



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Howard Young, Interim Town Manager *H.Y.*  
Cindy Rodas, Finance Director *C.R.*

**DATE:** May 10, 2023

**RE:** Not-for-Profit Agency Funding Requests

### RECOMMENDATION

Staff recommends that the Town Council approve funding for not-for-profit agencies providing services benefiting the Town, its residents, or the larger Peninsula community, in an amount not to exceed \$21,621.

### BACKGROUND

Annually, the Town receives requests from a number of not-for-profit agencies. The Town Council reviews these funding requests and determines the allocation amount that each agency will receive. For fiscal year 2022-23, the Council made the following allocations:

Citizens Emergency Response Preparedness Program (CERPP)	\$5,000
HIP Housing	\$3,000
Housing Endowment and Regional Trust (HEART)	\$1,432
Joint Venture Silicon Valley	\$1,000
Meals on Wheels - Peninsula Volunteers Inc.	\$3,000
Peninsula Conflict Resolution	\$2,727
Sustainable San Mateo County	\$2,500
Sustainable Silicon Valley	\$1,000
<b>Total</b>	<b>\$19,659</b>

### DISCUSSION

The Town has received the following requests for fiscal year 2023-24. The most notable change requested was that of Peninsula Volunteers Inc. (Meals on Wheels), with an increase of 66% over last year. Over the past 4 years, on average, a \$2,875 contribution has been granted for the Meals on Wheels program. The organization cited the projected increase of the County's population of age 60 and over as the cause of the increase.

resulting in a greater need for assistance. The request received for the Citizens Emergency Response Preparedness Program (CERPP) did not specify an amount of funding. Historically Town Council has approved a contribution of \$5,000 to CERPP. Staff recommends awarding \$21,621 in the coming budget as follows:

<b>Agency</b>	<b>Amount Requested</b>	<b>Recomm-ended</b>	<b>Difference from FY 2022-23</b>	<b>Percent Change</b>
Citizens Emergency Response Preparedness Program (CERPP)	Open	\$5,000	\$ -	0%
HIP Housing	\$3,000	\$3,000	\$ -	0%
Housing Endowment and Regional Trust (HEART)	\$1,361	\$1,361	\$ -71	-5.1%
Joint Venture Silicon Valley	\$1,000	\$1,000	\$ -	0%
Meals on Wheels- Peninsula Volunteers Inc.	\$5,000	\$5,000	\$ 2,000	66%
Peninsula Conflict	\$2,760	\$2,760	\$ 33	1.2%
Sustainable San Mateo County	\$5,000	\$2,500 <sup>1</sup>	\$ -	0%
Sustainable Silicon Valley	\$1,000	\$1,000	\$ -	0%
<b>Total</b>	<b>\$19,121</b>	<b>\$21,621</b>		

## FISCAL IMPACT

The total amount of contributions approved by the Council will be included in the 2023-24 proposed budget document, which is to be presented to the Council at its meeting on June 14, 2023.

## ATTACHMENT

Attached Proposals:

1. Citizens Emergency Response Preparedness Program (CERPP)
2. HIP Housing
3. Housing Endowment & Regional Trust (HEART of San Mateo County)
4. Joint Venture Silicon Valley
5. Meals on Wheels – Peninsula Volunteers Inc.
6. Peninsula Conflict Resolution
7. Sustainable San Mateo County
8. Sustainable Silicon Valley

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<sup>1</sup> Historically, Town staff has recommended and the council has approved \$2,500 for SSMC

**Nicole Tanori**

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**From:** Joe Coleman [REDACTED]  
**Sent:** Thursday, April 20, 2023 1:00 PM  
**To:** pvfinance  
**Subject:** RE: Annual Contribution Letter 2023-2024

Hi Nicole,

I am the treasurer of EPiC, formally Citizens Emergency Response Preparedness Program for the towns of Portola Valley and Woodside and the entire Woodside Fire Protection District.

I am on the road and want this email to act as our official request of a donation from the Town of Portola Valley. If you wat more info, I will check my email.

Thanks, Joe Coleman [REDACTED].

-----Original Message-----

From: pvfinance <pvfinance@portolavalley.net>  
Sent: Apr 17, 2023 4:22 PM  
To: sbrown@woodsidefire.org <sbrown@woodsidefire.org>, joe.coleman@earthlink.net  
<joe.coleman@earthlink.net>  
Cc: Cindy Rodas <crodas@portolavalley.net>  
Subject: RE: Annual Contribution Letter 2023-2024

Hello,

If you are receiving this email The Town of Portola Valley has not yet received your annual contribution letter. I'd like to extend a friendly reminder that all contribution letters are due to The Town by end of day Friday, **April 4/21**. Please let me know if you have any questions.

Best regards,

Nicole



March 15, 2023

**Home. Heart. Hope.**

Jeremy Dennis  
Town Manager  
Town of Portola Valley  
765 Portola Rd,  
Portola Valley, CA 94028

Dear Jeremy,

We've seen some dramatic economic and social changes over the last few years. In San Mateo County – a region that for so long has grappled with immense income inequality and an extreme shortage of affordable housing – the pandemic has only underscored long-standing racial and economic inequities in employment, housing, health, and income.

Despite innovation, housing in the region remains much pricier than anywhere else in the US. Due to a combination of limited housing stock, stringent land use policies, and sky-high construction costs, the demand for housing continues to drastically outpace the supply. In Towns like Portola Valley, we've seen our neighbors struggle to keep up with the costs, especially as safety net programs taper off. The result is grim: crowded and unsafe living conditions, homelessness, and displacement.

**HIP Housing requests a grant of \$3,000 from the Town of Portola Valley which, if awarded, will be directed towards the organization's Home Sharing Program during FY 2023-2024.** Through the use of existing housing stock, the program develops readily available, affordable housing opportunities, benefitting low-income workers, older adults, and individuals with special needs who are seeking a safe and stable place to live. Home Sharing is an extremely cost effective housing program and included in the Housing Elements of all 21 municipalities in San Mateo County as a way to provide fair housing choice. Equally important, it is the only housing program Countywide whose waitlist never closes.

The best way to make headway towards a diverse, healthy, and resilient San Mateo County is working in partnership. On behalf of our Board of Directors, staff, and clients, we thank you for your past generosity and support of our Home Sharing Program, and for your consideration of this funding request.

Sincerely,

A handwritten signature in black ink that reads "Kate".

Kate Comfort Harr  
Executive Director

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*Executive Director*

Laura Fanucchi  
*Director of Programs*

Ghion Dessie  
*Vice President of Finance*

Katherine Goodman  
*Fund Development  
Director*

**HIP Housing**  
800 S. Claremont, #210  
San Mateo, CA 94402  
650-348-6660  
[www.HIPhousing.org](http://www.HIPhousing.org)



800 S. Claremont Street, #210  
San Mateo, CA 94402

Funding Proposal – Town of Portola Valley  
Fiscal Year 2023-2024

### Affordable Housing Today

San Mateo County is ranked as one of the wealthiest regions in the US. Yet in 2021, eight households in Silicon Valley held more wealth than the bottom 50%; at the same time, 23% of Silicon Valley residents lived below the poverty threshold (Silicon Valley Index, 2021).

For low-income individuals, housing costs are typically the greatest source of financial burden. The County's dramatic income inequality, coupled with some of the most prohibitive conditions for affordable housing development in the country, left 25,000 low-income renters without access to an affordable home in 2021. Meanwhile 72% of extremely low-income households spent over 50% of their income on housing (Sustainable San Mateo County, 2021).

In 2020 and 2021, the Bay Area saw a mass exodus of high-paid workers due to the pandemic. In 2022, rental prices declined noticeably. From 2020 to 2022, a number of government agencies developed housing relief programs in response to growing economic uncertainty. That included the construction of 122 units of teacher's workforce housing in Daly City, the multi-billion dollar state-wide Homekey Project, and the successful piloting of multiple guaranteed income / rental subsidy initiatives. In November 2022, voters across the state collectively considered 52 local ballot measures related to housing – including land use policy, funding sources for affordable housing initiatives, and strengthening tenant protection policies.

However, in early 2023, despite the slow rebound of asking rents, housing costs in the region remain much pricier than anywhere else in the US. Due to a combination of limited housing stock, stringent land use policies, and sky-high construction costs, the demand for housing continues to drastically outpace the supply.

At the state level, California's Department of Housing and Community Development mandates that cities submit Housing Elements (a blueprint for how cities will develop and grow) every 8 years. The agency determined that the nine-county Bay Area will need 441,000 additional homes by 2031 to account for the current housing shortage and a growing population, of which 180,000 homes are designated to be affordable to low- and very-low income individuals and families. Of the 109 cities in the 9-county Bay Area, 69 cities missed the January 31, 2023 deadline to submit their plans.

This tardiness illustrates just how arduous the housing development process has been and will continue to be. Meanwhile, in order to afford the average rent for a 1-bedroom apartment in the

area – over \$2,400 – an individual in the Town of Portola Valley would need to earn \$46.15 per hour, over 3 times Portola Valley’s minimum wage. As a result, Portola Valley and the wider San Mateo County remain completely unaffordable for low-income, and many moderate-income, individuals and families.

Populations particularly at risk for homelessness and displacement include Black and Hispanic/Latino individuals, older adults, individuals with disabilities, students, and essential workers – including home health and personal care aides, childcare workers, and janitors. The Terner Center at UC Berkeley reports that, based on displacement patterns, low-income residents, particularly low-income Black and Hispanic/Latino residents, are becoming more and more “confined to the state’s economic margins” (2018).

The only way to make any headway towards a diverse, healthy, and resilient San Mateo County is to work collectively. Affordable housing solutions are more critical than ever.

### **HIP Housing’s Mission and Goals**

In San Mateo County’s pressured housing landscape, HIP Housing’s mission is to invest in human potential by improving the housing and lives of people in our community. Through our Home Sharing Program, Self Sufficiency Program, and Property Management Division, we make use of existing housing stock to ensure that there is a broad spectrum of affordable housing solutions for low-income individuals and families facing displacement and homelessness in San Mateo County.

As a result of our work, HIP Housing enables more than 1,300 low-income individuals to find, or remain in, stable and affordable housing each year. We recognize that housing is a key determinant of health and economic wellbeing, and are committed to expanding and deepening affordable housing solutions throughout the County.

### **Description of the Program to Be Funded – Home Sharing Program**

HIP Housing respectfully requests a grant of \$3,000 from the Town of Portola Valley. If our request is approved, this grant will be used to support the activities of our innovative Home Sharing Program during FY 2023-2024.

HIP Housing’s Home Sharing Program matches people who have space in their home to share with people who are searching for an affordable place to live. By making more efficient use of the existing housing in the Town of Portola Valley, the Home Sharing Program provides a dynamic and affordable solution to the lack of affordable housing in Portola Valley, and throughout San Mateo County.

The components that make this program so successful are:

1. *The creation of new affordable housing through the use of existing housing stock.* By making more efficient use of existing housing inventory, the Home Sharing Program

creates new affordable housing opportunities for low-income individuals, families, and older adults in the Town of Portola Valley.

2. *Our thorough and in-depth matching process.* Clients begin the home sharing process by completing a detailed application, which increases their chances of being matched in appropriate and compatible living arrangements. After completing the application, program staff follow up by interviewing the client and establishing their specific needs, after which staff carry out reference and local background checks. Once clients are matched, staff bring both parties together to help them outline their expectations and agree on rights and responsibilities. This information is then documented in a Living Together Agreement, which is signed by both the Home Provider and the Home Seeker.
3. *Creative and unique solutions for clients.* The Home Sharing Program additionally offers a Reduced Rent Exchange. For reduced rent, the Home Seeker completes light household chores such as cooking, cleaning, and providing companionship for an older adult Home Provider or persons with special needs.
4. *Ongoing client services and support.* One of the special features of HIP Housing's Home Sharing Program is that the process does not end once clients have been matched. Each and every client that we work with is unique, and so are their individual needs. With this in mind, our program staff provide ongoing support to all clients, including technical support and client mediation to matches in need of these services. By way of this thorough and in-depth process, the average home sharing match lasts more than four years (a statistic which has held steady through the pandemic), while others last between five and twenty years.

HIP Housing's Home Sharing Program is the only one of its kind in San Mateo County and one of the few sources of readily available affordable housing in the County today. Over the years, HIP Housing's Home Sharing Program has evolved into a vital resource for people of all ages and backgrounds. At its core, the Home Sharing Program assists those who are struggling to find a decent, stable, and affordable home, or who are trying to remain in their existing home.

#### **Directly Addressing the Needs of Residents in the Town of Portola Valley**

Access to stable and affordable housing is a critical determinant of success in life, affecting health, access to education, and the opportunity for economic mobility. The Home Sharing Program's use of existing housing inventory in the Town of Portola Valley not only increases affordable housing opportunities, but also:

- Preserves Portola Valley's thriving and diverse community.
- Enables struggling renters to avoid displacement and remain in their existing affordable housing.
- Helps low-income individuals find a stable and affordable place to live that is close to work, their children's school, and their family support network.

- Enables the Town of Portola Valley's workforce to find sustainable residency in and around Portola Valley.
- Allows older adults and people with special needs to remain living independently in their own home.

HIP Housing's Home Sharing Program reduces housing costs significantly, for both the Home Provider and the Home Seeker, while also promoting independence and providing security and companionship for those with special needs.

Below, you will find the FY 2021-2022 statistics for the Home Sharing Program in the Town of Portola Valley.

#### **In FY 21-22, Our Home Sharing Staff...**

- Provided housing information and referrals to 2 individuals who live in Portola Valley.
- Interviewed, screened, and provided housing assistance to 2 individuals who live and/or work in Portola Valley.

Every day, HIP Housing's Home Sharing Program strives to make the Town of Portola Valley a great place for everyone to live, work, and thrive, regardless of their income. We would like to introduce you to a San Mateo County resident whose life has been impacted by our Home Sharing Program. Meet Linda:

*Linda is an older adult who heard about the Home Sharing program from a friend of hers. Linda works in Menlo Park for a family as their nanny. When her housemate of 2 years was accepted to a BMR unit, Linda had to find a new place to live. Within a few weeks, Linda found a new housemate through HIP Housing and moved to her home in East Palo Alto. She is very happy with the arrangement and is also paying \$300 less than what she had been paying.*

In addition to serving the Town of Portola Valley through our Home Sharing Program, HIP Housing's Self Sufficiency Program and Property Management Division also provide vital housing opportunities to residents.

**The Self Sufficiency Program** provides housing scholarships and intensive trauma-informed case management to low-income parents and emancipated foster youth who are in school. The program specifically works with individuals pursuing continued education to help increase their earning power and become financially independent within one to five years. In FY 21-22, 49 families (60 adults and 77 children) participated in the program.

**The Property Management Division** expands the affordable housing stock available throughout the County. By partnering with local municipalities, private funders, banks, and other institutions, we are able to purchase and rehabilitate multi-family residential properties and then rent them at below-market rate rental prices to our income qualified clients. HIP Housing currently owns and/or manages 33 properties in the County, which provide stable and affordable housing to roughly 700 low-income individuals each year.

### **Number of Individuals to Be Served by FY 23-24 Funding**

Thousands of low-income individuals and families in San Mateo County face displacement each year. HIP Housing's Home Sharing Program directly addresses housing insecurity in the Town of Portola Valley by creating affordable housing solutions. With your support during FY 2023-2024, our dedicated Home Sharing staff will:

- Offer housing information and referrals to 5-10 individuals living in Portola Valley who contact our agency for help.
- Interview, screen, and provide housing assistance to 2-3 individuals who live and/or work in Portola Valley.
- Match 1-2 individuals who live and/or work in Portola Valley in new, affordable home sharing arrangements.
- Provide follow-up and support services to 1-2 Portola Valley residents matched in previous years.

It is our hope that the Town of Portola Valley will continue to support our Home Sharing Program in FY 2023-2024. With your partnership, we envision an inclusive and thriving region.

### **Evaluating the Home Sharing Program**

The Home Sharing Program is evaluated based on the following criteria:

- Number of intake calls received and resources provided
- Number of clients and households served
- Number of clients placed in a home sharing arrangement
- Number of clients in home sharing matches made in previous years

Demographic information collected and evaluated includes:

- Income level of clients
- Age, gender, disability, race and ethnicity
- Housing costs at the time of application to the program and after being matched in a home sharing arrangement
- Housing affordability measured by the percentage of income spent on housing costs
- Length of time a client stays in a home sharing arrangement

HIP Housing maintains a database of all clients served and placed in shared housing. This database includes demographic information, income levels, and other relevant data. The Home Sharing team also monitors available housing resources, affordable housing waitlists, and other housing opportunities. Home sharing matched clients are contacted every three months after being placed in a home sharing arrangement for follow-up and to determine if any additional support is needed.

### **Home Sharing Program Community Outreach Activities Targeting the Town of Portola Valley**

- We placed Home Sharing Program ads throughout local newspapers, magazines, partner organizations' websites, community-based social media pages like Nextdoor, radio stations, SamTrans bus ads, a billboard, and online newsletters
- We sent Home Sharing Program flyers and e-blasts to businesses, faith-based organizations, community calendars, schools, centers for older adults, and community associations
- We spread information through meeting and networking with community-based organizations, city councils, city staff, schools, farmers markets, government agencies, healthcare providers, and nonprofits throughout the County
- We presented on the Home Sharing Program to various 65+ centers, County employees, schools, nonprofits, associations, and podcasts

HIP Housing will continue to focus on expanding our in-person and virtual outreach activities in the Town of Portola Valley during FY 2023-2024. By increasing the accessibility of the information in circulation about our programs, we hope to provide direct assistance to as many individuals and families as possible.

### **Home Sharing Program Community Partnerships and Collaborations**

HIP Housing maintains strong community partnerships in order to connect clients with resources that fit their unique needs. Below are some of the organizations that we partner with:

#### **Home Sharing Program community partnerships:**

- **Cal State East Bay and Eastside Prep School** - interns assist with Home Sharing Program marketing and outreach efforts.
- **Community College District** - Home Sharing staff met with the District's International Student Housing Program Coordinator to share resources and to recruit Home Providers near the three community colleges.
- **CORE Community Centers** - clients are referred to CORE for rent assistance and shelter referral.
- **Haven Connect** - the Home Sharing Program reaches out to individuals on our Property Interest list to provide information about our Home Sharing and Self-Sufficiency Programs.
- **Legal Aid and Project Sentinel** - clients are referred for any legal advice regarding notices to move, rent disputes, and other legal landlord/tenant matters.
- **One Life Counseling Center** - collaborating on a mental health wellness program for staff, interns, and volunteers at HIP Housing.
- **Peninsula Conflict Resolution Center** - Conflict Resolution Certification training and bi-annual fair housing training for Home Sharing Coordinators.
- **Safe Harbor Shelter, Samaritan House** - the Home Sharing team conducted presentations at the Shelter (pre-pandemic).
- **Sam Trans** - ongoing collaboration to market programs to potential Sam Trans employees who are struggling to locate housing.

- **The Housing Industry Foundation, Job Train, Samaritan House, San Mateo County's Aging and Adult Services, San Mateo County's Oasis Program** - inservice with HIP Housing program teams.
- **San Mateo County's Office of Education** - ongoing outreach for school district employees and collaboration with Superintendent Nancy Magee.
- **The County of San Mateo** - ongoing outreach for County employees and retirees.

**Home Sharing Program client referral partners:**

- Abode
- Caminar
- CIDA
- CORA
- CORE Community Centers
- EPACANDO
- Golden Gate Regional Center
- Housing Choices
- Kaiser
- Life Moves
- Maple Street Shelter
- Social Security Administration
- Safe Harbor Shelter
- San Mateo County Aging and Adult Services
- San Mateo County Community Colleges
- San Mateo County City Departments
- San Mateo County Housing Authority
- San Mateo County Human Resource Department
- San Mateo County Libraries
- San Mateo County School Districts
- San Mateo Medical Center
- San Mateo County Mental Health
- SparkPoint centers
- Sutter Health

While our Home Sharing Program is thoroughly connected throughout San Mateo County, the program also actively ensures that other organizations and jurisdictions have the tools and resources they need to implement local home sharing programs. Laura Fanucchi, HIP Housing's Director of Programs, serves as the Vice President of the National Shared Housing Resource Center's Board of Directors and has provided technical assistance to emerging home sharing programs throughout the country for over 20 years. HIP Housing is also a part of the West Coast Home Sharing Collaborative. Ultimately, HIP Housing's efforts have helped to launch 11 new home sharing programs in California, which has increased the capacity of 7 neighboring jurisdictions to provide affordable housing opportunities to their communities.

With the support of partnerships and collaborations, our dedicated Home Sharing staff develops crucial referral networks and supports home sharing programs in neighboring jurisdictions.

### **HIP Housing's Capacity and Experience**

In order to support low-income individuals and families meaningfully, HIP Housing is dedicated to expanding and deepening the services that we provide. Our cross-sector partnerships and wrap-around social services enable the streamlining of more efficient and sustainable affordable housing throughout the region. Below, we list a few ways that we're making strides towards a more equitable, healthy, and housed County.

1. *Collaborations on Housing Elements.* Since 1969, each city's Housing Elements has been updated every 8 years and serves as the blueprint for how the region will develop and grow. The most recent round of Housing Elements was due in January 2023. On the Town of Portola Valley's Housing Elements, HIP Housing was cited on pages 81, 87, 99, and 112 as a longstanding and sustainable affordable housing solution.
2. *Realigning on city funding.* Many of our clients are homeless or on the brink of homelessness, with limited or no access to income verification documentation at the level required by CDBG. As a result, we decided to retract our CDBG applications for FY 2021-2022 (from 5 jurisdictions), resulting in a \$90,000 shortfall for our Home Sharing Program. In 2022 we worked with each jurisdiction to re-establish funding from alternate sources that are better fits for the services we provide. Recognizing the value and importance of the Home Sharing Program, of the five CDGB jurisdictions which collectively had provided \$90,000 in support annually (including the County of San Mateo and the Cities of South San Francisco, Redwood City, Daly City and San Mateo,) all but one have replaced their previous CDBG funding with funding from other sources.
3. *Capacity building through new programs.* We were recently awarded a two-year, \$200,000 Neighborhood Builders grant from Bank of America, which will support the launch of our new Information & Referral (I&R) Program in FY 2022-2023 and 2023-2024. By transforming our information and referral services into a full-fledged program, we will substantively support the 2,000+ callers who contact our agency for housing assistance each year. Ultimately, the funding will allow us to (1) better track the progress of callers in attaining stable and affordable housing, (2) monitor referrals, and (3) deliver services through a trauma-informed lens.
4. *Integrating trauma-informed care into service delivery.* Safe, stable, and affordable housing is intrinsic to health. One distinct way that housing insecurity impacts health is the way it can impede a person's sense of safety and increase individuals' odds of having Adverse Childhood Experiences (ACEs) (Source: National Health Care for the Homeless Council, 2019). Nearly 70% of our Self Sufficiency Program clients report a history of trauma, and we aim to provide integrated care that improves our clients' hope and resilience. A core strategy in our Five-Year Strategic Plan is to implement trauma-informed care throughout our agency. Some of the program's strategies to

achieve this goal include trauma-informed training for program staff, trauma-focused client case management, and trauma-informed parenting resources.

Along with these developments, we recently secured a \$25,000 grant from Kaiser Permanente to help launch the Nurturing Fathers Initiative, a subprogram of the Self Sufficiency Program. The initiative aims to combine housing assistance and specialized social services to fill a national gap in father-centered programming, ultimately linking stable housing with positive mental and physical health outcomes.

5. *Striving for diversity, equity, and inclusion.* Diversity, equity, and inclusion require consistent learning and policy implementation. With enhanced program capacity and connectivity, we've also turned inward to reflect on our workplace culture. We've sustained our DEI strategies to ensure that staff and board members feel supported through resources, critical conversations, and policies. Throughout 2022, we've conducted policy equity revisions (standardized 40-hour work week for all employees and employee reclassification), developed Mid-Level Manager monthly trainings, and convened a DEI Council that facilitates staff engagement via monthly workshops centered around DEI concepts, including unconscious bias, bystander intervention, and trauma-informed care.

## **Conclusion**

The affordable housing crisis requires collaboration at every level. With the partnership and support of each municipality, HIP Housing aims to expand affordable housing solutions throughout San Mateo County.

HIP Housing respectfully requests a grant of \$3,000 from the Town of Portola Valley to support the Home Sharing Program. With your support during FY 2023-2024, our Home Sharing staff will work directly with 6-12 individuals who live and/or work in the Town of Portola Valley. On behalf of the entire HIP Housing team, our Board of Directors, and our clients, thank you for your past support and for your consideration of this funding request.

April 19, 2023

Town of Portola Valley  
 765 Portola Rd  
 Portola Valley, CA 94028

**RE: Invoice for 2023-24 HEART Membership Dues**

Dear Town Manager,

Housing affordability continues to be a tremendous challenge for residents of San Mateo County. CoStar forecasts that over the next four quarters, year-to-year rents will increase more than 10% before decreasing to about 5%. As the chart below shows, in five years rents will be 20% higher across San Mateo County. These rent increases will have a devastating effect on low- and moderate-income households. But, with your support, HEART will continue to make a difference in the lives of many low- and middle-income residents in San Mateo County.

One of our significant achievements this past year was securing a new \$1,000,000 grant from the State of California under the Local Housing Trust Fund (LHTF) Program. HEART plans to use these funds to help nonprofit organizations acquire and preserve existing affordable housing.

We are looking forward to 23-24 as our work on housing preservation accelerates. In addition to the \$1,000,000 LHTF grant, HEART's Board of Directors approved a new program allowing HEART to use its bonding capacity to purchase existing buildings and convert them to affordable housing. We will be reaching out to cities in the coming weeks to present the program and describe how we can work together to create and preserve affordable housing in San Mateo County.

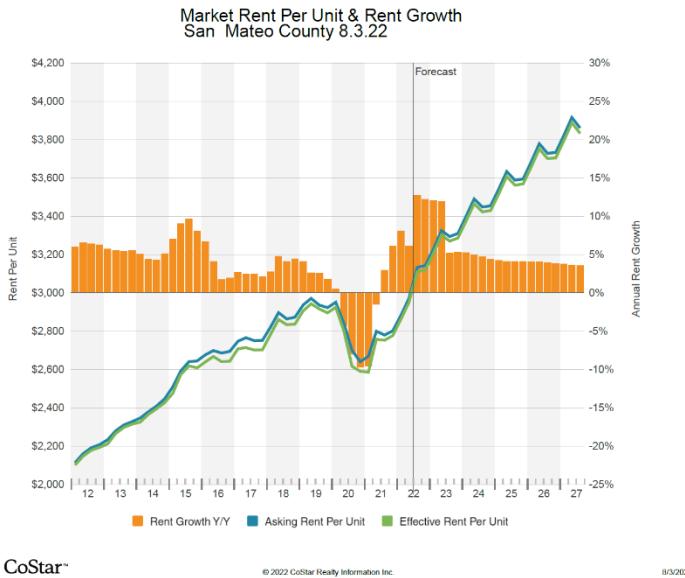
In addition to our housing preservation groundwork, we are pleased to have provided a \$3,800,000 loan to Kiku Crossing in San Mateo. The project broke ground in early 2022 and will provide 225 affordable homes for extremely low, very low, and low-income residents.

If you have any questions about our programs or need additional information, please don't hesitate to contact me. Thank you again for your continued support; enclosed is an invoice for the fiscal year 2023-24 HEART membership dues.

Sincerely,



Armando F. Sanchez  
 Executive Director



**BOARD OF DIRECTORS**

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 Mayor  
 City of Burlingame

**Diane Howard, Vice Chair**  
 Councilmember  
 City of Redwood City

**Warren Slocum, Secretary**  
 Supervisor  
 County of San Mateo

**Glenn R. Sylvester,  
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**Mary Bier**  
 Councilmember  
 City of Pacifica

**Noelia Corzo**  
 Supervisor  
 County of San Mateo

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**Larry Franzella**  
 Interco Real Estate Services

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 Councilmember  
 City of Millbrae

**Sam Hindi**  
 Councilmember  
 City of Foster City

**David N.P. Hopkins**  
 Sares Regis Group of  
 Northern California

**Don Horsley**  
 Former County Supervisor

**Nancy Magee**  
 Superintendent  
 San Mateo County Office of  
 Education

**Jack Matthews**  
 John Matthews Architects

**Sara McDowell**  
 Councilmember  
 City of San Carlos

**Robert Morehead**  
 First Republic Bank

**Mark Nagales**  
 Vice Mayor  
 City of South San Francisco

**Bart Pantoja**  
 Building Trades Council of  
 San Mateo County

**Deborah Penrose**  
 Mayor  
 City of Half Moon Bay

**Elan Scheinman**  
 Primavera Partners



Housing Endowment and Regional Trust

2905 S El Camino Real  
San Mateo, CA 94403

# Invoice

Date	Invoice #
4/19/2023	793

Bill To
Jeremy Dennis Town of Portola Valley 765 Portola Road Portola Valley, CA 94028

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	Membership Dues July 1, 2023 - June 30, 2024	1,361.00	1,361.00
			<b>Total</b> \$1,361.00

**OFFICERS****HON. SUSAN ELLENBERG**

*Co-Chair  
County of Santa Clara*

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*Santa Clara University*

**CYNTHIA TENIENTES-MATSON**

*San Jose State University*

**NEERAJ VADHAN**

*Accenture*

**JOHN VARELA**

*Santa Clara Valley Water District  
Sutcliffe, LLP*

April 21, 2023

Town of Portola Valley  
Attn: Howard Young  
Interim Town Manager  
765 Portola Valley Road,  
Portola Valley, CA

**To Our Partners in Local Government:**

I'm writing to ask you to renew your investment in Joint Venture Silicon Valley. We're an organization providing both analysis and action, and we do it in partnership with the region's major sectors—government, business and labor. Because of that support, we're fielding a variety of programs and activities that bring rationality and coherence to the region, and root our decisionmakers in data.

**For example:**

- Our climate initiatives are pushing the state legislature for more aggressive targets for reducing greenhouse gases, for hastening our conversion to zero-emission vehicles, envisioning two-way charging for those vehicles when parked at home, and more.
- Our Food Recovery initiative is leading our region's implementation of Senate Bill 1383, which diverts surplus food from landfills to worthy organizations. The program has been tasked with the responsibility to educate, inspect, and monitor compliance of all regulated entities. We also convene the Silicon Valley Food Recovery Council.
- Our transportation work includes sponsoring legislation to (such as Senate Bill 917) to integrate and unify the region's transit providers and help them capture the efficiencies they will need to survive in a post-pandemic world.
- Our Civic Technologies program is working with stakeholders in the internet and telecommunications ecosystem to bring broadband to underserved communities. We're also working with cities and carriers to facilitate the expansion of our networks, and to provide research addressing community concerns.
- Our Silicon Valley Economic Development Alliance, comprised of economic development professionals from more than 25 agencies, provides professional development and support to the members through monthly meetings and programs with partner organizations.

On the research side of the house, we have expanded our output of white papers, data sets, and public opinion polling. Our flagship product continues to be the Silicon Valley Index, a comprehensive report monitoring the region's health and vitality across hundreds of indicators. In addition to providing the information in report form, we curate an online dashboard that provides thousands of data points (including live indicators) in a highly accessible format, and we provide this freely to the community. For an extra fee, our research team is also offering specialized data sets to Joint Venture member agencies seeking more in-depth information tailored to their city. You can contact me directly should that be of interest.

None of this is possible without continuing support, and we're grateful for yours. Even in a difficult economy our corporate and labor members are still standing by us. Our public sector investors complete the circle, making this a genuine "joint venture."

I'm attaching an invoice, and it reflects a small inflation-based increase over last year's amount.

With thanks for your partnership,



Russell Hancock  
President & Chief Executive Officer

**Joint Venture Silicon Valley**  
84 W. Santa Clara Street  
Suite 800  
San Jose, CA 95113  
(669) 223-1331

# INVOICE

<b>Invoice #:</b>	1065NETportola
<b>Invoice Date:</b>	04/20/23
<b>Amount Due:</b>	\$1,000.00

**Bill To:** \_\_\_\_\_

Town of Portola Valley  
Attn: Howard Young  
Interim Town Manager  
765 Portola Road  
Portola Valley, CA 94028  
United States

**Ship To:** \_\_\_\_\_

Attn: Howard Young  
Interim Town Manager  
765 Portola Road  
Portola Valley, CA 94028  
United States

Due Date	Terms
05/20/23	Net 30

Item	Description	Quantity	Price	Amount
Revenue-City	Joint Venture Silicon Valley Public Investment, Fiscal Year 2023-24	1	\$1,000.00	\$1,000.00

<b>Subtotal:</b>	\$1,000.00
<b>Sales Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	\$1,000.00
<b>Payments:</b>	\$0.00
<b>Amount Due:</b>	<b>\$1,000.00</b>

Make checks payable to:

Joint Venture Silicon Valley  
84 W Santa Clara Street, Suite 800  
San Jose, California 95113

Thank you for your prompt payment

501(c)3 Tax ID: 77-0389802

To pay online, go to <https://app01.us.bill.com/p/jointventuresiliconvalleynetwork>



## Board of Directors

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*Board Chair/President*

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Deborah Gordon

Susan Martin

Louise Patch

Carolyn Rianda

Carolyn Schutz

Patricia Wilkinson

## Chief Executive Officer

Peter Olson

## Services

**Meals on Wheels**  
Nutrition Services  
650-323-2022

**Little House**  
Roslyn G. Morris  
Activity Center  
650-326-2025

**Rosener House**  
Adult Day Services  
650-322-0126

April 13, 2023

Mr. Howard Young  
Interim Town Manager  
Town of Portola Valley

Dear Mr. Young,

Thank you for the opportunity to request a contribution for the Peninsula Volunteers, Inc. (PVI) Meals on Wheels program for the coming year. PVI is a tax-exempt charitable organization (501 (c)(3) #94-1294939) serving seniors and adults with disabilities in San Mateo County including Portola Valley. Meals on Wheels is a safety net service providing nutritious meals, daily human contact and safety checks, regular functional assessments and referrals to other needed community services with the goal of preventing premature hospitalization or institutional placement. Meals on Wheels helps older adults remain in their own homes and communities as long as it is safely possible.

According to Meals on Wheels America, more than 10 million (1 in 6) older adults struggle with hunger nationally. In California, that equates to more than 1.1 million, and in San Mateo County, 16,000 seniors face food insecurity. San Mateo County has an older population compared to many other California counties, and seniors continue to desire to age in place. Often seniors and adults with disabilities must choose among paying for housing, medication or food. Meals on Wheels alleviates the concern around nutrition, and the check-in by staff members and volunteers provides a measure of security. San Mateo County's population of age 60 and over is projected to increase 143% from 2010-2060, and 390% for 85 years and over. With increasing age comes the greater possibility of disability and need for assistance, so the demand for PVI services is certain to increase significantly. Last year, PVI delivered 180,000 meals to 1,200 San Mateo County seniors and adults with disabilities.

Meals on Wheels is partially funded by San Mateo County Aging and Adult Services with funds from the Older Americans Act and must adhere to the criteria set forth in the Act; therefore, meal recipients can only be requested to make a voluntary donation towards the cost of the program. San Mateo County funding does not cover the full cost of providing the meals. **A \$5,000 donation from the Town of Portola Valley will be used to help cover the unfunded portion of providing nutritious meals to homebound older adults.** Many of the meal recipients have a monthly income of \$1,200 or less and are unable to contribute to the program. Funding is needed to bridge the gap in support for this successful and vital program.

Sincerely,

Barbara Kalt  
Grant Specialist  
Peninsula Volunteers, Inc.  
[www.1pvi.org](http://www.1pvi.org)



**PCRC**

PENINSULA CONFLICT RESOLUTION CENTER

April 18, 2023

Town Manager  
765 Portola Road  
Portola Valley, CA  
94028

Attention Town Manager,

**Agreement for the Provision of Community Mediation Services**

The Peninsula Conflict Resolution Center (PCRC), a 501(c)(3) public benefit corporation, wishes to provide conflict resolution services for the Town of Portola Valley.

The Peninsula Conflict Resolution Center is an independent contractor, organized in accordance with the laws of California, and is capable of performing the conflict resolution services described in this agreement.

PCRC and the Town of Portola Valley agree as follows:

**SERVICES.** The PCRC shall provide the services described in Exhibit A, attached to and made a part of this agreement.

**FUNDING.** Funding by the Town of Portola Valley shall be in advance and shall be \$2760.00 PCRC shall provide documentation to specify how the funds requested shall be spent, including such details as the Town of Portola Valley deems appropriate. Additional documentation may be requested by the Town.

**CONTRACT TERM.** This contract shall commence on July 1, 2023, and shall terminate on June 30, 2024, unless terminated before that time, as described in Paragraph 6 of this agreement.

**PROGRAM REPORTS.** A performance report shall be submitted annually (at year-end). This report shall include a description of all program activity related to this contract for the particular period.

**BREACH OF CONTRACT.** The Town of Portola Valley reserves the right to waive any and all breaches of this contract, any such waiver shall not be deemed a waiver of all previous or subsequent breaches. In the event the Town of Portola Valley chooses to waive a particular breach of this contract, it may condition said waiver on payment by PCRC of actual damages occasioned by such breach of contract. PCRC shall make every effort to resolve the breach quickly and amicably.



**PCRC**

PENINSULA CONFLICT RESOLUTION CENTER

**TERMINATION.** In the event the PCRC is unable to fulfill its responsibilities under this contract for any reason whatsoever, including circumstances beyond its control, the Town of Portola Valley may terminate this contract. Either party to this agreement may terminate this contract without cause by giving 10 days written notice to the other party. If the contract is terminated, PCRC shall return a prorated amount of funding to the Town of Portola Valley.

**INTEREST OF PUBLIC OFFICIALS.** No members, officers or employees, or agents of the Town of Portola Valley, no member of the City Council, and no other public official exercising any function or responsibility with respect to this program during his/her tenure, shall have any interest, direct or indirect, in this contract or a related subcontractor the proceeds thereof.

**RELATIONSHIP OF PARTIES.** It is expressly understood that PCRC is an independent contractor and that no agency, employee, or other relationship is intended to be or is established by this contract.

**INSPECTION OF PROGRAM.** It is understood that periodic review of PCRC's program may be necessary and the right to do so is reserved by the Town of Portola Valley.

**ASSIGNABILITY.** PCRC shall not assign in this agreement and shall not transfer any interest in the same, without the prior written consent of the

**HOLD HARMLESS AND INSURANCE.** PCRC agrees (1) to hold harmless and indemnify the Town of Portola Valley and its officers and employees from and against any and all claims, loss, liability, damage, and expense arising from the performance of this contract, including claims, loss, liability, damage, and expense caused or claimed to be caused by passive negligence of the City or its officers or employees. (2) to defend (Town of Portola Valley), its officers or employees there-against; provided however that this provision does not apply to claims, loss, liability, damage, or expense arising from (a) the sole negligence or willful misconduct of (Town of Portola Valley) or (b) the active negligence of (Town of Portola Valley). General liability and automobile liability insurance shall provide the following minimum benefits: (1) general liability, including comprehensive form, personal injury, broad form property damage, contractual and premises/ operation in limits of \$1,000,000, aggregate, bodily injury, and property damage combined; (2) automobile liability in limits of \$1,000,000, bodily injury and property damage combined. Additionally, workers' compensation insurance in at least the minimum statutory amounts shall be maintained. All liability insurance policies shall specify (Town of Portola Valley), its elective and appointed boards, commissions, officers, agents, and employees as additional insured. A certificate of insurance shall be provided to (Town of Portola Valley) prior to performance pursuant to this contract. It shall include policy endorsement verifying Town's additional insured status. Further, any changes in insurance, required herein must be approved in writing by the City Attorney's Office



**PCRC**

PENINSULA CONFLICT RESOLUTION CENTER

**NONDISCRIMINATION. General:** No person shall, on the basis of race, color, national origin, religious affiliation or non-affiliation, marital status, medical condition, sex, age, handicap, sexual orientation, or political affiliation be excluded from participation in, be denied the benefits or be subjected to discrimination, under this agreement.

**Employment:** PCRC shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluation, and management relations, for all employees under this agreement. PCRC's personnel policies shall be made available to the Town of Portola Valley upon request.

**PROJECT REPRESENTATION.** PCRC and the Town of Portola Valley hereby designate the following agents to act as project representatives and receive all notices in the matters dealing with the performance of work, under this agreement.

**DISPUTE RESOLUTION.** If differences relating to this contract or the relationship between the contracting parties should arise during the term of this agreement, both parties will pursue resolution using an interest-based, non-adversarial coach and utilize the services of a neutral third-party mediator if direct negotiations are not successful.

**ADDITIONAL PROVISIONS.** Additional provisions, if any, are contained in Exhibit A, attached to this document.

In witness thereof, this agreement has been duly executed by the parties named above.

PENINSULA CONFLICT RESOLUTION CENTER  
1670 S. Amphlett Blvd., Suite 115  
San Mateo, California 94402  
650.513.0330

By: \_\_\_\_\_ Date  
Malissa Netane-Jones, Executive Director

By: \_\_\_\_\_ Date  
Town Manager, Town of Portola Valley



# Sustainable San Mateo County

Economy. Equity. Environment.

3182 CAMPUS DRIVE, #153, SAN MATEO, CA 94403

CHRISTINE@SUSTAINABLESANMATEO.ORG

WWW.SUSTAINABLESANMATEO.ORG

## BOARD OF DIRECTORS

April 20, 2023

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765 Portola Road

Portola Valley, CA 94028

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## EXECUTIVE DIRECTOR

Christine Kohl-Zaugg

### STAFF

Executive Assistant

Jill Reed

## IR Program Manager

Sarah Cassanego

Town of Portola Valley

765 Portola Road

Portola Valley, CA 94028

Dear Mayor Aalfs, City Manager Dennis, City Council Members and Sustainability Manager,

On behalf of Sustainable San Mateo County, thank you very much for your past contributions, which have enabled us to work toward our vision of a sustainable future for everyone in our county. Attached, please find our 2023-2024 funding request package, which includes:

- Introduction Letter
- Overview
- Funding Request
- Invoice
- Our most recent Indicators Report, on the topic of Building Electrification in San Mateo County, can be accessed on our website: [www.sustainablesanmateo.org](http://www.sustainablesanmateo.org) or you can [click here for direct access](#) (with both the full version of the report and a summary brochure available for download).

We would like to take this opportunity to cordially invite you and your staff to attend our first ever "Youth for Climate Policy" event, this coming Friday, April 21<sup>st</sup>. The event will feature State Senator Becker, former local mayors and student leaders. This free webinar, meant to empower our youth, is cosponsored by 350 Silicon Valley, Silicon Valley Youth Climate Action, Acterra, Citizens' Climate Lobby and Peninsula Clean Energy. The program will offer practical tips on how to connect with leaders at the city, county and state levels, advocate for policies at local government meetings and organize groups to propel positive climate action. For more information and to register, go to: [tinyurl.com/Youth4ClimatePolicy](http://tinyurl.com/Youth4ClimatePolicy).

For any questions, please do not hesitate to contact me.

Thank you for considering this request.

In Partnership,

### FOUNDERS

Marcia Pagels

Ruth Peterson

Christine Kohl-Zaugg  
Executive Director



**Sustainable  
San Mateo County**  
Economy. Equity. Environment.

<p><b>Request for Support Town of Portola Valley Sustainable San Mateo County FY 2023-24 Amount Requested: \$5,000</b></p>	<p>Sustainable San Mateo County 3182 Campus Drive, #153 San Mateo, CA 94403 Contact: Christine Kohl-Zaugg, Executive Director p: 650-918-1992   christine@sustainablesanmateo.org</p>
--	---

**Sustainable San Mateo County (SSMC) is requesting support for its programs for Fiscal Year 2023-24.** Our goal is to have 100 percent participation from our cities and towns in financially supporting our programs – and we are very close to reaching this! Our programs are aimed at making San Mateo County vibrant and healthy for generations to come. Please note that we depend upon our cities and towns' financial contributions to allow us to continue to serve you and your residents. We very much appreciate all previous financial support and hope you are able to fund us at the full requested level to allow us to continue to deliver and expand our programs and positive impact on the ground.

Your support will allow us to continue to share best-in-class solutions of sustainability programs, practices and ordinances that will help guide your city toward a sustainable future that values a healthy environment, social equity and a green, thriving economy. SSMC promotes greater understanding that we are all part of a giant, interdependent and complex web of relationships that ensure a healthy and thriving world for us and for generations to come. We believe in the power of systems-thinking and a longer-range approach to solving issues facing our county.

#### **Organizational Overview**

Founded in 1992, over thirty years ago, SSMC is an independent nonprofit organization that is not affiliated with the San Mateo County Office of Sustainability. We are dedicated to stimulating positive community action on economic, environmental and social equity issues (the three “E’s” of sustainability) for our county. SSMC is well respected for providing accurate, timely, empowering, and accessible data and information as well as impactful sustainability solutions that your city can easily adopt.

SSMC's core programs, our Indicators Report and our annual Sustainability and Green Building Awards, provide information and inspiration to drive sustainability in San Mateo County at the local level. Both programs have been in place for over 20 years and provide each city and town in San Mateo County with metrics, data and local trends impacting our economy, environment, and society. Our recent 24<sup>th</sup> Awards event, on March 30<sup>th</sup>, was the first time we were able to return to an in-person event since 2019 and was a resounding success with close to 300 sustainability leaders attending. In keeping with the theme of the event, “*A hopeful future for our youth,*” SSMC honored three local high school students who have volunteered their time to make the county more sustainable. SSMC also partners closely with local government and a wide range of community organizations to promote sustainable policies, practices and programs, such as the RICAPS program, Peninsula Clean Energy, like-minded leading nonprofits, local Chambers of Commerce, the American Institute of Architects' local San Mateo chapter and the County's Office of Sustainability to cite a few.

We continue to update and expand the Sustainability Ideas Bank, which shares impactful, scalable, cost-effective and easy-to-replicate sustainability measures, ordinances and policies that local jurisdictions and businesses can adopt to accelerate sustainability. Our regular virtual Happy Hours series, which was launched when the pandemic hit, allows residents to stay connected and explore sustainability topics in a collaborative setting. Experts kick-start discussions on different subjects every month, with an average of 50+ people attending each Happy Hour. Our new Sustainability Dashboard helps cities measure their progress. Please check-out our website at: [www.sustainablesanmateo.org](http://www.sustainablesanmateo.org) to learn more. Last but not least: we take our responsibility to train and mentor the next generation of local sustainability leaders seriously, notably via our Summer Interns program. You can read more about this [here](#) or by going to: <https://sustainablesanmateo.org/2023/04/12/ssmc-seeks-summer-interns/>



### **Staffing**

SSMC is growing! Currently, we have a part-time Program Manager who supports the Indicators Report, which helps cities shape and implement their sustainability goals. SSMC's Executive Director, which works full time, is involved in the strategic direction of the Indicators Report, as well as in editing, design consultation, website, and events development, planning, and outreach for the report. SSMC also has a part-time Executive Assistant who assists with administrative duties. We are currently actively looking for an additional FTE to help manage our Sustainability Dashboard and Sustainability Ideas Bank programs. In addition, approximately 30 individuals regularly volunteer for SSMC in various capacities. Our committees help with our Indicators Report, the Sustainability Dashboard Project, Communications, Fundraising and our annual Sustainability Awards Celebration and Auctions. Many of these volunteers have been continuously involved with the organization for years. In fact, some have even volunteered with our organization since its inception, more than thirty years ago! We also continue to work with and guide students from local schools and universities, including Nueva High School and Stanford University (Sustainable Cities course, with Professor Rick Kos).

### **Who We Serve**

Sustainable San Mateo County serves the entire population of San Mateo County, close to 730,000 individuals (July 2022 census data). The information we provide is used by residents, researchers and leaders in government, business, and the nonprofit community. We make our Indicators Report available for free to all, including all elected leaders in local cities and towns, their staffs and sustainability coordinators; Chambers of Commerce; local nonprofit agencies and more. We estimate that we reach at least 5,000 people annually through the distribution of Executive Summaries, our online report and events, including our virtual Awards Celebration and Indicators Report Launch. Our website receives more than 30,000 hits per year, and we reach thousands of local participants through our newsletter, mailing list, social media sites, recorded events posted on our YouTube channel and virtual as well as in-person presentations and events. To ensure that SSMC stays relevant and continues to offer high-quality, useful programs to the cities it serves, we seek frequent feedback from key stakeholders.

### **How SSMC Will Use These Funds**

SSMC will continue to track key sustainability metrics for cities in San Mateo County and examine one sustainability topic in depth each year. For 2023, our topic is "And How Are the Children? Evaluating the Wellbeing of Children, Youth, and Their Families in San Mateo County." Instead of asking one another "how are you?", the Masai people traditionally greet one another with a phrase that translates to "And how are the children?" This phrase underscores the idea that the health and sustainability of a community are dependent on the wellbeing of its children. This is what we'll look at closer for this year's Indicator Report.

Our vision going forward is to keep accelerating sustainability by continuing to share best-in-class examples of easy-to-replicate sustainability practices and policies by other cities, towns, counties, and businesses. In addition, we envision hosting a series of round tables with subject matter experts and interested parties to examine sustainability solutions at a deeper level and uncover additional solutions we can then share broadly via our Sustainability Ideas Bank. SSMC will continue to help local cities, towns, and the county assess their progress and craft sustainability goals based on input from community forums and interviews with local leaders. We publicize local stories of sustainability success in the media and at public events to amplify their impact and make them more visible. Funds received will help support a Program Manager who coordinates meetings with local cities and towns, volunteer researchers, writers, graphic designers, printing and dissemination of reports. In addition, these funds will help cover the costs of community meeting venues and materials, publicity, and outreach.

### **Our Primary Sources of Funding**

San Mateo County and local cities and towns are the primary sources of funding for our research. Additional organizational support comes from foundations, corporate grants and generous individual donors.

### **Benefits to Your Organization**

Many elected and appointed officials, as well as nonprofit and business leaders have told us they greatly value SSMC's contributions in helping them do their job. We've received lots of positive feedback about our Sustainability Ideas Bank, which is designed to help you implement new policies and programs easily. City leaders tell us they use our Indicators Report and



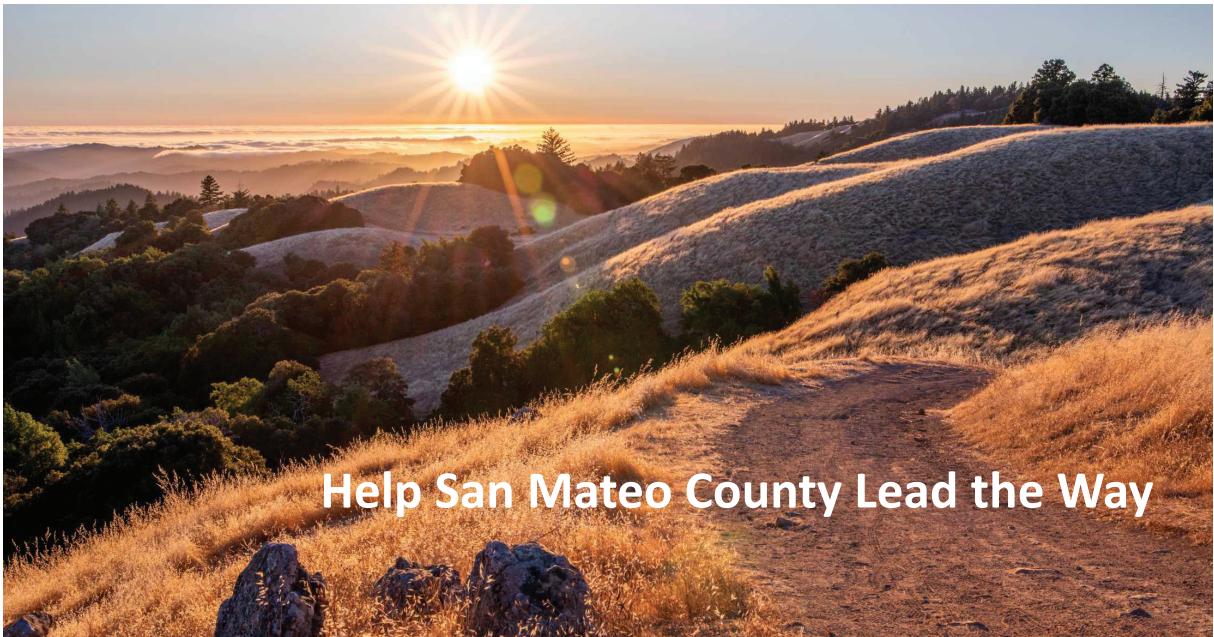
results from our Sustainability Dashboard to understand local conditions and trends, learn about successful policies and programs, and to provide data to demonstrate the need for new or expanded programs, services and/or policies to successfully address issues. You are encouraged to reference findings from our reports in your own presentations to highlight an area of need or make a case for a program or initiative. Charts and graphs are downloadable from our website, and our staff can assist you with interpreting the underlying data or questions. Our 2022 Indicators Report focused on the state of Building Electrification in our County. Both the full report as well as the summary brochure can be viewed [here](#) or at: <https://bit.ly/IR2022FullReportAndSummary>. Please note that we are happy to provide educational presentations to city and community groups upon request, as well as letters of support for programs whose goals align with ours. We also feature local cities' achievements at our Happy Hours. We are continually working to improve our programs and welcome your suggestions.

We are grateful for the ongoing financial support from local cities and towns like yours. Your 2023-24 contribution will enable us to continue to deliver high-quality, timely and relevant programs that foster and accelerate a sustainable future for your residents, organizations, and businesses, and continue to train our engaged youth, tomorrow's leaders. We hope you will approve our requested level to allow us to broaden and deepen our programs and give sustainability the voice and attention it truly deserves – now even more than ever!

Thank you for your time and consideration.

Yours sincerely,

Christine Kohl-Zaugg  
Executive Director  
Sustainable San Mateo County



IG: @mila\_hofman; web: miladidit.com

## Help San Mateo County Lead the Way

At this critical time for our planet, your contribution will help achieve the vision we share of a sustainable future for San Mateo County. With the pandemic, wildfires and extreme weather threatening our future, there's no time to lose in helping local cities, businesses and residents adopt sustainable practices. We believe our county can demonstrate to the rest of the country that it's possible to become environmentally sustainable while being socially responsible and also achieving economic prosperity.

### We Are Making an Impact with 5 Key Initiatives

- Our popular **Awards Celebration** has honored sustainability champions and Green Building Award recipients each spring since 1999
- Our monthly **Happy Hours** offer participants a chance to chat with experts on a variety of topics in a fun online way
- Our new **Sustainability Dashboard** tracks sustainability in local cities and the county
- Our **Indicators Report**, produced annually since 1997, takes a deep dive into one critical sustainability issue each year
- Our **Sustainability Ideas Bank** compiles successful policies and programs implemented by cities and businesses that others can replicate without having to reinvent the wheel

### What Others Say About SSMC



"SSMC is helping to catapult the county through research and metrics toward a greener, more inclusive future for all."

*Leane Eberhart, Volunteer*



"They are true stewards of our community."  
*Chris Garrett, Devil's Canyon Brewing Company Owner and SSMC Advisory Council Member*



"SSMC strengthens our communities by making the transition to sustainable practices and policies easier."

*Kai Kato, Stanford student and 2020 SSMC summer intern*



"I really admire the work that they do because they draw in the equity piece that's so important, and they always strive for solutions that make economic sense."

*Diane Bailey, Cofounder, Fossil Free Buildings in Silicon Valley*



**Sustainable  
San Mateo County**  
Economy. Equity. Environment.

Learn more at <https://sustainablesanmateo.org>  
[advocacy@sustainablesanmateo.org](mailto:advocacy@sustainablesanmateo.org) or (650) 918-1992



**Sustainable  
San Mateo County**  
Economy. Equity. Environment.

# INVOICE

**Sustainable San Mateo County**  
**3182 Campus Drive, #153**  
**San Mateo, CA 94403**  
**Phone: 650-918-1992**

INVOICE #	DATE
2023-132	4/19/23
FY 2023-2024	TERMS
Contribution	Net 30

**BILL TO**

Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

**SHIP TO**

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
FY 2023-2024 Contribution to: Sustainable San Mateo County	1	5,000.00	5,000.00
<i>Thank you for your support!</i>		<b>TOTAL</b>	<b>5,000.00</b>

**Please make all checks payable to: Sustainable San Mateo County**  
**\*PLEASE NOTE OUR UPDATED ADDRESS ABOVE**

**For payment by Credit Card - please visit:**  
<https://sustainablesanmateo.org/donatevolunteer/>

**Sustainable San Mateo County (SSMC) is a 501(c)(3) California public benefit corporation.**  
**Contributions are tax deductible. SSCM's federal tax identification number is 48-1265207.**

If you have any questions concerning this invoice, please use the following contact information:  
Christine Kohl-Zaugg | christine@sustainablesanmateo.org | 650-918-1992



SUSTAINABLE  
SILICON VALLEY

Box 2218  
Sunnyvale, CA 94087

# Invoice

Date	Invoice #
7/1/2023	1839

Bill To:
Town of Portola Valley 765 Portola Road Portola Valley, CA 94028 Town Manager Jeremy Dennis

P.O. No.	Terms	Due Date
	Due on Receipt	7/1/2023

Description	Amount
Government Membership Fee	1,000.00

Sustainable Silicon Valley is a non-profit organization pursuant to Section 501(c)(3) of the United States Internal Revenue Code and our tax ID is 56-2464045. Your donation to SSV may qualify for an income tax deduction in accordance with Federal and/or State income tax laws. Please consult with your tax advisor to determine whether your donation is tax deductible in whole or in part. Nothing in this communication is intended to constitute legal or tax advice.

Please make all checks payable to Sustainable Silicon Valley

Wire/ACH Information:  
Wells Fargo Bank  
Routing # 121042882  
Account # 1005941917

**Total** \$1,000.00