.razorhawks.com

Collaborating Organization:	
Website:	

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Alexander Key		
Email	akey@stanford.edu		
Phone	650 8142519	Fax	

Grant Request

Amount Requested: **(Not to exceed $40,000)**	$ 30,962
Total Project Budget: **(For this project)**	$ 66,962
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	$ 36,000
What is your organization's total annual operating budget?	$ 66,962
Please list the names of matching funding or in-kind donation sources:	
Bair Island Crows Club / Palo Alto Rotary / PACF (unconfirmed)	

Have you received TOT funding previously? Yes ☒ No ☐ Year(s)? 2021, 2022

Is that grant still active? Yes ☐ No ☒

If not, have you submitted your Closeout forms? Yes ☒ No ☐

Please indicate your service category: Summer 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 (categories):

Children ☑ | Youth ☑ | Families ☑ | Seniors ☐

Check Age Group(s):

☑ 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 this program: 150
List the **total** number of Clients you intend to serve during this program: 200

Summer Program Timeline

What are your dates of service for this program? START: 1 June '24 END: 1 June '25

What days/nights will you run your program? (Ex: M-F) Mon-Sat Hours? evenings / weekend days

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 1, 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

3/5/24
Date Signed

EPA Peninsula Rugby Football Club (Razorhawks)
Printed Name

Club Secretary
Title

EPA Peninsula Rugby Football Club (Razorhawks)

EPA Peninsula Rugby Football Club (Razorhawks) 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 over 170 players, 60-70% of whom we classify as at-risk youth from low-income families residing primarily in EPA. Approximately 92% of our players are of Polynesian descent. 18% of our players across all ages are girls.

As our kids progress through our program, by teaching them academic and life skills, and providing quality rugby coaching, we create opportunities for our players to go to college at one of the fifty-four colleges that now offer rugby-specific scholarships. Before they can start their journey to college, our players learn and play rugby in EPA, where 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.



As of November 2023, only 20% of our families can afford to pay our club season dues, which range from $200 to $400 for a season.

Community in EPA

Rugby is a sport with deep cultural roots in diaspora communities in East Palo Alto and neighboring communities: not just Polynesian and Oceanic communities but also historic Irish, Scottish, and Welsh cultures. We have passionate and motivated girls and boys - and our club provides them 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 club steps in and provides the support - we work with youth whose families have no spare financial or caregiving capacity and who - if we did not provide - would simply not be able to participate at all.** We have no cutoffs for ability or experience: every girl and boy who wants to play can and does play. Our coaches have

international and national experience and globally recognized qualifications - they are also all volunteers.

We have been working in EPA since 1981 and our leadership and coaches are from EPA and allied communities. In summer 2024 multiple alumni from different generations will lead week-long coaching workshops for our young players: recent graduates of our club who are now on college scholarships at UC Berkeley, American International College, and Saint Mary's. Our relationships in the rugby community make our work stronger, whether this is Head Coach of girls rugby, Katrina Logan, leading collaborations where we invite Stanford coaches to Rich May, take the players from EPA to clinics at Stanford, and support our coaches to receive training at Stanford - or whether it is international rugby star Folau Niua, who played for the first ever EPA Razorback HS team in the 2000s and is coming back to coach with us in summer 2024.

Work Plan and Schedule

Our practices run for 120 minutes 2-3 times each week. Games are played on Saturdays in mini-tournament structures. Our regular season runs from November to June and our summer sevens season runs from June to August.

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 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.

1 January to 15 June: regular season practices, matches, and tournaments.

5 June: Razorhawks 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.

15 June to 15 August: summer sevens season.

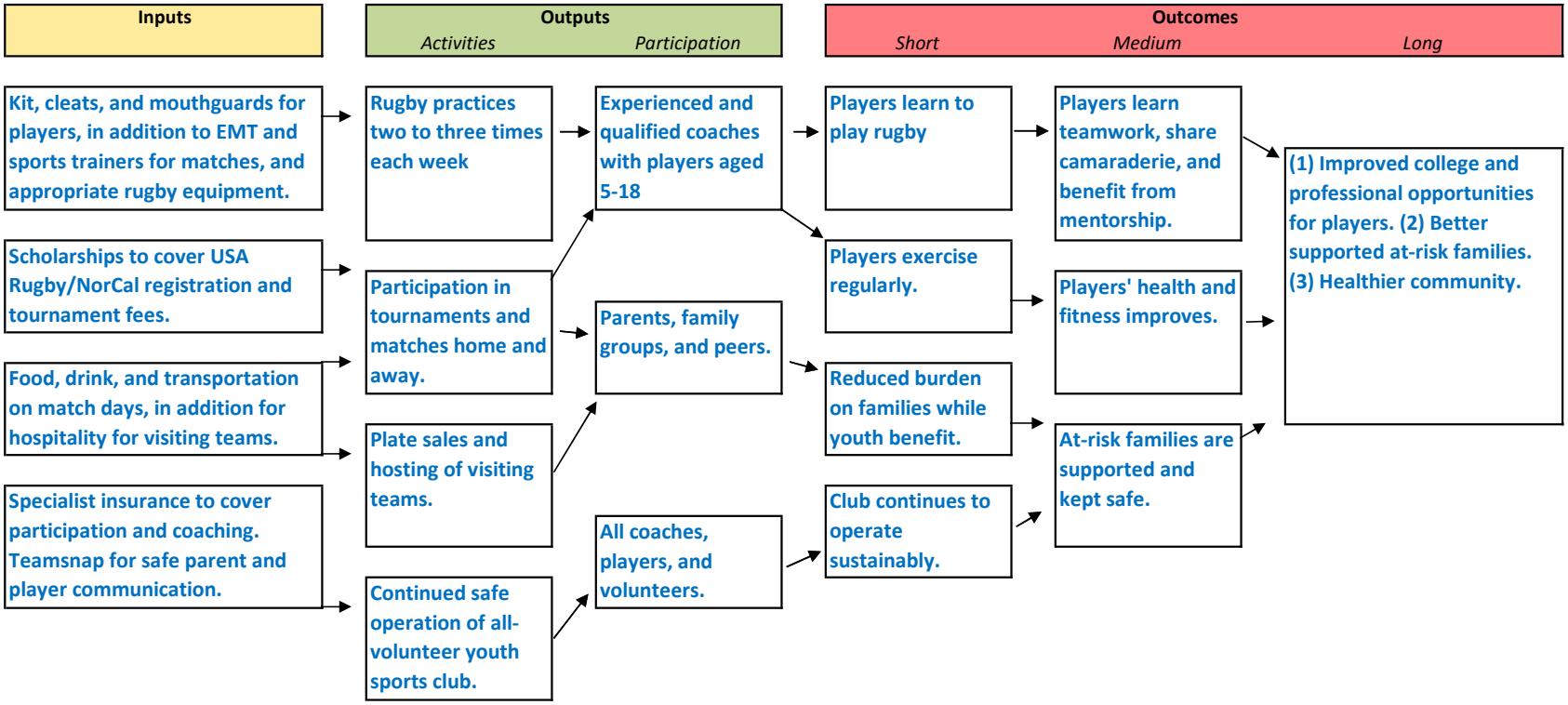
August 15 - End of season community BBQ for all players, coaches, and parents.

EPA Peninsula Rugby Football Club (Razorhawks)	
Budget:	$66,962
Matching Funds:	$36,000
Timeline:	12 months
Budgeted Costs:	
USA Rugby/Rugby Norcal Registration Fees	$26,500
Rugby Kit Expense - Uniforms, etc.	$12,910
Rugby Equipment	$500
Tournament Fees	$1,794
EMT, Training, Medical Fees	$2,000
Facilities Fee	$9,500
Hospitality Expenses	$3,000
Travel	$5,000
Insurance	$4,000
Subscriptions and Miscellaneous Fees	$1,758
Total Budgeted Costs	**$66,962**
Matching Funds:	
Player Dues	$15,000
Bair Island Lions Club	$1,000
Community Plate Sale Fundraisers	$2,500
Palo Alto Rotary Club	$7,500
Additional Grants in Application (PACF, CZI)	$10,000
Total Matching Funds	**$36,000**
EPA TOT Grant Application:	**$30,962**

EPA Peninsula Rugby Football Club (Razorhawks)

Budget: $ 66,962.00
Matching Funds: $ 36,000.00
Timeline: 12 months

Situation: In EPA we have passionate and motivated girls and boys who want to play rugby - our club provides them with the resources they need: free coaching, kit, training gear, field space, practice, and game time - all the things for which parents in prosperous neighboring communities regularly spend thousands of dollars per child per year plus substanital investment of caregiver time. When we make this investment in our youth – without cutoffs or exclusions for skill or experience – it helps families flourish and serves the whole community..



Assumptions and External Factors: (1) continued community support, created and managed through our coaches, team parents, and social media outreach team; (2) continued availability of Rich May Memorial Field in EPA; (3) no return to pandemic - should this be the case we will follow the USA Rugby Return To Play Guidelines as we did in 2020 and 2021.

Evaluation: We measure improvement: we assess the numbers of players in the program each year across all levels. We want to see numbers going up steadily and the % of girls playing increase. Regular meetings of the board with reports from coach coordinators ensure we are meeting our goals. We also conduct end-of-year surveys of players and parents

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 (Razorhawks)	3/5/24
Organization	*Date Signed*
	Club Secretary
Signature of Authorized Representative	*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.

Organizational Chart (including Club Roles and Board Members)

Sanita Thomas, Club President. (Board Chair: sanita@razorhawks.com)

20 years as a volunteer in the elementary school district. Awarded volunteer of the year for elementary schools. Volunteered as Staff Appreciation coordinator, Hospitality and VP for student activities working closely with our Leadership teacher and students at the elementary and high school level. Parent lead for elementary school associated student body - organizing toy drives, visitation to senior retirement homes and mentoring 5th graders to be leaders in their schools and beyond. Soccer team mom numerous years organizing schedules, nutrition and hydration for players. ordering uniforms and taking care of dues.

Vaea Sanft, Club Co-President. (Board Member: vaea@razorhawks.com))

Born and raised in East Palo Alto, CA. Deep roots in East Palo Alto, as well as the rugby culture in the neighborhood. Played on the very first East Palo Alto Razorback High School Rugby team started by his cousin Coach Dave “TD” in 2002. Vaea then continued and played on the Men’s EPA Razorback National team in 2009 — a year in which they were undefeated and won the National Division 2 Title, as chronicled in the book "Crossing the 101" by Mike Klis.

Helps and currently coaches the U10-U12 youth rugby team. Out of his seven siblings, all of his nephews and nieces have played, or are currently playing for the EPA Razorhawks team.



"The reason I came to the EPA Razorhawks team was because of my two boys, Hopate and

Lio. They said, 'Daddy we just want to go play with our cousins and play for EPA Razorhawks.'. Growing up in a city with drugs, crime, gang, and violence - sports I felt was the only way out. For me personally, it is to give every kid the opportunity to experience what leadership, role model, respect, discipline, hard work, teamwork, accountability, and effort looks like in the game of rugby, which can translate into life.". "Train up a child in the way he should go; even when he is old, he will not depart from it." -Proverbs 22: 6

Katrina Logan, Head Girls Coach with national and international playing and coaching experience.

Executive Director of Community Legal Services in East Palo Alto (CLSEPA)

Head Coach, EPA Razorhawks Girls High School Rugby Club (2021-present). Head Coach, Pacific Mountain Rugby Conference All-Star Team (2014 - North v West camp, 2017 - Ireland Tour). Pacific Mountain Rugby Conference Board, Secretary (2016-2022). Head Coach, Berkeley All Blues Women's Rugby Club (2015 WPL Season), finished second place.



USA Rugby Women's High Performance Pathway Scout, High School - College, (2015-2017)

Assistant Coach, Forwards (USA Rugby Women's National Team National All-Star Competition, June 2016) in preparation for Super Series (international test match series). Assistant Coach (USA Rugby Coach Development Program), Women's National Team All-Star Competition (2015-2016) - one-week high-performance invitational camp consisting of select side players from the high-performance pathway (national team, all-Americans). Assistant Coach (forwards), Stanford University Women's Rugby Team (2009-2015, 2016-2018)

Tina Latu, Coach Coordinator and Experienced Player (Board Member: tina@razorhawks.com)

Started the USA pathway for young Tongan girls to play for the Tonga national team. Assistant coach for The National Tongan team's Oceania tour 2023.

Dylan Arena, Youth Coach

L1 coaching and L1 ref certifications from USA Rugby

Ph.D. in Education (dissertation on game-based learning) from Stanford. Career in educational technology (currently Chief Data Scientist of the School group for McGraw Hill, one of the largest educational publishers in the world). 6 years as board member of independent K-8 charter school serving marginalized youth in East Menlo Park

6 years of assistant coaching Stanford men's team. 8 years of coaching youth rugby (and 7 years of helping run the club as registrar and webmaster). 3 years of coaching youth soccer

Viliami "Pila" Pongi, High School Boys Coach

Pila has over 25 years of experience playing rugby, from his start with Tupou College in Tonga through 20 years at the Men's Club level in the California Bay Area. Pila has been part of three national champion teams: San Mateo, Razorbacks, and Mission, where Pila earned the MVP title in the national championship match. He also played for the All-Star sevens rugby team in 2006 and captained the Razorbacks in 2009—a year in which they were undefeated, as chronicled in the book Crossing the 101. Pila is very passionate about rugby and hopes to influence the younger generation (including two of his sons who are playing for the team) to find the same passion. One of the great values he has learned being a player on the field is, "Respect everybody, but fear nobody but God."

Rob Peterson, High School Boys Coach

Rob Peterson is a Bay Area native who grew up playing soccer and basketball before discovering rugby in college. Rob quickly realized that this game that lets you move the ball with both hands and feet is far superior to anything else he'd played, and he's been in love with rugby ever since. Rob's playing career has included stints with representative sides like the Pacific Coast Grizzlies and with top-tier clubs like OMBAC.

Lei Takapautolo, Coach Coordinator (Board Member: leinata@razorhawks.com)

Lei is the Club coach coordinator for the High School and also runs the registration process for all players. This is a critical role to ensure compliance with USA and NorCal Rugby requirements.

Nicola Reidy (Club Secretary/Board Member: nicola@razorhawks.com))

Nicola, our Club Secretary, was born and raised in Dublin, Ireland and moved to the Bay Area in 2012. She works as a Program Manager in a local tech company. Her son has played with the club for 4 years and is now on U10. She became involved in the Razorhawks management due to a desire to improve operations across the club. She is a fierce

supporter of the Irish national rugby team, local rugby and all the benefits it brings to a community.

Greg "Smitty" Smith (Club Treasurer/Board Member: (smitty@razorhawks.com))

Smitty, our Club Treasurer, started coaching youth rugby for the Razorhawks in 2014 and is a NCYRA B and C License Certified Coach. Smitty's playing career spanned 33 years as a flanker for a number of teams including Dartmouth College, the BATS of San Francisco, the New York Athletic Club, the Santa Monica Rugby Club, and the Wanderers of Singapore. He has also toured in Ireland, Spain, New Zealand, and Hong Kong. Smitty's coaching experience includes serving as Forwards Coach at Dartmouth where he helped lead the men's team to two National Collegiate Rugby final four appearances, losing to Cal Berkeley in the 1986 finals.

Alexander Key, Club Chair of Fundraising Committee

Played rugby for Hutton Grammar School for eight years in England. That team contained multiple future professionals and one future national team captain/coach (he wasn't 'anywhere' near as good as them though!). Just before the pandemic he received USA Rugby Level 200 coaching certification and has been an assistant to Coach Katrina since January 2019. In 2023 he started working on fundraising with the new board.

D.C. Jayasundera, Club Social Media and Outreach Coordinator

McKinsey and independent management consultant; Stanford educated engineer with 15 yrs. industry experience. Entrepreneur; Founder of 3 successful social ventures benefiting 200k+ people.

Functional expertise in business strategy, business & digital transformation, strategy implementation, M&A integration. Digitally transformed (w/industrial internet of things & new payment tech) 50+ branches of a $2B PE-owned, multi-family housing services provider



CITY OF EAST PALO ALTO – TOT

GRANT APPLICATION

COVERSHEET

Organizational Information

Legal Name Organization: Fit To The Core, Inc.

Address of Organization: 230 Market Street, Menlo Park, CA 94025

Website: www.fittothecoreca.org

Contact Information

Grant Administrator: Tracie VanHook

Email: tracie@fittothecoreca.org

Phone: 510-224-1315

Grant Request

Amount Requested: $39,100

Total Project Budget: $39,100

Matching Funds/In-Kind Donation: 0

Organization's Total Operating Budget: $137,500

Have you received TOT funding previously? YES Years: 2023-24

Is your grant still active? YES

Indicate Service Category: Sports/Recreation (Health and Fitness for Seniors)

Target Demographic

Target Categories: Families and Seniors

Target Age Groups: 25-64, 65 & up *(Target age group overlaps with 45 & up)*

Clients Served:

Number of **East Palo Alto** clients intent to serve during this program: 1,000

Total number of clients intent to serve during this program: 1,000

Program Timeline

What are your dates of service for this program: START: 6/1/2024 END: 12/31/2024

What days and **nights** will you run your program: DAYS: Mon, Wed, Fri/Sat HOURS: 6-7 pm

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 (in accordance with Section 1, Item F. Contractual Requirements and additional requirements of 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. (3) The grant funds, if awarded, will be used solely for the purposes outlined in this application.

Tracie VanHook 3/05/2024

(Signature of Authorized Representative) *(Date Signed)*

Tracie VanHook *(printed name)* CEO *(title)*

Fit To The Core EPA TOT 2024 Grant Proposal

Table of Contents:

1. Narrative
2. Logic Model Impact Measures
3. Logic Model Chart
4. TOT Program Budget
5. 501(c)(3) Determination Letter
6. Tax Form 990 EZ
7. Annual Budget 2 years
8. Financial Statement Actuals 2 years
9. Board Member List
10. Executive Director Resume
11. Proof of Insurance
12. Program Photos/Flyers

Your Project Service Category: Sports/Recreation (Health and Fitness for Seniors)

Goals and objectives:

Our proposal aims to create a program in East Palo Alto that involves a series of engaging, inclusive, and beneficial exercise classes (three times a week.) We understand that seniors have different physical capabilities and health needs, and our program is designed to be adaptable and sensitive to these variances. We intend to focus on exercises that enhance mobility, strength, and overall health while also providing a social outlet that encourages healthy lifestyles.

Specifically, funds from the City of East Palo Alto will help Fit To The Core provide professional fitness training targeted to the specific needs of our aging adults and give them exercises and programs to continue beyond the summer. We will provide starter fitness kits (exercise bands and mats) and professional guidance on how best to utilize these as well as other affordable fitness equipment. Using dat collected during our Program, we can continue our research and provide education on ways to support the health and longevity of our community. We aim to promote healthy lifestyles within our aging population and provide ways and a space to reduce isolation and create community.

We will maintain a consistent schedule and provide necessary equipment, ensuring accessibility and safety. Our classes will cover a range of activities, including but not limited to, aerobic exercises, balance and flexibility training, strength training, and wellness education. Each class will be free of charge to all EPA residents.

Most of the exercises will focus on body weight movements that can be practiced at the park and at home with minimal additional equipment. For some sessions, we will also be teaching and practicing with light hand weights, exercise bands and foam rollers. Exercise bands will be given, free of charge, to all participants for home use.

In order to facilitate reporting, each participant will be required to sign in for each class. The sign-in sheets will be available to the city officials to confirm participation rates for our program. In addition, we will be adding further reporting for this particular program: Fitness Assessments for each participant.

How many clients you intend to serve: 1,000

Project partners (if any): N/A

Project timeline: 6/1/2024 – 11/30/2024 (7 months) Mon/Wed/Fri (with Sat option)

This project helps Fit To The Core fulfill its broader organizational mission:

Fit To The Core is a 501(c)3 nonprofit committed to improving the overall health and fitness of people in our community. Our mission is to create a world where everyone can age well regardless of their age, underlying health conditions, ethnicity, background, or economic status. Focused on instilling an active lifestyle in our aging population, we offer professional, adaptable fitness programs for these people. We are committed to building health and fitness programs to our aging adults in communities that are under-resourced. Creating such programs like the one proposed here in East Palo Alto will be a further step in helping our neighbors age well. At the

same time, it is a wonderful opportunity to create community through fitness – fostering healthy bodies and a healthy social environment.

Discuss how the services you provide will offer a supportive community environment for families and seniors in EPA:

Our program is not just about physical activity; the weekly classes are about fostering a sense of community, belonging, and well-being among aging adults. Funding from the city of East Palo Alto will help bring group fitness to our aging community members who have been isolated by the pandemic. Through our work with the city in this program, we can help our neighbors get off the couch, out of their house and connecting with each other – improving their mental and physical health through an ongoing summer fitness program.

Community engagement is at the heart of our approach. We plan to work closely with local senior centers, health care providers, and community leaders to effectively reach our target audience. We value direct feedback and intend to hold a pre-launch meeting to gather input and suggestions from the community, ensuring our program resonates with their needs and preferences.

Your organizational history and qualifications providing direct services to the target population:

Fit To The Core is a local, grassroots organization that focuses its services in the communities of East Palo Alto and Belle Haven. We incorporated and received our 501(c)(3) status in 2020. As you can see by our financials, we are a small, but rapidly growing organization. We have worked for the last two years with the City of East Palo Alto, providing fitness programs to community residents. In the summer of 2022, we collaborated with the nonprofit YCS to provide an Intergenerational Fitness in the Park program at Joel Davis Park. The program created so much interest within the local community that it was extended through 2023 and continued (three nights a week) indoors through the winter at the local YMCA. In 2024, it is a continuing program with plans to go outdoors again in the Spring.

Our team of instructors, led by our CEO, Tracie VanHook are all certified in exercise science and specialize in functional aging fitness. As functional aging specialists and a balance and mobility/fall proof specialists, we have a keen focus on improving the quality of life for seniors. Our expertise lies in tailoring exercise programs that enhance mobility, balance, and overall wellness for aging adults, crucial for reducing fall risks and promoting independence.

The key lead on our staff is Tracie VanHook, the CEO and Founder of Fit To The Core. Ms. VanHook holds a master's degree in exercise science, which provides her with a deep understanding of the principles of physical fitness and the specific needs of various age groups, especially aging adults. Her journey in the professional fitness industry spans over three decades. This extensive experience equips Fit To the Core with the insights and skills necessary to design and implement effective fitness programs.

The project’s proposed budget: (See attached TOT Program Budget)

Logic Model Set of Measurable Indicators

Using EPA's Logic Model template, three (3) sets of measurable indicators/objectives will be used to measure the servicing and impact of three sets of output and outcomes for the Program.

To set the stage for these indicators, let's first review the situation:

The Situation and The Community's Needs:
Fit To The Core perceives a direct need for aging adults and seniors, living in neighborhoods like Menlo Park's Belle Haven and East Palo Alto. We see a large population in this community, aged 50 and over, coming from diverse ethnic backgrounds with many of them living just above the poverty line. Many of these people face health challenges such as diabetes, overweight, and mobility issues. There is also a growing sense of isolation among these aging adults, further exacerbated by the COVID pandemic. And it's often quite difficult for these adults to turn the corner and get back on track in terms of fitness and a healthy social lifestyle. Add to this the dearth of available health and fitness resources in their neighborhoods. With all this, Fit To The Core sees an opportunity to use our experience and talents to create direct, mobile services specifically designed to meet their unique needs.

The full Outline of our 3 (three) sets of Inputs, Outputs, Outcomes (short and long-term) and Impact Measures are provided in the attached chart. Here is a further description and commentary on each of the three Impact Measures:

1. Measuring the Participation in Fit To the Core's Programs:

Our first Impact Measure will be collecting and calculating community participation on several levels. We will start with a baseline of both the number of aging community members and how many might be willing to participate in a fitness program addressed to their needs (age, health conditions, etc,) We will then count the number of participants at the start of the program as well as the weekly increase in participation.

On another level, we will track the frequency of each participant (how many times per week, how many weeks, total number of sessions) as a measure of both participant retention as well as a way to map their participation rates to the progress of their fitness level (as will be described in the 2nd set of measurable objectives (described below.)

Finally, by having their contact information, we will have the ability to reach out and track, on a voluntary basis, their individual programs and their fitness journey beyond the Program.

2. Measuring Improved Health Metrics

For our second Impact Measure, our fitness professionals will conduct initial fitness assessments for all participants, measuring key areas such as endurance, strength, balance, and flexibility. All these participants will be invited to join a "challenge" in the program where we will monitor, track and report changes in these key physical metrics from beginning to the end of the Program. These assessments will be valuable for valuable for tracking participants beyond the Program.

We will share these findings with each individual who participates in the Program, providing fitness direction beyond the Program. We will also aggregate the data (on an anonymous basis)

with the participation data (from Impact Measure 1) and analyze and report our findings on the benefits of our fitness program for the overall health and wellbeing of the community.

3. Measuring Social Connection and Community Engagement

As part of our third Impact Measure, we will periodically organize community events and gatherings (Output 3) as part of the fitness program to foster social connections and reduce isolation among participants. An example of one of these events will occur at the end of the Program, where we will create a Milestone Fitness Celebration where we can collectively honor each other's fitness achievements.

Another important example is our Weekly community walks. Called "The Movement", our weekly walks serve two purposes: To introduce new potential participants to physical activity and to provide a tangible, physical platform for social interaction and discourse. For one, we discovered that these walks were great bringing in aging adults who were new to fitness and reluctant to exercise. Secondly, we discovered that the "Movement" walks were a great way to introduce neighbors to each other, share important news about issues in the neighborhood and provide opportunities to connect and collaborate within the community – all while exercising and getting more fit.

Our third Impact Measure will assess the level of social interaction and community engagement among participants during and after the Program through surveys that elicit participant feedback. We will collect data from these participation surveys on user satisfaction. We will track the interaction and progression between our exercise classes and our walks as both gateways to fitness and a means for our neighbors to connect. We are excited about measuring this goal: To re-introduce exercise and fitness as an opportunity for social connection.

Fit To The Core - EPA TOT Logic Model

Inputs	Output		Outcomes - Impacts		Impact Measures
Resources	Activities	Participation	Short-Term	Long-Term	Indicators
1. Professional fitness training expertise 2. Library of exercises and fitness programs 3. Marketing and Promotional Materials 4. Access to Public facilities (indoor and outdoor) 5. Mobile fitness equipment 6. TOT grant money to purchase equipment and compensate for services 7. Data collection, analysis and reporting resources	1. 26 week fitness program geared to aging adults - meeting three 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 particpant 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 particpants 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. Assess the level of social interaction and community engagement through participation	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. Measure sustained social connections and community engagement among aging adults beyond the program duration, indicating a lasting impact on mental well-being and social support networks within the community	1. Collecting participation data - number of participants, number of time participating - calulating frequency and retention rates for individuals and the group. 2. Measuring the progress of each individal 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's EPA TOT Program Budget 2024

Item	Cost	%	Notes
Professional Fitness Instructors	$ 23,400		($300 per session - 78 sessions (26 - 30 weeks)
Equipment (including starter kits)	$ 6,000		(120 Starter Kits ~ $50 per kit)
Program Development & Delivery	$ 5,000		50 hrs of weekly Program Design & Delivery
Program Marketing & Promotion	$ 1,000		40 hrs of Marketing Specialist
Participant Measurement/Analysis	$ 1,000		40 hrs of Data Analyst
Total Program Costs	**$ 36,400**	***93%***	Will go directly from the Grant to Project
Insurance	$ 1,200		Insurance for Program
General Admin	$ 500		Reports Collecting and Billing
Systems Support	$ 1,000		Computer and Equipment Support for Program
Total Adm Costs	**$ 2,700**	***7%***	Any additional Admin will be covered by FTC
Total Program Budget	**$ 39,100**		

Fit To The Core Board Members:

Tracie VanHook, President, CEO and Founder
(See Attached Resume)

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.








Fit To The Core




INTERGENERATIONAL
FITNESS AND WELLNESS IN
THE PARK
Join us for fitness in Joel Davis Park!
Admission is free for all East Palo Alto and Belle Haven residents
Fit To The Core
YCS
youth community service
June 22nd- August 19th, 2022
Mondays, Wednesdays and Fridays
6:00 - 7:00 pm
Joel Davis Park, 1960 Tate St.
East Palo Alto, CA 94303
For more information contact:
tracie@fittothecoreca.org
650-206-8660


Fit To The Core
Presents
THE MOVEMENT
Join us for a free, exercsie session and have fun, improving your health and fitness!
SATURDAYS @ 9 AM:
Karl E. Clark Park, 313 Market Place, Menlo Park, CA
SATURDAYS @ 11AM:
Joel Davis Park 1960 Tate Street, East Palo Alto, CA
We will warm up, stretch, walk, and cool down!
Contact information
tracie@fittothecoreca.org
650-206-866
fittothecoreca.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:	Hope Horizon East Palo Alto
Address ofOrganization:	1001 Beech St. East Palo Alto, CA 94303
Website:	www.HopeHorizonEPA.org

Collaborating Organization:	NA
Website:	NA

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Paige Burgess		
Email	Paige@HopeHorizonEPA.org		
Phone	415-531-0060 cell	Fax	650-327-4329

Grant Request

Amount Requested: (Not to exceed $40,000)	$ 40,000
Total Project Budget: (For this project)	$ 269,484
Matching funds/in-kind donations? (Yes/No) Circle one. If yes, amount?	$ many funders both with money and gifts in kind
What is your organization's total annual operating budget?	$ 1,399,451 (FY24)
Please list the names of matching funding or in-kind donation sources:	Individual funders, other grantors, volunteers, board members, etc.

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: Summer Camp ☒ Leadership Development ☒

Career/Employment/Entrepreneurship ☒ Crisis Intervention ☐

Sports/Recreation ☐ Re-Entry/Diversion ☐ Other ☒

Academic suppor

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 (categories):

Children [x] | Youth [x] | Families [ ] | Seniors [ ]

Check Age Group(s):

☐ under 5, ☒ 5-10, ☒ 10-15 x ☐ 15-18, x☐ 18 - 24, ☐ 25 - 64, ☐ 65 & up

Clients Served:

List the number of **East Palo Alto** Clients you intend to serve during this program: 215
List the **total** number of Clients you intend to serve during this program: 250 students + hire local high school and college students as interns and classroom leaders

Summer Program Timeline

What are your dates of service for this program? START: May 24, '24 END: Dec 18, '24

What days/nights will you run your program? (Ex: M-F) 3 timelines Hours? **3 TIMELINES**

Acknowledgement

[X] 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.

[X] I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section 1, Item F. Contractual Requirements and additional requirements as a funded organization.

[X] 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	2-26-24 *Date Signed*
Josette Langevine *Printed Name*	*Co-Executive Director* *Title*

Maurice Baker, Acting Community Services Manager
City of East Palo Alto
2415 University Avenue, 2nd floor
East Palo Alto, CA 94303
mbaker@cityofepa.org / (650) 660-2527

Monday, Feb. 26, 2024

Dear Maurice Baker,

Thank you for giving Hope Horizon East Palo Alto (formerly Bayshore Christian Ministries) a chance to respond to your RFP for the grant associated with the Transient Occupancy Tax (TOT) ordinance to benefit East Palo Alto families during the time period May-December 2024.

It is our pleasure to present a proposal for 3 programs that happen over that time period:

1) Our annual graduation ceremony and party for students and families/friends on May 24, 2024. This event honors Elementary School students moving up to Middle School, Middle School students moving up to High School, and High School graduates. This year, for the first time, we will also be honoring College graduates to whom we provided scholarships. This afternoon celebration to honor and Celebrate accomplishments will include gifts for the youth and a meal for everyone present.

2) Our Summer 2024 Camps. We will be providing 3 weeks of camp this summer aimed at providing a new experience for our students, including nature, outdoors, like skills, teamwork and collaboration, bonding, and an away-from-home and -electronics experience. All three camps will be held at offsite locations: One week at Hume Lake in Hume, Calif. for elementary students (Sun-Sat, June 30-July 6), one week at Gleanings for the Hungry for middle and high school students in Dinuba, Calif. (July 14-19), and one week (July 22-26) at a cabin in a place filled with natural beauty, as yet to be determined, for elementary and middle school students.

   Our summer robotics programming for our high school robotics team will also be expanded through a partnership with Streetcode. Students will focus on coding & programming skills as well as grant writing and fundraising.

   Also, since our summer program is focused on creativity and unique summer experiences rather than academics, we will also be providing academic care packages to all of our students. These will include grade-specific Summer Bridge activities that will equip the students to be ready for their next school year as well as school supplies.

   Finally, mental health check-ins will be available to students all summer long, for students needing interaction beyond the 3 weeks of summer camps.

3) Our Fall 2024 After School Academic Program for K-12 students will continue as it has for many years, with academic support, childcare and recreational activities being provided, along with snacks and dinner on some evenings.

It is our hope that Hope Horizon EPA will be one of the organizations awarded $40,000 to run beautiful programs for East Palo Alto youth that also benefit their families in enriching and unique ways. As a non-profit in this city since 1984, Hope Horizon EPA knows the city well and is equipped to flawlessly execute a program that collaborates with the city and partner organizations and ultimately engages families. We have staff ready to execute on this program with excellence and care.

Sincerely,



Josette Langevine
Director of Operations

Page 3 - Approach and Understanding:

In order to run Hope Horizon EPA programs with the greatest impact, we look forward to collaborating with the city and its partners. A few of the metrics that will be used to gauge the success of our program include:

- Pre-program start survey
- Post-program end survey
- Pre & post academic evaluation
- Staff Debrief: Paid staff will debrief at the end of camp and assess the metrics and numbers to test them against pre-defined outcomes. Depending on the results, a plan will be devised for next year to improve program content and methodology.

Project management: We are happy to work with city staff as needed to have a kick-off meeting where we identify milestones, refine the scope of work, confirm our timeline, clarify specific roles and responsibilities and identify project resources. We are happy to join in City Council meetings as requested and other meetings with the city throughout the project to reflect on project milestones. We have ensured that internal protocols will be met according to our program plans, employee and volunteer trainings, metrics and documentation, reports and safety measures. Staff will help create a safe & caring environment for students. Hope Horizon EPA academic program managers will oversee staff, students and implementation of programming. All staff undergo screening, interviews and a background check process. Staff also will go through a training to prepare them for their work with students.

Community Outreach and Engagement Strategy:

By applying for this grant, we agree to the City's expectations including recruitment to reach a favorable participation rate. We are happy to work with the City to identify outreach and community involvement. We have a long history of relationships throughout the city. This depth of experience will help us engage students and families in our programs. We will leverage those existing relationships. Also, because we have been running this program for many years, we should not have any trouble recruiting students.

Firm & Personnel Experience: Staff are listed below and included in our organization chart. Names are linked to the biography section of our website. We have included a few resumes, attached as an addendum. More are available upon request:

- Co-Executive Director, Tiffany Hong
- Co-Executive Director, Josette Langevine
- Director of Operations, Jennifer Nicks
- Facilities Manager, Roberto Mendoza
- Director of Programs: Waniya Bryant and Leslie Tuakalau
- Program Managers: Mona Tuitavake and Yazmin Vega
- Classroom Leaders: 6+ to be hired from the local community
- Robotics Intern and coordinator: to be hired from the local community
- Program Volunteers: we have a wide pool of volunteers from which to draw, from the community, students, churches, etc.

Work Plan and Schedule:

It is our pleasure to present a proposal for 3 programs that happen over the time period of May-December 2024:

1) May is a special month at Hope Horizon East Palo Alto. Graduation Celebrations! Our annual graduation ceremony and party for students and families/friends will take place on May 24, 2024. Anyone from the city would be most welcome to join us! This event honors Elementary School students moving up to Middle School, Middle School students moving up to High School, and High School graduates. This year, for the first time, we will also be honoring College graduates to whom we provided scholarships. This afternoon celebration to honor and Celebrate accomplishments will include gifts for the youth and a meal for everyone present. We are already starting to plan this event, but we have held it for many years so have become quite good at it.

2) Summer 2024 Camps. We will be providing 3 weeks of camp this summer aimed at providing a new experience for our students, including nature, outdoors, like skills, teamwork and collaboration, bonding, and an away-from-home and away-from-electronics experience. All 3 camps will be held at offsite locations:
    a. One week at Hume Lake in Hume, Calif. for elementary students (The Wagon Train Youth Camp, Sun-Sat, June 30-July 6)
    b. one week at Gleanings for the Hungry Summer Peach Season for middle and high school students in Dinuba, Calif. (July 14-19), and
    c. one week (July 22-26) at a cabin in a place filled with natural beauty, but as yet to be determined, for elementary and middle school students.

    Our summer robotics programming for our high school robotics team will also be expanded through a partnership with Streetcode. Students will focus on coding & programming skills as well as grant writing and fundraising.

    Also, since our summer program is focused on creativity and unique summer experiences rather than academics, we will be providing academic care packages to all of our students. These will include grade-specific Summer Bridge activities that will equip the students to be ready for their next school year as well as school supplies.

    Finally, mental health check-ins will be available to students all summer long, for students needing interaction beyond the 3 weeks of summer camps.

3) Our Fall 2024 After School Academic Program for K-12 students will continue as it has for many years, with academic support, childcare and recreational activities being provided, along with snacks and dinner on some evenings.

Goals and Outcomes:

For the graduation celebration and summer camps, the metrics will largely have to do with participation, team work, willingness to try new things, getting over homesickness and having a delightful and refreshing time away from regular activities and responsibilities at home.

However, our Fall 2024 After School Academic Program for K-12 students will return to our regular rigorous and goal setting.

For Elementary School Students:

OBJECTIVES	INDICATORS	METHODS
90% of students to improve 2-4 reading levels	Reading level progress	Pre and post assessments
All students will work on homework everyday	Incompletion slip	Tutor homework log
Students will improve writing skills	Handwritten assignments	Writing assessment
90% of students will be proficient with math facts	Memorization of grade appropriate math facts.	Pre and post assessments
Students will learn biblical values and application	Observed practice and understanding	Huddles and check-ins

For Middle School Students:

- **Goals:**
  - Help every child progress to the next grade level.
  - Focus on 100 % homework completion.
  - Aid students in achieving grade level reading comprehension and spelling.
  - Provide interactive lessons about college, careers fields, and or life skills.
- **Outcomes:**
  - Students will improve their reading by 1 – 2 levels.
  - 100% of students will have an academic tutor.
  - 100% of students will regularly meet with PM & CL for academic support and needs.
  - Students will attend at least 2 training lessons to teach students how to advocate for themselves in academic settings.

For Robotics K-12 Program:

- **Goals**:
  - *The goal of the VEX 123 program is to introduce students to STEM related topics at a young age. The students will learn sequences, logic, and problem solving while they step into real programming.*
  - *The goal of the VEX Go program is to teach the fundamentals of STEM through fun, hands-on activities that help 3rd to 5th grade students perceive coding and engineering in a fun and positive way.*
  - *The goal of the VEX IQ program is challenge 6th to 8th grade students to develop their teamwork, critical thinking, project management, and communication skills required to prepare them to become the next generation of innovators and problem solvers.*
- **Outcomes**:
  - *100% of the students will have had STEM related topics presented to them during their time*
  - *100% of students will regularly meet with a mentor to learn in a welcoming environment*
  - *75% of students will be able to express understanding of programming.*

Insurance:

Yes, we certify that we have and can provide proof of coverage.

HOPE HORIZON EAST PALO ALTO

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11

Theory of Change

College & Beyond

High School

Middle School

Elementary

Hope Horizon EPA equips east-of-Bayshore youth to grow spiritually, gain life skills and develop as leaders so that they have hope and a future. These students are active Christ followers with hope, purpose and marketable skills who give back to their communities.

Outcome

Input

HH EPA students are employable leaders who have made a personal decision to follow Christ.

College and Post-College Internships

Education and Career	Community Leaders	Active Christ Followers
Students will have the skills to succeed in school and careers.	Students exhibit leadership skills and responsibility for their community.	Students demonstrate moral integrity and ownership of their faith.
Individualized academic and college/career guidance	Service leadership experiences	One on one mentorship utilizing Biblical principles
Students will demonstrate 21st century skills.	Students value others and their community.	Students exhibit Christian character and devotion.
STEAM programming and academic support	Leadership cohort and service leadership curriculum	Christian role models from diverse backgrounds and Biblical curriculum
Students will possess a strong academic foundation including literacy / math competence, confidence and a growth mindset.	Students value themselves and their peers.	Students understand the basic foundations of Christianity.
Individualized academic enrichment	Role models from diverse backgrounds	Biblical curriculum focused on foundational principles

Hope Horizon EPA students face a wide variety of challenges related to poverty that affect their ability to achieve success. Many students are the children of immigrants, learning English as a second language and receiving minimal academic support at home. They experience financial pressure due to a lack of affordable housing and a significant number of single parent households. Almost all of our students come from groups under-represented in higher education and professional careers and many are the first in their family to graduate high school. Due to the history of violence in our community, many students have also been exposed to trauma, resulting in emotional and behavioral challenges.

Waniya A. Bryant

Waniya A. Bryant
San Mateo, CA 94402

Skills

-High Problem-Solving efficiency
-Effective communication skills
- Creativity in design
-High capacity for collaboration and building partnerships
-Critical thinking that leads to ingenuity

Experience

Bayshore Christian Ministries / Create Program Manager

AUGUST 2017 - PRESENT, EAST PALO ALTO, CA

Develop and strategize high quality academic programs. Designed curriculum for middle school students based on research and individuality of students. Worked with community partners to develop relationships and a network of support to reach academic goals and outcomes. Support BCM in the development of STEM related programming including the start of the high school robotics. Lead and facilitate training for both academic school year and summer programming. Manage and develop curriculum, oversee seasonal staff and students for overall program development and provide a safe environment for all. Assistant other staff members as needed.

Ravenswood City Schools District / Afterschool Program Director

AUGUST 2016 - AUGUST 2017, EAST PALO ALTO, CA

Oversee staff and students. Develop curriculum for the program based on Common Core State Standards (CCSS) and STEM, to provide three key components to the program: Academics, Enrichment and Cultural Activities. Supervised academic advising and maintain direct support for staff and students.

Lewis & Joan Platt EPA YMCA / Summer Camp Co - Director

MAY 2016 - AUGUST 2016, EAST PALO ALTO, CA

Partnered with the camp director. Contribute to and execute the programmatic vision. Supervised campers and staff. Manage recruitment and retention activities, and support the operational performance of the camp. Ensure program development and evaluation. Tackle risk management, and build relationships with camper families, staff, alumni and community leaders.

Ravenswood City Schools District / Afterschool Program Assistant Director

AUGUST 2015 - MAY 2016, EAST PALO ALTO, CA

Assist the program director with oversight of CCSS curriculum, instruction, student/family services, staff and data and outcomes for programs.

ALearn Math Program / Program Coordinator

AUGUST 2014 - JUNE 2015, EAST PALO ALTO, CA

Sought community partners. Serve as the assistant to the program director. Schedule first time orientations, student and parent engagement classes, special events and ensure a positive experience for students. Provided general support as needed.

Ravenswood City Schools District / Co - teacher (Third Grade)

AUGUST 2014 - JUNE 2015, EAST PALO ALTO, CA

Used CCSS to create rigorous, objective-driven and multimodal lessons. Dedicated close collaboration with other grade leveled teachers to ensure curriculum development. Used and encouraged critical thinking while teaching. Differentiate students based on their unique learning needs and developed classroom techniques to initiate and maintain connection with students and parents.

Education

California State University, East Bay / BA, English

MAY 2014 - SEPTEMBER 2016, HAYWARD, CA

Obtain a Bachelors of Arts in English with a focus in Adolescent Childhood Education.

Foothill College / AA- T , Elementary Teacher Education (T, TK-8th)

JULY 2013 - DECEMBER 2014, LOS ALTOS, CA

Associate in Arts in Elementary Teacher Education for Transfer degree. By obtaining this degree, it shows an understanding of elementary education and teaching, and demonstrates knowledge of children's growth and development from utero through adolescence.

Foothill College / CA, Child Development

SEPTEMBER 2011 - JUNE 2013, LOS ALTOS, CA

Certificate of Achievement in the Child Development Program which is an academic and vocational training program that prepared me for the next steps into early childhood education.

LESLIE TUAKALAU

21844 Westfield Ave, Hayward, CA 94541
Ltuakalau@gmail.com
(650) 520-6364

SKILLS & ABILIITES|

Talented and well-informed instructor, skilled in all aspects of leading children and teaching them the Bible. Bringing the Bible to life through age-appropriate skills, including drama, and play. Using Object lessons to engage kids and instilling the word of God in their daily lives. Leading praise and worship and guiding children through dance and music.
Experienced in training adults and volunteers in how to work with children and teach them Biblical principles.
Knowledge of applicable and relevant Biblical truths.
Experience in discipleship and mentorship, especially in leadership positions.

EXPERIENCE|

BAYSHORE CHRISTIAN MINISTRIES SOL KIDS PROGRAM MANAGER
2016-CURRENT

Lead, manage and grow the elementary school spiritual programs at BCM including "bible clubs" and summer camps with a vacation bible school element. Responsible for a clear plan to increase program impact, engage with students and families, maintain connections with local churches, spiritual programs and school clubs.

TONGAN FELLOWSHIP CHILDREN' S MINISTRY DIRECTOR
2013- Present
EPA, Ca

Training Children's leaders in the local churches
Organizing curriculum for church use

US TONGAN FELLOWHSIP CHILDREN'S MINISTRY DIRECTOR
2013-2015
Honolulu, HI

Communicate with Tongan Churches in the US in need of support in launching Children's programming
Train leaders in leading in Children's Ministry
Curriculum Support

FIRST TONGAN ASSEMBLIES OF GOD CHILDREN'S MINISTRY LEADER
2011 – Present
San Carlos, CA

Organize and operate weekly children's church service
Teach lessons and pray with students weekly
Communication with Parents and church leaders
Attend district training for Children's Ministry

NCN (NOR-CAL/NEVADA) DISTRICT REGIONAL CHILDREN'S MINISTRY LEADER
2012-2017

Lead workshops
Support and communicate with churches within my region
Monthly phone calls, emails to partner churches within my region
Support CM events in Nor-Cal Nevada district

CAREGIVER WINIFRED BUCKLEY
March 2015-Present
Responsible for daily care, medical distribution, food preparation and personal hygiene. Transported to and from doctor appointments and other daily activities.

ACTIVITY ASSISTANT SILVERADO
January 2014-February 2015
Instruct and lead activities with senior populations. Gather props and coordinate participation from all residents. Engage enthusiastically and interact with attendees during activity.

EDUCATION|

BEREAN SCHOOL OF THE BIBLE, Springfield Missouri
2012- 2013
CERTIFIED MINISTER

REFERENCES|

PASTOR NIKKI RODGERS, NCN CM DIRECTOR
Director
NCN Assembly of God
(916) 214-8909

Pastor Elina Vaka
Assistant Pastor
First Tongan Assembly of God
San Carlos, CA
(650)271-3500

Lupe Tuitavake

Energetic and emerging professional with several years experience in community development practices and Christian ministry work.

East Palo Alto, CA 94303
lupetuitavake7_xhq@indeedemail.com
6507149491

Graduated with a B.S. in Urban Planning with a focus in Urban Design from Cal Poly Pomona. Passionate about sustainable and environmental design, housing and social justice for marginalized communities. Skilled in graphic and database software. Trained in community engagement, team leadership, outreach, and conflict management. 4+ years of volunteer experience in Christian ministry services and programs.

Authorized to work in the US for any employer

Work Experience

Classroom Leader

Bayshore Christian Ministries - East Palo Alto, CA
June 2021 to August 2021

Taught rising 6th through 9th graders in STEAM related lessons/activities and in leadership and life skills. Created weekly lesson plans, facilitated classroom conversations around interpersonal skills, managed conflicts, trained in discrimination, harassment and mandated reporting.

Managerial Assistant

Cal Poly Pomona Foundation - Pomona, CA
July 2019 to May 2020

Performed apartment work orders, health/safety inspections, trained in safety protocols and CPR, created community development events and programs for residents, helped maintain a clean and safe property and landscape.

Student Assistant

COLLEGE OF SAN MATEO - San Mateo, CA
2016 to 2018

Worked at the front desk. Performed bookkeeping, data entry in Microsoft Excel, handled supply rentals, answered phone calls and updated staff schedules according to manager.

Area Supervisor

Ross Dress For Less - Mountain View, CA
2014 to 2015

Accustomed to fast pace work environment. Facilitated safety meetings, adjusted store to seasonal business trends when needed, created work schedules for employees, ensured quality customer service and company standards were met.

Youth Mentor

Tongan Assembly of God - San Carlos, CA

2012 to 2015

Mentored and tutored Tongan youth ages 8-15. Assisted in youth church programs, Sunday school and occasional after school activities. Helped facilitate conversations around mental and physical health in Pacific Islander communities.

Education

Bachelor of Science in Urban Planning

California Polytechnic State University, Pomona - Pomona, CA
August 2018 to May 2021

Associate in Arts (AA) in Social Sciences

College of San Mateo - San Mateo, CA
August 2015 to June 2018

Associate in Science (AS) in Architecture

College of San Mateo - San Mateo, CA
August 2015 to May 2018

Skills

- Microsoft Office (5 years)
- Organizational Skills (7 years)
- Community Relations (2 years)
- Maintenance (2 years)
- Microsoft Word (7 years)
- Adobe Photoshop (3 years)
- Revit (2 years)
- Sketchup (4 years)
- AutoCAD (2 years)
- Adobe Illustrator (3 years)
- Leadership (4 years)
- Project / program management (3 years)
- Teaching (Less than 1 year)
- Conflict management (3 years)
- Time management
- Communication skills
- Customer service (3 years)
- Writing skills

Languages

- French - Beginner

- Tongan - Fluent

Links

http://linkedin.com/in/lupe-tuitavake-761b20a1

Certifications and Licenses

Food Handler
September 2020 to September 2023

CPR
July 2020 to July 2022

Preventing Discrimination & Harassment
Present

CA Employees V3.2 2021

California Child Abuse Mandated Reporter
Present

Completed Online Training for School Personnel and General Training

California Poly Pomona - Rethinking Relationships
October 2019 to October 2021

California Poly Pomona - Not Anymore
September 2018 to September 2019

Groups

American Planning Association
Present

Publications

Climate Change - Policy Recommendations for Miami, Florida
http://hdl.handle.net/20.500.12680/2227mw19k
May 2021

Internal migration caused from climate change-induced natural disasters is a phenomenon that the state of Florida experiences, specifically between the city of Miami's low-lying coastal properties and the higher ground, inland community of Little Haiti.This is a pattern in Miami with news of Little Haiti negatively affected by the rise in demand of their safer, more inland properties. Such internal migration from affected coastal areas can create issues such as overcrowding or climate gentrification, which refers to the process of higher-income and white populations who move to locations that are safer from natural disasters where mostly low-income, communities of color originally lived. As Miami

is the leading city in rising sea levels and climate migration, the city is unprepared to tackle such issues because they lack the proper policies and have no current action plans addressing it. Thus, the purpose of this research is to investigate the best climate adaptation and return/settlement policies through analysis of examples practiced in the state of Louisiana and its' Louisiana Strategic Adaptations for Future Environments Plan and the state of Alaska and its' Alaska Climate Change Impact Migration Program. These states and their actions towards climate adaptation and return/ settlement policies are relevant choices for Miami because they share similar budgets for climate change effects and share similarities in geographics with coastal areas affected by climate change-induced natural disasters. Both states currently implement actions that help their populations prepare for future disasters and protect current low-income communities from their effects. Miami should consider to adopt these states' options and create more resiliency policies and programs that protect not only their physical infrastructure but also their marginalized, economically vulnerable populations who become displaced in the after-effects of such disasters.

Yazmin Vega
Redwood City, CA 94061

Skills

- Computer Skills
- Time Management
- Communication
- Organization

Experience

2022-Present

Hope Horizon - *Classroom Leader*

- Oversee and instruct a classroom
- Responsible to more than 10 children
- organized set up activities

2020- 2021

Nordstrom Rack - *Retail*

- Organize clothing
- Responsible to do online orders and stock
- Customer service

2014- 2016

St Bede's Episcpal Church, Menlo Park - *Nursery/Teacher*

- Take care of Infants
- Read stories and teach mass to children.
- Help set up dinners and mass performance

2014- 2016

Gymboree, San Carlos - *Retail*

- Organize clothing
- Customer service

Education

2024

Canada College, Redwood City - *Medical Administrative Assistance*

2015

Woodside Highschool -*Highschool Diploma*

Extracurricular Activities

Long Term Dedication, Foreign Language: Spanish

Hope Horizon East Palo Alto
Budget for May -December 2024 programming

from	1-May-24
to	31-Dec-24

School Year Budget (5 out of our 9 academic months, May plus Sept-Dec)

Elementary Academics	$	102,659
Teen Academic	$	63,615
Robotics	$	56,877
Graduation Party	$	7,200

Please note that our fiscal year ends 9-30-24. As such, we have assumed the same budget for the fall 2024 as fall 2023. We have projected 5 out of the 9 months of our 2023 academic budget to this proposal. This is subject to change when we complete our FY25 budget, starting Oct. 1, 2024. We are happy to share our revised budgets at that time.

Summer: Camps, Robotics and Academic Care Packages

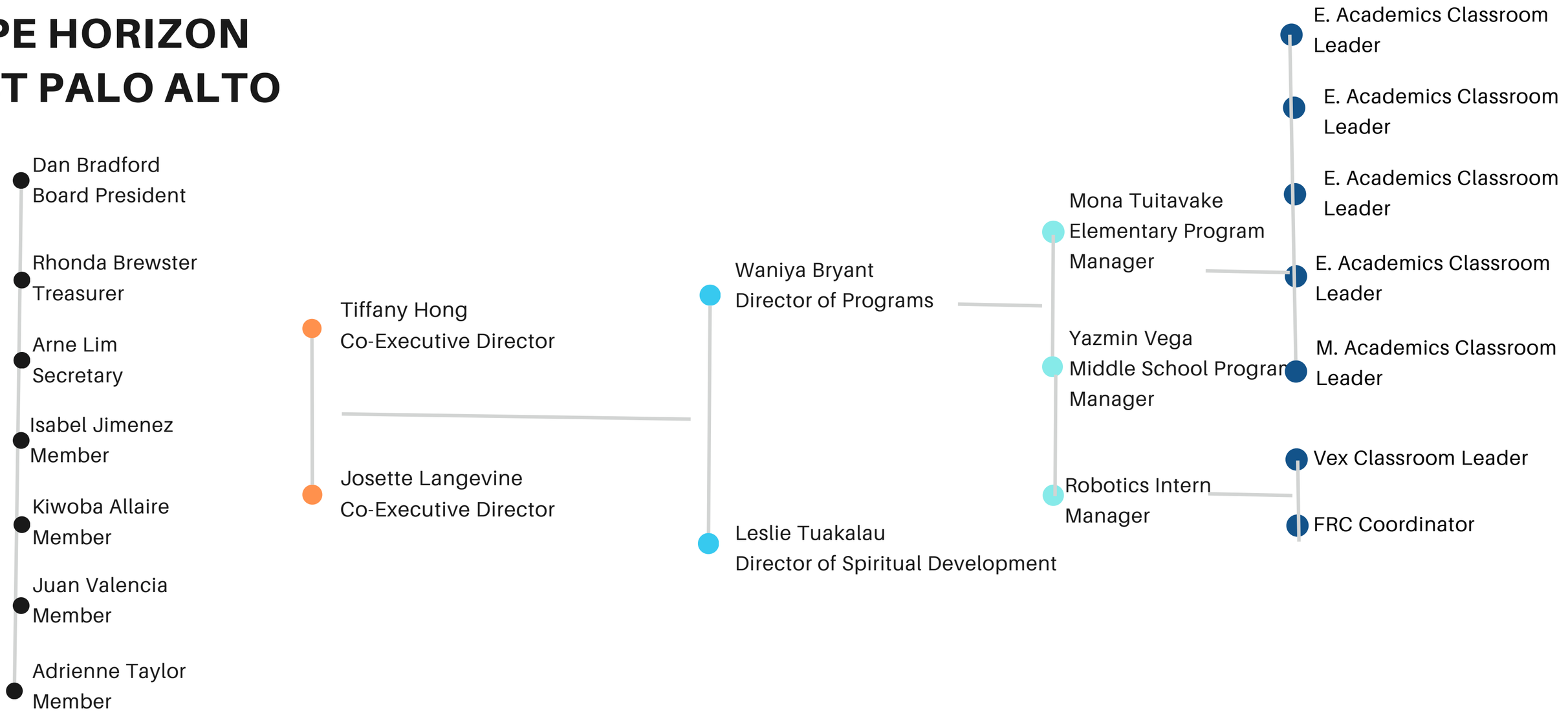
	$	39,133

Total	$	269,484

Diverse Funding Sources:

From individual donors (incl capital campaign)	41.30%
From foundations	6.50%
From grants	21.60%
From rents and other income	4.20%
From events	14.10%
From corporate or matching gifts	3.50%
From church partners, and	7.00%
From in-kind gifts, incl volunteer time	1.20%
From program fees	0.60%
	100.00%

HOPE HORIZON EAST PALO ALTO



Hope Horizon East Palo Alto
Board of Directors
as of January 2024

Name, Address, Church	Board Position / Years of Service	Employment / Business Affiliation
Dan Bradford Mountain View, CA 94040 Spark Church	*Chair* *4+ years*	Medical Devices Operations Executive Consultant *Consultant after retiring as an Executive w/ Auris Health*
Rhonda Brewster Los Gatos, CA 95030 New Beginnings Community Church	*Treasurer* *3+ years*	President *Mosaic Global Transportation*
Isabel Jimenez East Palo Alto, CA 94303 St. Francis of Assisi	Board Member *3+ years*	Office Manager *Beechwood School*
Arne Lim East Palo Alto, CA 94303 New Community Church	Board Member *1+ years*	Retired & Serving on four Boards *Math Teacher & Academic Advisor, Palo Alto High School*
Juan Valencia East Palo Alto, CA 94303 Living Community Church (EPA)	Board Member <1 year	*Pastor, Sotware Engineer* *Living Community Church, BloomBoard, Inc.*
Kiwoba Allaire Fremont, CA 94555 Destiny Christian Fellowship	Board Member <1 year	*Non-Profit Founder and CEO, Executive Assistant* *Girl STEM Stars, Terminal 49*
Adrienne Delgado Milpitas, CA 95035 New Beginning Community Church	Board member <1 year	*Customer Success* *Modern Health*
Tori Gorman San Jose, CA	Visiting Board Member <1 year	*Graduate Student* *UC Berkeley - Haas School of Business*
Desiree Caballero Mountain View, CA 94040	Visiting Board Member <1 year	*Graduate Student* *UC Berkeley - Haas School of Business*

The Hope Horizon EPA Board meets 10 times a year on the third Monday of each month except for the months of August and December. Each committee also meets at least once a month.

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:	1259 Madera, Menlo Park CA 94025
Website:	www.leagueline up.com/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: **(Not to exceed $40,000)**	$ 25,500
Total Project Budget: **(For this project)**	$ 30,974
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	$ 5500 -
What is your organization's total annual operating budget?	$ 30,974 *
Please list the names of matching funding or in-kind donation sources:	

Harvest Properties, Facebook, Save Mart, Woodland Park, Silicon Valley Fund

Have you received TOT funding previously? Yes ☑ No ☐ Year(s)? 2015, 16, 17, 18

Is that grant still active? Yes ☐ No ☑

If not, have you submitted your Closeout forms? Yes ☑ No ☐

Please indicate your service category: Summer 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 (categories):

Children ☑ | Youth ☑ | Families ☐ | Seniors ☐

Check Age Group(s):

☐ 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 this program: 140
List the **total** number of Clients you intend to serve during this program: 240

Summer Program Timeline

What are your dates of service for this program? START: 4/15/24 END: 12/20/2024

What days/nights will you run your program? (Ex: M-F) M-F Hours? 5 - 7:30pm

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

3-3-2024
Date Signed

JEFFREY L. AUSTIN
Printed Name

Exec Dir
Title

ATTACHMENT B: MID PENINSULA ATHLETIC ASSOCIATION: NARRATIVE

Mid-Peninsula Athletic Association Project Narrative TOT 2024

The Mid-Peninsula Athletic Association began in 2010 and have demonstrated through the past 14 years the ability to produce and maintain activities for serving the youth of East Palo Alto and East Menlo Park that promote safe play, social engagement and growth opportunities, academic excellence, and Athletic success in competitive youth football environments. For the past 14 years the MPAA has successfully engaged thousands of youths and their families through youth football and cheerleading activities.

The MPAA also has been instrumental in raising the level of awareness and facilitating volunteers in Youth Mental Health First Aid which functions as a CPR for mental health for young people. This certification process which we began using in 2013 has averted and uncovered numerous suicide attempts that were being contemplated by some of East Palo alto youth. We intend to continue with this valuable programming element in our serving of our youth and their families.

Our mission statement is to: "Build champions on and off the fields of play." We do this by providing wrap around services as well as referrals to collaborating agencies in cases that require a higher level of service such as BHRS with San Mateo County for mental health services as well as the Ravenswood City School District for academic excellence in the lives of our participants.

Our 2024 season goals are to increase the number of participants from last year. Our participant counts went down last year for a variety of reasons with the main reason being that we were not able to participate in 2022 because of COVID. We are confident that the families are now ready to return to the fields of play and we will be launching this year a flag football introductory tournament to make sure that all the families and youth interested in the sport of football get a well-run opportunity to engage in the sport.

Our football program has been a source of bringing many families in our community together. The Mastodons have produced excellent student athletes over the years with many gaining scholarships at D1 universities after playing football as student athletes at Menlo Atherton High School who honors our efforts each football season with a "Mastodons celebration" which allows our current player to participate in the raising of the American Flag during the homecoming game each year, this has been going on now four at least 4 years.

Our Board of Directors, as well as, our administrative staff have decades of experience in dealing with our demographic, Tyler and Judy Barker. They have served the community as board members and President and Treasurer for over 15 years. Our Executive Director Jeff Austin has over 22 years of coaching and programming experience here in East Palo Alto, and President Chris Neal also has over 18 years of coaching experience.

ATTACHMENT B: MID PENINSULA ATHLETIC ASSOCIATION: NARRATIVE

This year's proposed budget is $30,974.00 with donations coming from other sources to the tune of $5,500.00. WE are requesting a grant award from TOT funding in the amount of $25,500 to make this season a resounding success. We ask that you consider the full amount for funding. We have proven in past years that we are extremely efficient in the use of city funding. We are previous recipients of this funding and would appreciate its continuance.

In the past years we have been able to garner support from the following sources Facebook, Save Mart, Harvest Properties, Silicon Valley Foundation, Woodland Park, various private donors and many fundraisers from car washes to cook outs and plate sales. We are actively pursuing some matching funds which as of this time are not validated as we await the outcomes of the TOT awards to facilitate the possibilities that currently exist in this area.

Mid Peninsula Athletic Association Annual Budget 2024

Expenses	
League Particiption Fees (Football)	$600.00
League Particiption Fees (Cheerleaders	$500.00
Paint for field lining	$500.00
Field Acquisition	$1,774.00
Referees	$2,700.00
EMT	$2,700.00
Football Uniforms	$2,500.00
Reconditioning of helmets and Pads	$3,000.00
Cheer Uniforms	$1,000.00
Snacks after practice and games	$1,000.00
Insurances	$2,700.00
Players participation fees ($200 x 50 players)	$10,000.00
Sexual molestation training	$1,000.00
Youth mental health first aid training	$1,000.00
	$30,974.00

Collaborating donors	
Harvest Properties	$1,000.00
Facebook	$1,000.00
Woodland Park	$1,000.00
Save Mart	$500.00
Fundraisers	$2,000.00
	$5,500.00

ATTACHMENT D: MID PENINSULA ATHLETIC ASSOCIATION: LOGIC MODEL

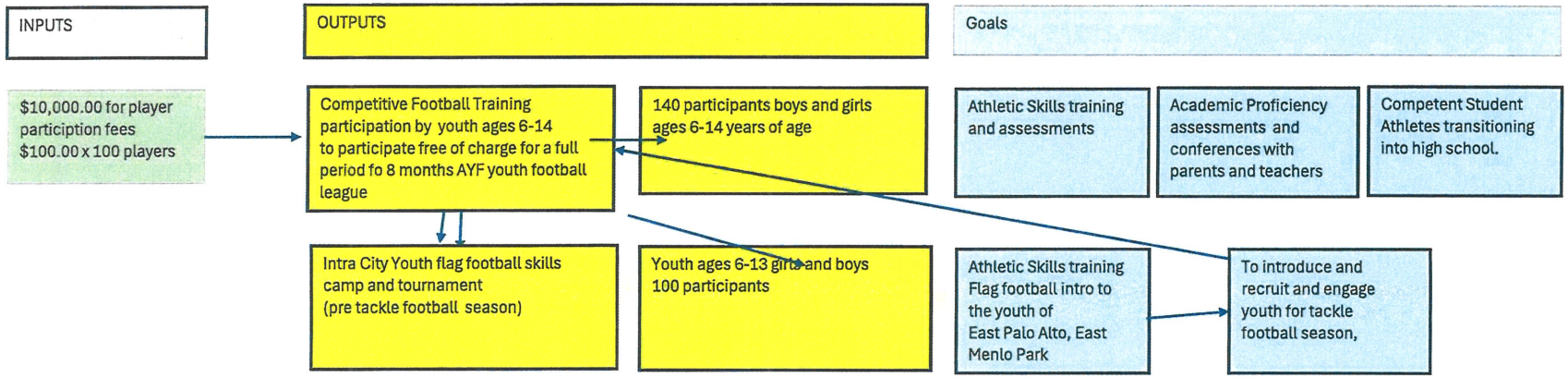
Mid Peinsula Ahtletic Association 2024 TOT logic model

Budget $30,974.00

Matching Funds $5,500.00

Time Line April - December 2024

OBJECTIVE 1



MPAA assumes that the return to activity from COVID is going to increase with this season. external factors form last yer indicate this to be true. COVID decreased and actually stopped the season 2 years ago. External factors that may affect the numbers of participation is the competition factors from other youth sports clubs in the city. This will be overcome by a more agressive recruting effort in the coming months.

Evaluations; We ar majorly concerned with sustainability of our programs. IN order to do this we will listen to our participants and their families through pre and post participation surveys gaging the experience of the program from first hand input. We will measure proficiency of athletic skills improvem ent , academic improvement and social interaction improvements. All which will be reflected in teh surveys. Asking where are you now and where are you at the end of the programming period.

ATTACHMENT D: MID PENINSULA ATHLETIC ASSOCIATION: LOGIC MODEL

Mid Peinsula Ahtletic Association 2024 TOT logic model

Budget: $30,974.00

Matching Funds $5,500.00

Time Line April - December 2024

OBJECTIVE 2

INPUTS	OUTPUTS		Goals		
$12,340 will facilitate services directly related to the particpants being able to participate	8 month season. Equipment certifications and replacement if not safe. League participation fees. Referrees for games. EMT for all home games. Sexual molestation training for all volunteers incl. coaches. Youth mental health first aid training for all coaches.	30 volunteers who will be engaged with the youth	Safe conditions for 240 youth.Properly certified safe equipment and trained volunteers in the areas of youth Mental Health First Aid and Sexual Molestation	40 volunteers aware and actively monitoring participants for possible mental health challenges	Safe and sane season Keep youth engaged and growing mentally, physically and socially

MPAA assumes that the certification of euiopment and the training of volunteers in area stipulated in theis logic model will come with some reservations from some becasue of the stigma associated with mental health in our community. We will work diligently through presentations to the parents and our community to the value of having volunteers trained in such areas. The equipment certifications we anticipate no problems.

Evaluations; We are majorly concerned with sustainability of our programs. In order to do this we will listen to our participants and their families through pre and post participation surveys Engaging the experience of the program from first hand input. We will measure proficiency of athletic skills improvement, academic improvement,and social interaction improvements. All which will be reflected in the surveys. Asking where are you now,and where are you at the end of the programming period.

Pre Participation Parental Survey

1) Is this your first experience with the Mid Peninsula Athletic Association?
   ____ **Yes** ____ **No.** If no, how may seasons have you participated with MPAA ____

2) On a scale of 1 to 5, with five being the highest possible score. Please tell us you rate our meeting of your expectations in the following areas? Please circle one.

   a) That my child has fun. 1 2 3 4 5

   b) That my child had personal instruction to become proficient in football and cheer basics. **1 2 3 4 5**

   c) That my child receives sufficient or increased social interaction opportunities. **1 2 3 4 5**

   d) That my child becomes more physically active. **1 2 3 4 5**

   e) That my child experiences winning. **1 2 3 4 5**

   f) That my child learns coping skills. **1 2 3 4 5**

   g) That my child has a safe environment for developmental growth. **1 2 3 4 5**

   h) That I have access to all coaches, teachers, administrators with concerns and/or suggestions concerning the program. **1 2 3 4 5**

   i) That the organizational structure is legitimately established in the community. **1 2 3 4 5**

   j) The cost for participation is affordable. **1 2 3 4 5**

In your own words, what do you expect from Mid Peninsula Athletic Association:

_____
_____
_____
_____
_____
_____
_____
_____

***Survey is given to set a standard of expectations from our administrator and our volunteers. All of our staff and coaches are volunteers who have a heart to serve you and your child with a high quality experience of youth sports. We encourage you to tell us honestly how we may best serve your child. We encourage your communications to us on any, and all subjects of concern. Please if you have any questions and or concerns about anything, contact Jeff Austin, Executive Director, disciple0633@gmail.com/650-518-2206 or Chris Neal, President, bigcepa@sbcglobal.net/650-518-1288

Post Participation Parental Survey

We are so honored to have had the privileges' of having your child participate in the Mid Peninsula Athletic Youth Football and Cheer Program. We are very interested in knowing how you feel things went for your child. Please indulge us a few moments of your time to tell us how we did according to your expectations which we asked you for in the beginning of this seasons journey.

Please fill out the following survey it will take a very few minutes of your time. Thank you again for participating with us.

1) Is this your first experience with the Mid Peninsula Athletic Association?
   ____ **Yes** ____ **No.** If no, how may seasons have you participated with MPAA ____

2) On a scale of 1 to 5, with five being the highest possible score. Please tell us you rate our meeting of your expectations in the following areas? Please circle one.

   a) That my child had fun. **1 2 3 4 5**

   b) That my child had personal instruction to become proficient in football and cheer basics. **1 2 3 4 5**

   c) That my child received sufficient or increased social interaction opportunities. **1 2 3 4 5**

   d) That my child became more physically active. **1 2 3 4 5**

   e) That my child experienced winning. **1 2 3 4 5**

   f) That my child learned coping skills. **1 2 3 4 5**

   g) That my child found a safe environment for developmental growth. **1 2 3 4 5**

   h) That I have access to all coaches, teachers, administrators with concerns and/or suggestions concerning the program. **1 2 3 4 5**

   i) That the organizational structure is legitimately established in the community. **1 2 3 4 5**

   j) The cost for participation is affordable. **1 2 3 4 5**

In your own words, how well did we meet your expectations. Please feel free to offer suggestions on how to improve the experience.

_____

_____

_____

_____

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.

Mid Peninsula Athletic Association
Organization

March 5, 2024
Date Signed

L. Austin
Signature of Authorized Representative

Executive Director
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.

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 Boxing Club
Address of Organization:	2528 Pulgas Avenue
Website:	www.rogueempiremma.com

Collaborating Organization:	
Website:	

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Michelle Carroll		
Email	meeshie_c@yahoo.com		
Phone	650-450-7361	Fax	

Grant Request

Amount Requested: **(Not to exceed $40,000)**	$ 40,000
Total Project Budget: **(For this project)**	$
Matching funds/in-kind donations? **(Yes/No)** Circle one. 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: Summer 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 (categories):

Children ☑ | Youth ☑ | Families ☑ | Seniors ☑

Check Age Group(s):

☐ 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 this program: 80-100
List the **total** number of Clients you intend to serve during this program: _____

Summer Program Timeline

What are your dates of service for this program? START: 6/17/24 END: 8/1/24

What days/nights will you run your program? (Ex: M-F) M-TH Hours? 10am-12, 4pm-6p 7pm-9pm

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 1, 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

3/6/24
Date Signed

Michelle Carroll
Printed Name

Title

BUDGET CHART

ORGANIZATION: East Palo Alto Boxing Club

Staff or personnel cost should not exceed 15% of the total sought from the Measure C/TOT Fund. Expenses incurred prior to grant awards are not eligible for funding. Insert additional rows as needed. Please round to the nearest dollar.

Personnel (lead applicant staff)

Title / Item	Justification	Narrative	TOT Funds	% of Grant Request	In-Kind Match	ash Match	Total Budget
Head Coach/ED	*1 person @ $30/h @ 250 hours*	*Head Coach manages all classes and is the Executive Director of the gym*	$7,500	19%	$0	$0	$3,960
Administrtor	*1 person @ $20/h @ 250 hours*	*Administrator manages the gym and all operational functions*	$5,000	13%			
N/A No Personnel Funding		All activities are managed on contributed					$0
		volunteer time.					$0
							$0
		Subtotal Personnel	**$12,500**	**32%**	**$0**	**$0**	**$12,500**
		Benefits at X%	0%	0%	0%	0%	
		Total Personnel	**$12,500**	**32%**	**$0**	**$0**	**$12,500**

Contractors/ Collaborative Partners

Title / Item	Justification	Narrative	TOT Funds	% of Grant Request	In-Kind Match	ash Match	Total Budget
Example: Direct Services Volunteers	*12 @ 4hrs @ 8 wks @ $15/hour*	*Volunteers provided by XYZ community group.*		0%	$0		$0
Wrestling coaches	*72hrs @ $30*	*Wrestling coach @ 3hrs/day x3 days*	$2,160	5%			
Boxing Coaches	*120hrs @ $30*	*Boxing coach @ 3hrs/day x5 days*	$3,600	9%			
Jiu Jitsu Coaches	*$40 @ 120hrs*	*Juijitsu coach @ 3hrs/day x5 days*	$4,800	12%			
Kickboxing Coaches	*80 hrs @ $30*	*Kickboxing @ 2hrs/day x5 days*	$2,400	6%			
Fitness Coaches	*80 hrs @ $25*	*Fitness coach @ 2hrs/day x5 days*	$2,000	5%			
All Volunteers		All activities are managed on contributed					$0
		volunteer time.					$0
		Total Contractual	**$14,960**	**37%**	**$0**	**$0**	**$14,960**

BUDGET CHART

ORGANIZATION: East Palo Alto Boxing Club

Materials and Supplies							
Title / Item	*Justification*	*Narrative*	*TOT Funds*	*% of Grant Request*	*In-Kind Match*	*Cash Match*	*Total Budget*
Gym exercise equipment	Gym	Exercise equipment for youth to use to work out in the gym	$2,500	6%			$2,500
Gloves, headgear, wraps	Gym	Materials for youth to use while working out in the gym	$3,000	8%			$3,000
							$0
		Total Materials/Supplies	**$5,500**	**14%**	**$0**	**$0**	**$5,500**

Other							
Title / Item	*Justification*	*Narrative*	*TOT Funds*	*% of Grant Request*	*In-Kind Match*	*ash Match*	*Total Budget*
Rent for Boxing gym	Gym	Rent for Boxing/MMA Gym (3450 per m	6,900	17%			$6,900
		Connected to MAC center safe zone					$0
		and study hall/tutoring available.					$0
		Total Other	**$6,900**	**17%**	**$0**	**$0**	**$6,900**

SUBTOTAL PROJECT (personnel, contractors, materials, other)	**$39,860**	**100%**	**$0**	**$0**	**$39,861**
TOTAL PROJECT (direct plus indirect)	**$39,860**	**100%**	**$0**	**$0**	**$39,861**

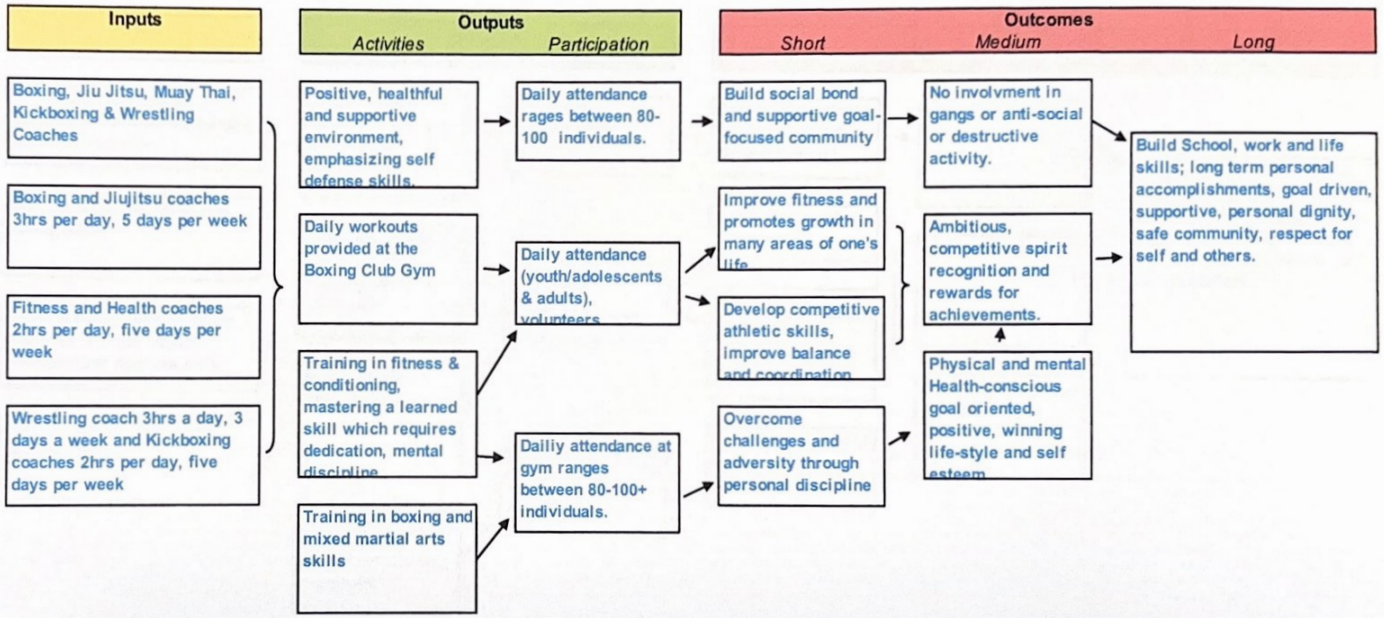
ADDITIONAL BUDGET NOTES

OTHER GRANT SOURCES FOR THE PROJECT			
List grants that have already been awarded to support the project, if any.			
Funder	**Amount**	**Time Frame**	**Additional Information**

Program: East Palo Alto Boxing Club

Budget: $ 27,460.00
Matching Funds: $ -
Timeline: June-August

Situation: **Objective 1: Provide activity opportunities for EPA youth in an environment that stimulates formation and pursuit of goals, personal discipline, instills the value of respect for self and others, attention to a healthy mind and life-style. Fitness and training programs at the gym open non-holiday weekday from approximately 7AM - 10AM and evenings from 4PM - 9PM.**



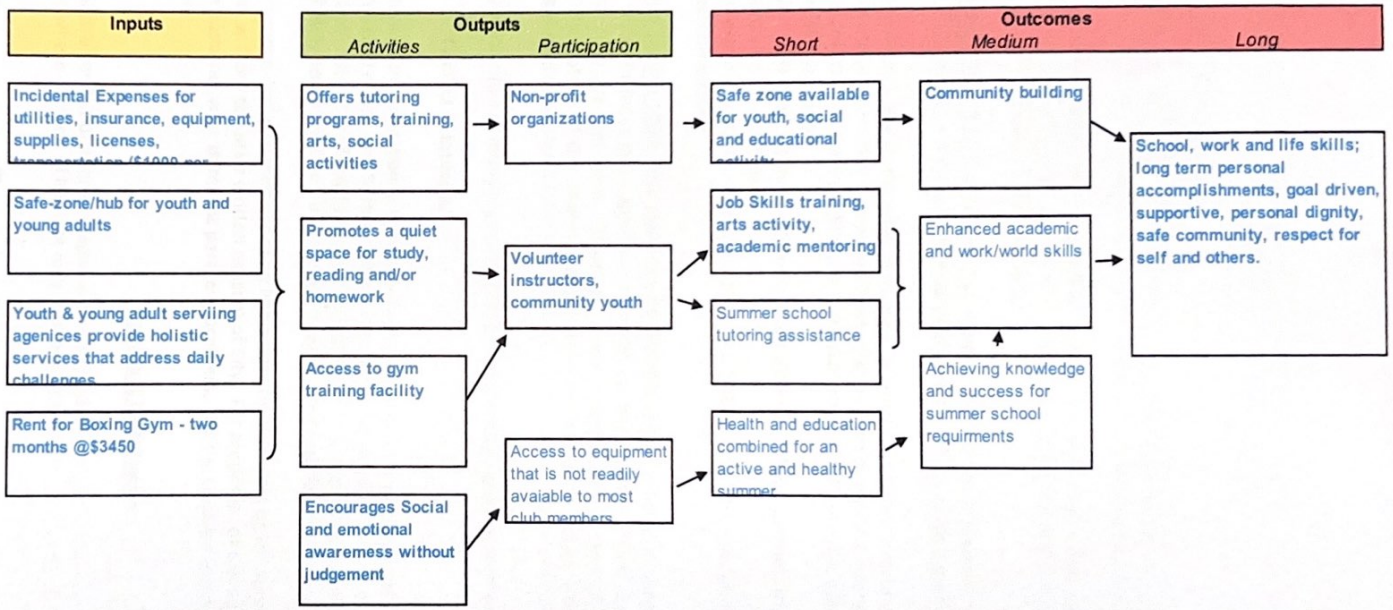
Assumptions and External Factors: Briefly highlight variables that could impact the successful implementation of this objective. Include discussion on how you plan to address these issues. (100 words or less)

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)

Program: Muhammad Ali Cultural Center

Budget: $ 12,400.00
Matching Funds: $ -
Timeline: June - August

Situation: **Objective 2: EPA Boxing Club facility for access to training and the Muhammad Ali Cultural Center is the space adjacent to the Boxing Gym, which provides a positive, safe-zone/hub for many youth and young adults, open to several non-profit organizations that offer tutoring, mentoring, academic assistance, job training, golf lessons, & social and emotional awareness, as well as a quiet place for study.**



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)

EAST PALO ALTO BOXING CLUB & MUHAMMAD ALI CENTER
Narrative for 2024 TOT Small Grant Application

Project Description, Objectives and Community Impact

EPA Boxing Club opens its boxing and mixed martial arts studio to all comers every non-holiday weeknights from approximately 4 PM to 9 PM, and mornings from approximately 7 AM to 10 AM. The Muhammad Ali Center is a community hub where several youth and young adult serving agencies unite to provide holistic services that address the challenges that prevent youth from living productive lives.

Our organization is driven by the commitment to improve community relations, help youth achieve their goals, and enhance educational attainment and outcomes. To have the greatest impact in reducing crime, violence and delinquency, EPA Boxing Club has historically been designed specifically, but not limited to, the hardest-to-reach and most-at-risk youth population. More recently, EPA Boxing Club has welcomed new residents of the community with an outstanding blend of the rich culture of East Palo Alto. Boxing and martial arts training features intensity, physicality and coolness factors that other programs lack to interest and serve the demographic of the youth who are most at risk. Our target population presents unique challenges and calls for imaginative solutions. We believe that respect is a philosophical cornerstone of most reputable, traditional martial art training facilities. In concept and practice, respect is key to how martial arts can help improve people's lives. This is particularly true regarding children and teen students, whose perceptions, attitudes and interpersonal skills are being influenced and developed. Boxing and martial arts challenges individuals to push their own personal boundaries and go beyond them. Reaching any ambitious goal such as earning a black belt requires hard work, discipline, and perseverance. Fulfilling these requirements to improve ourselves is an invaluable experience that develops a work ethic, confidence and sense of determination that serves us well in all aspects and stages of life. The respect that students develop for their teachers, fellow students, and their own abilities is projected, shared and applied to our interpersonal relationships at work, home, school and in the community. The practice of showing and earning respect for others leads most boxers and martial arts students to become better citizens, better leaders and better people overall.

Participation in the Boxing Club's programs and access to the Muhammad Ali Center gives youth an environment that stimulates formation and pursuit of goals, personal discipline and attention to a healthy life style. This disrupts and diverts youth away from the attraction of destructive activities such as gang involvement. One critical key to our success is an informal, authentic, non-bureaucratic "family" atmosphere. This enables us to reach and serve tough adolescents in a meaningful and effective manner even though it may be less than optimal in some ways for attendance recordkeeping, metrics and financial support. This tradeoff is a delicate balance; but ultimately, the Club's real-world community reputation and credibility are indispensable to viability and success in its mission.

Work Plan

The Club will continue to provide its core program, serving youth and adults of East Palo Alto with its fitness and training program, every non-holiday weeknight from approximately 4 PM to 9 PM, and mornings from approximately 7 AM to 10 AM.

The Club will continue to implement programs and improve the Muhammad Ali Center facility adjacent to the Boxing Club workout studio to continue to provide a safe-zone/hub for youth. Summer programs at the gym and center will consist of continuity of existing schedule, and availability of tutors for summer school education. Additionally, boot-camp classes will be implemented three times per week at the boxing gym. Kids MMA classes will continue throughout the summer every Monday – Thursday from 4:00 PM – 6PM.

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:	freshapproach.org

Collaborating Organization:	
Website:	

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Andy Ollove		
Email	andyollove@freshapproach.org		
Phone	925-771-2991	Fax	

Grant Request

Amount Requested: **(Not to exceed $40,000)**	$ $39,835
Total Project Budget: **(For this project)**	$ $107,334
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	$ $67,499
What is your organization's total annual operating budget?	$ $2,786,366.63
Please list the names of matching funding or in-kind donation sources:	
Costco Foundation, Packard Foundation, CDFA Specialty Crop Block Grant, Stanford Medicine Children's Health	

Have you received TOT funding previously? Yes [X] No [ ] Year(s)? 2018, 2019, 2023

Is that grant still active? Yes [ ] No [X]

If not, have you submitted your Closeout forms? Yes [X] No [ ]

Please indicate your service category: Summer Camp [ ] Leadership Development [ ]

Career/Employment/Entrepreneurship [ ] Crisis Intervention [ ]

Sports/Recreation [ ] Re-Entry/Diversion [ ] Other [X]

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 (categories):

Children [X] | Youth [X] | Families [X] | Seniors [X]

Check Age Group(s):

[X] under 5, [X] 5-10, [X] 10-15, [X] 15-18, [X] 18 – 24, [X] 25 – 64, [X] 65 & up

Clients Served:

List the number of **East Palo Alto** Clients you intend to serve during this program: 7,600
List the **total** number of Clients you intend to serve during this program: 7,600

Summer Program Timeline

What are your dates of service for this program? START: April 2024 END: November 2024

What days/nights will you run your program? (Ex: M-F) Wednesday Hours? 8:30am - 12:30pm

Acknowledgement

[X] 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.

[X] I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section 1, Item F. Contractual Requirements and additional requirements as a funded organization.

[X] 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	3/5/24 *Date Signed*
Laura deTar *Printed Name*	Executive Director *Title*

Connecting underserved residents with nourishing food in East Palo Alto (EPA).
Mission: Fresh Approach's mission is to connect communities with nourishing food from California farmers and expand knowledge about food and nutrition. This project connects low-income EPA households with locally grown, culturally appropriate food, enhancing health outcomes for entire families. It also creates resource-sharing, relationship-building through recreation, and educational opportunities on nutrition.
Organizational History: Fresh Approach's involvement in EPA is centered on managing the EPA Community Farmers' Market since 2018, following a merger with Collective Roots, another EPA-based nonprofit. Additionally, we've partnered with the Ravenswood Family Health Center since 2017 to provide nutrition education and distribute "prescription vouchers" redeemable for fruits and vegetables. Furthermore, our Collective Roots Community Garden, established in 2008, offers EPA residents access to free garden and climate resilience resources. This initiative has expanded to include collaboration with *Climate Resilient Communities* in installing rain gardens, enhancing environmental sustainability in the region.
Service Category: This project serves all three project priorities (Children/Youth, Family Services, and Seniors) through a holistic approach to providing affordable access to healthy, culturally appropriate food and nutrition education for seniors and families.
Work Plan & Timeline:
Goal 1: Provide Easy Access to Healthy Food, Promote Stronger Local Economies, Vibrant Neighborhoods, and Healthy People

- Objective 1.1: Operate the EPA Community Farmers' Market every week from April to November 2024, in alignment with Policy 6.2 of the Vista Plan 2035, which emphasizes retaining healthy food outlets in the city.
- Objective 1.2: Distribute $60,000 in Healthy Food Incentives to low-income families from April to November 2024, as recommended in Policy 6.4 of the Vista Plan 2035, which encourages providing financial incentives for farmers markets. A portion of these incentives will be distributed through other community based organizations and the Ravenswood Family Health Network.
- Objective 1.3: Integrate Zumba classes into the market activities, held every other week, from May to November 2024. These classes will not only promote physical activity but also create a lively and engaging atmosphere at the market, contributing to the creation of vibrant neighborhoods and healthy communities as outlined in the Vista Plan 2035.

Goal 2: Increase Access to Nutrition Education and Complementary Community Resources

- Objective 2.1: Host monthly cooking demonstrations at the market from May to November 2024 to enhance awareness of culturally appropriate fruits and vegetables, as recommended in Policy 6.1 of the Vista Plan 2035, which

emphasizes improving the food environment and promoting healthy eating habits.

- Objective 2.2: Implement a multi-language nutrition education and food access campaign with materials distributed through schools, social media, and other outlets to raise awareness.
- Objective 2.2: Organize regular tabling for local organizations during the summer months, providing community engagement and resource-sharing opportunities.

Clients served: Through matching incentives programs and increased education around healthy food, we will serve 7,600 individuals; 5-10 volunteers and interns.

Improving Youth Academic Achievement: Recent research has underscored the correlation between increased consumption of fruits and vegetables and enhancements in cognitive function and mental well-being among young individuals (Carillo et al., 2019; Hayhoe et al., 2021). These findings align with the objectives in Goal HE-6 of the Vista Plan 2035, which aims to improve access to healthy food for all East Palo Alto residents, promoting healthier lifestyles and stronger academic outcomes for youth.

Supportive Community Environment: The EPA Community Farmers' Market, in line with the Vista Plan 2035, serves as a hub for promoting healthy behaviors and community connections. Collaborating with local partners (including The Primary School, Nuestra Casa, Mannakin Theater & Dance, Boys and Girls Club, College Track, the Ravenswood Family Health Center, and the EPACENTER), we aim to enhance access to healthy food and nutrition education, fostering vibrant neighborhoods and stronger local economies. Additionally, Zumba classes will be integrated into market activities to promote physical activity and community engagement.

Lead staff: Isabel Medina, South Bay Food Access Program Manager, who has managed the EPA Farmers Market since 2018, coordinating with dozens of farmers and vendors to sell at the market, and organizing market promotion with community partners; **Lizette Claderon, Food Access Program Specialist**, who started with Fresh Approach in 2019 supporting the operations at the EPA Farmers Market and the Mobile Farmers' Market.

Proposed Budget: The total budget requested for this healthy food access and community wellness project is $107,334, and $39,835 is requested from the TOT grant program. Matching funds are provided through grants and partnerships with Stanford Children's Health, the California Department of Agriculture, and the Costco Foundation. This budget will facilitate an expansion of programming and community impact goals in several key areas: Increasing the proportion of Healthy Food Incentives distributed to low-income residents via health clinics and community organizations, improving accessibility. Supporting operating costs for new offerings like biweekly Zumba classes which promote community vibrancy and wellness. Enabling pursuit of larger-scale grants to amplify the project's influence on nutrition, public health, and economic growth in EPA.

Personnel (lead applicant staff)							
Title / Item	*Justification*	*Narrative*	*TOT Funds*	*% of Grant Request*	*In-Kind Match*	*Cash Match*	*Total Budget*
Isabel Medina, Food Access Program Manager	1 person @ $40.24/h @ 140 hours (8 months*4 h/week)	Oversee and manage project, lead data collection and evaluation; cash match provided by Costco Foundation	$2,189	5.50%		$2,962	$5,151
Lizette Calderon, Program Specialist	1 person @ $34.99/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	$7,838	19.68%	$0	$8,957	$16,795
		Subtotal Personnel	**$10,027**	**25.17%**	**$0**	**$11,919**	**$21,946**
		Benefits at 30%	$3,008.04	7.55%	0%	$3,575.73	$6,583.78
		Total Personnel	**$13,035**	**32.72%**	**$0**	**$15,495**	**$28,530**

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 Costco Foundation, and Stanford Medicine Children's Health	$25,000	62.76%		$35,000	$60,000
Promotion/Outreach of the EPA Community Farmers' Market and its Matching Incentives		Flyers, posters, banners, flags, ads, etc., cash match provided by CDFA Speciality Crop Block Grant	$0	0%		$2,000	$2,000
Market and matching programs operating expenses		Market Transaction equipment, including wifi service, and new tables, cash match provided by Stanford Children's Health	$200	1%		$4,700	$4,900
Community Wellness Offerings at the EPA Community Farmers' Market		Zumba/yoga classes offered bi-weekly at the EPA Community Farmers' Market ($100/class twice month*8 months)	$1,600	4%		$0	$1,600
		Total Materials/Supplies	**$26,800**	**63%**	**$0**	**$41,700**	**$68,500**

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 CDFA	0	0%		$10,304.00	$10,304
		Total Other	**$0**	**0%**	**$0**	**$10,304**	**$10,304**

SUBTOTAL PROJECT (personnel, materials, other)	**$39,835**	**100.00%**	**$0**	**$67,499**	**$97,030**
TOTAL PROJECT (direct plus indirect)	**$39,835**	**100.00%**	**$0**	**$67,499**	**$107,334**

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	$40,445	9/1/23 - 8/1/24	EPA Market operation/matching programs, outreach campaign in San Mateo and Santa Clara counties, farmer technical assistance, and community wellness offerings
CDFA Specialty Crop Block Grant Program	$12,054	2/1/22 - 1/31/25	Culturally relevant marketing campaign to promote local produce
Costco Foundation	$15,000	10/16/23 - 9/1/24	Support for matching incentives and community wellness offerings
Total	$67,499		

Agency That Will Receive Funding	Budget Item	Project Budget	
	Agency 1 total	TOT Funds Requested	Other Secured Funds
Fresh Approach	Complete Budget	$ 39,834.86	$67,498.84
	Agency 3 total		
	Agency 4 total		
ALL AGENCIES	**Grand Total**	$ 39,834.86	$ 67,498.84

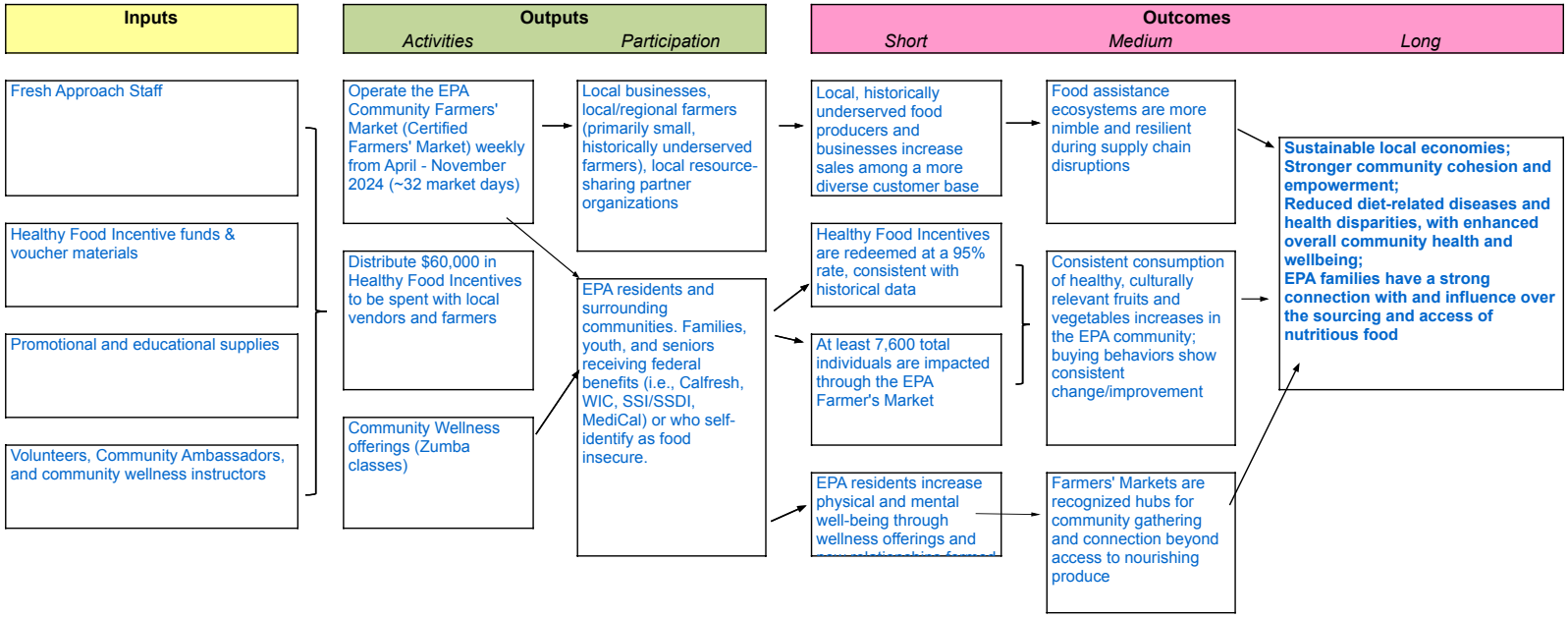
ORGANIZATION **Fresh Approach**

Budget: $ 34,324.00

Matching Funds: $ 52,546.00

Timeline: April 2024 - November 2024

Situation: East Palo Alto includes three census tracts that are designated as low income/low access according to the USDA Food Atlas Map. In the last 3 years, CalFresh participation has risen 27% in the County, indicating an overall increase in economic instability, particularly among limited-resource communities and households of color. **Objective 1: Provide Easy Access to Healthy Food, Promote Stronger Local Economies, Vibrant Neighborhoods, and Healthy People.** Outcomes: The market will operate for a minimum of 32 days between April and November 2024. Additionally, $60,000 worth of incentives for fruits and vegetables will be distributed for use at the market. We anticipate that 95% of survey respondents will report positive changes in their fruit and vegetable consumption. Zumba classes will be offered every other week at the market to encourage physical activity and community engagement.



Assumptions and External Factors: Assumptions include ability to operate in-person community events, ability for market vendors to accept Healthy Food Incentives, and reliable availability of volunteers. Potential challenges for this project include: low resident participation due to lack of time, transportation, or social stigmas; threats to the Market Match program in the CA state budget. Challenges will be mitigated by fostering strong partnerships with agencies offering community services, and curating a welcoming market environment with clear, multi-lingual messaging; and by engaging in advocacy efforts for more equitable access to healthy foods for all residents.

Evaluation: We will be collecting the following data: number, demographics and frequency of shoppers and match program participation; incentives distributed and redemption rate (proxy for consumption) at the EPA Community Farmers' Market. We also offer pre and post surveys to assess changes in shopping behaviours and eating habits, as well as gather information on food security status. We meet regularly with our Community Advisory Board, which includes EPA residents, to solicit input on program function.

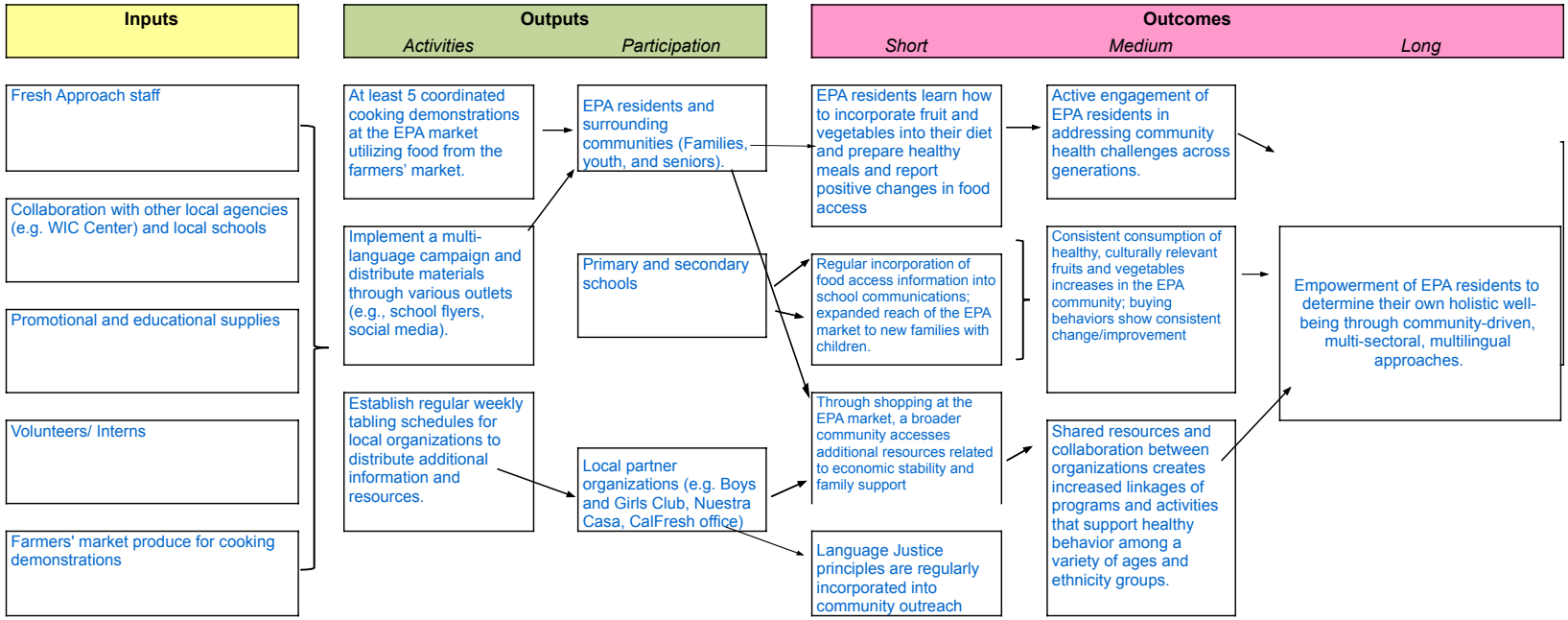
Program: Fresh Approach **Logic Model**

Budget: $5,510

Matching Funds: $4,648

Timeline: April 2024 - November 2024

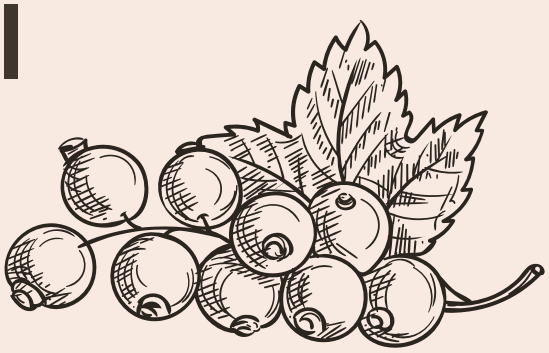
Situation: Households that do receive SNAP benefits face resource and social constraints to finding local sources of fresh, nutritious foods, including accessing farmers' markets. This is reflected in the fact that over 80% of SNAP benefits are used at superstores and supermarkets, yet less than 0.1% are spent at farmers' markets. **Objective 2: Expand awareness for culturally relevant fruits and vegetables, market healthy food incentives, and other benefit programs to families through a multi-language marketing and outreach campaign, including promotion to local schools and other community partners, and hosting monthly cooking demonstrations/recipe promotions at the EPA market.** Outcomes: At least 5 cooking demonstrations are held, resulting in increased knowledge and consumption of fruits/vegetables; local tabling and multilingual community outreach reach new families, particularly those with children; food access resources become more regularly linked to broader efforts to address economic instability

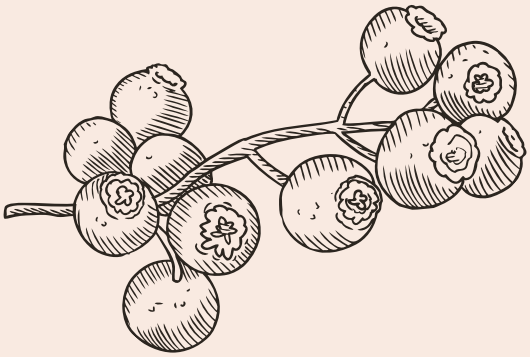


Assumptions and External Factors: Assumptions include conditions for in-person community events, ongoing existence for all community partners, and availability of volunteers. In any project that is collaborative, it will be important to maintain frequent communication to ensure partners are administering the project correctly and adhering to Fresh Approach principles of Language Justice. Additionally, it is the hope that new partnerships will develop between the organizations beyond the scope of the incentive program. The strategy to address this challenge will be maintaining a monthly contact cadence and arrange in-person visits whenever possible.

Evaluation: We will be collecting the following data – promotional materials distributed, media posts created, number of project beneficiaries/stakeholders reached, incentives distributed and redeemed at the EPA Community Farmers' Market. Bar codes on the vouchers distributed through outreach will allow to track redemption rates. We also offer pre and post surveys to assess changes in shopping behaviours and eating habits. Finally, we will meet regularly with our Community Advisory Board, which includes EPA residents, to solicit additional input on program function

Organizational Chart





- Board of Directors
  - Executive Director
    - Education & Engagement Program Director
      - Community Garden Program Manager
        - Community Garden Specialist
        - Community Garden Specialist 0.5 FTE
      - Nutrition Education Program Manager
        - East Bay Nutrition Education Specialist 0.5 FTE
        - East Bay Nutrition Education Specialist
        - Nutrition Education Specialist
        - South Bay Nutrition Education Specialist
    - Food Access Program Director
      - East Bay Food Access Program Manager
        - East Bay Food Access Specialist
        - East Bay Food Access Specialist 0.5 FTE
      - South Bay Food Access Program Manager
        - South Bay Food Access Specialist
        - South Bay Food Access Specialist 0.5 FTE
        - South Bay Food Access Marketing Specialist
        - Marketing & Communications Manager
          - Marketing Specialist 0.5 FTE (Remote)
    - Community Engagement Program Manager
      - Outreach & Engagement Specialist
      - Community Engagement Specialist 0.5 FTE
      - Volunteers, Interns, Community Ambassadors
    - Development Director
      - Development Specialist
    - Finance Manager
      - Finance & Administration Specialist
      - Finance Consultant

Fresh Approach
Connecting farmers & communities through nourishing food

5060 Commercial Circle, Ste. C
Concord, CA 94520
www.freshapproach.org | 925-771-2990
freshapproach@freshapproach.org

Fresh Approach Leadership Roster

Top Executive

Laura deTar - Executive Director

Board of Directors

McKinley Baker - Chair, Altman Solon

Petros Maskal - Vice Chair, US Dept of Agriculture

Kaitie Conrad - Secretary, Accenture Strategy

Allen Moy - Treasurer, Pacific Coast Farmer's Markets Association

Ed Chan - Board Member, Kaiser Permanente

Nicole Silva - Board Member, El Camino Health Medical Network

Jeanne Yu - Board Member, Los Altos High School

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:	www.epatt.org

Collaborating Organization:	NA
Website:	NA

*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: **(Not to exceed $40,000)**	**$ 40,000**
Total Project Budget: **(For this project)**	**$ 80,025**
Matching funds/in-kind donations? **(Yes)** Circle one. If yes, amount?	**$ 40,000**
What is your organization's total annual operating budget?	**$ 1,876,800**
Please list the names of matching funding or in-kind donation sources:	City of Menlo Park,
Meta Local Community Fund, Eucalyptus Foundation	

Have you received TOT funding previously? Yes X No

Please indicate your service category:
X Summer Camp X Sports/Recreation X Other (College Readiness Bootcamp)

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 (categories):

X Children X Youth X Families Seniors

Check Age Group(s):

X 5-10 X 10-15 X 15-18 18 – 24, 25 – 64, 65 & up

Clients Served:

List the number of **East Palo Alto** Clients you intend to serve during this program: 70

List the **total** number of Clients you intend to serve during this program: 80

Summer Program Timeline

What are your dates of service for this program? START: 6/24 END: 7/26

What days/nights will you run your program? (Ex: M-F) Monday - Friday

Hours? 8AM - 4PM (Kinder/1st Literacy) 9AM - 4PM (College Readiness Bootcamp for 6th-9th)

Acknowledgment

X 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.

X I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section 1, Item F. Contractual Requirements and additional requirements as a funded organization.

X 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 *Date Signed*

_____ _____

Printed Name *Title*

2024 COLLEGE READINESS
SUMMER PROGRAMS

EPATT is requesting funding for our College Readiness summer programs. We developed a Literacy Camp for rising kindergarteners and first graders to prepare students to be on a college track from an early age. Research supports that if students demonstrate academic mastery in the early grades, they are far less likely to fall behind in later grades and more likely to graduate and go to college. We first offered it in June 2022, and nearly all participants, non-readers at the start, learned to read in just four weeks. Our College Readiness Bootcamp for rising 6th to 9th graders is designed to help students achieve grade level in math and reading.

The five-week College Readiness summer programs are scheduled for June 24 - July 26. Literacy Camp will serve 25 students from the East Palo Alto community. Our goal is for at least 75% of students to read at or above grade level by the end of the program. We anticipate serving 30 middle and 25 high school students from the EPA community in our College Readiness Bootcamp. The program aims to help students achieve grade level in math and reading. It features weekly career talks by EPATT alumni and board members. One objective is to introduce students to various industries and trades.

Two of our partners are Cesar Chavez Ravenswood Middle School (CCRMS), which will provide classrooms, and the Ravenswood City School District (RCSD), which is considering incorporating EPATT's highly effective in-school tutoring program at district elementary schools. Other partners include the YMCA, Riekes Center, and Ecumenical Hunger Program.

The summer programs help us fulfill our broader organizational mission. We exist to equip youth to thrive in college and career pathways through academic one-on-one tutoring, parent empowerment, enrichment activities, mentorship, coaching, and tennis instruction. Even before the pandemic, many local students were not performing at grade level. We have observed that 6th - 9th graders are the most vulnerable. Without intervention, they will not likely catch up before graduating high school. There are few proven and effective interventions for middle school students struggling with reading and math. Tragically, "...the lowest-achieving students may further disengage from school, making it harder to graduate from high school and hold down even low-wage jobs…As the pandemic generation enters adulthood, they may face a lifetime of lost opportunities." (New York Times, "Students Are Making a 'Surprising' Rebound from Pandemic Closures. But Some May Never Catch Up", January 31, 2024) We are working tirelessly to help students recover and rebound from the pandemic - and we're making a difference.

For over 36 years, EPATT has used the unusual combination of tennis and tutoring to shrink the opportunity gap for local K-12 youth. Tutoring has been fundamental to our work; we are tutoring specialists. At EPATT, it entails academic skill-building, addressing the gaps in a student's knowledge, and boosting performance by focusing on a student's strengths with a tutor who knows them well. Our Executive Director, Kesha Weekes, co-authored and co-teaches a Stanford School of Education class on tutoring math. We offer students a safe, inclusive space where they feel welcomed. EPATT coaches and teachers serve as positive role models who reflect their students' lived experiences.

EPATT provides opportunities to support parents and builds community through workshops, meetings, activities, and a bi-weekly Friday BBQ, where parents can meet with staff and teachers to discuss student progress.

EPATT was founded as a summer tennis program in 1988. We added an academic component and expanded to a year-long format. After 10 years based in EPA, we moved to Stanford University, where we were headquartered for 23 years. In 2020, when the pandemic forced schools to close, we operated safe, distance-learning hubs for over 200 local students. In August 2024, the $3.6 million EPATT Center, comprised of six tennis courts and four EPATT classrooms, will open on the CCRMS campus.

Our summer programs will be led by Kesha Weekes, Christina Erwin, Elementary School Group (ESG) Director, Carmen Chavez, Middle School Group (MSG) Director, and Yasary "Yaya" Villalobos, High School Group (HSG) Director, as well as EPATT tennis coaches. They'll be joined by literacy specialists/reading teachers specializing in the Science of Reading methods, tutors, and high school interns. Kesha and Christina, both graduates of Stanford, have been at EPATT for 26 and 24 years, respectively. Carmen has many years of experience managing after-school programs and collaborating with community members. An EPA native, she enjoys helping prepare the next generation for college and career. Yasary has over 14 years of experience working with youth, families, and community services. She is a compassionate teacher focused on helping students reach important milestones while maintaining a healthy work-life balance and a thoughtful advocate for students and parents.

A full-court press is required to achieve our ambitious goals for our summer programs. Our proposed budget reflects the inputs required (qualified instructors, experienced tutors, field trips) to accomplish our objectives. In return, most of our youngest students will have learned to read, and most of our bootcamp students will have staved off the summer slide and reached or exceeded grade level in math and reading.

Inputs	Activities	Outputs	Outcomes	Impact
Staff, literacy specialists, tutors, and interns	One-on-one tutoring	Percentage of students who show improvement in reading and math	Increased confidence and self-esteem related to academic abilities	Closing the achievement gap: The program contributes to narrowing the disparity in academic performance between under-resourced students and their peers, ultimately leading to greater equity in education.
Classrooms	Implementing reading comprehension activities, literacy interventions, and strategies to improve students' reading fluency, vocabulary, and comprehension skills.	Number of students who continue with EPATT in the fall	Higher rates of school engagement	Breaking the cycle of poverty: By improving academic outcomes and fostering a positive learning environment, the program helps empower under-resourced children to pursue higher education and future career opportunities, potentially breaking the cycle of poverty in their families.
Collaborations with CCRMS, YMCA, EHP, and Riekes	Implementing math-based activities, interventions, and strategies to help students achieve grade level math	Total hours of tutoring provided	Increased interest in pursuing higher education or career opportunities.	Strengthening communities: As students succeed academically and socially, they become more engaged and productive members of their communities, contributing to positive social cohesion and collective well-being.
Tablets, WiFi, headphones, educational software	Providing mentorship and emotional support to students, fostering positive relationships, and promoting socio-emotional development and resilience.	Attendance rate of students	Progress towards grade-level proficiency in key academic areas	Building human capital: The program invests in the development of human capital by equipping students with the skills, knowledge, and confidence they need to succeed academically and thrive in their future endeavors.
Funding	College tours to broaden students' horizons, expose them to new experiences, and inspire them to attend college.	Number of assessments administered to track student progress	Development of study skills and organizational strategies.	Improving future life outcomes: Through enhanced academic performance, socio-emotional development, and access to resources, participants are better positioned to achieve their goals and lead fulfilling lives as productive members of society.
Tennis and fitness	Hosting parent workshops and 1: 1 parent meetings.	Number of extracurricular educational activities organized for program participants	Averted summer slide	Promoting lifelong learning: By instilling a love for learning and providing support beyond the classroom, the program fosters a culture of lifelong learning and continuous personal growth among participants.
Evaluation and assessment tools	Regularly assessing students' academic progress to ensure they're meet their evolving needs and learning goals.	Number of tutoring sessions conducted	Improved overall well-being and socio-emotional development.	Empowering individuals and families: Through increased educational attainment and socio-economic mobility, participants and their families gain greater agency and empowerment to shape their own futures and advocate for their needs.

2024 Summer Programs	# of students	Tutors	Literacy specialists	HS interns	Field trips*	Weekly Family Picnics	Materials	Food	Total
Kinder/1st grade Literacy Camp	25	$5,750	$3,300	$4,500	$6,000	$1,250	$1,000	$3,000	$24,800
College Readiness Bootcamp	55	$18,975	$11,000	$9,000	$7,000	$1,250	$2,000	$6,000	$55,225
	80								**$80,025**
* includes transportation									
Planned Kinder/1st grade Field Trips:									
1) Monterey Aquarium									
2) Hiking in the Baylands									
3) Zoo									
Planned Middle/High School Field Trips:									
1) Career exploration and college tours									
2) SkyZone									
3) Community Service									
We have secured or will request these matching funds:	**Received**	**Pending**							
City of Menlo Park	$8,000								
Meta Local Community Fund		$5,000							
Eucalyptus Foundation		$27,000	**Total**						
	$8,000	$32,000	**$40,000**						
We are requesting $40,000 from EPA TOT for our summer programs.									

Inputs	Activities	Outputs	Outcomes	Impact
Staff, literacy specialists, tutors, and interns	One-on-one tutoring	Number of students who learned to read	Increased confidence and self-esteem related to academic abilities	Closing the achievement gap: The program contributes to narrowing the disparity in academic performance between under-resourced students and their peers, ultimately leading to greater equity in education.
Classrooms	Educational games and field trips to reinforce learning concepts and engage students in interactive and hands-on learning experiences.	Number of students who continue with EPATT in the fall	Greater engagement and enthusiasm for learning	Breaking the cycle of poverty: By improving academic outcomes and fostering a positive learning environment, the program helps empower under-resourced children to pursue higher education and future career opportunities, potentially breaking the cycle of poverty in their families.
Tablets, WiFi, headphones, Zoom, educational software	Regularly assessing students' academic progress, tracking their performance, and adjusting instructional strategies as needed to meet their evolving needs and learning goals.	Number of assessments administered to track student progress	Decreased absenteeism and tardiness from school	Strengthening communities: As students succeed academically and socially, they become more engaged and productive members of their communities, contributing to positive social cohesion and collective well-being.
Funding	Reading comprehension activities and literacy interventions to improve students' reading fluency, vocabulary, and comprehension skills.	Percentage of students who show improvement in reading	Progress towards grade-level proficiency in key academic areas	Building human capital: The program invests in the development of human capital by equipping students with the skills, knowledge, and confidence they need to succeed academically and thrive in their future endeavors.
Training	Fostering positive relationships and promoting socio-emotional development and resilience.	Quantity of feedback surveys	Averted summer slide	Improving future life outcomes: Through enhanced academic performance, socio-emotional development, and access to resources, participants are better positioned to achieve their goals and lead fulfilling lives as productive members of society.
Evaluation and assessment tools	Hosting parent workshops and 1:1 parent meetings.	Number of extracurricular educational activities	Improved behavior and discipline within the school environment	Promoting lifelong learning: By instilling a love for learning and providing support beyond the classroom, the program fosters a culture of lifelong learning and continuous personal growth among participants.

epatt

2023-24 Board of Directors

Dan Turbow, **Chair**
Attorney
Los Altos
Joined Board in 2010

Irene Guerra, **Vice Chair**
Clinical Psychologist, Santa Clara Cty
EPATT alumna
San Jose
Joined Board in 2016

Dick Gould, **Secretary**
Vice Chairman, TeachAids
EPATT Founder
Palo Alto
Joined Board in 2011

Nate Taylor, **Treasurer**
Co-Head of Global Private Equity, KKR & Co.
Atherton
Joined Board in 2013

Christine Alloo
Community Volunteer
Los Altos
Joined Board in 2009

Bill Dwight
Entrepreneur
Palo Alto
Joined Board in 2020

Dena Evans
Track Coach
Redwood City
Joined Board in 2021

Kurt Jaggers
Senior Advisor, TA Associates
Portola Valley
Joined Board in 2021

Mattias Johansson
Teacher, East Palo Alto Academy
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 HS
Menlo Park
Joined Board in 2016

Losaline Mafileo
Head Tennis Coach, Sacred Heart HS
EPATT alumna
East Palo Alto
Joined Board in 2022

Ann Mahowald
Community Volunteer
Atherton
Joined Board in 2020

Glenn Nash
Attorney, Sidley Austin
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

Verity Powell
Community Volunteer
Atherton
Joined Board in 2010

John Robinson
CEO, Group Robinson
Atherton
Joined Board in 2009

Ted Robinson
Sports Broadcaster
Atherton
Joined Board in 2013

epatt
Changing the Trajectory of Local Youth Since 1988

BOARD OF DIRECTORS

Dan Turbow, *Chair*

Irene Guerra, *Vice Chair*

Dick Gould, *Secretary*

Nate Taylor, *Treasurer*

Christine Alloo

Bill Dwight

Dena Evans

Kurt Jaggers

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Ann Lazier Mahowald

Glenn Nash

Marcia Pade

Nancy Paxton

Verity Powell

John Robinson

Ted Robinson

PRESIDENT'S COUNCIL

Cameron Bianchi

Sue Diekman

Rick Fluegel

The Gifford Family

Jeff Pickard

Sven-Erik Simonsen

Tad Taube

EXECUTIVE DIRECTOR

Kesha Weekes

CHECK LIST	
1. Application (pp. 7-8) • Narrative (2 pages max) • Describe your organization briefly. • Work Plan: For this project. • Attachments (Submit as Word Documents) • Budget • Logic Model	X
• **TOT Compliance Policies** a. Conflict of Interest (COI) Certification b. Memorandum of Understanding (MOU) • 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.	X
• **IRS documents** a. 501(c)(3) Determination Letter: Or Copy of fiscal agent's 501(c)(3) determination letter b. Form 990 or 990 Exemption: Last 2 years	X
• **Financials** • Annual Budget: 2 years • Financial Statements: • Current YTD • Previous Year • Matching Funds: Commitment letter if applicable	X
• **Other** • Organizational Chart: • The chart should include the primary applicants' Board of Directors, the entire project team (all partners), and illustrate the relationship between the partners. • Board Members List: Including titles and addresses. • Executive Director Name: Or equivalent employee.	X

CITY OF EAST PALO ALTO –TOT

GRANT APPLICATION

COVERSHEET

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION

FORM. **Organizational Information**

Legal Name Organization:	Sign Gypsies/Fun Gypies dba Paris Sims- Hill (owner)
Address of Organization:	211 Daphne Way , East Palo Alto
Website:	

Collaborating Organization:	United Educators for Housing and Literacy
Website:	www.uehl.org

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Paris Sims- Hill		
Email	Parishill40@gmail.com		
Phone	650-933-3388	Fax	

Grant Request

Amount Requested: **(Not to exceed $40,000)**	**$ _40,000_____**
Total Project Budget: **(For this project)**	**$ _____**
Matching funds/in-kind donations? **(/No)**	**$ _____**

What is your organization's total annual operating budget?	**$ 30,000X_____**
Please list the names of matching funding or in-kind donation sources:	None

Have you received TOT funding previously? Yes ☐ No X Year(s)? _____

Is that grant still active? Yes ☐ No ☐ Not Applicable

If not, have you submitted your Closeout forms? Yes ☐ No ☐

Please indicate your service category: Summer Camp ☐ Leadership Development ☐

Career/Employment/Entrepreneurship ☐ Crisis Intervention ☐

Sports/Recreation ☐ Re-Entry/Diversion ☐ Other X Senior Citizens

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 (categories):

Children ☐ Youth ☐ Families ☐ Seniors X

Check Age Group(s):

☐ under 5, ☐ 5-10, ☐ 10-15, ☐ 15-18, ☐ 18 – 24, X 25 ☐ 64, X

65 & up

Clients Served:

List the number of **East Palo Alto** Clients you intend to serve during this program: 125
List the **total** number of Clients you intend to serve during this program: 125

Summer Program Timeline

What are your dates of service for this program? START: June 30th END: May 30, 2025

What days/nights will you run your program? (Ex: M-F) Tues or Thursday

Hours? 10 – 3pm approximately

Acknowledgement

☐X 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.

X I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section 1, 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.

Paris L Sims

Signature of Authorized Representative *Date Signed* 3/6/2024

Printed Name Paris L. Sims-Hill *title* (owner)

NARRATIVE:

In the heart of an East Palo Alto , there existed an extraordinary organization known as "Fun Gypsies." This unique group was on a mission to transform the lives of senior citizens by offering them exciting and enriching field trips, creating a tapestry of memories in their golden years.

Founded by a group of passionate individuals who believed in "age is just a number," Fun Gypsies aimed to break the stereotypes surrounding senior citizens and prove that life's greatest adventures can happen at any age. The organization was driven by the idea that every individual, regardless of their age, deserves the opportunity to explore, learn, and savor the world around them.

Fun Gypsies meticulously curated a diverse array of field trips, ensuring that each experience was tailored to the interests and physical abilities of its members. From cultural excursions to museums and art galleries to outdoor adventures like nature walks, every trip was designed to stimulate the mind, nourish the soul, and foster connections among the members.

The organization became a vibrant community, where laughter echoed through the bus rides, friendships blossomed over shared experiences, and a sense of camaraderie flourished. The volunteers are carefully chosen for their dedication, empathy, and a genuine passion for enriching the lives of the seniors.

Fun Gypsies also worked tirelessly to remove barriers that could limit participation. Specialized transportation services were provided to accommodate mobility challenges, and

each trip was meticulously planned to ensure safety and accessibility. The organization collaborated with local businesses and sponsors to make the experiences affordable, striving to include every senior who wished to embark on these golden adventures.

As word spread about the transformative journeys offered by Fun Gypsies, the organization's impact rippled through the community. Many began to witness the positive changes in their loved ones, who returned from trips with newfound energy, a sparkle in their eyes, and a renewed zest for life.

Workplan/ Schedule

June 2024- August 2024

- Cache Creek Casino
- Filoni Gardens
- Japanese Tea Garden
- SF Conservatory of Flowers
- Thunder valley Casino

(Note – Provide Lunch/ Snacks for all activities)

June 2024 – October 2024

- Senior Pool Walk at the YMCA
  - Partnered with the YMCA to open the pool 3 times a week for Senior to exercise

October 2024

- Senior Health fair
  - Healthy Habits
  - On Site therapist to discuss loneliness
  - Chair Exercise and Movement
  - Activities available in the city
  - Resources for (Housing, medicine, meal delivery, transportation)
  - Blood pressure checks
  - SWAG
  -

(Note – Looking to partner with other organizations that can assist with assisting with prevention measures. Options – Ravenswood Clinic, Stanford Rehab , Tracy Vanhook , ABC fitness, and others that already have a presence and vested interest within our city)

November 2024

- Holiday Brunch w/ Jazz

December 2024

- Holiday Play/ Performing Arts TBD
- Cookie Decorating with music (YMCA)
- Holiday Light Excursion (Fantasy of Lights)

February 2025

- Black History Museum (Oakland)
- Other Black History Month Activities

March 2025 – April 2025

- San Jose Mexican Heritage Plaza (Celebrating Cesar Chavez)

May 2025

- Sip and Paint Activity

August 2024 - June 2025

- Bi- Monthly Technology Day

Goals/ Objective

1. **Physical Health and Fitness:**
    - Increase senior participants' physical activity levels by offering a variety of exercise classes in the summer like pool time and sitting stretches.
    - Improve mobility and flexibility through targeted exercises and activities tailored to seniors' needs.
2. **Cognitive Stimulation:**
    - Provide stimulating mental activities, such as brain games, puzzles, and educational workshops, to promote cognitive function and prevent mental decline.
    - Facilitate access to technology training sessions to enhance seniors' digital literacy and keep them connected in the modern world.
3. **Social Interaction and Community Building:**
    - Create a supportive and inclusive community where seniors can build meaningful connections with their peers.
    - Organize regular social events, such as group outings, potluck dinners, and themed parties, to encourage socialization.
    - Implement buddy systems or mentorship programs to ensure that all seniors feel included and supported.
4. **Emotional Well-being:**
    - Offer therapeutic activities like art therapy, music therapy, and mindfulness sessions to promote emotional well-being.
    - Establish support groups to address emotional and psychological needs.

- Encourage the expression of creativity and individuality through artistic and craft-based activities.

5. **Safety and Independence:**
    - Provide workshops and resources on senior safety and fall prevention.
    - Offer classes or demonstrations on cooking, nutrition, and healthy meal planning to support independent living.
    - Collaborate with local services to ensure seniors have access to transportation options and other essential services.
6. **Celebrating Milestones and Achievements:**
    - Recognize and celebrate seniors' birthdays, anniversaries, and personal achievements to create a sense of joy and accomplishment.
    - Establish a system for acknowledging and rewarding participation and accomplishments in various activities.
7. **Feedback and Continuous Improvement:**
    - Regularly gather feedback from seniors to assess the effectiveness of the activities and identify areas for improvement.
    - Adapt the program based on feedback, emerging trends, and the changing needs and preferences of the senior community.
    - Foster a sense of ownership and involvement by involving seniors in the planning and decision-making process for activities.

How many clients you intend to serve;

Most of our activities range from serving 20 -25 Senior per activity. In total we plan on hosting 13 activities for the year to support 20 Seniors for a total of 260. With the exception of the Senior Health Fair approximately an additional 75- 100.

Project partners (if any);

Unites Educators for Housing and Literary, YMCA , Senior Center Inc. (EPA)

How this project helps your organization fulfill its broader organizational mission; (Please include your organization's mission statement);

At Fun Gypsies , our mission is to empower seniors to live vibrant, fulfilling lives by promoting holistic health and well-being. We are committed to providing innovative and personalized solutions that enhance physical fitness, stimulate cognitive vitality, foster meaningful social connections, and support emotional resilience. Through collaborative community engagement and a comprehensive approach to senior care, we strive to create an environment where every senior can thrive, maintaining their independence and celebrating the richness of their life experiences. Our unwavering dedication is to inspire and enable a healthier, happier, and

more active lifestyle for seniors, ensuring that the golden years are truly a time of joy, fulfillment, and continued growth."

How proposed program activities will increase or help Seniors positively which will develop their social skills. Evidence based strategies will be viewed favorably:

1. **Social Events and Outings:**
    - **Increased Interaction:** Regular social events and outings provide opportunities for seniors to interact with their peers in a relaxed setting, fostering new friendships and connections.
    - **Shared Experiences:** Participating in group activities creates shared experiences, giving seniors common ground for conversation and building a sense of camaraderie.
2. **Supportive Community:**
    - **Inclusivity:** Emphasizing inclusivity and creating a supportive community ensures that every senior feels welcome and valued, reducing social isolation.
    - **Sense of Belonging:** Building a sense of belonging helps seniors feel more comfortable and open to social interactions, leading to the development of social skills.
3. **Buddy Systems and Mentorship Programs:**
    - **Building Relationships:** Pairing seniors through buddy systems or mentorship programs encourages the development of one-on-one relationships, allowing for deeper connections and personal growth.
    - **Shared Learning:** Seniors can learn from each other's experiences, fostering mutual support and providing opportunities for mentorship and guidance.
4. **Group Activities and Classes:**
    - **Collaborative Learning:** Participating in group activities and classes encourages collaboration, communication, and teamwork, enhancing seniors' ability to engage in social settings.
    - **Skill Enhancement:** Learning new skills together promotes a shared sense of achievement and provides common topics for discussion, breaking the ice in social situations.
5. **Celebrating Milestones:**
    - **Positive Reinforcement:** Recognizing and celebrating seniors' birthdays, anniversaries, and achievements creates a positive atmosphere, reinforcing a sense of community and encouraging social interaction.
    - **Increased Social Participation:** Knowing that their milestones are acknowledged and celebrated motivates seniors to actively participate in social events and activities.
6. **Feedback and Continuous Improvement:**

- **Empowerment Through Participation:** Involving seniors in the feedback and improvement process empowers them, making them feel heard and valued within the community.
- **Sense of Ownership:** Contributing to program planning and decision-making fosters a sense of ownership, leading to increased engagement and social interaction.

Overall, the multifaceted approach of the proposed program activities aims to create a dynamic and socially enriching environment for seniors, promoting the positive development of their social skills and contributing to an improved quality of life.

Your organizational history and qualifications providing direct services to the target population;

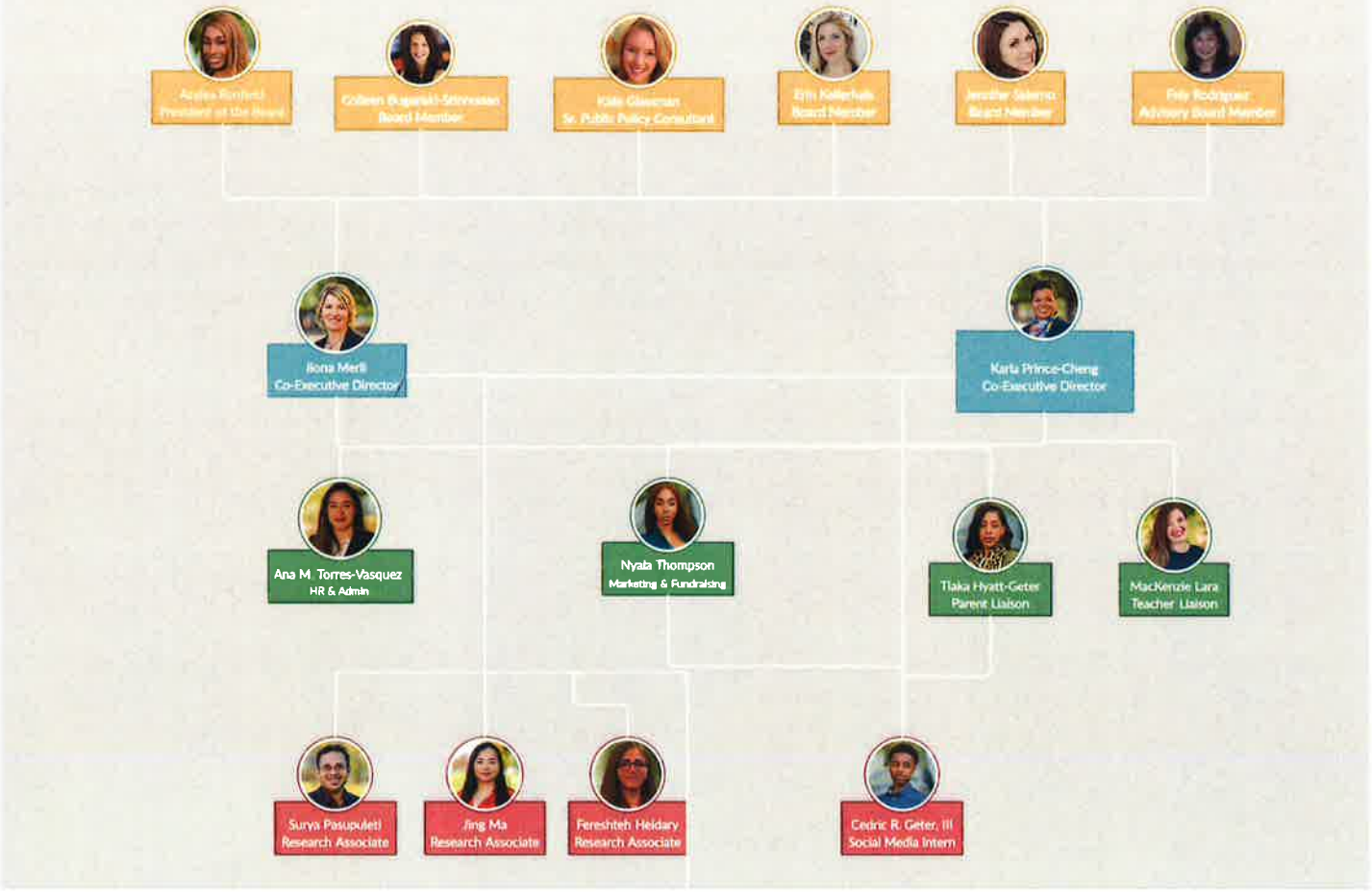
Fun Gypsies has been in existence for approximately 6 years. We have successfully in the previous years provided programming for our Senior community in East Palo Alto . The organization and its leaders continuously are involved with community service as a lifestyle. No rock goes unturned if there is a need and we are always willing to offer help and assistance. Member of our team is a trained Project Manager with over 20 years of professional experience and knows how to implement and execute programs. Other team members have years of experience as Life coaches and Community advocates. The value to help Seniors strengthen the mind that helps with correlation to dementia.

Project's proposed budget and how it supports the overall objectives and activities.

1. **Strategic Alignment:** The proposed budget demonstrates a clear alignment with the strategic goals and objectives outlined in our project plan. Each budgetary allocation corresponds directly to the key activities identified, ensuring that resources are allocated efficiently to achieve our desired outcomes.
2. **Resource Allocation:** The budget delineates a well-thought-out allocation of resources, encompassing personnel, materials, technology, and other essentials. This strategic distribution reflects a keen understanding of the project's needs and ensures that every element is adequately resourced for optimal performance.
3. **Risk Mitigation:** In recognizing potential risks and uncertainties, the budget includes contingencies to address unforeseen challenges that may arise during the project's lifecycle. This foresightedness enhances our ability to navigate uncertainties and adhere to timelines without compromising the quality of deliverables.
4. **Stakeholder Collaboration:** The proposed budget facilitates collaboration with key stakeholders by allocating resources for communication, coordination, and engagement activities. This ensures that our stakeholders are actively involved, well-informed, and supportive throughout the project, contributing to its success.
5. **Measurable Impact:** Clear metrics and performance indicators are embedded in the budget, facilitating the monitoring and evaluation of project progress. This commitment to measurable outcomes ensures accountability and provides a basis for adaptive management, allowing us to make informed decisions based on real-time data.
6. **Innovation and Sustainability:** The budget reflects a commitment to innovation and sustainability by allocating funds for research and development, as well as the implementation of environmentally friendly practices. This approach not only aligns with current industry standards but also positions the project for long-term success and positive environmental impact.

The proposed budget is not merely a financial plan but a strategic roadmap that reflects a deep understanding of our project's objectives and activities. Its thoughtful allocation of resources, risk mitigation measures

UEHL Organization & Board



Logic Model

Senior Programming

Overview and Objectives

Inputs:
Funding
Staff
Facilities
Partnerships

Activities:
Pool Walking
Educational Workshops
Social Events/Cultural Experience
Preventive Health Resource Fair

Measurable Indicators and Objectives
Objective 1: Increase in Physical Activity
Measurable Indicator: Number of Seniors Participating in Pool Classes
Target: 20% increase within the first year
Strategies:
Diverse exercise options
Attendance tracking
Incentivize regular attendance

Objective 2: Knowledge Enhancement on Health and Wellness
Measurable Indicator: Pre and Post-Workshop Knowledge Assessments
Target: 15% improvement in health literacy over the program's duration
Strategies:
Engaging workshop content

Objective 3: Community Engagement
Measurable Indicator: Attendance Rates at Social Events
Target: 25% increase in active participation within the community
Strategies:
Diversify social events
Gather feedback through surveys
Targeted marketing for increased attendance

Evaluation and Impact
Evaluation and Assessment Strategies
Data Collection:
Regular assessment of measurable indicators
Participant surveys for qualitative feedback
Pre and post-program assessments

Expected Impact
Short-Term Outcomes:
Increased knowledge on health and wellness
Improved social connections
Enhanced physical well-being

Intermediate Outcomes:
Adoption of healthy behaviors
Increased engagement in community activities
Enhanced emotional well-being

Long-Term Impacts:
Improved quality of life for seniors
Reduced social isolation
Enhanced community well-being

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: **(Not to exceed $40,000)**	**$ 40,000**
Total Project Budget: **(For this project)**	**$ 40,000**
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	**$ 0**
What is your organization's total annual operating budget?	**$ 199,900 + 40,000 + $239,900.00**
Please list the names of matching funding or in-kind donation sources:	NA

Have you received TOT funding previously? No Year(s)? _____

Is that grant still active? No

If not, have you submitted your Closeout forms? na

Please indicate your service category: Sports/Recreation

Target Demographic: Boy and girls of all races from ages 5 to 18

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 (categories):

Children☒ | Youth☒ | Families ☐ | Seniors ☐

Check Age Group(s):

☐ 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 this program:
List the **total** number of Clients you intend to serve during this program: 14

Summer Program Timeline

What are your dates of service for this program? START: May 2024 END: Dec 2024

What days/nights will you run your program? (Ex: M-F) M, W, F Hours? 6:30 to 8:30

Acknowledgement

x 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.

x I agree to fully participate in the City of East Palo Alto's spirit of partnership (see Section 1, Item F. Contractual Requirements and additional requirements as a funded organization.

x 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.

LaTonya MeChelle
Signature of Authorized Representative

5 Mar 2024
Date Signed

LaTonya MeChelle
Printed Name

Director of Operations
Title

Attachment A: Paxton Sports Academy Narrative

Our mission at Paxton Sports Academy (PSA) is to serve our community by reaching and teaching our youth through basketball and academic assistance. We are dedicated to promoting a positive self-image by creating an environment of caring coaches, mentors, and tutors who passionately believe in the potential of our youth. Our goal is to empower them through basketball to embrace the highest values and develop a keen sense of responsibility towards themselves, their families, peers, and communities.

The new "A Better Me" program is an extension of our existing initiatives. This program will welcome a diverse group of fourteen boys and girls from various backgrounds ranging from 5 to 18, who will form the inaugural team for our organization's new A Better Me Program, which will allow us to create a personalized development plan for each youth. We are committed to tracking the progress of each participant closely, while on the court, at home, and school, ensuring that they receive the personalized attention and support they need to thrive. By monitoring their development in various areas and providing constructive feedback and guidance along the way, we aim to empower them to become resilient, confident, and compassionate individuals who are equipped to face the challenges of life head-on. Our primary objective is to facilitate the personal growth and development of each youth from the moment they join the program until they graduate high school.

The success stories of past participants who have benefitted from our current programs testify to the transformative power of sports, mentorship, and community support. Drawing from our impressive track record of a 95% success rate where youth who have been part of PSA have gone on to college, technical school, the military, or the workforce, and with 98% of participants steering clear of juvenile records and teenage pregnancies while in the program, we are confident that the "A Better Me" initiative will elevate our impact further. This program will enable us to enhance our focus on nurturing the overall well-being of our members and fostering a more holistic approach towards their development.

Our current members are part of our developed traveling team, providing them with opportunities to participate in 4 to 5 out-of-state college-level tournaments where their talent can be displayed to coaches and recruiters. Additionally, they engage in 10 to 15 in-state advanced tournaments to enhance their skills and experience. The new group of youth in the "A Better Me" program will have the chance to connect with our more experienced members, fostering camaraderie and inspiration as they witness their peers excel.

Although the new youth will not be participating in travel team games, they will be actively engaged in development-level basketball tournaments throughout Northern California every other weekend, where they will compete against other youth in their age group. We believe that facing challenges head-on is the best way to overcome fear and build resilience, and these tournaments will provide valuable opportunities for growth and skill development. As the skills of the new group progress, they will eventually transition to the traveling teams, where they can showcase their talents on a broader stage.

Furthermore, we will place a stronger emphasis on family involvement in our program. Parents will be required to submit bi-monthly progress reports from teachers, along with utilizing a newly designed form to keep us informed about their child's behavior at home. This collaboration ensures

that we have a comprehensive understanding of each participant's academic progress and personal development off the court, allowing us to provide tailored support and guidance as needed.

In addition to their basketball, home life, and academic commitments, our youth will also be required to participate in at least one community service activity, either organized by PSA or in collaboration with another organization. By engaging in community service, they will learn the importance of giving back, develop empathy, and cultivate a sense of social responsibility. These experiences will not only shape them as individuals but also foster a deeper connection to their communities and instill the value of making a positive impact beyond the basketball court.

The "A Better Me" program is not just a basketball program; it is an opportunity for our youth to discover their full potential, develop essential life skills, and embrace a greater sense of purpose and responsibility. By engaging in a combination of athletic competition, personal development activities, and community service initiatives, the participants are embarking on a transformative journey that will shape them into well-rounded individuals ready to make a positive impact in their communities and beyond.

Our diverse team at PSA is led by Tometrius Paxton, affectionately known as Coach Tee, along with a dedicated group of coaches. Coach Tee's leadership has been instrumental in the success of PSA over the past 15 years. He has been recognized for his exceptional coaching skills and commitment to the well-being of all members, regardless of their background.

In the last three years, Coach Tee has been invited multiple times to conduct camps and clinics in East Palo Alto City, Redwood City, and Vallejo, demonstrating the impact and reputation of his coaching expertise. Beyond his role as a coach, Coach Tee brings a wealth of community involvement through his 17-year tenure as a Senior Program Manager at Second Harvest Food Bank. In this role, he collaborates closely with community organizations to provide assistance and support to those in need.

Coach Tee's passion for youth, basketball, and community engagement is evident in his dedication to offering an affordable sports program. Understanding the financial challenges many families face, he ensures that PSA remains the most affordable option in the area, allowing children to stay engaged in organized sports and away from potential risks on the streets. His commitment to keeping the program accessible has earned him praise from parents and city officials alike.

Currently, PSA relies solely on fundraising efforts by the team and parents and donations to sustain its operations. With the introduction of the new program model and additional administrative team members, the academy aims to expand its sponsorship reach. By engaging sponsors on a broader scale and implementing a job program that allows donors' employees to match their contributions, PSA is poised to secure the necessary funding to support the "A Better Me" initiative.

The funds raised through sponsorships and donations will enable PSA to offer scholarships to new youth participants. These scholarships will cover participation fees, tournament expenses, uniforms, and the assignment of dedicated coaches and mentors to guide and support the development of each participant.

ATTACHMENT B: PAXTON SPORTS ACADEMY LOGIC MODEL FOR A BETTER ME PROGRAM

#1 Basketball Development

Inputs

- Qualified basketball coaches
- Age-appropriate basketball training resources
- Court time for practice sessions
- Access to basketball equipment and facilities

Activities

- Skill-specific drills and exercises during practice sessions
- Game simulations and strategy discussions
- Development basketball tournament participation
- Progress tracking and skill assessments

Outputs

- Improved shooting accuracy and technique
- Enhanced dribbling skills and ball handling
- Better defensive positioning and tactics
- Increased knowledge of basketball rules and strategies

Outcomes

- **Short-Term Outcome**: Demonstrable skill improvement in fundamental areas
- **Intermediate Outcome:** Ability to apply learned techniques in game situations
- **Long-Term Outcome**: Consistent performance and contributions during games

Tracking Methods

- Skills assessments before and after practice sessions
- Game statistics on shooting percentages, assists, and steals
- Coach's evaluations and feedback on skill progression

#2 Teamwork and Leadership Development

Inputs

- Team-building activities and exercises
- Leadership training workshops
- Assigning team roles and responsibilities
- Communication skills development resources

Activities

- Collaboration drills focusing on teamwork and trust
- Assigning rotating team captains to lead warm-ups and post-game reflections
- Team discussions on shared goals and strategies
- Peer mentoring sessions to encourage leadership skills

Outputs

- Enhanced communication and cooperation among team members
- Improved understanding of individual roles within the team
- Development of leadership qualities and accountability
- Increased sportsmanship and respect for teammates

Outcomes

- **Short-Term Outcome:** Strengthened team unity and support
- **Intermediate Outcome:** Clearer roles and responsibilities within the team
- **Long-Term Outcome:** Emergence of confident leaders and cohesive teamwork

Tracking Methods

- Observations of team dynamics during practice and gameplay
- Peer evaluations on communication and cooperation
- Coach assessments of leadership development and team dynamics

#3 Holistic Development of The Whole Person Concept

Inputs

- Personal development workshops and resources
- Mental health and well-being support services
- Family involvement programs and resources
- Access to mentorship and counseling services

Activities

- Personal growth workshops on self-esteem and resilience
- Mental wellness sessions focusing on stress management
- Individualized support for youth facing challenges
- Family-led discussions on goal setting and progress tracking

Outputs

- Improved self-confidence and emotional resilience
- Enhanced coping skills and stress management strategies
- Strengthened familial support and involvement
- Positive growth mindset and attitude towards personal development

Outcomes

- **Short-Term Outcome:** Boost in self-esteem and self-awareness
- **Intermediate Outcome:** Development of coping mechanisms and healthy emotional regulation
- **Long-Term Outcome:** Empowered individuals equipped to navigate life challenges

Tracking Methods

- Self-assessments and surveys on personal growth and well-being
- Feedback from mentors and counselors on progress
- Parental involvement in tracking behavioral changes and emotional support

These logic models above provide a structured framework for tracking the youth within the "A Better Me" program. The tracking methods are designed to monitor progress regularly during practices, games, and sessions, emphasizing the importance of parental involvement and comprehensive support for the participants' overall growth and development.

ATTACHMENT C: PAXTON SPORTS ACADEMY BUDGET FOR A Better Me Project Project			
Expense	**Price**	**Total**	
Youth Participation (Summer League)(May - Aug)	$800.00	14	$11,200.00
Youth Participation (Fall & Winter)(Sep - Dec)	$800.00	14	$11,200.00
Uniform (one time fee)	$150.00	14	$2,100.00
Insurance	$1,000.00	1	$1,000.00
Gym Rental (per 6 months)	$500.00	1	$500.00
Snacks For Tournments	$1,000.00	1	$1,000.00
Sports Equipment	$1,000.00	1	$1,000.00
Head Coach	$4,500.00	1	$4,500.00
Coach #2	$2,000.00	1	$2,000.00
Admin Team/ Life Coach	$3,000.00	1	$3,000.00
Marketing/Administrative Expenses	$2,500.00	1	$2,500.00
	Total		$40,000.00

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.

Paxton Sports Academy
Organization

5 March 2024
Date Signed

La Tonya McChelle
Signature of Authorized Representative

Director of Operations
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.

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, CA 94303
Website:	https://www.urbaneagles.org

Collaborating Organization:	N/A
Website:	

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	City of East Palo Alto, Community Services c/o Maurice Baker		
Email	commservices@cityofepa.org		
Phone	(650) 660-2527	Fax	

Grant Request

Amount Requested: **(Not to exceed $40,000)**	**$40,000.00**
Total Project Budget: **(For this project)**	**$ 40,000.00**
Matching funds/in-kind donations? **(No)** Circle one. If yes, amount?	**$ N/A**
What is your organization's total annual operating budget?	**$ 125,000.00**
Please list the names of matching funding or in-kind donation sources:	

Have you received TOT funding previously? Yes ☐ No ☒ Year(s)? N/A

Is that grant still active? Yes ☐ No ☐ N/A

If not, have you submitted your Closeout forms? Yes ☐ No ☐ N/A

Please indicate your service category: Summer 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 (categories):

Children ☒ | Youth ☒ | Families ☐ | Seniors ☐

Check Age Group(s):

☐ 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 this program: 50
List the **total** number of Clients you intend to serve during this program: 50

Summer Program Timeline

What are your dates of service for this program? START: June 2024 END: May 2025

What days/nights will you run your program? (Ex: M-F) T,Th, F Hours? Various

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

03/05/2024
Date Signed

Michael Mashack
Printed Name

Chief Executive Officer
Title

Bay Area Urban Eagles, Inc.

No Limits!

City of East Palo Alto
Small Grants Program-
Transient Occupancy
Tax Fund Proposal

1148 MANDELA COURT
EAST PALO ALTO, CA 94303
https://bayareaurbaneagles.org/

Education and Training Services: Bay Area Urban Eagles, Inc. is a 501(c)(3) charitable educational organization focused on providing training programs, workshops, and professional development opportunities for East Palo Alto residents ages 8-22 years of age. Our programs aim to inspire a passion for STEM education, expose the array of opportunities and career paths afforded by the aviation industry, and strengthen communities through accessible education. We have adopted an experiential approach to support, train, and gain the necessary proficiency and experience for aviation careers. As a grantee, Bay Area Urban Eagles aim to reduce, or totally eliminate, costs associated with education for disadvantaged youth within the city of East Palo Alto.

Goals and Objectives – Work Plan:

1. Deliver engaging educational programs year-round that introduce participants to a variety of STEM topics specific to the aviation industry (AVSTEM).
2. Foster mentorship and guidance by pairing youth participants with experienced aviation professionals.
3. Provide hands-on training and experiential learning by collaborating with local aviation professionals to facilitate practical training and on-the-job experience.

Expected Outputs & Outcomes:

1. Provide aviation related programs on a continual basis for at least 25 children aged 8 to 14 (category A) and 25 youths aged 15 to 22 (category B). Aviation programming includes but is not limited to the following:
    - Aviation Career Panelist Q&A sessions, STEM education programs, and three 12-week Private Pilot Ground School sessions.
2. Achieve at least 85% completion rate for training programs for all participants categories.
3. Serve at least 300 minority youth from East Palo Alto, aged 8 to 22, through one or multiple Bay Area Urban Eagles program offerings over the course of five years.
4. Improve the overall academic performance of participants in STEM and aviation-related academic programs by 40%.

Clients Served: A total of 50 beneficiaries will be enrolled in one or more of the various program offerings throughout the year– 25 children aged 8 to 14 (category A) and 25 youths aged 15 to 22 (category B).

Project Partners (if any): N/A

Project Timeline: Bay Area Urban Eagles (BAUE) has developed a comprehensive schedule that outlines the sequence of activities over the course of a year. This plan includes identifying potential participants, procuring necessary resources, organizing training, assigning mentors, monitoring progress, hosting a career panelist Q&A session, and collecting feedback from stakeholders. As a TOT grantee, BAUE can ensure that the array of associated program costs are adequately addressed so as to provide quality programs for youth participants. The timeline

ensures a systematic and efficient implementation of the project, with clear deadlines and roles for each activity.

Organizational Mission: BAUE aims to provide educational programs, mentorships, and resources that expose young minority individuals to the world of aviation and aerospace by inspiring, educating, and empowering those youth through aviation experiences, promoting STEM education, and career exploration.

Evidence-Based Impact of Proposed Programs: The aviation/STEM programs offered by BAUE are designed by NASA and the FAA. The programs are intended to develop critical thinking skills using practical applications of math and science. Participants develop leadership skills by working in teams and learn effective communication and decision making. A study published in the "Journal of Research in Science Teaching" found that students engaged in STEM activities performed better in mathematics and science assessments.

Community, Families, & Seniors: Aviation/STEM workshops are designed for youth and families to learn together. Participation is open to all East Palo Alto residents to provide opportunities for community members to explore new interests, career opportunities, and engage in lifelong learning.

Organizational History: Bay Area Urban Eagles, Inc. is a 501(c)(3) nonprofit educational organization founded in 2023 by an African American Informational Technology professional passionate about youth, community, and aviation. The organization started in the City of East Palo Alto but, as the name implies, aspires to serve minority youth in communities throughout the San Francisco Bay Area.

Management and Key Personnel

Michael Mashack - Founder/President: Over the past 20+ years, Michael has worked in the U.S. and Asia as an IT Program Manager with major consulting firms including Deloitte Consulting and Cognizant Technologies in various industries, most recently Healthcare and Pharma. He holds a Bachelor of Science Degree in Business Administration.

Amber Hicks - Vice President: Amber has spent 10 years working with Youth as a Coach, Mentor, and Therapist and, for the past 3 years, employed in the field of Aviation.

Dave Forter - Treasurer: Dave is a long-time resident of Menlo Park and a Commercial Pilot with an Instrument Rating for Single Engine Land and Seaplanes. He earned his first license in 1968 while still in the U.S. Marine Corps. Dave is currently retired but has spent most of his professional career in Silicon Valley.

Kristal Jordan - Secretary: Kristal has an MBA in Finance and Marketing, a passion for animals, and community service.

Curtis Robinson - Director of Operations

Neil Archibald, Oscar Martinez, and Asante Day - Certified Flight Instructors

Jazmaya Reynolds - Managing Member

Proposed Budget Outline

The following is a proposed budget outline that details the allocation of funds that will be used to support the variety of programs offered by Bay Area Urban Eagles.

TOT Funds Requested: $40,000
Program Development and Administration: $3,400 (8.5%)
Curriculum Development: $500
- Research learning models and design a curriculum for the Private Pilot Ground School and AVSTEM programs
- Finalize curriculum: create and print instructional aids, lesson plans, and workbooks for participants
Staff Training: $900
- Quarterly training sessions for volunteers and staff on the AVSTEM program and youth engagement strategies
Administration: $2,000
- Insurance, legal fees, and other administrative costs for a year
Marketing and Recruitment: $1,800 (4.5%)
Promotional Materials: $500
- Design and printing of brochures, business cards, and flyers.
Online Marketing: $300
- Website maintenance, participant registration add-on, feedback/survey ad-on
Community Outreach: $1,000
- Open House Events and activities to promote the program within the EPA community and schools.
Instructional Costs for Category A students: $14,200 (35.5%)
Lead Instructor Salary: $1,500
- Stipend for lead instructor to teach AVSTEM program three times a year
Educational Materials: $4,500
- Craft supplies, workbooks, writing utensils, drones, laptops, etc.

Equipment for Aviation Demonstrations: $2,000
- Desktop windtunnel, model airplanes, and hot air balloon launcher
Meeting room rental for four hours three times/year: $3,200
- Rental costs to conduct AVSTEM workshops
Guest Speakers: $3,000
- Fees for guest speakers from various aviation fields to inspire and educate students
Instructional Costs for Category B students: $18,600 (46.5%)
Instructor Salaries: $3,000
- Stipend for certified flight instructors to teach 12 week ground school sessions three times a year
Educational Materials: $4,000
- FAA textbooks, software subscriptions (ATC Live, Foreflight, FlightAware), workbooks, navigation plotters, calculators, etc.
Equipment: $8,500
- Aviation headsets, flight bags, kneeboards, fuel testers, flashlights, logbooks, multitools, etc.
Classroom rental: $3,100
- Rental costs to conduct classroom instruction
Contingency Fund: $2,000 (5%)
Unexpected Expenses: $2,000
- Reserved for unforeseen costs or emergencies

.

Operational Budget

Our operational budget for our project at Bay Area Urban Eagles Inc. is approximately $200,000. Below is the breakdown of the budget:

S/N	DESCRIPTION	AMOUNT ($)
1	Hangar and Classroom Lease (Palo Alto Airport)	53,500
2	Study Materials	30,000
3	Classroom and Office Furnishings	20,000
4	Flight Training Simulators and Software	80,500
5	Pilot Supplies	16,000
	TOTAL	200000

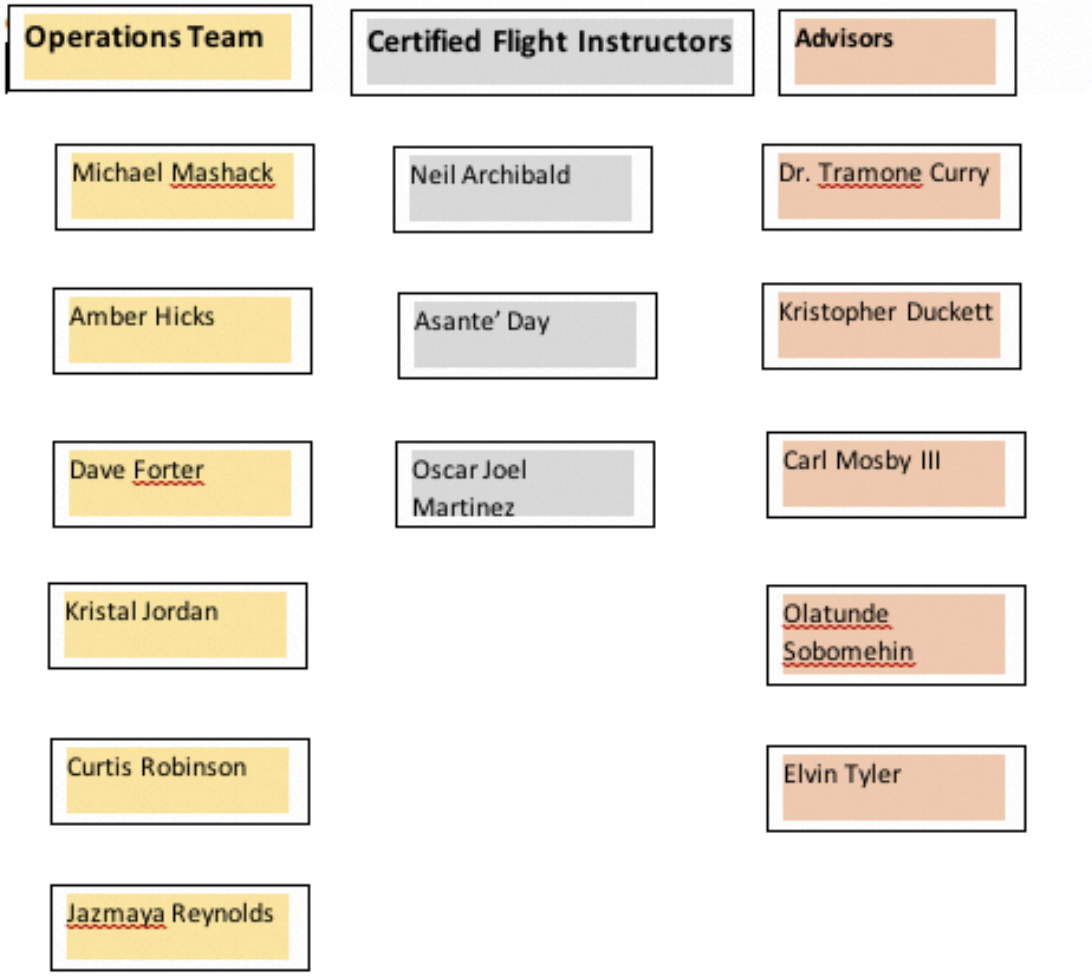
BUDGET JUSTIFICATION

1. **Lease for Hangar and Classroom at Palo Alto Airport: $53,500 -** Ensuring a dedicated, safe, and equipped space for learning and training is vital. This cost covers the lease for a suitable location conducive to aviation education, providing a secure environment for practical training and theoretical classes.
2. **Study Materials for Private Pilot Ground School & Aircraft Maintenance Courses: $30,000 -** Comprehensive educational resources are essential for quality education. This budget covers the purchase of up-to-date study materials and resources necessary for both Private Pilot Ground School and Aircraft Maintenance Courses, ensuring students have access to the latest information and materials for their studies.
3. **Classroom and Office Furnishings: $20,000 -** A conducive learning environment is crucial for effective education. This budget is allocated for purchasing desks, tables, chairs, and other necessary furnishings for the classroom and office spaces, fostering a comfortable and functional environment for both learning and administrative work.
4. **Flight Training Simulators and Software: $80,500 -** State-of-the-art technology significantly enhances hands-on learning. This expense covers the acquisition of advanced flight training simulators and accompanying software, providing students with realistic training experiences and exposure to various flight scenarios in a safe, controlled environment.
5. **Pilot Supplies (Headsets, Kneeboards, Logbooks): $16,000 -** Equipping students with essential tools is fundamental to their training. This budget is allocated for purchasing necessary pilot supplies such as headsets, kneeboards, and logbooks, ensuring students have the required equipment for their training sessions and future professional endeavors.

LOGIC MODEL for Bay Area Urban Eagles, Inc. AVSTEM and Private Pilot Ground School

Inputs	**Outputs**		**Outcomes**		
Budget: $40,000	*Activities*	*Participation*	*Short-Term*	*Intermediate-Term*	*Long-Term*
Equipment: Flight simulators, aircraft models, headsets, educational materials	**Curriculum Development & Instructor Training**	**Students Enrolled:** Number of students participating in the program.	**Increased Knowledge:** Students demonstrate increased knowledge in aviation science, technology, and careers.	**Academic Improvement:** Students exhibit improved academic performance in STEM subjects as a result of program participation.	**Workforce Development:** Contribute to the development of a skilled, diverse workforce for the aviation industry.
Staff: Program coordinators, instructors with aviation experts, Certified Flight Instructors	**Instruction:** AVSTEM Programs & Private Pilot Ground School Sessions	**Classes Conducted:** Number of instructional sessions, workshops, and seminars held.	**Skill Development:** Students develop practical skills in aviation, including basic flight simulation and aircraft maintenance.	**Career Aspirations:** Students express a desire to pursue further education or careers in aviation and related fields.	**Educational Pathways:** Establish clear pathways for students interested in pursuing further education and careers in aviation.
Facilities: Classroom and meeting rooms for practical instruction.	**Student Recruitment and Targeted Outreach**	**Certificates of Completion:** Number of students completing the program and receiving certificates.	**Enhanced Interest:** Students show increased interest in aviation and STEM fields as potential career paths.	**Community Engagement:** Increased awareness and interest in aviation among the wider community, including families and schools.	**Program Sustainability:** Secure ongoing funding and support to make the aviation youth program a sustainable, long-term initiative.

Organization Chart



CHECK LIST	

1. Application (pp. 7-8)
• Narrative (2 pages max)
  • Describe your organization briefly.
  • Work Plan: For this project.
• Attachments (Submit as Word Documents – Use online forms)
  • Budget
  • Logic Model
	■

• **Measure C/TOT Compliance Policies** a. Conflict of Interest (COI) Certification – (Use online form) b. Memorandum of Understanding (MOU) • 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.	■
• **IRS documents** a. 501(c)(3) Determination Letter: Or Copy of fiscal agent's 501(c)(3) determination letter b. Form 990 or 990 Exemption: Last 2 years	■

• **Financials**
• Annual Budget: 2 years
• Financial Statements:
  • Current YTD
  • Previous Year
• Matching Funds: Commitment letter if applicable
	■

• **Other** • Organizational Chart: • The chart should include the primary applicants' Board of Directors, the entire project team (all partners), and illustrate the relationship between the partners. • Board Members List: Including titles and addresses. • Executive Director Name: Or equivalent employee.	■

CITY OF EAST PALO ALTO –TOT

SMALL 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:	1950 Bay Road, East Palo Alto, CA 94303
Website:	www.collegefoundation.org

Collaborating Organization:	
Website:	

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Donna Chandra		
Email	dchandra@collegefoundation.org		
Phone	650-207-1396	Fax	

Grant Request

Amount Requested: **(Not to exceed $40,000)**	**$ 40,000**
Total Project Budget: **(For this project)**	**$ 49,875**
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	**$ 9,875+ other indirect costs**
What is your organization's total annual operating budget?	**$ 1,450,609**
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)? 2014-2019

Is that grant still active? Yes ☐ No ■

If not, have you submitted your Closeout forms? Yes ■ No ☐

Please indicate your service category: Summer Camp ☐ Leadership Development ☐

After School/Academic Support ■ Career/Employment/Entrepreneurship ☐

Crisis Intervention ☐ Sports & Recreation ☐ Re-Entry/Diversion ☐

STEAM PROGRAM at Cooley Landing ☐ Seniors ☐

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 (categories):

Children ☐ | Youth ■ | Families ■ | Seniors ☐

Check Age Group(s):

☐ 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 this program: **Approximately 110 students + their parents**

List the **total** number of Clients you intend to serve during this program: **Approximately 200 students + their families**

Summer Program Timeline

What are your dates of service for this program? START: June 1st END: December 31st

What days/nights will you run your program? (Ex: M-F) Generally Mon, Tue Thur (multiple programs) & Wed (Family Class Meetings)

Hours? Generally Mon, Tue, Thur (4pm-8pm) & Wed (6-8pm)

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 1, 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 R Applications and agree to submit any follow up documentation needed to verify (including but not limited to a 501(c)(3) tax letter). The signatory declares that: 1. authorized to sign on behalf of all entities in the partnership (if applicable); 2. the accurately outlines the extent, objectives, and methods of the project; and 3. the awarded, will be used solely for the purposes outlined in this application.

Signature of Authorized Representative

February 29th, 2024
Date Signed

Elizabeth Wells
Printed Name

Executive Director
Title

History and Mission

FCE's connections within East Palo Alto run deep. FCE was founded in 1995 and has been serving students and families in East Palo Alto for 29 years. FCE's mission is to increase the number of first-generation, low-income students of color from East Palo Alto and similar communities who graduate from a four-year college or university.

Program Successes

- 100% of our College Bound graduating seniors are admitted to a college or university
- 89% of our college graduates earn their Bachelor's Degrees within four to six years

FCE has become a nationally recognized leader in college access and persistence and the recipient of many awards/recognitions, including those from the Lumina Foundation, the Educational Policy Institute, The Palo Alto Weekly, Excelencia in Education, and the Palo Alto Weekly & Chamber of Commerce.

Work Plan for This Project

FCE is requesting a grant to cover general operating expenses from June 1-Dec 31, 2024 for the 3 programs listed in more detail below 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.

Programs

1. College Bound for high school students

- one-on-one and group tutoring
- college application instruction and support
- funds to pay for up to five college applications per student
- college tours in Northern California
- financial aid (FAFSA) and scholarship application guidance
- mental health awareness

FCE, as a community partner of Meta, assists in administering the Meta Summer Academy externship program for high school students from local under-resourced communities, where they gain hands-on experience at one of the world's leading tech companies.

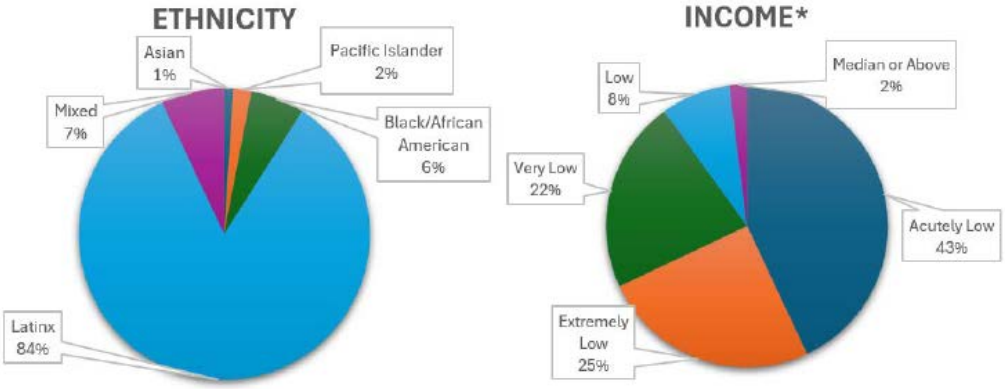
2. College Success for college students

- College transition week
- Academic advising
- Online tutoring
- Mentorship program
- Internship and career advising
- Mental health awareness
- Scholarships including 4 scholarships of up to $10,000 per year for four years for STEM students to fill the gap between tuition and financial aid

3. Family Engagement for families

FCE's parents are an integral part of our programs. College Bound families meet with other families in their grade once a month at Family Class Meetings, parents are invited to join our Parent Success Teams, and parents and their students meet with their Program Managers as often as needed to ensure a student's needs are being met. We also host three events a year where all families are invited to attend: Welcome Back in the Fall, Holiday Faire in the Winter, and Achievement Reception in the Summer.

Diversity & Socio-Economic Status
Our demographics are currently as follows:



* We are still collecting/updating information from our current cohort of students, but with approximately 71% of our students from 9th grade through 3rd year of college reporting so far, based on San Mateo County's Income Guidelines report.

Staff, Board and Advisory Board DEI
FCE's diverse staff and Board have lived experiences similar to those of the students and families we serve. This guides us in creating highly effective programming.

- Eight out of nine of FCE staff identify as POC, with our Executive Director identifying as Black/African-American. Moreover, eight out of nine of our staff were first-generation college students themselves. Two of our staff members live in East Palo Alto.

- FCE's Board is 43% POC; with our Board Chair being a woman of African and Chinese American descent. Two board members are former FCE employees (with one being a former FCE student herself who currently resides in East Palo Alto).

- FCE just added three alumni to our Advisory Board:
    - Alfonso Molina - FCE Alum - Medical Doctor and Fellow at Stanford
    - Ja'Net Lawrence - FCE Alum - Ambassador Team Coordinator, Behavioral Health Advisory Group Ambassador Team at One East Palo Alto
    - Laura Martinez - FCE Alum - Assistant Director of Admission & Tuition Assistance at Castilleja School and former youngest female Latina mayor of East Palo Alto

Foundation for a College Education
Tots Grant Budget
June 2024 - Dec 2024

	Academic Excellence	Cultural Skills Building	Family Class Meetings	Local College Tours	Parent Success Team	Student Leadership Program	Summer Orientation-CB	Total College Bound	Career Exposure and Workshops	Professional Mentoring	Summer Orientation-CS	Total College Success	Student and Family Events	Total Student and Family Events	TOTAL
Expenses															
Total 5000 Personnel (Indirect)	$ 500	$ 1,000	$ 1,000	$ 1,500	$ 500	$ 500	$ 2,500	$ 7,500	$ 2,000	$ 500	$ 2,000	$ 4,500	$ 0	$ 0	$ 12,000
Total 5500 Student Awards/grants/stipends (Direct)	$ 0	$ 0	$ 0	$ 1,200	$ 0	$ 1,250	$ 0	$ 2,450	$ 0	$ 5,000	$ 0	$ 5,000	$ 0	$ 0	$ 7,450
8000 Operations															
8026 Snacks and Meals for Students & Families	1,000		4,000	300	500		400	6,200			100	100		0	6,300
8065 Meetings/Conferences/Events for Students & Families		3,000						3,000				0		0	3,000
8084 Food and Beverage Events for Students & Families	400			1,500		250	3,000	5,150		750	1,875	2,625	4,100	4,100	11,875
Total 8000 Operations (Direct)	$ 1,400	$ 3,000	$ 4,000	$ 1,800	$ 500	$ 250	$ 3,400	$ 14,350	$ 0	$ 750	$ 1,975	$ 2,725	$ 4,100	$ 4,100	$ 21,175
8200 Travel & Out of Town Meals for Students & Families															
8220 Local Transportation for Students & Families		1,000		4,500				5,500	2,250			2,250		0	7,750
8240 Out of Town Meals for Students & Families				1,500				1,500				0		0	1,500
Total 8200 Travel & Out of Town for Students & Families (Direct)	$ 0	$ 1,000	$ 0	$ 6,000	$ 0	$ 0	$ 0	$ 7,000	$ 2,250	$ 0	$ 0	$ 2,250	$ 0	$ 0	$ 9,250
Total Expenses	$ 1,900	$ 5,000	$ 5,000	$ 10,500	$ 1,000	$ 2,000	$ 5,900	$ 31,300	$ 4,250	$ 6,250	$ 3,975	$ 14,475	$ 4,100	$ 4,100	$ 49,875

Total Requested TOTS Grant	Matching Funds
$ 40,000	$9,875 plus addional amounts to cover other indirect costs not included in this budget
30% Personnel costs/indirect student program costs	
70% Direct student program costs	

Budget: $40,000 grant	Logic Model for Program: College Bound (9th-12th Grade)
Matching Funds: $9,875 + other indirect costs Timeline: June 2024 – December 2024	Situation Statement: 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 Activities - What we will do	Outputs Participation – Who we will reach	Outcomes - Impact Short Term Results	Outcomes - Impact Medium Term Results	Outcomes - Impact Long Term Results
Staff, volunteers, space (financial resources to reserve additional space if needed), budget for supplies for various activities, prizes, and materials Meals, transportation, and tickets for local events	**Academic Excellence (AE) –** A quiet space dedicated for homework with access to tutors & senior advisors, snacks, and water for 4 hours per day, 3 days/week.	9th – 12th grade FCE students.	**AE -** 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.	**AE –** 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.	**100% of FCE graduating high school seniors will be accepted to a college or university** **AE –** High grades and/or GPA improvement over time. Students build long term study habits they will carry into college.**100% of FCE graduating high school seniors will have fulfilled A-G requirements for UC/CSU admissions**
	Family Class Meetings (FCM) – Monthly parent/student workshops for all grades; dinner is provided. Topics range from youth development to college preparedness.	9th – 12th grade FCE students and families.	**FCM –** Family class meetings provides students and families with tools that are relevant for them as they move forward in high school.	**FCM –** 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.	**FCM –** Parents and students have gathered tools, resources, and knowledge that will transfer into their college, while students continue to receive 1:1 support.
	College Tours – Happen in the Summer and Fall. Summer and Fall tours are one day long; FCE covers meals and transportation.	9th – 12th grader FCE students.	**College Tours –** Students get the opportunity to tour different college campuses that could be out of reach for them to visit (more than 1 hr. away). There are usually 15-20 spots on each tour.	**College Tours –** 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.	**College Tours –** 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.
	Summer Orientation – FCE students will attend week-long programming to prepare them for the following academic year. Food provided.	Rising 9th-12th grade FCE students.	**Summer Orientation –** 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.	**Summer Orientation –** Students attend orientation throughout FCE, understanding that expectations grow as they progress through school.	**Summer Orientation –** Students are prepared for orientation for FCE College Success as well as their new college orientations.
	Cultural Capital Programming (CC) – Monthly opportunities for students to attend events (plays, musicals, dance performances, etc.) with an emphasis on art and culture.	9th – 12th grader FCE students & families.	**CC Program –** Students gain exposure and experience with different cultural events; often not accessible until they begin college.	**CC Program –** Exposure from cultural events increases knowledge on culture which is a form of preparation for when students go onto college.	**CC Program –** 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.

Assumptions

- Students will be receptive to the program and will actively engage in learning and practicing the skills taught.
- Students will have access to the necessary resources (e.g. time, materials, technology) to participate fully in the program.
- Program staff and mentors will have the necessary skills and experience to effectively facilitate the program and support student learning.
- The school administration will be supportive of the program and will provide the necessary resources and support to ensure its success.
- Students will feel comfortable and safe in the program environment and will be willing to share their thoughts and feelings with peers and mentors.
- The program will be implemented as planned and will not face any unexpected barriers or challenges that could impact its effectiveness

External Factors

School, family plans, and community events and activities may compete with student attendance.

Access to getting to some of the cultural events – transportation needs to SF or SJ in particular.

Evaluation

- 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.
- Data will be collected to assess family participation numbers, content/material comprehension, understanding, and relevance for family class meetings.
- 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.

Budget: $40,000 TOT grant	Logic Model for Program: FCE's College Success Program
Matching Funds: $9,875 + other indirect costs **Timeline: June 2024 – December 2024**	**Situation Statement:** 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 **summer orientation** 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 **career panels,** FCE's **Professional Mentorship Program**, **workshops,** and other **career development** 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

1. EPACENTER facilities use
2. FCE Staff: Program Managers, College Success
3. Materials and Supplies
4. 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)
5. Transportation costs for Career Days
6. Student Stipends: for professional development and mentoring program
7. Workshop facilitator stipends

Outputs

Activities - What we will do

1. Conduct one-on-one meetings between each student and College Success Program Manager
2. Conduct a week-long summer transition program/orientation.
3. Facilitate community-building activities to help students bond with each other
4. Hosts workshops focused on career readiness, life skills, financial literacy, and academic success.

Participation – Who we will reach

1. 25 high school seniors in Class of 2024 & approximately 80 additional college students.
2. Parents of 1st year college students
3. Members of the community (college students) who are invited to our workshops

Outcomes - Impact

Short Term Results

Learning

1. Students will learn about the programs, services, and requirements of FCE's College Success Program.
2. 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.
3. Students will be able to identify 2-3 college resources for first-generation, low-income, students of color on their college campus.
4. Students will be able to explore their professional careers & majors.

Medium Term Results

Behavioral Action

1. Students will articulate what is needed to maintain their academic status and identify key offices.
2. Students will develop soft skills around time management, organization, asking for help, and networking.
3. Students will learn financial literacy skills such as budgeting and money management as young adults.
4. Students will learn career readiness and job seeking skills.

Long Term Results

Ultimate Impact

1. 89% of College Success students will graduate college within 4-6 years
2. Students will feel more prepared as they take the next step in their transition to college.
3. FCE students will report an increase in confidence in navigating their college campus in their first semester of college.
4. FCE students will report increased comfortability with self-advocacy and asking for help.
5. FCE students will report an increased comfortability with financial aid and financial literacy.

Assumptions

1. 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.
2. Students will continue to engage throughout the Fall 2024 1:1 meetings, online workshops, and community building activities
3. Students will apply the knowledge and skills learned during the program in their college journey.
4. Students will participate in the opt-in Professional Mentorship Program.
5. FCE will provide adequate funding and resources to support the program, including staff support.

External Factors

1. Student motivation and engagement
2. If a student has a summer job, internship, or college orientation date/summer program that conflicts with CTW
3. College policies and procedures may vary.
4. Economic and social conditions that may impact students' ability to succeed in college during the Fall of 2024

Evaluation

1. 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.
2. 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.
3. Academic Performance Data During Fall 2024: Collect data on the academic performance of program participants, such as GPA and retention rates, to assess the program's impact on academic success.

Budget: $40,000 TOT grant	Logic Model for Program: Family
Matching Funds: $9,875 + other indirect costs Timeline: June 2024 – December 2024	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.

Inputs What we will invest	Outputs Activities - What we will do	Outputs Participation – Who we will reach	Outcomes - Impact Short Term Results	Outcomes - Impact Medium Term Results	Outcomes - Impact Long Term Results
Staff, volunteers, space (financial resources to reserve additional space if needed), budget for supplies for various activities, prizes, and materials	• Monthly Parent Success Team meetings • Seasonal Events: a. Welcome Back Celebration/ Holiday Faire/Achievement Reception/Student retreat	Students and their families	**Learning** • 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. • Seasonal events: fosters community, celebrates our students, and generates strong relationships with our partners.	**Behavioral Action** • Parents and guardians feel more confident and informed to support their students and advocate for them in school. • Families feel a sense of camaraderie and belonging, increasing participation and retention.	**Ultimate Impact** • 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. • 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.

External Factors

- Parents have extremely busy schedules and can struggle with keeping up with additional meetings, especially in the evening time
- Parents who work the night shift might struggle with attendance

Assumptions

- Parents/guardians will be receptive to the Parent Success Team and program events and have the availability in their schedules.
- Parents/guardians will be open to providing support to one another
- Values will always align for higher education (topics discussed during the parent success team meetings)

Evaluation

- Open-door policy on feedback
- 2/year anonymous program evaluations to ensure efficacy and reevaluate need

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.

Foundation for a College Education
Organization

February 27th, 2024
Date Signed

Signature of Authorized Representative

Executive Director
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.

FCE 990 COVER SHEET

Attached are the 990s for FY '21 and '22. Our FY '23 990 is almost complete, at which time we file the 990 for FY '23 and will forward it to the City of East Palo Alto at that time.

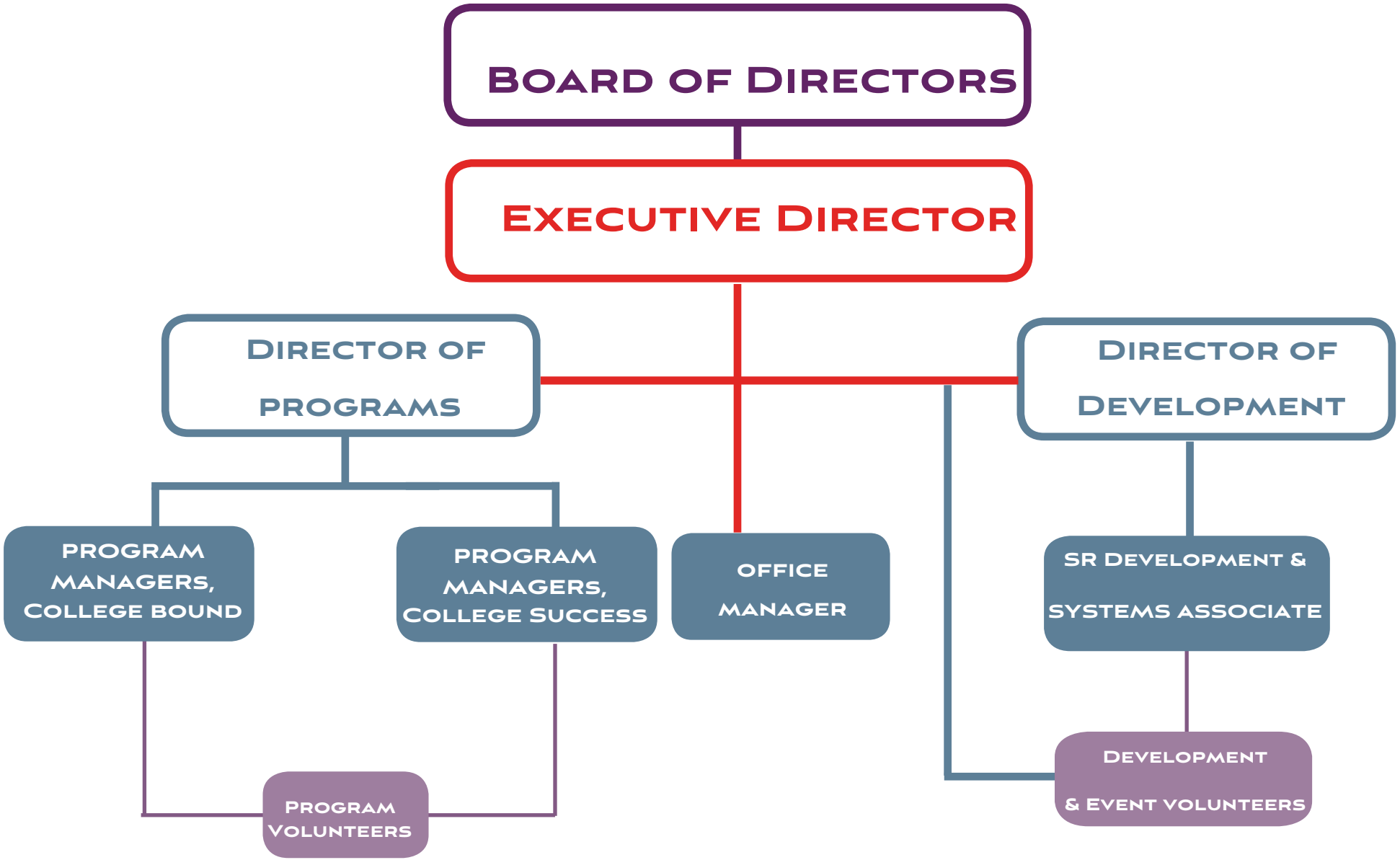
FOUNDATION FOR A COLLEGE EDUCATION

Matching Funds Statement

Foundation for a College Education intends to use $9,875 plus additional amounts to cover other indirect costs not included in this budget in addition to a TOT grant if awarded ($40k).

FOUNDATION FOR A COLLEGE EDUCATION

2022-2023 Organizational Chart



FOUNDATION FOR A COLLEGE EDUCATION

BOARD OF DIRECTORS AFFILIATION AND COMMITTEES FISCAL YEAR 2024

NAME & CITY	AFFILIATION	POSITION	FCE COMMITTEE(S)	YEARS OF SERVICE
Leila Jere	SMB Strategy Director, Customer Success Group, Salesforce	Board Chair	Executive; Nominations & Governance	5
Devin Gaines, MBA	SaaS Account Executive, Salesforce	Vice-Chair	Executive; Finance; Marketing Ad Hoc	5
Paul Resnick	Community Volunteer, Retired Investment Advisor	Treasurer	Executive; Chair, Finance; Fund Development; Nominations & Governance	4
Nadia Johnson, PhD	Educational Consultant	Secretary	Executive; Marketing Ad Hoc	2
Chris Andrews	Wealth Management Advisor, Northwestern Mutual		Finance	3
Rachel Boyce, JD	Associate, Cooley LLP		Marketing Ad Hoc	2
Janice Brody, PhD	Community Volunteer, Former Director of Development at FCE		Executive; Chair, Fund Development; Marketing Ad Hoc	10
Paul Collins, JD	Community Volunteer, Former Partner, Gibson, Dunn, & Crutcher LLP		Nominations & Governance	2
Joyce Latu-Fahamokioa	Senior Manager of Parent Program & Birth to Three Program, The Primary School FCE Alumna & Former FCE Staff Member		Nominations & Governance	2
Marissa McGee, MA	DEI Coordinator, Menlo Park & Ravenswood City School Districts Lecturer, Stanford University		Marketing Ad Hoc	2
Mary Pishny, MEd	Product Manager, Google		Fund Development	4
Nicole Rubin, MHSA	Founder & Principal, Impact Solutions, LLC		Executive; Chair, Nominations & Governance; Fund Development	3
Shelley Willig	College Advisor, Mid Peninsula High School		Fund Development	5
Leigh Winter Martin, MBA	Head of Sales & Marketing, Verdigris Technologies		Executive; Chair, Marketing Ad Hoc	2

The full Board of Directors meets in February, April, June, October and December, in addition to a retreat in the Summer. Years of service includes FY2024.

FOUNDATION FOR A COLLEGE EDUCATION

Executive Director

Elizabeth Wells is the Executive Director for Foundation for a College Education.

Elizabeth Wells is a fierce and passionate education advocate whose career has been dedicated to educational advocacy for at-risk youth. She is a first-generation African-American college graduate with a BA from U.C. Berkeley and a JD from Georgetown University Law Center. FCE's mission is personal to her because, as she tells FCE's students, she could have been an FCE student herself.

As a Senior Attorney at the Law Foundation of Silicon Valley, she had a demonstrated history of improving educational outcomes for disadvantaged youth. Elizabeth developed expertise in education law and foster youth policy initiatives that leveled the playing field for at-risk youth. She has a proven track record in project development and management, evaluating systems, streamlining procedures and processes with the end goal of improving outcomes. She has contributed to state and national policy initiatives for foster youth financial stability, and has been published nationally.

Elizabeth is a community leader with an ability to collaborate and foster partnerships that advance ESG goals. She has experience managing and training teams of diverse backgrounds and skill sets, as well as being proficient in Spanish.

Her commitment to educational equity for disadvantaged youth included volunteer roles at the Center for Social Justice and Public Service at Santa Clara Law and the Silicon Valley Urban Debate League.

Please see Elizabeth's full LinkedIn profile at: https://www.linkedin.com/in/elizabeth-wells-37ab9923/



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 In Peace, Inc.
Address of Organization:	321 Bell Street, East Palo Alto, CA 94303
Website:	liveinpeace.org

Collaborating Organization:	
Website:	

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Laura Gross		
Email	laura@liveinpeace.org		
Phone	303-667-6154	Fax	

Grant Request

Amount Requested: **(Not to exceed $40,000)**	$ 40,000
Total Project Budget: **(For this project)**	$ 797,182
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	$ 498,747
What is your organization's total annual operating budget?	$ 2,656,544
Please list the names of matching funding or in-kind donation sources:	

Matching funds include secured funding by 100 Women Charitable Foundation, PACF, Sereno Group, CZI, Individual Donors and Private Foundations, City of Menlo Park, and outstanding funding requests to Sobrato, Palo Alto Weekly Holiday Fund, San Mateo Credit Union, Menlo Park Rotary, Silicon Valley Community Foundation, and San Mateo County.

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: Summer 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 (categories):

Children ☐ | Youth ☑ | Families ☑ | Seniors ☐

Check Age Group(s):

☐ 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 this program: 80

List the **total** number of Clients you intend to serve during this program: 250

Summer Program Timeline

What are your dates of service for this program? START: ongoing END: we follow the academic calendar for data tracking purposes but our programs are year-round

What days/nights will you run your program? (Ex: M-F) M-F Hours? 3-9pm

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 1, 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.

Laura Gross
Signature of Authorized Representative

3/6/2024
Date Signed

Laura Gross
Printed Name

Development Manager
Title

City of East Palo Alto TOT Grant Application Narrative

Project Name: Live In Peace SWAG High School Program	**Service Categories:** After School/Academic Support, Crisis Intervention, and Re-entry/Diversion
Proposed Number of Clients: 80	**Project Timeline:** Program runs year-round but follows academic schedule for data tracking purposes

Live In Peace is a non-profit organization located in East Palo Alto that seeks to advance the power and beauty we know in our community by empowering our youth and young adults. Our mission is to empower our youth and young adults to reclaim the vision for their future. We have wrap-around services for our youth to ensure they have access to a healthy and peaceful future for themselves, their families, and their community.

We provide opportunities for youth and young adults to get back and stay on track. Collectively, with families, schools, probation, and police, we work to remove barriers and mindsets that usurp a long, productive, successful, and happy life. We use relationships and experiences to reengage young people by helping them connect their gifts to personal goals, providing ongoing professional and social-emotional support, and serving as a home base with ongoing support and guidance as the reclaim the vision for their future.

The SWAG program, born from the collaboration between the County of San Mateo and SUHSD, stands as a groundbreaking initiative in juvenile diversion and education. Over six years, SWAG has evolved into the only program in the region focusing on students at the highest risk of not graduating high school.

East Palo Alto and Belle Haven youth face formidable challenges to high school completion, marked by low grades, poor attendance, disciplinary issues, and credit deficiencies. Despite San Mateo County's graduation rate exceeding the state average, students in EPA/Belle Haven encounter persistent disparities in graduation rates and school discipline. The consequences of not graduating are profound, limiting opportunities such as college financial aid, union membership, and military acceptance. This not only affects the student but also reverberates through their families and communities, increasing the likelihood of underemployment or incarceration.

SWAG intervenes, targeting students significantly off track in the 10th grade, providing comprehensive support and strategic partnerships. Offering tutoring, 1-on-1 mentoring, life coaching, and more, SWAG guides students back on the path to graduation through a culturally relevant, academically rigorous, and pro-social environment for at-risk youth. The ultimate goal is for SWAG students to secure long-term employment at a livable wage.

SWAG sets and obtains ambitious goals: 90% graduation rate, 80% increase in attendance, 100% creation of Life Plans, 100% high school graduation or GED attainment, and 90% pursuing further education or employment. To date, 263 high school students, once off track, have successfully graduated through SWAG. The GAP program, focusing on SWAG graduates, has achieved an impressive 80% placement in trades or colleges, exemplified by the recent graduation of the first SWAG student from Chico State. Additionally, our SWAG program has seen **263** students have graduated high school that would have otherwise failed to graduate on time. Currently, we are serving East Palo Alto 80 high school students within our SWAG program.

This comprehensive program addresses a spectrum of needs:

- School Support: Meeting students, teachers, and administration on campus to ensure academic success.
- Independent Studies: Tailoring education for students requiring a more flexible academic approach.
- Credit Recovery: Collaborating with partners to assist students in regaining lost credits.
- Suspension Support: Providing a structured environment during suspension to minimize re-offending or further trouble.
- Skill building through supplemental programs (i.e., Bike Shop and Tech Style Labz) aimed at job creation and life-long learning

In addition to after-school support, tutoring, and a safe place every day of the week, we host a family night each Wednesday night. We talk about issues that pertain to real life in the context of our community and lived experiences. Coupled with high school graduation and accessible pathways to living wages, the SWAG Program transforms the lives of young people and positively impacts their families and communities. It exemplifies a commitment to lifelong success through holistic support and strategic investment.

LIP/SWAG, transcends mere physicality. While it offers crucial resources like tutoring facilities, a maker space, a bike shop, and a family night, its fundamental philosophy revolves around partnership. The success of the SWAG program is credited to its innovative co-creation through partnerships. Partnerships also extend to law enforcement agencies. SWAG collaborates with EPA and MP Police, offering support for first-time offenses or instances where potential negative influences are a concern. Notably, staff with significant street backgrounds contribute to defusing situations before they escalate. These and other partnerships illuminate the holistic approach that epitomizes the commitment of Live in Peace to address diverse needs, creating a lasting impact through strategic partnerships and innovative programs, ultimately transforming the lives of students in the region.

Program: Live In Peace SWAG Logic Model
Budget: $797,182
Matching Funds: $498,747
Timeline: Program runs year-round & follows school schedule for data tracking purposes

Situation: Significant numbers of young people from East Palo Alto and the Belle Haven neighborhood of Menlo Park are at risk of not completing high school as indicated by low grades, low attendance, school suspensions, and being under-credited. SWAG targets high school-age youth with these risk indicators.

Inputs

80 least likely to graduate, academically disengaged students in grades 9-12, ages 14-19 from East Palo Alto.

Recognition that young people in East Palo Alto innately want and *can* have the capacity to live into their dreams, graduate high school, and follow pathways that bring meaningful living wage jobs.

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

Academic resources including teachers, tutors, and software provided by Sequoia School District

Outputs

Activities

Relationship Building
- Caring relationship with an adult
- High expectations and holding youth accountable
- Positive peer support

Goal-Setting & Plan Development
- Goal Development
- Mapping Out a Plan

Culturally Responsive Programming
- Positive Racial Identity
- Community Belonging
- Culturally Competent Staff
- Skill building aimed at Job Creation and life-long learning

Participation

Every student assigned life coach, meet weekly to check-in to review progress and goals, and provide ongoing support and advocacy as needed.

- academic tutoring
- credit recovery
- college/career planning to participants
- college counseling
- support identifying & visiting college & vocational schools
- navigating the application & financial aid process
- all activities have an emphasis on helping develop meaningful goals for themselves & their future.

Pro-social activities occurring through programming, i.e. enrichment activities & exposure trips as well as built in social time, i.e. meals, games, places to relax. All provided with a cultural responsiveness essential to addressing barriers to student success.

Outcomes

Short

Youth Assets
- Student connection to caring adult
- School belonging
- Positive self-identify
- Positive attitudes about education

Academics
Increased:
- Attendance
- Credit completion
- Grades & test scores
- Participation in academic-related supports & activities

Behaviors
- Reduced school disciplinary issues
- Reduced gang involvement and arrest
- Successful completion of probation
- Reduced recidivism
- Prosocial behaviors & habits of mind

Medium

Students earn a GED or high school diploma

Students pursue college or vocational training

Long

Students graduate from college or trade programs

Students find long-term employment at a livable wage

Assumptions and External Factors: The success of this program requires: 1) sufficient resources; 2) a clear system to identify, refer, and enroll youth; 3) active student participation and adult record-keeping; and 4) clear roles, structures, and processes.

Evaluation: Program participants' progress will be tracked in multiple ways. We utilize the UpMetrics platform to document participants' attendance, referral information, intake, functional assessment, service use data, referral tracking at the student level allowing pro staff to monitor individual needs, analyze assessment results, and manage referrals.

Live In Peace SWAG Program	Budget	Matching Funds*	Requested TOT
Program Manager	$90,000.00	$90,000.00	$0.00
5 Life Coaches ($65-70K, mean $67.5K)	$337,500.00	$200,000.00	$5,000.00
Community Liaison	$70,000.00	$70,000.00	$0.00
Benefits Estimate of 25%	$124,375.00	$100,000.00	$0.00
Tutors 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
Supplies/Outings 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	$0.00	$20,000.00
Mental Heatlh Part-time MFT who is culturally-competent and trauma-informed	$40,000.00	$0.00	$5,000.00
Indirect Expenses	$18,747.20	$18,747.20	$0.00
	$797,182.20	**$498,747.20**	**$40,000.00**

**Matching funds include secured funding by 100 Women Charitable Foundation, PACF, Sereno Group, CZI, Individual Donors and Private Foundations, City of Menlo Park, and outstanding funding requests to Sobrato, Palo Alto Weekly Holiday Fund, San Mateo Credit Union, Menlo Park Rotary, Silicon Valley Community Foundation and San Mateo County*

CITY OF EAST PALO ALTO –TOT

GRANT APPLICATION

COVERSHEET

PLEASE READ AND ANSWER ALL QUESTIONS ON THIS APPLICATION FORM.

Organizational Information

Legal Name Organization:	Cooline Team of East Palo Alto
Address of Organization:	1750 Bayshore Rd Apt 10, East Palo Alto CA, 94303
Website:	https://www.coolinekids.org/
Collaborating Organization:	EPACENTER Arts
Website:	https://epacenter.org/

*Attach additional sheet(s) if necessary.

Contact Information

Grant Administrator	Joseph Finke, Vida Amanat		
Email	Coolinekids@gmail.com		
Phone	(650) 308-9161	Fax	

Grant Request

Amount Requested: **(Not to exceed $40,000)**	$ 20,000
Total Project Budget: **(For this project)**	$ 37,235
Matching funds/in-kind donations? **(Yes/No)** Circle one. If yes, amount?	$
What is your organization's total annual operating budget?	$ 37,235
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: Summer 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 (categories):

Children ■ | Youth ■ | Families ■ | Seniors ☐

Check Age Group(s):

☐ 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 this program: 100
List the **total** number of Clients you intend to serve during this program: 100

Summer Program Timeline

What are your dates of service for this program? START: 06/10/24 END: 06/28/24

What days/nights will you run your program? (Ex: M-F) Monday-Friday Hours? 8:30-3:30

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 1, 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.

Joseph Finke Vida Amanat
Signature of Authorized Representative

03/06/24
Date Signed

Joseph Finke Vida Amanat
Printed Name

Program Director
Title

CoolineKids Youth Leadership and Summer Camp Program

Project Overview:
CoolineKids presents a comprehensive Youth Leadership and Summer Camp Program designed to empower and equip young leaders of color in East Palo Alto. Aligned with our mission to provide innovative, skill-based programming, this initiative focuses on Youth Leadership Development and Summer Camp experiences for K-8 students.

Goals and Objectives:
Goal 1: Empower Youth Leaders
Through professional development and leadership training, CoolineKids aims to empower over 20 youth volunteers from partnering institutions, such as Peninsula Bridge, Tide Academy, Redwood High School, East Palo Academy, Eastside High School, and others from the community. Weekly decision-making meetings will involve youth in organizational matters, partner identification, curriculum development, registration design, and the creation of camp themes. Additionally, the project plans to conduct CrewCamp training for youth leaders from June 10-15, develop a curriculum for Jr. Leaders (Grades 6-8), and implement innovative training sessions like "Breaking Barriers & Building Walls" to equip youth leaders with anti-racism practices.
Goal 2: Provide High-Quality Summer Camp Experiences
CoolineKids aims to offer high-quality summer camp experiences to 80 K-8th grade students in East Palo Alto. This includes the successful implementation of CrewCamp training for youth leaders from June 10-15 and the execution of KidsCamp from June 17-28, with a focus on collaboration, creativity, communication, and compassion skills.
Goal 3: Foster Community Engagement and Collaboration
To foster community engagement, the project plans to gather feedback through end-of-camp surveys, informational meetings, surveys, and conversations with families. Collaborations with EPACENTER, Samaritan House, East Palo Alto Library, Onyx, The Little Blue House, and other local organizations aim to attract students and provide enriching opportunities.

Number of Clients Intended to Serve:
The project aspires to serve 80 K-8th grade students in East Palo Alto through KidsCamp and provide professional development opportunities for 25 high school-aged youth in the Leadership Program.

Project Partners:
CoolineKids proudly collaborates with EPACENTER, Samaritan House, East Palo Alto Library, Onyx, The Little Blue House, Peninsula Bridge, Tide Academy, Redwood High School, East Palo Academy, Eastside High School, The Primary School, Los Robles, and Costano.

Mission Statement:
"To empower and equip young leaders of color through innovative, skill-based programming."

CoolineKids Youth Leadership and Summer Camp Program

Project Timeline:
Summer Leadership Program: January-June
CrewCamp: June 10-15
KidsCamp: June 17-28
CrewCamp Clean Up: July 1-3

How the Project Helps Fulfill the Organizational Mission:
This project perfectly aligns with CoolineKids' mission of empowering the youth of East Palo Alto through innovative programming, focusing on leadership development and summer camp experiences. Tailored for age-appropriateness, the program offers every age group the chance to serve and lead, enhancing their abilities to collaborate, communicate, and demonstrate compassion.

How Proposed Program Activities Support Academic Achievement and Social Skills:
The curriculum centers on the Four Foundational Principles of Service Leadership: Communication, Collaboration, Creativity, and Compassion. Youth leaders actively participate in creating and teaching the curriculum, fostering leadership, communication, and collaboration skills in both older and younger participants. Children will engage in similar age-appropriate curriculum that

Supportive Community Environment for Families:
Family engagement initiatives include informative sessions, family festivals, and surveys to obtain feedback. Collaborations with local organizations contribute to a vibrant and inclusive community.

Organizational History and Qualifications:
Founded in 2014, CoolineKids boasts a successful track record in teaching creativity, compassion, communication, and collaboration to K-8 students. In 2023, we served 136 students, with 100% BIPOC participation, focusing on low-income communities.

Lead Staff and Qualifications:
Nicole Sbragia: Special Education Teacher, Mom of the late Christian Sbragia
Vida Amanat: Special Projects and Partnership Manager, Program manager
Joseph Finke: Educator, Curriculum Writer, Researcher, Program manager

Proposed Budget and Leverage Efforts:
CoolineKids requests $20,000 for stipends, programming supplies, wellness service supplies, operations supplies, and program insurance. We plan to leverage community partnerships for meal donations and space rental, collaborate with local organizations for additional support, and develop partnerships with potential funders for future sustainability.

Objective 1: Enhance Leadership Skills in Youth Leaders

Outputs:

- Number of youth leaders trained through CrewCamp.
- Number of innovative training sessions conducted, such as "Breaking Barriers & Building Walls."
- Number of leadership roles assigned to youth leaders in the Summer Leadership Program.

Outcomes

- Short-Term Outcome: Increased self-efficacy and confidence among youth leaders as measured through pre and post-training assessments.
- Long-Term Outcome: Graduates of the program assuming leadership roles in their communities, this organization, or pursuing higher education.

Evaluation Metrics:

Quantitative Metrics:

- Number of youth leaders trained.
- Survey results on self-efficacy and confidence levels among youth leaders.

Qualitative Metrics:

- Feedback on innovative training sessions.
- Success stories of youth leaders assuming leadership roles post-program.

Assumptions and Risks:

Assumption:

- Adequate funding and resources will be available to conduct the planned training sessions and summer camp activities.
- There is a growing interest in the community for youth leadership development programs and summer camps.
- Continued support and collaboration from schools for student recruitment and program promotion.
- Youth volunteers will maintain their commitment throughout the training and camp period.

Risk:

- Youth volunteers may face competing priorities or lose interest, affecting the consistency of leadership support.
- Urgency may not provide enough time to gather necessary resources.
- Challenges in engaging families may lead to decreased participation and support.

Objective 2: Provide High-Quality Summer Camp Experiences for K-8 Students

Outputs:

- Number of KidsCamp sessions conducted.
- Number of students participating in KidsCamp.
- Number of classes developed by youth leaders.

Outcomes:

- Short-Term Outcome: Improved collaboration, creativity, communication, and compassion skills among K-8 students, measured through daily observations and post-camp surveys.
- Long-Term Outcome: Increased academic engagement and social skills as reflected in improved school performance and positive behavior in the community. Like the older youth, students have an increased interest in leadership and serving their community.

Evaluation Metrics:

Quantitative Metrics:

- Number of KidsCamp participants.
- Number of curriculum topics developed by youth leaders.

Qualitative Metrics:

- Observations on collaboration, creativity, communication, and compassion skills.
- Post-camp surveys measuring the impact on academic engagement and social skills.

Assumptions and Risks:

Assumption:

- Adequate resources and support will be available for KidsCamp sessions.
- Youth leaders will effectively develop and implement age-appropriate curriculum topics.
- There is a continued need for a summer camp in the community.

Risk:

- Challenges in maintaining the interest and participation of K-8 students.
- Unforeseen difficulties in the implementation of planned curriculum topics.
- Public health concerns, including potential outbreaks or restrictions, may impact the feasibility of in-person activities.

Objective 3: Foster Community Engagement and Partnerships

Outputs:

- Number of community partnerships established.
- Number of youth volunteers recruited.
- Number of family and community engagement events organized.

Outcomes:

- Short-Term Outcome: Enhanced community awareness and involvement as measured through attendance and feedback at family events and after camp.
- Long-Term Outcome: Increased community support, measured by sustained partnerships, increased volunteer participation, and positive community testimonials.

Evaluation Metrics:

Quantitative Metrics:

- Number of community partnerships established.
- Number of high school volunteers recruited.

Qualitative Metrics:

- Feedback from family events and after camp.
- Positive community testimonials.

Assumptions and Risks:

Assumption:

- There is a genuine interest from the community in engaging with the program.
- Schools and local organizations will continue to support recruitment efforts.

Risk:

- Challenges in sustaining community partnerships.
- Difficulties in recruiting and retaining high school volunteers.
- Potential obstacles in organizing successful family engagement events.

Conclusion:

This logic model provides a visual representation of the CoolineKids Program, outlining specific objectives, associated outputs, and measurable short-term and long-term outcomes. The focus on leadership skills, high-quality summer camp experiences, and community engagement reflects the organization's commitment to empowering young leaders of East Palo Alto. Evaluation metrics will help track progress and assess the program's impact on both youth leaders and K-8 students in the community.

2024 CoolineKids Budget

2024 Budget Proposal	Goal Expenses
KidsCamp Program	
Stipends (25 staff @ apx. $1,000)	$25,000.00
Programming Supplies (4 classrooms @ $500)	$2,000.00
Wellness Services & Supports	$400.00
Junior Leaders Projects	$300.00
Extended Care Supplies & Equipment	$200.00
Food (Snacks, Emergency Supplies)	$200.00
Operations Supplies	$450.00
Leadership Team Planning Retreat (15 members @ $50)	$750.00
Hiring Day Lunch & Gifts	$150.00
Staff Swag & T-shirts	$600.00
Student T-Shirts & Swag	$1,700.00
General Operating	
Recruitment Expenses	$100.00
Design Expenses	$500.00
Financial Advisor	$1,000.00
Platform Costs	$30.00
Business License	$55.00
Technology	$200.00
Program Curriculum	$200.00
Program Insurance	$4,000.00
TOTAL	**$37,835.00**

**** Grant funds will primarily be allocated to line items highlighted in yellow***

Organization	Amount	Yes	No	
Anamatangi Polynesian Voices	$38,589.99	X		Focused on EPA Polynesian Community which no other program is doing within the city limits. This support will help address mental health and well-being in a community where there is great need. The program will contribute towards greater visibility and representation in the community.
Bay Area Urban Eagles	$40,000.00			This would be an inaugural program and application does not indicate any other sources of confirmed financial support to show the program as being viable. I do hope that the organization would consider scaling down to a pilot program of 2-3 students and return next year for funding.
Beyond Barriers Athletic Foundation	$40,000.00			Great program, however application reads as if more students that reside outside of the City of E. Palo Alto would benefit from the program
CoolineKids	$20,000.00			
East Palo Alto Boxing Club	$40,000.00	x		Existing program that has impacted the local youth community by providing physical fitness, discipline and self confidence. The program also provides a level of mentorship, and focuses on conflict resolution skills, which helps reduce risky behavior. This program positively impacts the lives of young people.
East Palo Alto Razorhawks	$30,962.00			
East Palo Alto Senior Center Inc.	$37,700.00			The programming does not seem to match the funds requested. Additionally, it would be great if they could sample the program with a select few to get a show interest.
EPA Center Arts	$40,000.00			
EPA Community Archive	$20,000.00	X		Continuing work on Archiving history of EPA is important to captured the growth and amazing people that are builders of the community.
EPATT	$40,000.00			
Fit to the Core	$39,100.00			The programming does not match the request for funds. Additionally, I would request organization to take another look at the participation number and potential participation number 1,000 seems inflated for this program.
Foundation for a College Education	$40,000.00	X		Heavy impact on Latino/X community which supports the largest demographic in the city of E. Palo Alto. This program provides financial resources to students who not necessarily be recognized in other programs.
Fresh Approach	$39,835.00	X		This program provides an invaluable program which addresses food insecurities. This program improves the health and quality of those in our community.
Hope Horizon	$40,000.00			
Lewis & Joan Platt YMCA	$40,000.00			Perhaps the YMCA will request annual membership for community members that cannot afford the $84+ monthly membership fee.

	Live in Peace	$40,000.00	X		LIP programs the most robust program impacting school age students in the city by providing family, support and discipline. Students are held accountable to do the work in order to receive the key of life-changing resources. The rate of matriculation to college and/or vocational programs is outstanding. The high graduation rate for high-risk students is very impressive. The work around mental health is another area focused on that provides another level of work that positively impacts our community.
	Mannakin Dance & Theater	$40,000.00			Unfortunately, even with granting the requested amount it will leave parents with a high dollar required monthly investment that will not allow many young girls in E. Palo Alto to participate. Organization ight consider requested 100% scholarships, (including outfits) for EPA students next year. This would be allow several students to attend the program without adding financial burden to the families.
	Mid Peninsula Mastodons	$25,500.00	X		This program grabs our young boys at an early age to teach physical fitness, discipline, teamwork and responsibility. Without this program our young boys are left with a place to bond, build lifelong relationships and just support each other in an environment outside of school.
	Paxton Sports Academy	$40,000.00	X		This program grabs our young boys at an early age to teach physical fitness, discipline, teamwork and responsibility. Without this program our young boys are left with a place to bond, build lifelong relationships and just support each other in an environment outside school and the community where they live. Traveling to other cities and states allows our young men to see that there is a world outside of the 2.5 square mile of our city. They are exposed to how to travel and move around in new places.
	Sign Gypsies	$40,000.00	X		Too many of our seniors are homebound and alone. Their children have families and in many cases no longer live in close proximity to their parents. Our seniors are not able to get out to go to the movies are even meet with their friends in social settings because of the resources or lack of. This program meets with the senior community and ask them what they would like to do and creates programs to get our seniors to plays, concerts, museum cooking classes,etc. This programs sparks a level of excitement of community and helps display of appreciation for our seniors and communicates that their lives matter. There is no other program requesting funds that provides this level of service and commitment to our seniors.
	St. Mark AMEZ	$26,500.00			
	YCS/Tha Hood Squad	$40,000.00			

Organization	Amount	Yes	No	Rationale
Anamatangi Polynesian Voices	$38,589.99	X		Focused on the wellbeing of their Polynesian culture while others cultures are welcomed to their resources for a better community.
Bay Area Urban Eagles	$40,000.00	x		Program should be scaled down to sponsorships for growth and success for students.
Beyond Barriers Athletic Foundation	$40,000.00	x		Swimming lessons to EPA and surrounding communities
CoolineKids	$20,000.00	x		Summer camp engaging youth developing life skills
East Palo Alto Boxing Club	$40,000.00	X		Provides services that impacts the EPA community future by mentorships and community connectiveness with life developmental skills.
East Palo Alto Razorhawks	$30,962.00	x		Provides services that impacts the EPA community future by engaging youth sports
East Palo Alto Senior Center Inc.	$37,700.00	X		Program will engage seniors to see completed projects around their peers.
EPA Center Arts	$40,000.00	x		Services to EPA and surrounding communities
EPA Community Archive	$20,000.00	X		Continue preservation of EPA history, legacies and cultures while training and engaging community members.
EPATT	$40,000.00	x		College Readiness and tutoring
Fit to the Core	$39,100.00	x		A Senior program open to the entire community wonderful yet parking and facilities lack for targeted community at the selected park may be challenging.
Foundation for a College Education	$40,000.00	X		College training
Fresh Approach	$39,835.00	X		Addresses community hunger and food problems while supplying services to the community.
Hope Horizon	$40,000.00	X		Continue to engage and training community in sciences and technology.
Lewis & Joan Platt YMCA	$40,000.00		x	Only certain exercise programs available free to the EPA residents
Live in Peace	$40,000.00	X		Continue to engage, train, mentor youth in life skills for a better quality of life and a vital community. College training, successes and graduates.
Mannakin Dance & Theater	$40,000.00	x		Monthly service fee expensive. Service for the greatere EPA community questionable
Mid Peninsula Mastodons	$25,500.00	X		Provides services that impacts the EPA community future by engaging and teaching youth sports and related activities while training accountability through competing with other sports teams across the bay area.
Paxton Sports Academy	$40,000.00	X		Provides services that impacts the EPA community future by engaging and teaching youth sports and related activities while training accountability through competing with other sports teams across the county.
Fun Gypsies	$40,000.00	X		Provide field trips and activities for the Senior/elderly community members that decreases isolation and depression.
St. Mark AMEZ	$26,500.00	X		Provides an all-inclusive community place on Friday nights for the summer for artistic expression.
YCS/Tha Hood Squad	$40,000.00	X		The partnership shall reach additional youth through block party activities to cultivate an engaging community.

Organization	Amount	Yes	No	Rationale		
Anamatangi Polynesian Voices	$38,589.99	X		Track record, large community base, addressessing a common issue in the community	$38,589.99	
Bay Area Urban Eagles	$40,000.00		X	Summer camp and not fully funded (-160,000)		
Beyond Barriers Athletic Foundation	$40,000.00		X	Not solely EPA		
CoolineKids	$20,000.00		X	2 week summer camp - not long enough to make an impact, prefer longer term camps		
East Palo Alto Boxing Club	$40,000.00	X		Track record, serving a large youth base, 1 yr program	*$20,000.00*	*Eligible for*
East Palo Alto Razorhawks	$30,962.00	X		Serving a large youth base and exposing youth to a different sport, 1 year program	$30,962.00	
East Palo Alto Senior Center Inc.	$37,700.00				$24,948.01	Propose remaining of $400,000 less YES projects to go to EPA Senior Center.
EPA Center Arts	$40,000.00	X		Serving the youth through arts, exposing and giving access to youth	*$20,000.00*	*Eligible for*
EPA Community Archive	$20,000.00	X		Important to continually work on the rich history of EPA	$20,000.00	
EPATT	$40,000.00	X		Serving the youth through tutoring and exposing to the sport of tennis	*$20,000.00*	*Eligible for*
Fit to the Core	$39,100.00		X	Other applications had more impact on Youth/Seniors		
Foundation for a College Education	$40,000.00	X		College Prep and Tutoring, 6 month program-critical for youth	$40,000.00	
Fresh Approach	$39,835.00		X	Other applications had more impact on Youth/Seniors		
Hope Horizon	$40,000.00	X		5 month summer camp and leadership skills	$40,000.00	
Lewis & Joan Platt YMCA	$40,000.00		X	Short Term program for EPA and other applicants had greater impact on Youth/Seniors		
Live in Peace	$40,000.00	X		Year round program with proven track record for youth	$40,000.00	
Mannakin Dance & Theater	$40,000.00		X	Not an affordable long term option for residents		
Mid Peninsula Mastodons	$25,500.00	X		8 month program serving 140 EPA youths with a fun, competetive sport that other cities have	$25,500.00	
Paxton Sports Academy	$40,000.00	X		8 month program for youth that has proven track record and positive results	$40,000.00	
Sign Gypsies	$40,000.00	X		Serving the Seniors in the Community	$40,000.00	
St. Mark AMEZ	$26,500.00		X	Other applicants have more impact on Youth/Seniors		
YCS/Tha Hood Squad	$40,000.00		X	Other applicants have more impact on Youth/Seniors		

$375,051.99 YES
$24,948.01 EPA Senio Center
$400,000.00

Organization	Amount	Yes	No	Rationale
Anamatangi Polynesian Voices	$38,589.99	X		Longstanding Community presence, Aligned with SMC Public Health Initiative
Bay Area Urban Eagles	$40,000.00			Funding gap seemed to large and scope would be limitedd given this funding.
Beyond Barriers Athletic Foundation	$40,000.00			Focused in other areas outside of EPA, seems like a program they should fund through the YMCA
CoolineKids	$20,000.00	X		Focused on Youth Leadership development, founded by youth local leader (RIP)
East Palo Alto Boxing Club	$40,000.00	X		High impact (youth & adults), Re-entry/divergence focus
East Palo Alto Razorhawks	$30,962.00	X		In line with supporting youth sports, acknowledging lack of funding opportunities for these orgs
East Palo Alto Senior Center Inc.	$37,700.00	X		Senior Center is long standing and is workinig towards rebuilding post-pandemic.
EPA Center Arts	$40,000.00	X		Youth programming, recognizing EPA City doesn't have their own community space.
EPA Community Archive	$20,000.00	X		Importance of preservation of communty history, empowering youth to shape their legacy
EPATT	$40,000.00			Great long standing program, but considered their ability to fundraise outside of the community.
Fit to the Core	$39,100.00			Similar to other programs and services
Foundation for a College Education	$40,000.00	X		Long standing connection to community, college readiness/education focus
Fresh Approach	$39,835.00			Funding wouldn't impact core program as it would other agencies
Hope Horizon	$40,000.00			Great org focused on youth development, and recommended to fund others.
Lewis & Joan Platt YMCA	$40,000.00			Big org with a greater ability to fundraise and grant write
Live in Peace	$40,000.00	X		Proven track record, Community driven org, Re-entry/diivergence focus
Mannakin Dance & Theater	$40,000.00			Potential opportunity for partnership with EPA Center Arts
Mid Peninsula Mastodons	$25,500.00	X		In line with supporting youth sports, acknowledging lack of funding opportunities for these orgs
Paxton Sports Academy	$40,000.00	X		In line with supporting youth sports, acknowledging lack of funding opportunities for these orgs
Sign Gypsies	$40,000.00	X		Focused on Seniors, giving experiences outside of the community
St. Mark AMEZ	$26,500.00			Similar to other programs and services
YCS/Tha Hood Squad	$40,000.00	X		Youth leadership development, Partnership to build community through block parties

Organization	Amount	Yes	No	Rationale
Anamatangi Polynesian Voices	$38,589.99		X	Changing to no, due to incomplete app., but would support with partial gift $$ left over
Bay Area Urban Eagles	$40,000.00	X		STEM offers alternative participation acitivites for community young people who are not athletes
Beyond Barriers Athletic Foundation	$40,000.00			
CoolineKids	$20,000.00			
East Palo Alto Boxing Club	$40,000.00			
East Palo Alto Razorhawks	$30,962.00	X		Another proven opportunity for our children
East Palo Alto Senior Center Inc.	$37,700.00	X		With increased cost of living and care here in the Bay Area,the food boxes and projects that are provided at the Center would definitely be of assistance.
EPA Center Arts	$40,000.00		X	
EPA Community Archive	$20,000.00	X		EPA history is essential for documentation and maintenance
Bay Area Urban Eagles	$40,000.00			duplicate to #5?
Fit to the Core	$39,100.00	X		teambuilding and activation for seniors
Foundation for a College Education	$40,000.00			
Fresh Approach	$39,835.00			
Hope Horizon	$40,000.00	X	X	changed to no, heard they do not give much assistance to our at-risk kids
Lewis & Joan Platt YMCA	$40,000.00			
Live in Peace	$40,000.00	X		creating additional opportunities for our young people, especially those trade and college driven. They work with students many other programs deny.
Mannakin Dance & Theater	$40,000.00			
Mid Peninsula Mastodons	$25,500.00	X		EPA Staple athletic program, many single -parent household
Paxton Sports Academy	$40,000.00			

Sign Gypsies	$40,000.00	X		opportunity to uplift our seniors and community engagement with them
St. Mark AMEZ	$26,500.00			
YCS/Tha Hood Squad	$40,000.00	X		Good for our at-risk children

EAST PALO ALTO CITY COUNCIL STAFF REPORT

DATE: April 2, 2024

TO: Honorable Mayor and Members of the City Council

VIA: Melvin E. Gaines, City Manager

BY: Maurice Baker, Community Services Manager

SUBJECT: Partnership with Wender Weis Foundation for Children

Recommendation

Adopt a resolution authorizing the City Manager to negotiate and execute an exclusive agreement with Wender Weis Foundation for Children authorizing them to pursue a fundraising campaign on behalf of the City to raise $1.3 million dollars to benefit East Palo Alto youth sports and parks.

Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:

Priority: Enhance Community Services and Parks for Residents

POLICY AND ACTION 9.3

Background

There is a rich history of success that has existed and continues to in East Palo Alto. Whether that be award winning musicians to successful business executives or Olympic athletes, there is much to be proud of when it comes to our community. Many times these achievements are reached without access to resources that might level the proverbial playing field. Youth oftentimes have to travel outside of the City limits to find facilities or programming that allows them to compete at a higher level. This is the current outlook for young people above the ages of 12 interested in baseball/softball. The City maintains two baseball fields in its inventory at Martin Luther King Junior and Jack Farrell parks, however neither field currently meet the standard for Babe Ruth League competitive baseball (for children ages 13-15). This is a significant parity issue that leaves our youth having to compete in communities that might be unknown to them for a chance to continue playing the game. In fact, whether public or private, there is no field in our community that can currently accommodate Babe Ruth League baseball.

In our City, residents have access to less than 1 acre of active park space per 1,000 residents (note: this does not include 223 acres of Open Space thanks to our Bay Shore & Marsh Preserve that is not considered active). Our General Plan recommends that we increase that level to a 3 acre per 1,000 residents minimum. With approximately 30,000 residents, that leaves a deficit of more than 60 acres needed to meet the current population. This delta will only grow as our city sees expected growth. With our geographically limited location, there is a cap on how much land we can acquire, so there must be creativity and innovation used to meet these goals.

Over the past 30 years, the Wender Weis Foundation for Children has been a part of advocating and investing millions or dollars that has gone towards enhancing the lives of youth for a brighter tomorrow. Some of those projects include our very own Joel Davis Park outdoor fitness improvements through partnership with the San Francisco 49ers. The stated mission on their website is to “Create moments of wonder that spark a lifetime of joy and possibilities”. For its 30th year anniversary, this impactful foundation wants to focus on increasing equity and accessibility for youth in East Palo Alto. Amy Wender has been a part of refurbishing outdated sports facilities to providing much needed quality activities and space for youth struggling through severe medical ailments. Her experiences have provided her with a significant network of like-minded and supportive individuals and organizations that can bring new opportunities to the future of our City.

Analysis

In its current state, Jack Farrell Park is home to a basketball court, outdoor fitness equipment donated by our very own Davante Adams, a children's playground, and a baseball diamond once restored by the San Francisco Giants Community Fund, along with a few other amenities. Following the completion of the City's first Parks Master Plan, two of the recommended improvements to the park included looking at retrofitting the playing fields with turf to reduce maintenance and water usage while also replacing the outfield permanent fence surrounding the baseball field with a temporary fencing system that allows for other activities outside the traditional baseball seasons. With these two adjustments, Jack Farrell Park can provide home to youth looking to continue their passion for baseball or softball and provide options for other sports to benefit from the space. It would not only fill the gap needed for organizations like the long running Ravenswood Little League, but it would also allow our neighborhood high schools to create baseball/softball programs for competitive play.

To make this happen in what can be considered challenging economic times, it is going to take a team of dedicated and experienced individuals of varying backgrounds. With the Wender Weis Foundation, the City has found that partner and seeks to begin the work of making this project a reality. A small group of experienced individuals has been formed by the Foundation to explore this opportunity:

1. Amy Wender
2. Paige Arata
3. Brandee Barker
4. Shane Goudey
5. Nicole Taylor
6. David Trujillo
7. David Rages II
8. Mike Kramer (Managing Director of Sand Hill Properties)
9. Christopher Zao (East Palo Alto resident and Public Works Commissioner)

To do so, a compelling fundraising campaign must be initiated. It is estimated that $1.5 million dollars is needed to complete these improvements. The sources of these funds could be private donations, sponsorships, and some public support. Wender Weis Foundation for Children is seeking the authority to begin exploring these options on the City's behalf with the intention of not having to impact our General Fund.

To ensure that this project receives the proper focus that it needs, Staff is requesting that this partnership have an exclusive agreement for a period of no less than two (2) years with all fundraising efforts remaining with the Wender Weis Foundation for Children to complete the proposed project or provide support to East Palo Alto youth sports if full fundraising efforts aren't achieved. Some of the roles and responsibilities of each party are listed below.

WWFC will be responsible for, but not limited to:

i. Leverage their business network to solicit and receive support for the Jack Farrell Park field renovation project to support youth sports in East Palo Alto.
ii. Organize and conduct fundraising events to promote and provide opportunities for interested parties to learn more about involvement in the projects efforts.
iii. Draft and design marketing materials needed to announce the partnership and solicit interest.

City of East Palo Alto will be responsible for; but not limited to:

i. Grant "WWFC" rights to market and promote collaboration solely for the purpose of fundraising efforts.
ii. Provide written and detailed information regarding the park/facility details to "WWFC" in a timely manner.
iii. Partner with "WWFC" to complete marketing and communication efforts that will include, but not limited to; narrative planning, document preparation, marketing design, etc.

Fiscal Impact

There is no fiscal impact for this item.

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.

POLICY AND ACTION 9.3

Government Code § 84308

Applicability of Levine Act: Yes.

Analysis of Levine Act Compliance: The signatories are listed below. City staff is unaware of any participants for this item.

Parties: Amy Wender, Executive Director, Wender Weis Foundation for Children.

Participant(s):

Attachments

1. Resolution

RESOLUTION NO. XX – 2024

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

AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN EXCLUSIVE AGREEMENT WITH WENDER WEIS FOUNDATION FOR CHILDREN AUTHORIZING THEM TO PURSUE A FUNDRAISING CAMPAIGN ON BEHALF OF THE CITY OF EAST PALO ALTO TO RAISE $1.3 MILLION TO BENEFIT EAST PALO ALTO YOUTH SPORTS AND PARKS

WHEREAS, the current landscape for East Palo Alto parks does not allow for youth ages 12-14 to participate in baseball due to lack of adequate field space. It is the goal of the Wender Weis Foundation for Children to begin a fundraising campaign to increase accessibility and equity at Jack Farrell Park**;** and

WHEREAS, in East Palo Alto, residents have access to less than 1 acre of active park space per 1,000 residents (note: this does not include 223 acres of Open Space thanks to our Bayshore & Marsh Preserve that is not considered active). Over the past 30 years, the Wender Weis Foundation for Children has been a part of advocating and investing millions of dollars that has gone towards enhancing the lives of youth for a brighter tomorrow; and

WHEREAS, in its current state, Jack Farrell Park is home to a basketball court, outdoor fitness equipment donated by our very own Davante Adams, children's playground, and a little league sized baseball diamond restored by the San Francisco Giants Community Fund, along with a few other amenities. To bring about the desired goal of the project, the Wender Weis Foundation for Children is seeking the authority to explore a fundraising campaign to renovate the little league to the high school standard 90' feet and open up the field to other sports during off season; and

WHEREAS, to effectively execute this task, Wender Weis is requesting an exclusive partnership that will allow them to focus on the work of fundraising the amount needed to execute the Jack Farrell Park field renovation project. To ensure that this project receives proper focus, an exclusive agreement for a period of no less than two (2) years is being sought with all fundraising efforts remaining with the Wender Weis Foundation for Children until the time of project completion or term expiration.

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;

2. Authorizes the City Manager to negotiate and execute a Memorandum of Understanding exclusively with Wender Weis Foundation for Children authorizing them to pursue a fundraising campaign on behalf of the City of East Palo Alto to raise $1.3 million to benefit East Palo Alto youth sports and parks; and

3. Finds that the proposed action 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.

PASSED AND ADOPTED this 2nd day of April 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Antonio Lopez, Mayor

ATTEST:

James Colin, City Clerk

APPROVED AS TO FORM:

John D. Lê, City Attorney