City of St. Helena
Special City Council Meeting
Thursday, May 28, 2020 @ 9:00 AM

465 Main Street, St. Helena

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The City Council meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for City Council meetings will be accepted via email to publiccomment@cityofsthelena.org.
Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions.

Please click this URL to join. https://us02web.zoom.us/j/84346132278

Or join by phone:

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

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Meeting ID: 843 4613 2278

International numbers available: https://us02web.zoom.us/u/kcjBuGGRNu

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "public comment" portion of the agenda may do so, but please observe the time limit of four minutes.

Page

1. CALL TO ORDER

2. ROLL CALL
   Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members: Anna Chouteau, David Knudsen and Mary Koberstein

3. PUBLIC COMMENT:
   Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4 minutes.

4. NEW BUSINESS:

   4.1. Consideration and Award of Non-Profit Grant Application Funding 5 - 419

in the Fiscal Year (FY) 2020/21 Operations Budget in the Amount of $151,988 (~~Staff report forthcoming~~) Provided 5-27-20

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Finance Manager
Recommendation:
It is recommended that the City Council approve funding to be included in the FY 2020/21 Operations Budget for the non-profit applicants as follows:

- Programmatic Grants - Boys and Girls Club $20,000, Collabria Care $6,000, Mentis $20,000, Napa County Bicycle Coalition $14,000, Napa Valley Community Organizations $4,900, Ole Health $1,988, Our Town St. Helena $20,000, Rianda House $30,000, St. Helena Farmers' Market $5,100, and UpValley Family Centers $30,000.

The total aggregate amount of funding for FY 2020/21 is $151,988.

Staff Report - Pdf
Presentation
Public Comment.Jenny Ocon

4.2. Budget Workshop #2 - Review of FY 2020-21 non-profit funding requests and recommendations (separate staff report), review of Water and Wastewater Funds budget data, review of refined General fund forecasting data, and review of FY 2020-21 Chamber of Commerce Agreement. (~~Staff report forthcoming~~) Provided 5-27-20 421 - 442

CEQA Determination: Exempt
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Budget Workshop #2 - Review of FY 2020-21 non-profit funding requests and recommendations (separate staff report), review of Water and Wastewater Funds budget data, review of refined General fund forecasting data, and review of FY 2020-21 Chamber of Commerce Agreement.

Staff Report - Pdf

5. ADJOURNMENT

The next Regular City Council meeting is scheduled for June 9, 2020, at 6:00 p.m.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on May 26, 2020.

Cindy Tzafopoulos

Cindy Tzafopoulos, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL CITY COUNCIL MEETINGS

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena City Council will host a Virtual Council Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur: https://sthelena.civicweb.net/Portal/

The ZOOM web link, meeting ID, and phone number will be listed at the top of the City Council Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Council Meetings:

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website
3. Watch and Listen on Zoom.us by clicking on the link in the Council Agenda
4. Listen only by calling the Zoom number listed on the Council Agenda

Watch Council Meeting by Joining the Zoom Meeting:

1. **By Computer, Tablet, or Smart Phone:**
    a. Before joining the virtual City Council Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
    b. If you are logged into your account, Enter the **Meeting ID** listed on the City Council Agenda. If you have not created an account go to: https://zoom.us/join and enter the **Meeting ID**
    c. Select if you would like to connect audio and/or video and tap **Join Meeting**.
    d. For specific instructions for your device, go to: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting
2. **Listen Only by Telephone:**
    a. **Dial** the number listed on the Council Agenda.
    b. At the prompt, enter the **Meeting ID** provided on the top of the

City Council Meeting Agenda and **Press #. A participate ID is not required.**

c. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual City Council Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Mayor will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in Advance to** publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO COUNCIL and the AGENDA ITEM". Any public comment is required to be submitted no later than 1 hour before the scheduled meeting and will be included as an attachment to the agenda.

2. **Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the **"raise hand"** feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand'** button again.

3. **Call in to the ZOOM meeting from a cell phone or landline phone only**

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.

Report to the City Council
Special City Council - 28 May 2020 Budget Workshop

Agenda Section: **NEW BUSINESS:**

Subject: **Consideration and Award of Non-Profit Grant Application Funding in the Fiscal Year (FY) 2020/21 Operations Budget in the Amount of $151,988**

CEQA Determination: **Not a CEQA project**

Prepared By: Mandy Kellogg, Finance Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In October 2018, the City Council adopted Resolution 2018-150, adopting an amended Non-Profit Funding Policy and Related Program Application Guidelines (Attachment 1). The policy established a framework for how the City provides financial assistance to non-profit agencies who provide direct programs, projects or services to St. Helena residents, and promote the City's mission and goals. The amended policy established two different categories that non-profit agencies could apply for funding:

- **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena. The minimum grant request is $1,000 and the maximum grant request is $30,000. The overall funding available in this category was anticipated to be $140,000 in FY 2020/21.

- **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education. The minimum grant request is $1,000 and the maximum grant request is $10,000. The overall funding available in this category was anticipated to be $50,000 in FY 2020/21.

On December 2, 2019, staff posted the grant guidelines on the City's website, sent out a press release, and made an announcement at a City Council Meeting that the

application was available. Applications were initially due January 31, 2020. However, the City Manager authorized extension of the deadline to February 14, 2020 to provide additional time for non-profits to prepare grant applications.

Applicants have been advised that awards are not guaranteed and that requests may be scaled down based on available funding.

DISCUSSION

City staff received 28 applications requesting funding. Per the Policy, the applications were reviewed for completeness and one application was deemed ineligible and not included in the attached application packages.

The City Council working group, consisting of Mayor Ellsworth and Vice Mayor Dohring, met to review applications and make recommendations for FY 2020/21 non-profit funding. The City received a significantly larger response to the program than it had in previous years and cumulative funding requests exceeded the program budget by $186,451. The working group conducted a first review of the eligible applications prior to the COVID-19 pandemic and anticipated recommending funding at least $190,000 in application requests.

However, as COVID-19 financial implications began to unfold and constrain available FY 2020/21 General Fund resources, the working group reconsidered its evaluation methodology. In prior years, applications had been evaluated based on how they aligned with the City's Mission Statement and supported at least one of the City's three-year goals. Given the developing emergency, the Mayor and Vice Mayor introduced an additional lens by which to further evaluate the applications including 1) Health and Safety considerations, 2) Food Security, and 3) Alignment with City Council Goals.

City staff and the Council working group closely reevaluated each application and revised prior funding recommendations to align with the added evaluation criteria and budget principles discussed at the May 14th budget workshop. An additional effort was made to reduce the overall anticipated program funding by approximately 25% in FY 2021 given the City's COVID-19 budget impacts. As a result, funding of $151,988 is recommended for FY 2021.

Below is a listing of the organizations by grant category that submitted an application and the recommended funding for the FY 2020/21 Operations Budget:

Programmatic Grant Applications - $140,000 in Proposed Funding Available

Applicant	Description	Requested Funding	Recommended Funding
Boys and Girls Club (Attachment 15)	Teen Center Services	30,000	20,000
Collabria Care	UpValley Village Fee Waiver	6,000	6,000

(Attachment 16)	Program		
Grace Episcopal Church (Attachment 17)	Supplemental Power at Grace Episcopal Church	20,000	-
Mentis (Attachment 18)	Mental Health Treatment Services for Youth	30,000	20,000
Napa County Bicycle Coalition (Attachment 19)	St. Helena Safe Streets - Presentations, Workshops	14,500	14,000
Napa Valley Community Organizations Active in Disaster (Attachment 20)	Back to School Community Preparedness Event	4,900	4,900
Ole Health (Attachment 21)	St. Helena Health Center	26,988	1,988
Our Town St. Helena (Attachment 22)	OTSH Preserve and Build Program	30,000	20,000
Rianda House Senior Activity Center (Attachment 23)	Senior Activity Center Programs	30,000	30,000
St. Helena Farmer's Market (Attachment 24)	Market Match Program	5,600	5,100
St. Helena Little League (Attachment 25)	St. Helena Little League Uniforms & Equipment	10,000	-
St. Helena Preschool for All (Attachment 26)	St. Helena Preschool for All Scholarships	30,000	-
UpValley Family Centers (Attachment 27)	Community Connections & Immigration Assistance	30,000	30,000
We Care Animal Rescue (Attachment 28)	General Operations of Animal Shelter & Sanctuary	20,000	-
	TOTALS	**287,988**	**151,988**

Community Enrichment Grant Applications - $50,000 in Proposed Funding Available

Applicant	**Description**	**Requested Funding**	**Recommended Funding**
Boys and Girls Club (Attachment 2)	Power Hour - Homework Assistance Program	10,000	-
Federated Women of Upper Napa Valley	St. Helena High School Scholarships	2,000	-

(Attachment 3)			
Friends of the Cameo (Attachment 4)	Let's Eat: Importance of Food Culture & Practices	10,000	-
Grace Episcopal Church (Attachment 5)	Mexico Mission - Pilgrimage	3,163	-
Kiwanis Foundation St. Helena (Attachment 6)	St. Helena Kiwanis Foundation Scholarships	3,000	-
Lunchtime Productions (Attachment 7)	Dramatic Arts Teaching Artists for SHPS	2,500	-
Music in the Vineyards (Attachment 8)	Music in the Vineyards Music and Movies Community Concert	2,500	-
Nimbus Arts (Attachment 9)	Free Community Festival & Event Art	13,500	-
St. Helena Choral Society (Attachment 10)	4th Annual A Capella Festival	5,000	-
Saint Helena Community Band (Attachment 11)	Community Band Yearly Performances	10,000	-
St. Helena Community Garden (Attachment 12)	St. Helena Community Garden Upgrades	6,800	-
St. Helena Forum for Innovation & Creativity (Attachment 13)	Martha Graham Dance Company Show	10,000	-
St. Helena Historical Society (Attachment 14)	Pioneer Classroom and Education Center	10,000	-
	TOTALS	**88,463**	**-**

FISCAL IMPACT

If the grant requests are awarded based on the recommendations of the Council working group for the FY 2020/21 Operations Budget, then $131,988 will be expended from the General Fund and $20,000 from Measure E.

RECOMMENDED ACTION

It is recommended that the City Council approve funding to be included in the FY 2020/21 Operations Budget for the non-profit applicants as follows:

- Programmatic Grants - Boys and Girls Club $20,000, Collabria Care $6,000, Mentis $20,000, Napa County Bicycle Coalition $14,000, Napa Valley Community Organizations $4,900, Ole Health $1,988, Our Town St. Helena $20,000, Rianda House $30,000, St. Helena Farmers' Market $5,100, and UpValley Family Centers $30,000.

The total aggregate amount of funding for FY 2020/21 is $151,988.

ATTACHMENTS

Attachment 1 - Nonprofit Funding Policy and Guidelines
Attachment 2 - Boys & Girls Club Community Enrichment Application
Attachment 3 - Federated Women of Upper Napa Valley Community Enrichment Application
Attachment 4 - Friends of the Cameo Community Enrichment Application
Attachment 5 - Grace Episcopal Church Community Enrichment Application
Attachment 6 - Kiwanis Foundation of St. Helena Community Enrichment Application
Attachment 7 - Lunchtime Productions Inc. Community Enrichment Application
Attachment 8 - Music in the Vineyards Community Enrichment Application
Attachment 9 - Nimbus Arts Community Enrichment Application
Attachment 10 - St. Helena Choral Society Community Enrichment Application
Attachment 11 - Saint Helena Community Band Community Enrichment Application
Attachment 12 - St. Helena Community Garden Community Enrichment Application
Attachment 13 - Saint Helena Forum for Innovation and Creativity Community Enrichment Application
Attachment 14 - St. Helena Historical Society Community Enrichment Application
Attachment 15 - Boys & Girls Club Programmatic Application
Attachment 16 - Collabria Care Programmatic Application
Attachment 17 - Grace Episcopal Church Programmatic Application
Attachment 18 - Mentis Programmatic Application
Attachment 19 - Napa County Bicycle Coalition Programmatic Application
Attachment 20 - Napa Valley Community Organizations Active in Disaster Programmatic Application
Attachment 21 - Ole Health Programmatic Application
Attachment 22 - Our Town St. Helena Programmatic Application
Attachment 23 - Rianda House Senior Activity Center Programmatic Application
Attachment 24 - St. Helena Farmers' Market Programmatic Application
Attachment 25 - St. Helena Little League Programmatic Application
Attachment 26 - St. Helena Preschool For All Inc. Programmatic Application
Attachment 27 - UpValley Family Centers Programmatic Application
Attachment 28 - We Care Animal Rescue Programmatic Application

Attachment 1

	City of St. Helena Administrative Policy Finance	Policy **Non-Profit Funding Policy** **Page 1 of 3**

Title: **Non-Profit Funding Policy**		Policy #	P-FI-0003
		Revision #	1
		Implementation Date	2015-10-13
		Last Update Date	2018-10-23
Approval by City Council	Resolution 2018-150	Date Approved	2018-10-23

I. Purpose, Overview and Scope of this Policy

The purpose of this policy is to set forth parameters and establish guidelines for annual grant funding of non-profit agencies based on availability of funds and award by the City Council.

II. Authority

Updates to this policy require City Council approval.

III. Policy

The City of St. Helena is committed to providing financial assistance to local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Programs and services must be consistent with the City's mission statement or support at least one of the City Council's three-year goals.

A. Eligibility Requirements

1. All applicants must possess a current IRS Not-for-Profit determination letter (IRS Form 501(c)(3)). Applicants must provide this determination letter as proof that they are a non-profit organization.
2. A non-profit organization must have been in operation for a minimum of one year by December 31st of the year preceding the application deadline.

B. Accountability

Non-profit organizations shall adhere to accountability standards set by the City of St. Helena and as required by law. Compliance with these standards is a criterion for funding. These standards include but are not limited to compliance with:

1. All financial requirements including submission of proof of expenditures as specified by the grant agreement.
2. Program performance measurement requirements including submission of a final report by the end of the fiscal year.
3. All other terms of the policy and grant agreement including meeting all deadlines.

C. Funding Eligibility

1. Only one application per category per organization will be considered each year.
2. Grants are for programmatic expenses that are items recognized under Generally Accepted Accounting Principles (GAAP) as operating costs.

D. Application Procedure

1. Timeline
    a. A public notice will be posted and available on the City of St. Helena's website with the current Program Guidelines and Grant Application at the beginning of each calendar year.
    b. Completed applications must be returned to the City no later than the date indicated in each year's public notice. Applications received after the published deadline will be deemed ineligible for that year.
2. Application Requirements
   A completed Grant Application is required, by the advertised deadline date along with all required documentation as identified in the current year's Program Guidelines and Grant Application.
3. Grant Awards
   The posting of Program Guidelines and Grant Application for non-profit funding does not guarantee allocation of funds for this program nor award to any applicant. The City Council may determine to fund none, one, or multiple projects/services/programs within the minimum and maximum grant amount as identified by this policy. The City Council is not required to expend any particular allocation in a given year.
4. Funding Award
    a. City staff will review applications for completeness and eligibility and forward all complete and eligible applications to the City Council working group.
    b. The City Manager will schedule the date grant applications will be brought to the City Council for review. Staff will prepare a brief staff report and attach all complete and eligible applications and notify applicants of date applications will be presented to City Council. Applicants are strongly encouraged to attend the City Council meeting to respond to City Council questions regarding applications.
    c. The City Council will approve final funding for non-profits prior to the adoption of the Annual Operating Budget.
    d. Applicants will be notified of the final funding amount no later than June 30th.
    e. Insurance will only be required for projects located or occurring on City owned property. Insurance coverage amounts will be reviewed

and approved by the City's Administrative Services Manager prior to contract execution.

f. Any non-profit organization awarded program funds must accept the funds by completing an agreement provided by the City which must be signed by the non-profit organization Director and the City Manager. The agreement and other contract requirements shall be signed by the organization and received by the Finance Department no later than August 31st of the fiscal year funds are awarded. Failure to comply with this date will result in funding awards being withdrawn.

5. Compliance
   The consideration, award, and funding of any non-profit organization pursuant to the Non-profit Program, shall be carried out in a manner consistent with the Conflict of Interest Code and Non-Discrimination Policy for Appointed and Elected Officials of the City of St. Helena, adopted by the City Council on April 14, 2015.
6. Grant Reporting and Invoicing
   Each funded organization will be required to submit a final grant report by the end of the fiscal year. This report should describe the funded program/project/service outcomes and shall include a financial report detailing expenditures that is signed by the organization's Director. Non-profit organizations shall include an invoice with the final report in the amount of the grant award. Grant funds are provided on a reimbursement basis only. Failure to comply with these reporting requirements may jeopardize funding.

E. Updates to Program Application and Guidelines

The City Manager is authorized to make updates to the Program Application and Guidelines as long as they adhere to this Non-Profit Funding Policy.

City of St. Helena Non-Profit Funding Grant Program Guidelines FY 2020/21

The City of St. Helena invites all interested non-profit organizations to submit an application for funding. The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs and services must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Funding Philosophy

Due to limited resources, not all requests may be funded. The City encourages a goal of self-sufficiency for all initiatives funded by this program. Accordingly, all organizations requesting funds from the City should continue efforts to develop stable private funding sources. Submission of a complete application does not guarantee funding nor does receiving an award in the prior funding year.

Applicant Criteria

Applicants may apply for project funding in one of the following categories:

- **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena. The minimum grant request is $1,000 and the maximum grant request is expected to be $30,000. The overall funding available in this category is $140,000 per fiscal year.
- **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education. The minimum grant request is $1,000 and the maximum grant request is $10,000. The overall funding available in this category is expected to be $50,000 per fiscal year.

Actual grant funding is based upon funds appropriated by the City Council in the annual budget and are dependent on the City's annual budget prioritization process.

Eligibility

Eligibility has been established by the City of St. Helena Non-Profit Funding Policy (Resolution 2018-150). All applicants must possess a current IRS Not-for-Profit determination letter (IRS Form 501(c)(3)) and provide as proof that they are a non-profit organization.

- Only one application per agency per category will be considered each year.
- Grants are for programmatic expenses only (items recognized under Generally Accepted Accounting Principles (GAAP) as operating costs).
- The City will not fund the purchase, maintenance, or repair of capital assets.
- All applications must be submitted by the published deadline, be complete and contain all requested information and documents in order to be considered for funding.
- Non-profit organizations must be in existence for at least one year by December 31st of the year preceding the application deadline (or December 31, 2019 for this cycle).

Previous years' allocations are not a consideration for funding.

Timeline, Submission and Grant Cycle

Applications will be available to the public on December 2, 2019 and must be received no later than **February 14, 2020 by 5:00 PM - *Application deadline was extended*.** Late and incomplete applications will not be accepted. It is anticipated that City Council will make the final funding recommendations in March of 2020 for the 2020/21 fiscal year.

Please submit grant applications to:

By E-mail:

Mkellogg@cityofsthelena.org

The grant period for non-profits approved for funding for Fiscal Year 2020/21 will be from July 1, 2020 to June 30, 2021.

Limitation on Awards

The granting of City funding is solely a monetary contribution and not a co-sponsorship by the City of any event, program, service or activity for which funding is used unless specifically agreed to in writing by the City. Award of funding shall not eliminate the need for applicants to comply with applicable regulations or permit requirements for the program, event, service or activity being funded. Grant award does not authorize use of any City property.

Any expenses incurred before grant award are not eligible for reimbursement. Each successful project/program/service will be required to submit a final grant report including expenses, accomplishments, photos, etc. Appropriate documentation will be required and may include receipts, volunteer sign-in sheets, invoices or other documents.

Grant Recipient Requirements

Organizations receiving grant funding are required to:

- Submit a revised goals and activities description if not funded at the level requested;
- Submit a revised budget if not funded at the level requested;
- Enter into a grant agreement with the City of St. Helena;
- Obtain appropriate level of insurance as determined by the City of St. Helena and add the City of St. Helena as additionally insured, if required;
- Complete a final report describing program outcomes and financial statements detailing expenditures no later 30 days after the end of the funding period.

Questions?

All questions should be submitted via email to: Mandy Kellogg at MKellogg@cityofsthelena.org

City of St. Helena

Vision Statement

The City of St. Helena will strive to be economically sustainable, and continue to be a family-friendly, diverse and safe community which prudently manages its financial and human resources, continues to upkeep and improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and embraces and retains its historic, small-town character, beautiful natural environment and high quality of life.

Mission Statement

The City of St. Helena is dedicated to serving the needs and desires of our citizens by:

- Maintaining and improving our short and long-term economic sustainability
- Offering excellent professional services to all customers
- Establishing, improving and maintaining City infrastructure
- Maintaining and encouraging an environmentally sustainable community
- Preserving and embracing the historic, small-town, rural character of St. Helena.
- Expanding and improving recreational services and facilities and cultural opportunities
- Encouraging a wide range of innovative, well-designed housing available for residents of all ages and income levels
- Facilitating full civic participation and ongoing communication
- Strengthening partnerships with the private, non-profit and public sectors

**Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.*

City Council 3-Year Goals

- Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship and Public Health
- Stabilize, Maintain, and Improve Access to Housing
- Enhance Organizational Performance and Commit to Full Public Participation, Ongoing Communication, and Regional Collaboration
- Ensure Long Term Economic Sustainability while Safeguarding St. Helena's Unique Culture & Quality of Life
- Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth

Attachment 2

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Boys & Girls Clubs of St. Helena and Calistoga
Organization Mailing Address:	1420 Tainter Street, St. Helena Ca, 94574
Organization Contact Person (Name/Title):	Mariana Martinez, Unit Director
Organization Contact Email:	Mariana@bgcshc.org
Organization Contact Telephone:	(707) 963-8944
Organization Website:	www.bgcshc.org
Federal Tax ID Number and Status:	68-0226714
How long has your organization been in operation?	Since 1989 (30th)

Project Category:

☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☑ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	Power Hour- Homework Assistance Program
Address of Project:	1420 Tainter Street, St. Helena Ca, 94574
Requested Grant Amount:	10,000.00
Matching Funds:	40,000.00
TOTAL Project Cost:	50,000.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
Five Tutors at $14.00/hour at 10 hours a week for 16 weeks	11,200.00
Total Grant Request	10,000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Greg Bouillerce Signature Greg Bouillerce

Title Director of Operations Date 2/5/2020

Attachment 1: Application Questions 1-5

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

The mission of the Boys & Girls Club is "To provide all young people a safe, positive and unique place to develop their natural talents, and to inspire them to achieve their full potential." Every program we offer is delivered to our youth with this mission in mind. As such, our Power Hour Homework Assistance Program is a reflection of our mission, but also corresponds directly to the City's mission where it strives to engender "economic sustainability" by fostering a deep connection to the "historic small town character" of St. Helena. Funding this program is a direct investment in the children of St. Helena, who will in turn develop their natural talents and skills and deepen their hometown connection. The end result of this is an informed populace that is better prepared to cope with the modern age but also one that is deeply connected to retaining the small town nature of St. Helena.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

The Power Hour Homework Assistance Program (PHAP) is designed to provide intensive tutorial support for St. Helena primary, elementary and junior high school students who struggle to fulfill academic achievement goals identified by their classroom teacher or school counselor. Additionally, this program will provide space for students who need a positive, nurturing environment to help them learn or improve study habit skills. This program has a demonstrable impact on school attendance and the academic proficiency of St. Helena youth through our partnership with the St. Helena School District, Napa County Office of Education and Boys & Girls Clubs of America.

Students participating in (PHAP) can work on individual homework assignments or work with other students on group projects. In the Club's Learning Center and Lounge, tutors, who's work is funded directly by this grant, assisted by their supervisor, are available to aid students in English, Spanish, math, science, computer skills and social studies.

Students are referred to the Power Hour Homework Assistance Program by a St. Helena classroom teacher, a school counselor, parent or they sign up themselves. There is ongoing communication among the Power Hour Homework Assistance Program tutors, school staff, parents, and students.

The Power Hour Homework Assistance Program is a collaboration with the St. Helena Schools.

In terms of timeline, PHAP will begin on August 14, 2019. The Program will run throughout the school year and will be conducted Monday through Thursday from 3:00 p.m. to 5:30 p.m.. The Program will end in June which coincides with the end of the City's fiscal year and the end of the Academic year.

Attachment 1: Application Questions 1-5

3. Describe the community support for your Project.
a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

The Boys & Girls Clubs of St. Helena and Calistoga has a strong working relationship with the St. Helena School District; primary, elementary, junior high schools and NCOE. We meet with school personnel on a regular basis to get referrals, progress reports, counseling updates and updates on how certain children in the program are doing. NCOE provides year round data on grades, test scores and program support.

b. What roles are they playing and how collaborative is the Project?

These partners support the successful orchestration of this program by communicating strengths and weakness as observed in the classroom and by identifying at risk students in need of additional support. This allows us to focus on areas and individual students that may need more attention.

c. What other support exists for your Project?

The Boys & Girls Clubs of St. Helena and Calistoga receives program support and academic resources from the Boys & Girls Clubs of America. They provide valuable resources for our staff, volunteers and members. The Napa Valley Vintners provides financial support for supplies used throughout the year.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

The Power Hour Program will benefit St. Helena children ages 5 to 12. Based on our most recent membership numbers over 950 children will be served by this Power Hour Program receiving direct homework assistance and tutoring. No child is turned away for any reason. If they cannot afford a membership ($50 a school year), they will receive a scholarship.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

We receive yearly funding from the Napa County Office of Education. The funding we receive is part of the State of California's ASES program which is the result of the 2002 voter-approved initiative Proposition 49. This funding, $146,650.50 specifically for St. Helena, helps the Club provide literacy, academic enrichment and safe constructive alternatives for St. Helena youth in kindergarten through ninth grade. Part of our requirements are to show partnerships and buy-in from county and city governments. The $10,000 requested helps us not only provide tutors but also makes us eligible for ASES funding and $146,650.50 for the children of St. Helena.

Department of the Treasury
Internal Revenue Service
P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077550279
May 09, 2013 LTR 4168C 0
68-0226714 000000 00
00036325
BODC: TE

BOYS & GIRLS CLUBS OF ST HELENA &
CALISTOGA INC
1420 TAINTER ST
SAINT HELENA CA 94574-1949

09238

Employer Identification Number: 68-0226714
Person to Contact: Sophia Brown
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 25, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 1995.

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

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

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

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date:
DEC 2 2 1995

BOYS AND GIRLS CLUB OF ST HELENA
1341 TAINTER
ST HELENA, CA 94574-1944

Employer Identification Number:
68-0226714
Case Number:
955286032
Contact Person:
GEORGE LOPEZ
Contact Telephone Number:
(213) 725-6641
Our Letter Dated:
June 30
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Richard R. Orosco
District Director

Letter 1050 (DO/CG)

BOYS & GIRLS CLUBS OF ST. HELENA AND CALISTOGA
Budget Variance Report
June 2019 and YTD

9/19/2019

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
Income							
ASES Grants	23,227	33,670	(10,443)	316,967	336,696	(17,729)	336,696
Vintners Grant	0	0	0	200,000	200,000	0	200,000
OJP - BGCA	0	4,000	(4,000)	16,139	27,000	(10,861)	27,000
BGCA - National	0	0	0	0	2,500	(2,500)	2,500
Calistoga - Teen Center	0	35,000	(35,000)	70,000	70,000	0	70,000
Calistoga - Enrichment Grant	5,484	2,000	3,484	5,484	2,000	3,484	2,000
St. Helena - Program Grant	0	0	0	10,000	10,000	0	10,000
21st Century Grant	0	0	0	125,037	141,400	(16,363)	141,400
Foundations	60,000	0	60,000	84,500	80,000	4,500	80,000
Sports Fees	0	0	0	9,760	8,000	1,760	8,000
Sports Sponsorships	0	0	0	3,100	4,500	(1,400)	4,500
Facility Rentals	0	0	0	5,234	5,500	(267)	5,500
Concessions	1,909	0	1,909	10,574	1,000	9,574	1,000
Membership Dues	29,456	20,000	9,456	97,748	75,000	22,748	75,000
The BIG Night - net	3,453	0	3,453	947,443	650,000	297,443	650,000
Annual Campaign - net	14,001	0	14,001	67,161	35,000	32,161	35,000
Calistoga Breakfast - net	0	0	0	39,279	50,000	(10,721)	50,000
Mail Campaign - net	550	0	550	55,626	45,000	10,626	45,000
Contributions - General	2,000	300	1,700	30,660	15,000	15,660	15,000
Transfer from Earnings	0	0	0	0	40,000	(40,000)	40,000
Miscellaneous & Trust Funds	0	0	0	2,625	5,000	(2,375)	5,000
Transfer from Savings	0	0	0	0	50,000	(50,000)	50,000
In-kind Donations	0	0	0	0	0	0	0
Interest Income	34	0	34	475	0	475	0
Total Income	140,115	94,970	45,145	2,099,811	1,853,596	246,215	1,853,596
Expenses							
Salaries	116,170	102,100	14,070	1,183,568	1,235,255	(51,687)	1,235,255
Payroll Tax Expense	8,887	7,500	1,387	103,349	90,000	13,349	90,000
Employee Benefits	8,609	10,000	(1,391)	117,839	120,000	(2,161)	120,000
Retirement Benefits	751	800	(49)	6,916	9,600	(2,684)	9,600
Workers Compensation Insurance	749	1,700	(951)	12,344	21,000	(8,656)	21,000
Payroll & New Employees Expense	341	500	(159)	5,418	3,000	2,418	3,000
Advertising	0	330	(330)	921	3,960	(3,039)	3,960
Board & Meeting Expense	523	850	(327)	10,272	10,200	72	10,200
Printing & Copying	1,161	800	361	9,912	9,600	312	9,600
Postage	0	200	(200)	1,563	2,500	(937)	2,500
Utilities & Custodial	17,565	4,800	12,765	56,685	57,600	(915)	57,600
Insurance	0	3,000	(3,000)	31,172	34,000	(2,828)	34,000
Professional Dues & BGCA	239	160	79	2,603	11,000	(8,397)	11,000
Office & Computer Supplies	172	1,000	(828)	8,415	14,000	(5,585)	14,000
Website & IT	3,731	2,600	1,131	37,231	31,200	6,031	31,200
Telephone	418	650	(232)	9,563	7,800	1,763	7,800
Cable	100	100	(0)	1,187	1,200	(13)	1,200
Training & Conferences	346	2,000	(1,654)	8,345	20,000	(11,655)	20,000
Miscellaneous Expense	0	200	(200)	430	3,000	(2,570)	3,000
Repairs & Maintenance	1,654	300	1,354	34,611	11,500	23,111	11,500
Program Supplies	5,974	11,000	(5,026)	99,936	75,000	24,936	75,000
Club Trips	(323)	0	(323)	19,466	0	19,466	0
Teen Center Contingency	0	0	0	0	0	0	0
Mileage Reimbursements	435	600	(165)	4,833	8,200	(3,367)	8,200
Staff Supplies	0	400	(400)	4,026	7,000	(2,974)	7,000
Recognition & Awards	626	250	376	4,738	4,000	738	4,000
Professional Services	2,054	2,000	54	38,105	34,500	3,605	34,500
Bank & Brokerage Fees	1,150	500	650	10,131	6,000	4,131	6,000
Taxes & Licenses	0	0	0	160	500	(340)	500
Deferred Maintenance	0	0	0	0	10,000	(10,000)	10,000
Youth of the Year	0	0	0	9,351	8,000	1,351	8,000
Red Wagon	0	0	0	1,256	2,500	(1,244)	2,500
Total Expenses	171,332	154,340	16,992	1,834,345	1,852,115	(17,770)	1,852,115
Net Income (Loss)	(31,217)	(59,370)	28,153	265,466	1,481	263,985	1,481

Boys & Girls Clubs of St. Helena and Calistoga Budget

	2017-2018	2017-2018	2018-19	2019-2020
Income				
Grants/Foundations	Budget	Actual	Budget	
ASES/21st Century	$258,570.00	$301,792.00	$336,696.44	$478,096.44
Vintners Grant	$200,000.00	$200,000.00	$200,000.00	$200,000.00
OJP - BGCA	$20,000.00	$17,168.00	$27,000.00	$30,000.00
BGCA National Grants	$0.00	$2,500.00	$2,500.00	$2,500.00
Teen Centers	$30,000.00	$30,000.00	$70,000.00	$70,000.00
21st Century Grant	X	x	$141,400.00 X	
Calistoga - Enrichment Grant	$2,000.00	$0.00	$2,000.00	$5,000.00
SH - Program Grant	$10,000.00	$10,000.00	$10,000.00	$5,000.00
Other Foundations	$35,000.00	$71,500.00	$80,000.00	$80,000.00
Membership Dues/Fees	$72,000.00	$96,917.00	$75,000.00	$75,000.00
Sports Fees	$7,500.00	$8,362.00	$8,000.00	$9,000.00
Sports Sponsorships	$3,500.00	$6,025.00	$4,500.00	$4,500.00
Facility Rentals	$1,800.00	$3,928.00	$5,500.00	$5,500.00
Concessions	$1,000.00	$3,041.00	$1,000.00	$7,000.00
Special Events - Net				
Business Campaign	$35,000.00	$35,955.00	$35,000.00	$45,000.00
The BIG Night	$475,000.00	$710,182.00	$650,000.00	$725,000.00
Mail Campaigns	$40,000.00	$53,811.00	$45,000.00	$55,000.00
Calistoga Breakfast	$45,000.00	$43,444.00	$50,000.00	$45,000.00
Contributions - General	$114,000.00	$12,238.00	$15,000.00	$16,000.00
Transfer from Earnings	$40,000.00	$0.00	$40,000.00	$30,000.00
Miscellaneous & Trust Funds	$4,000.00	$5,466.00	$5,000.00	$5,000.00
Transfer from Surplus	$50,000.00	$50,000.00	$50,000.00	$40,000.00
Interest Income				
Total Income	$1,444,370.00	$1,662,329.00	$1,853,596.44	$1,932,596.44
Expenses	TOTALS		TOTALS	
Salaries	$897,200.00	$1,001,245.00	$1,235,255.00	$1,250,000.00
Payroll Tax Expense	$79,200.00	$85,582.00	$90,000.00	$98,000.00
Employee Benefits	$99,600.00	$89,367.00	$120,000.00	$120,000.00
Retirement Benefits	$9,000.00	$5,900.00	$9,600.00	$10,000.00
Workers Comp. Insurance	$19,800.00	$17,439.00	$21,000.00	$21,000.00
New Employee Exp	$2,400.00	$2,625.00	$3,000.00	$4,500.00
Advertising	$3,960.00	$4,403.00	$3,960.00	$3,960.00
Board & Meeting Expenses	$10,200.00	$7,653.00	$10,200.00	$10,500.00
Printing/Copying	$16,800.00	$9,099.00	$9,600.00	$9,600.00
Postage	$2,400.00	$1,775.00	$2,500.00	$2,500.00
Utilities & Custodial	$48,000.00	$40,973.00	$57,600.00	$50,000.00
Insurance	$33,000.00	$29,955.00	$34,000.00	$45,000.00
Professional Dues/BGCA	$9,260.00	$10,613.00	$11,000.00	$12,000.00
Office/Computer Supplies	$12,000.00	$14,272.00	$14,000.00	$14,000.00
Website/IT	$24,000.00	$29,370.00	$31,200.00	$35,000.00
Telephone	$6,000.00	$8,720.00	$7,800.00	$9,000.00
Cable	$936.00	$1,169.00	$1,200.00	$1,200.00
Training & Conferences	$20,100.00	$15,437.00	$20,000.00	$20,000.00
Miscellaneous Expenses	$3,000.00	$2,881.00	$3,000.00	$3,000.00
Repairs/Maintenance	$5000.00	$11,798.00	$11,500.00	$18,000.00
Program Supplies	$65000.00	$73,539.00	$75,000.00	$82,000.00
Mileage	$9600.00	$5,836.00	$8,200.00	$7,200.00
Club Trips				$25,000.00
Staff Supplies	$5,000.00	$6,310.00	$7,000.00	$7,000.00
Recognition & Awards	$4,000.00	$2,427.00	$4,000.00	$4,000.00
Red Wagon	$2,500.00		$2,500.00	$2,500.00
Youth of the Year	$6,500.00	$7,100.00	$8,000.00	$10,000.00
Professioinal Services	$36,000.00	$32,002.00	$34,500.00	$38,000.00
Bank Fees	$10,000.00	$5,388.00	$6,000.00	$8,000.00
Taxes and Licenses	$500.00	$307.00	$500.00	$500.00
Defered Maintenance			$10,000.00	$10,000.00
Total Expenses	$1,440,956.00	$1,523,185.00	$1,852,115.00	$1,931,460.00
	$3,414.00	$139,144.00	$1,481.44	$1,136.44

3:42 PM
01/28/20
Cash Basis

BOYS & GIRLS CLUBS OF ST. HELENA AND CALISTOGA
Profit & Loss
January 1, 2019 through January 1, 2020

	12 month grant funding
Income	
ASES Grants	329,796.76
Teen Centers	70,000.00
Calistoga - Enrichment Grant	5,484.00
St. Helena - Program Grant	10,000.00
Vintners Grant	200,000.00
OJP - BGCA	34,205.90
21st Century Grant	162,900.00
Foundations	97,500.00
Total	909,886.66

Attachment 3

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name: Federated Women of Upper Napa Valley
Organization Mailing Address: PO Box 383 St. Helena, Ca
Organization Contact Person (Name/Title): Annette Smith - President
Organization Contact Email: fedwomenofunv@gmail.com
Organization Contact Telephone: 707-738-3792
Organization Website: https://fwunv.org/
Federal Tax ID Number and Status: 510373397 non profit 501 3C
How long has your organization been in operation? 1965 (St. Helena Women's Improvement Club)

Project Category:

☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name: St. Helena High School Scholarship
Address of Project: St. Helena High School
Requested Grant Amount: $ 2,000.00
Matching Funds: $ -0-
TOTAL Project Cost: $ 2,000.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

1 High School Senior Scholarship for May 2021	$1,000
1 High School Senior Scholarship for May 2021	$1,000
Total Grant Request	$2,000

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Annette Smith Signature Annette Smith

Title President of Federated Women of Upper Napa Valley Date 1-25-2020

Application Questions

1. *Describe how your project ties to the City's Goals, Mission/Vision Statement.*
We are applying for the Community Enrichment Grant that includes promoting education. What better way to promote education than to help graduating seniors attend college or a trade school! The City's Vision statement includes "embracing a high quality of life." A college education definitely improves the quality of life not only for the student but for their family as well. One of the City Council's 3 – Year Goals is to "Support Thriving Families... and Healthy Development of Our Youth." Helping a student to get a college education or trade school skills continues the healthy development of our youth. And lastly, the City's Mission statement expresses a desire to strengthen partnerships with non-profits. The Federated Women also look forward to a partnership with the city and community through our many and various projects.

2. *Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Provide a timeline.*

For many years the Federated Women of Upper Napa Valley (FWUNV) have offered 2 scholarships to St. Helena High School graduating seniors. We have very specific criteria for these scholarships:

- The student must be of the first generation in their family to attend college/trade school
- Maintain a 2.0 or better grade point average in High School
- Plan to attend a community college with the intent to transfer to a 4 year college or attend a trade school
- Participate in community service activities

The high school counselor recommends the students who meet the criteria and the FWUNV scholarship committee reviews their applications and makes the final selections.

In the past we have given two $500 scholarships but we realized last year that this was not enough money to make a significant difference in the students' college expenses. We voted to increase each scholarship to $1,000 starting in 2020.

Timeline: Our club meets September –May. During this time we have 2 major fundraisers – selling our delicious apple pies at the Harvest Festival in the fall and a Bingo Night in the spring. (These fundraisers help support our scholarship fund as well as several other community projects that we support.) We present the two Scholarships at the Senior Award Night at the High School in May. We plan to present the two $1,000 scholarships at the Awards Night in May 2021.

3. *Describe the community support for your project.*
Our club of 42 senior citizens supports this project during the year by working on the fundraisers and also by making personal donations to the many different

projects we support. The High School relies on the generous support of this community to offer scholarships to graduating seniors. We are proud to be a part of the network that encourages our students to further their education.
We have never had any extra support for this project until last summer when we became aware of an educational grant through the Enterprise Foundation. We applied and in December we were awarded a grant of $1,500 for our scholarship fund. This money will be used for our two 2020 scholarships this May.

4. Describe who will benefit from this project and estimate how many people this Project may impact.
This project will directly benefit two graduating seniors from St. Helena High School and launch them into the next level of education. This project will impact two families who have never had a child attend college. The students will serve as a role model to other children in the family and neighborhood, showing the importance of education and motivating others. It may make a difference in the attitude and support of the family to see their child attend college. The ripple effect and influence could be huge.

5. *If you have received funding from other Napa County government agencies in the past two years, provide a level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.*
The FWUNV have many community projects that they support throughout the year. One of our other main projects is called Reading Is Fun (RIF). We go to the St. Helena Boys and Girls Club, Stonebridge and Hunts Grove to read to the children bi-monthly. We give them a free new book and cookies. We try to instill the joy of reading and learning. This particular program is funded solely by outside grants and personal donations made specifically for RIF. We do not use monies from our general budget for this. We have received grants for RIF through the Give Guide in 2018 and $1,000 from Napa Valley Community Foundation in 2019.
Other community projects that we support include Alpha K-9 – a service dog program for veterans suffering from PTSD, Voices – a Napa County program for adolescent foster kids, UpValley Family Centers, Rianda House, We Care, Preschool for All, and Pennies for Pines. Support for these community organizations come from our general fund and members' personal donations.
Funding from the City of St. Helena for our Scholarship Fund will directly benefit two St. Helena families who have a graduating senior.
So in a nutshell, we are a group of "little old ladies" trying to make a difference in our St. Helena community. We raise money with our two major fundraisers and member donations and in the spring we give it all back to the community and start again in the fall.

CT0172060

Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470
Telephone: (916) 445-2021

WEBSITE ADDRESS:
http://ag.ca.gov/charities/

INITIAL REGISTRATION FORM STATE OF CALIFORNIA OFFICE OF THE ATTORNEY GENERAL REGISTRY OF CHARITABLE TRUSTS

(Government Code Sections 12580-12599.7)

NOTE: A $25.00 REGISTRATION FEE MUST ACCOMPANY THIS REGISTRATION FORM. MAKE CHECK PAYABLE TO DEPARTMENT OF JUSTICE.

Pursuant to Section 12585, registration is required of every trustee subject to the Supervision of Trustees and Fundraisers for Charitable Purposes Act within thirty days after receipt of assets (cash or other forms of property) for the charitable purposes for which organized.

Every charitable (public benefit) corporation, association and trustee holding assets for charitable purposes or doing business in the State of California must register with the Attorney General, except those exempted by California Government Code section 12583. Corporations that are organized primarily as a hospital, a school, or a religious organization are exempted by Section 12583.

Name of Organization: California Federation of Women's Clubs
D/B/A Federated Women of Upper Napa Valley

The name of the organization should be the legal name as stated in the organization's organizing instrument (i.e., articles of incorporation, articles of association, or trust instrument).

Official Mailing Address for Organization:

Address: P. O. Box 383

City: St. Helena

State: California

ZIP Code: 94574

Organization's telephone number:

Organization's e-mail address: none

Organization's fax number: none

Organization's website: none

All organizations must apply for a Federal Employer Identification Number from the Internal Revenue Service, including organizations that have a group exemption or file group returns.

Federal Employer Identification Number (FEIN): 51-0137397

Group Exemption FEIN (if applicable): 8288

All California corporations and foreign corporations that have qualified to do business in California will have a corporate number. Unincorporated organizations are assigned an organization number by the Franchise Tax Board upon application for California tax exemption.

Corporate or Organization Number: Group exemption under California Federation of Women's Clubs - # unknown

RECEIVED
Attorney General's Office
FEB 18 2011
Registry of Charitable Trusts

CT-1 REGISTRATION FORM (6/2007)

#19303 875

INTERNAL REVENUE SERVICE
Ogden, IRS Center

Department of the Treasury
P.O. Box 9941, Ogden, Utah 84409
MS 6273

Refer Reply To: 0423235260
Date: August 27, 2008

15

CALIFORNIA FEDERATION OF WOMEN CLUBS
FEDERATED WOMEN OF UPPER NAPA VALLEY
% JOAN LOMBARDI
PO BOX 383
ST HELENA CA 94574

Taxpayer Identification Number: 51-0137397

Dear Taxpayer:

We received your request dated August 27, 2008 asking us to verify your employer identification number (EIN), name and group exemption status.

Your employer identification number is 51-0137397. Please keep this number in your permanent records. You should enter our name and EIN, exactly as shown above, on all federal tax forms that require its use, and on any related correspondence or documents.

Our records indicate that you have been assigned group exemption number (GEN) 8288, barring and problems with acceptance from the computer system, and you are classified as an 501 C (3) of the Internal Revenue Code.

If you have any questions, please call our Customer Service area at 1-877-829-0115. If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your daytime telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number ( ) _____ Hours_____

Sincerely,

Candy Englmeier

FEDERATED WOMEN OF UPPER NAPA VALLEY
BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2020

INCOME			
Annual Dues	50 members @ $50 ea	2,500.00	
Contributions		1,000.00	
RIF Contributions		4,000.00	
Bingo Fundraiser		4,000.00	
Harvest Festival Pie Sales		2,520.00	
TOTAL INCOME			14,020.00
EXPENSES			
Dues to District	50 members @ $23 ea	1,150.00	
Church Rental	9 meetings @ $60 ea	540.00	
Church Set-up/Tear-down	9 meetings @ $45 ea	405.00	
Annual PO Box Rental		106.00	
Liablitly Insurance		320.00	
Chamber of Commerce		200.00	
RIF purchases		3,000.00	
Misc Operating	Supplies,etc	500.00	
Printing	Directory, Posters, etc	500.00	
Notecards	Printing, envelopes	300.00	
Memorials		200.00	
Bingo Expenses		1,400.00	
Harvest Festival and Pie Expenses		500.00	
Donations*		4,750.00	
TOTAL EXPENSES			13,871.00
INCOME LESS EXPENSES			149.00

*Donations:	Rianda House	150.00
	Preschool for All	150.00
	Voices	400.00
	Pennies for Pines	100.00
	Friends of the Library	200.00
	Alpha K-9	500.00
	Up Valley Center	250.00
	Other Requests	500.00
	EDGE Student Program	500.00
	SH High Scholarships	2,000.00
		4,750.00

FEDERATED WOMEN OF UPPER NAPA VALLEY
ACTUALS FOR FISCAL YEAR ENDING JUNE 30, 2019

INCOME			
Annual Dues		2,574.00	
Contributions		1,349.00	
RIF Contributions		8,344.27	
Voices Contributions		1,470.00	
Host District Meeting		2,125.00	
RV to Paradise Fundraiser		24,163.34	
Bingo Fundraiser		3,510.00	
Harvest Festival Pie Sales		1,905.00	
Interest Income		13.34	
TOTAL INCOME			45,453.95
EXPENSES			
Dues to District		1,265.00	
Church Rental		480.00	
Church Set-up/Tear-down		315.00	
Annual PO Box Rental		96.00	
Liablitly Insurance		320.00	
Chamber of Commerce		200.00	
RIF Purchases		3,680.50	
Misc Operating	Supplies;etc	846.47	
Printing	Directory, Posters, etc	121.61	
Notecards	Printing, envelopes	467.06	
Memorials		0.00	
District Meeting		400.00	
RV to Paradise		24,163.34	
Bingo Expenses		875.99	
Harvest Festival and Pie Expenses		585.41	
Donations*		4,686.00	
TOTAL EXPENSES			38,502.38
INCOME LESS EXPENSES			6,951.57

*Donations:	Rianda House	250.00
	Preschool for All	300.00
	Voices	2,200.00
	Pennies for Pines	136.00
	Friends of the Library	100.00
	Alpha K-9	0.00
	Up Valley Center	100.00
	Other Requests	100.00
	EDGE Student Program	500.00
	SH High Scholarships	1,000.00
		4,686.00

Attachment 4

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Friends of the Cameo dba Cameo Cinema Foundation
Organization Mailing Address:	1340 Main St., St Helena
Organization Contact Person (Name/Title):	Cathy Buck/Owner Cameo Cinema
Organization Contact Email:	info@CameoCinema.com
Organization Contact Telephone:	(707) 963-3946
Organization Website:	www.CameoCinema.com/Cameo-Cinema-Foundation
Federal Tax ID Number and Status:	#46-1415228 Active 501c3
How long has your organization been in operation?	7 years

Project Category:

☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☑ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	Let's Eat: The Importance of Our Food Culture and Practices
Address of Project:	1340 Main St., St. Helena
Requested Grant Amount:	$10,000.00 — $10,000.00
Matching Funds:	$
TOTAL Project Cost:	$10,000.00 — $18,000.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
See attached budget, please	

Total Grant Request 10,000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Thomas McBroom Signature Thomas C McBroom

Title Treasurer Date 1/28/2020

City of St. Helena
Non-Profit Grant Application
Fiscal Year 2020 – 2021
Let's Eat: The Importance of Our Food Culture and Practices

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement

Included in the City of St. Helena's stated Goals, Missions and Visions are:

- Maintaining and improving our short and long-term economic sustainability
- Offering excellent professional service to all customers
- Maintaining and encouraging an environmentally sustainable community
- Preserving and embracing the historic, small-town, rural character of St. Helena
- Facilitating full civic participation and ongoing communication
- Expanding and improving recreational services and facilities and cultural opportunities
- Strengthening partnerships with the private, non-profit and public sectors

Central to the economy and culture of St. Helena is food and wine. The cultivation, preparation, presentation and enjoyment of food touches every aspect of our lives on both a personal and global level. Every holiday and celebration is tied to food. The way we cultivate food and dispose of food waste is key to the survival of our planet. **Let's Eat** is a year-long series of programs that focuses on food as a means to unite all members of our community, honor our cultures, improve awareness and appreciation of healthy eating and sustainable farming, promote local chefs and celebrate the unique, historic, agrarian and small-town character of St. Helena.

Several **Let's Eat** programs will be presented in partnership with The St. Helena Farmers' Market, another beloved local organization with strong community support.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your project.

There will be at least four **Let's Eat** programs presented between July 2020 and August 2021. Each program will look at an aspect of the social and cultural importance of food or food production practices. For example, one program might center on how certain foods may be tied to a specific ethnic group but enjoyed throughout the world. Another program might focus on the health aspects of food including food as medicine, the importance of nutrition, or the issue of eating disorders. Food production could be the topic of a program that looks at how the growing of produce or the cultivation of animals as a food source can impact the environment in both positive and negative ways. The economic impact of the food and restaurant industries might form the basis of a program. Food as art or the expression of emotion might be yet another program topic.

Each program will consist of a film screening plus speakers, workshops or other activities related to the program theme. One program might include a doctor or nutritionist talking about how what we eat impacts our health; or a scientist might explain genetically modified foods. A local chef might teach a hands-on class for kids. Local farmers might tell us about sustainable farming in Napa Valley or a Master Gardener could demonstrate proper planting techniques for herbs. One of our local olive oil producers could share samples and recipes. Even a family picnic featuring locally grown foods is a possibility.
The timeline for this project is:

July 2020 – Award of City of St. Helena Non-Profit Grants
July to September 2020 – Plan, promote and present the first **Let's Eat** program
August 2020 to November 2020 - Plan, promote and present the second **Let's Eat** program
December 2020 to April 2021 - Plan, promote and present the third **Let's Eat** program
May to June 2021 - Plan, promote and present the fourth **Let's Eat** program
June 2021 – Complete final report on the success of this program

3. Describe the community support for your Project
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your project?

In addition to The St. Helena Farmers' Market, **Let's Eat** encompasses a wide range of community organizations and local businesses. The cultural aspects of the program offer a natural fit with The St. Helena Multicultural Group, St. Helena Historical Society, UpValley Family Centers, St. Helena Public and Montessori Schools, Nimbus Arts, the Mexican-American Vintners' Association, as well as local restaurants and businesses including Azteca Market and Villa Corona, Himalayan Sherpa Kitchen and all of the wonderful eateries and wineries that celebrate our global ties. The health component of this program could involve the Culinary Institute of America at Greystone, St. Helena Hospital (Adventist Health St. Helena), Rianda House, St. Helena High School, Pacific Union College and Napa Valley College Upper Campus. Sustainable farming topics would offer participation opportunities for many local farmers, beekeepers, gardeners, The Future Farmers of America, St. Helena Public Library, Master Gardeners of Napa Valley, the Montessori School, restaurants and wineries with strong cultivation programs such as The Charter Oak, Farmstead, The Restaurant at Meadowood, Long Meadow Ranch, Wheeler Farms and the City of St. Helena's own community garden at Jacob Meily Park.

Support will come from our program partner, The St. Helena Farmers' Market, as well as local businesses and cultural organizations. A **Let's Eat** program that occurs during the Family Film Festival will receive support from our Family Film Festival sponsors, including our lead sponsor, Trinchero Family Estates.

We would also like to acknowledge the unpaid and unfunded support we receive from our many volunteers, including the Cameo Ambassadors, volunteer board members, St. Helena Farmers' Market volunteer board members, local chefs, merchants, farmers, teachers, students, medical personnel and other community members who will contribute their time and effort to make **Let's Eat** a success.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

Let's Eat can involve everyone in St. Helena who enjoys eating! Regardless of age, ethnicity or educational background, each of us can learn more about the benefits of healthy eating and farming. And enjoying food together is the best way to celebrate the cultural heritage of every member of our St. Helena community.

5. If you have received funding from other Napa County government agencies in the past two years, provide the level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Friends of the Cameo, now called the Cameo Cinema Foundation, has been privileged to receive grants from the City of St. Helena in the past two years. For 2018-2019, we received $10,000 for our **Come to Your Senses** programs. Our upcoming **Arts in April 2020** program is made possible by the $10,000 grant we received for 2019-2020.

No other funding from Napa County government agencies has been received.

Friends of the Cameo/Cameo Cinema Foundation - City of St. Helena Grant Application	
Proposed budget for Let's Eat: The Importance of Our Food Culture & Practices	
Description	**Amount**
Film Distributor Fee	$2,000.00
Digital Lobby Display	$150.00
Speaker Fees and Travel	$2,000.00
Workshop Supplies	$150.00
Online Promotion	$650.00
Print Promotion (Newspaper, Flyers, Posters, Rack Cards)	$2,000.00
Peachjar (digital flyers distributed to all Napa Valley Schools)	$800.00
Graphic Design for Online and Print Materials	$750.00
Cameo Staff	$1,500.00
Total Grant Request	**$10,000.00**

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

DEPARTMENT OF THE TREASURY

Date: FEB 28 2013

FRIENDS OF THE CAMEO
C/O CATHY BUCK
1340 MAIN ST
SAINT HELENA, CA 94574

Employer Identification Number:
46-1415228
DLN:
17053353389032
Contact Person:
NICHOLAS R HINDS ID# 31662
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 24, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

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

Letter 947 (DO/CG)

FRIENDS OF THE CAMEO

Sincerely,

Holly O. Paz

Holly O. Paz
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

4:04 PM
01/02/18
Accrual Basis

Friends of the Cameo
2020 Budget - Annual Fund
January through December 2020

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	TOTAL
Ordinary Income Special Events													
Income													
4000 · Income - Donations	10,000	10,000	10,000	4,000	4,000	4,000	15,000	15,000	15,000	36,500	57,000	70,090	250,590
4030 · Income - In-Kind Donations	0	0	0	0	0	0	0	0	0	0	0	0	0
4050 · Income - Restricted Donations	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	10,000	10,000	10,000	48,000
4060 · Income - Restricted Grants	0	0	0	0	0	0	0	0	0	0	0	0	0
4310 · Loss/Gain on Sale of Securities	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Income	12,000	12,000	12,000	6,000	6,000	6,000	17,000	17,000	17,000	46,500	67,000	80,090	298,590
Gross Profit	12,000	12,000	12,000	6,000	6,000	6,000	17,000	17,000	17,000	46,500	67,000	80,090	298,590
Expense													
6020 · Community Programming	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	180,000
6040 · Family Film Festival	0	0	25,000	0	0	0	0	0	0	0	0	0	25,000
6070 · Special Events Expense	0	0	0	0	0	0	0	0	0	0	0	0	0
6080 · In-Kind Donations Used	0	0	0	0	0	0	0	0	0	0	0	0	0
6100 · Education Programs													
6110 · Film Camps	0	0	0	0	0	0	0	0	0	0	0	0	0
6120 · Spring Filmmaking Workshop	0	0	0	0	0	0	0	0	0	0	0	0	0
6130 · Science on Screen	0	0	0	0	0	0	0	0	0	0	0	0	0
6100 · Education Programs - Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 6100 · Education Programs	0	0	0	0	0	0	0	0	0	0	0	0	0
6200 · Fundraising													
6210 · Neon Consulting	0	1,000	1,000	1,000	0	0	0	0	0	0	0	0	3,000
6200 · Fundraising - Other (Engraving)	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Total 6200 · Fundraising	150	1,150	1,150	1,150	150	150	150	150	150	150	150	150	4,800
6400 · Administration													
6410 · Accounting	500	500	500	500	500	500	500	500	500	500	500	500	6,000
6420 · Admin Management / Contractor	600	600	600	600	600	600	600	600	600	600	600	600	7,200
6430 · CPA	0	0	0	3,000	0	0	0	0	0	0	0	0	3,000
6440 · Donor Admin	0	0	0	0	0	0	0	0	0	0	0	0	0
6450 · Postage and Shipping	15	15	15	15	15	15	15	15	15	15	15	15	180
6400 · Administration - Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 6400 · Administration	1,115	1,115	1,115	4,115	1,115	1,115	1,115	1,115	1,115	1,115	1,115	1,115	16,380
6500 · Banking													
6510 · Bank Service Charges	10	10	10	10	10	10	10	10	10	10	10	10	120
6520 · Credit Card Merchant Fees	100	100	100	100	100	130	100	100	100	100	250	250	1,530
6500 · Banking - Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 6500 · Banking	110	110	110	110	110	140	110	110	110	110	260	260	1,650
6600 · Marketing													
6610 · Social Media	375	375	375	375	375	375	375	375	375	375	375	375	4,500
6620 · Printing	170	170	170	170	170	170	170	170	170	170	170	170	2,040
6630 · Social Media Contractor	1,600	1,600	1,600	1,600	1,600	3,600	1,600	1,600	3,600	1,600	1,600	1,600	23,200
6640 · Website	100	100	100	100	100	100	100	100	100	100	100	100	1,200
6600 · Marketing - Other	50	50	50	50	50	50	50	50	50	50	50	50	600
Total 6600 · Marketing	2,295	2,295	2,295	2,295	2,295	4,295	2,295	2,295	4,295	2,295	2,295	2,295	31,540
6800 · Insurance Expense													
6810 · Directors & Officers Insurance	0	0	0	0	0	0	0	0	1,500	0	0	0	1,500
Total 6800 · Insurance Expense	0	0	0	0	0	0	0	0	1,500	0	0	0	1,500
7000 · Reserve	50,000	0	0	0	0	0	0	0	0	0	0	0	50,000
7050 · Capital Expense	0	0	0	0	0	0	0	0	0	0	0	0	0
7200 · Dues and Subscriptions	300	300	300	300	300	300	300	300	300	300	300	300	3,600
7300 · Office Supplies	10	10	10	10	10	10	10	10	10	10	10	10	120
7500 · Repairs and Maintenance	750	750	750	750	750	750	750	750	750	750	750	750	9,000
Total Expense	69,730	20,730	45,730	23,730	19,730	21,760	19,730	19,730	23,230	19,730	19,880	19,880	323,590
Net Ordinary Income	-57,730	-8,730	-33,730	-17,730	-13,730	-15,760	-2,730	-2,730	-6,230	26,770	47,120	60,210	-25,000
Other Income/Expense													
Other Income													
9050 · Interest Income	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0

Friends [illegible] Cameo
2020 Budg[illegible]nual Fund
January through December 2020

	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	TOTAL
Net Income	-57,730	-8,730	-33,730	-17,730	-13,730	-15,760	-2,730	-2,730	-6,230	26,770	47,120	60,210	-25,000
Cumulative Net Income W/O Reserve	-7,730	-16,460	-50,190	-67,920	-81,650	-97,410	-100,140	-102,870	-109,100	-82,330	-35,210	25,000	TCMcB ########

Friends of the Cameo
2020 Budget ($000)
Year Over Year Comparison 2018 - 2020

			2018 Actual	2019 Actual	2020 Budget	Comments
Revenue						
	Donations		$257	$395	$300	
	Grants		15	20	0	City Grant unfunded, but hopeful
	Total Revenue		$272	$415	$300	
Expenses						
	Communuty Programmming		$132	$132	$180	
	Family Film Festival		35	35	25	Reduced Scope
	Special Events		2	0	0	
	Education					
		Film Camp	12	15	0	Need Sponsor/Negotiation
		Spring Workshop	3	0	0	Grant Funded
		Science on Screen	7	8	0	Funded in 2019
		City Science/Art	0	20	0	Funded in 2019 (2X)
		Total	22	43	0	
	Fundraising (Engraving/NEON Mod &Trng)		4	7	3	
	Administration					
		Donor Administrator	4	7	7	
		Bookkeeper	6	4	6	
		CPA	3	3	3	
		Consultant	13	0	3	
		Total	26	14	19	
	Marketing					
		Social Media Contractor	18	21	23	
		SocialMedia/Website	3	4	6	
		Printing	3	1	2	
		Other	0	1	1	
		Total	24	27	32	
	Reapir/Maintenance		2	9	9	Digital Projector
	Other (Ins, Dues, Bank Fees)		5	4	7	Credit Card Fees
	Total Expense		252	271	275	
Allocated to Reserves			25	25	50	Replace HVAC Expenditure
Net Revenue/(Expense)			-$5	$119	-$25	

TCMcB
1/13/2020

Friends of the Cameo/Cameo Cinema Foundation Grant Status – January 2020

Currently FOC/CCF has 2 active grants:
Science on Screen
City of St. Helena

Science on Screen - $ 7,500 - October 2019 to June 2020
This is a national program sponsored by the Coolidge Corner Theater Foundation in partnership with the Alfred P. Sloan Foundation.

City of St. Helena - $10,000 – July 2019 to June 2020
This is a competitive grant program for non-profits in St. Helena. Our Arts in April 2020 program is funded by this grant. We are working on promotional materials now.

Funded and Completed in 2019
LEF Foundation - $2500
LEF does not solicit grant requests, but a Board member was able to have the LEF Foundation review our request for funding of our Student Filmmaking Program in 2019.

ST. HELENA FARMERS' MARKET

Phone 707.486.2662 . P.O. Box 70 St. Helena . CA . 94574

St. Helena Farmers' Market is a 501(c)3 nonprofit organization . Federal Tax ID # 35-2367794

Dear Cathy, January 31, 2020

The St. Helena Farmers' Market would be honored to work with the Cameo Cinema Foundation on their new program, *Let's Eat: The Importance of Our Food Culture and Practices*. We are pleased to offer assistance in providing access to our network of farmers and growers and promoting the *Let's Eat* programs.

We are committed to raising awareness about the importance of eating seasonal, locally grown, and sustainably farmed produce and meats. So we look forward to working together to a deliver programs that will be both entertaining and educational.

Sincerely,

Wendy Strachan
President of the Board, St. Helena Farmers' Market

Stacey Bressler . Ann Costelloe . Kelly Foster . Laddie Hall
Lars Kronmark. Norm Mitroff . Wendy Strachan
www.StHelenaFarmersMkt.org

Thank you for making these funds available to local non-profits and for allowing us the opportunity to serve our community.

Friends of the Cameo dba Cameo Cinema Foundation

Attachment 5

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Grace Episcopal Church (youth group)
Organization Mailing Address:	1314 Spring Street
Organization Contact Person (Name/Title):	Erika Mueller, Youth Director
Organization Contact Email:	erika@grace-episcopal.org
Organization Contact Telephone:	(707) 694-9926
Organization Website:	www.grace-episcopal.org
Federal Tax ID Number and Status:	94-2847540
How long has your organization been in operation?	The youth group was founded in 2007

Project Category:

☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☑ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	Mexico Mission-Pilgrimage
Address of Project:	Nogales, Sonora Mexico and Nogales, Arizona
Requested Grant Amount:	3,163.00
Matching Funds:	28,467.00
TOTAL Project Cost:	31,638.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
Budget for the project is attached. We are asking the City for a grant of 10%	
of the total trip costs.	
Total Grant Request	3,163.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Erika Mueller Signature [signature]

Title Youth Director Date 2/14/20

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

The youth group at Grace is embarking on a mission-pilgrimage to Nogales, Arizona and Mexico. 21 students and 8 adults from the community (not just Grace Church) are involved in this project. The group is partnering with Cruzando Fronteras, a non-profit in Nogales, AZ to learn from the marginalized community at our country's southern border. This corresponds to the city's mission to strengthen partnerships with non-profit sectors.

In preparation for the trip the team is learning about immigration, refugees, and exploring both sides of this issue. Youth are asking important questions and gaining their own perspective that will help further their participation both on the trip and upon their return to St. Helena. This corresponds to the city's mission to facilitate civic participation and ongoing communication, as well as supporting the healthy development of our youth.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

The objectives of the trip are to widen the perspective and understanding of the team around marginalized communities and bring that learning back to Saint Helena.
The trip is taking place from June 20-27, 2020. This is slightly outside of the timeline of the fiscal year beginning July 1, yet we are still asking for consideration.

3. Describe the community support for your Project.
a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
The trip is drawing youth from the St. Helena community as well as raising awareness among the residents of St. Helena.
b. What roles are they playing and how collaborative is the Project?
The youth involved are experiencing the civic, educational benefits of the trip. Those families and individuals who are hearing about the trip through our fundraising and other communication are contributing with their verbal and moral support as well as financial backing.

c. What other support exists for your Project?
The church community and individual fundraising as well as individual youth paying their way.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.
The team going on the trip will be greatly impacted and will be brining back their experiences to the community. Time is set aside at the end of the trip for youth to design their own projects that will facilitate sharing as well as further learning upon their return.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Not applicable

Mexico Mission-Pilgrimage, Grace Episcopal Church Youth Group

EXPENSES	
Lodging	9600
Airfare	9670
Travel Insurance	870
van rental	3500
Gas	680
Tshirts	174
Bus to airport	1344
6 Lunches	1740
7 Dinner in US	4060
TOTAL COST	**31638**

PO BOX 1286
RANCHO CORDOVA CA 95741-1286

In reply refer to
755:G :VT

March 15, 2010

THE RECTOR WARDENS AND VESTRYMEN OF GRACE PARISH IN ST HELE-
1314 SPRING ST
SAINT HELENA CA 94574-2050

Purpose	:	CHURCH
Code Section	:	23701d
Form of Organization	:	Corporation
Accounting Period Ending	:	December 31
Organization Number	:	0320971

EXEMPT DETERMINATION LETTER

We have reviewed the documents you provided and determined your organization remains tax-exempt for California franchise or income tax under the provisions of the Revenue and Taxation Code section noted above.

Remember - To retain California tax-exempt status, your organization must e organized and operated for nonprofit purposes within the provisions of the above section. An inactive organization is not entitled to exemption. Notify us if the organization changes its operation, character, or purpose.

Filing requirements - Go to ftb.ca.gov, see FTB Pub. 1068, Exempt Organizations - Requirements for Filing Returns and Paying Filing Fees.

Note: This exemption is for state franchise or income tax purposes only.

V THAM
EXEMPT ORGANIZATIONS
BUSINESS ENTITIES SECTION
TELEPHONE (916) 845-4284
FAX NUMBER (916) 845-9302

RTF:

31-1629166 000000 00
00022658
BODC: TE

PROTESTANT EPISCOPAL CHURCH IN THE
UNITED STATES OF AMERICA
815 SECOND AVE
NEW YORK NY 10017

142

Employer Identification Number: 31-1629166
Group Exemption Number: 3741
Person to Contact: Kaye Keyes
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 09, 2015, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in January, 1940, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

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

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

Sincerely yours,

Doris P. Kenwright

Doris Kenwright, Operation Mgr.
Accounts Management Operations 1

Department of the Treasury
Internal Revenue Service
OGDEN, UT 84201

In reply refer to: 2921420106
June 28, 1990 LTR 9147LO
94-2847540 0000 00 000
14710

GRACE EPISCOPAL CHURCH
1314 SPRING ST
SAINT HELENA CA 94574

Taxpayer Identification Number: 94-2847540

Dear Taxpayer:

Thank you for your reply to Notice CP2101 dated Mar. 22, 1990 regarding a discrepancy on Form 1099.

Your employer identification number is 94-2847540. Please keep this number in your permanent records. You should enter your name and your identification number, exactly as shown above, on all federal tax forms that require its use, and on any related correspondence or documents. Please notify your bank or financial institution of this number.

If you have any questions, please write us at the address shown on this letter. If you prefer, you may call the IRS telephone number listed in your local directory. An employee there may be able to help you, but the office at the address shown on this letter is most familiar with your case.

When you write, please include your telephone number, the hours you can be reached, and this letter. You may also want to keep a copy of this letter for your records.
Telephone Number ( ) _____ Hours _____

We apologize for any inconvenience we may have caused you, and thank you for your cooperation.

Sincerely yours,

Kathryn Moon

Kathryn Moon
Chief, Correspondence Section

Enclosure:
Copy of this letter

02/06/20
Accrual Basis

Grace Episcopal Church
Profit & Loss
January through December 2019

		Jan - Dec 19
Ordinary Income/Expense		
Income		
a. - Pledge, Plate and Holiday		
4500 · COLLECTIONS>---		
4510 · Treasure Commitments	520,744.51	
4520 · Plate/Unspec Donations	40,148.09	
4530 · Prior Year Pledges	50,459.50	
Total 4500 · COLLECTIONS>---		610,352.00
a. - Pledge, Plate and Holiday - Other		1,000.00
Total a. - Pledge, Plate and Holiday		611,352.00
b. - Investing/Grant Income		
4535 · Bank Interest Earned		40.81
4600 · Grant Income		41,250.00
4610 · Matching Grant		30,000.00
4640 · Celebration-Taste		15,772.38
Total b. - Investing/Grant Income		87,063.19
a. - Rentals and Fundraising		
4700 · Recurring Rental Income		16,835.00
4710 · Wedding/ Income		3,850.00
4720 · Event Income		5,847.62
Total a. - Rentals and Fundraising		26,132.62
Total Income		724,547.81
Expense		
5000 · PHYSICAL PLANT		
L - CAPITAL EXPENSE		
5010 · Cap Exp-Church Campus		2,848.96
5020 · Cap Exp-Equipment Office		16,328.91
5030 · Cap Exp-Books/Tapes/Music		164.97
5050 · Cap Exp-Pratt Avenue		7,669.58
Total L - CAPITAL EXPENSE		27,012.42
I - BUILDING & GROUNDS		
5200 · Pratt Avenue		
5210 · Pratt Avenue Maintenance	3,708.75	
5230 · Property Taxes/Assessment	43.00	
Total 5200 · Pratt Avenue		3,751.75
5400 · Church Campus		
5410 · Repairs & Supplies	17,342.06	
5420 · Recurring Maintenance	13,147.22	
5430 · Janitorial - Labor	22,557.50	
5440 · Gardener 1099	10,750.00	
5450 · Gas & Elect	16,907.27	
5460 · Trash Disposal	1,976.75	
5470 · Water & Sewer	9,115.17	
5480 · Insurance -Property & Liability	9,501.58	
5490 · Misc Taxes	109.10	
Total 5400 · Church Campus	103,406.67	
Total I - BUILDING & GROUNDS		107,158.42
Total 5000 · PHYSICAL PLANT		134,170.84
6000 · ADMINISTRATION		
6030 · Office Manager		27,251.25
6040 · Bookkeeping		11,382.00
6050 · Seminars & Retreats		3,221.56
6060 · Taxes/Assessments		513.10
6070 · Subscriptions & Dues		404.00
6080 · Postage		191.18
6090 · Supplies, Misc Office Exp		6,138.08
6100 · Telephone/Internet		5,847.34
6110 · Technology/Software		2,860.43
6120 · PSN Charges		1,496.17
6130 · Banking Charges		298.25
6140 · Payroll Taxes & Exp		18,359.44
6150 · Worker's Compensation		1,225.00
Total 6000 · ADMINISTRATION		82,490.89
6500 · Mission Apportionment		63,510.00
6550 · Transfer 10% to Outreach		40,000.00
7000 · CLERGY		
7100 · Rector's Compensation		
7120 · Stipend	74,003.67	
7130 · Pension	18,810.20	
7140 · Health/Life/Disability Ins.	29,030.99	
7150 · Social Security Allowance	5,996.37	
7160 · Utility Allowance	6,000.00	
Total 7100 · Rector's Compensation		133,841.23
7190 · Misc Clergy Expense		
7200 · Supply Clergy	600.00	
7210 · Bus & Prof Expenses	4,913.38	
7220 · Continuing Education	681.79	
7240 · Cell Phone	300.00	
Total 7190 · Misc Clergy Expense		6,995.17
7300 · Assistant Rector Compensation		
7320 · Stipend	30,403.36	
7330 · Pension	14,625.00	
7340 · Health/Life/Disability Ins.	14,630.09	
7350 · Social Security Allowance	2,800.02	
7360 · Housing/Utilities Allowance	42,096.00	
Total 7300 · Assistant Rector Compensation		104,155.09
7390 · Misc. Assistant Rector Expenses		
7410 · Business and Professional Exp.	225.00	
7420 · Continuing Education	620.85	
7440 · Cell Phone	450.00	
Total 7390 · Misc. Assistant Rector Expenses		1,295.85

1:33 PM
02/06/20
Accrual Basis

Grace Episcopal Church
Profit & Loss
January through December 2019

	Jan - Dec 19
Total 7000 · CLERGY	246,287.34
8000 · CONGREGATIONAL GROWTH	
8010 · Communications Manager	5,266.00
8015 · Community Marketing	343.67
8020 · Retreats/Conventions/ Seminars	780.16
8030 · Congregational Special Events	4,838.95
8040 · Dues and Memberships	3,155.00
8060 · Coffee Ministry	9,136.76
8070 · Stewardship Committee	1,303.95
8080 · Gathering Committee	346.69
8095 · Spanish Community Coord.	1,090.00
Total 8000 · CONGREGATIONAL GROWTH	26,261.18
9000 · WORSHIP	
9010 · Choir Director Salary	9,939.98
9030 · Choir Supplies	666.25
9040 · Altar Guild Supplies	3,506.15
9050 · Organist Salary	16,750.00
9070 · Wedding/Funeral Labor	500.00
9090 · Worship Supplies	1,439.14
9095 · Spanish Language Ministry	1,275.88
Total 9000 · WORSHIP	33,783.40
10000 · CHRISTIAN EDUC. & FORMATION	
10010 · FAMILY MINISTRY	
10020 · Family Ministries Exp.	450.97
10010 · FAMILY MINISTRY - Other	404.00
Total 10010 · FAMILY MINISTRY	854.97
10030 · ADULT MINISTRY	
10050 · Adult Formation	819.30
Total 10030 · ADULT MINISTRY	819.30
10060 · CHILDREN'S MINISTRY	
10110 · CYFM Coordinator	111.91
10130 · CGS Consultant	2,088.17
10140 · Sunday Catechists	2,404.58
10150 · Nursery Care Giver	5,512.00
10160 · Atrium Supplies	991.17
10180 · Staff Formation	2,130.14
10190 · Catechesis Summer Program	162.24
10060 · CHILDREN'S MINISTRY - Other	51.94
Total 10060 · CHILDREN'S MINISTRY	13,453.15
Total 10000 · CHRISTIAN EDUC. & FORMATION	15,127.42
10200 · YOUTH MINISTRY	
10210 · Youth Ministry Director Salary	28,173.70
10230 · Youth Ministry Program Expenses	1,084.00
10250 · Mission Trip Travel Expenses	3,500.00
Total 10200 · YOUTH MINISTRY	32,757.70
k · Expenses of Fundraising Events	143.00
Total Expense	694,531.77
Net Ordinary Income	30,016.04
Other Income/Expense	
Other Expense	
10500 · Ask Accountant	546.42
10510 · Red Cross	966.48
Total Other Expense	1,512.90
Net Other Income	-1,512.90
Net Income	28,503.14

2019 Actuals plus 2020 Budget					
ersion 7 -- 1/14/2020					
	2018	Jan-Nov 2019	Budget 2019	2019 Actuals	Budget 2020
Ordinary Income/Expense					
Income					
a. · Pledge, Plate and Holiday					
4500 · COLLECTIONS>---					
4510 · Treasure Commitments	525,764.31	489,896.32	590,000.00	520,745.91	520,000.00
4520 · Plate/Unspec Donations	71,087.09	32,842.77	40,000.00	49,146.09	45,000.00
4530 · Prior Year Pledges	7,988.00	40,460.00		40,460.00	
Total 4500 · COLLECTIONS>---	604,839.40	563,199.09	630,000.00	610,352.00	565,000.00
a. - Pledge, Plate and Holiday - Other		1,000.00		1,000.00	
Total a. · Pledge, Plate and Holiday	604,839.40	564,199.09	630,000.00	611,352.00	565,000.00
b. · Investing/Grant Income					
4535 · Bank Interest Earned	150.23	39.97		40.81	
4600 · Grant Income	10,000.00	35,250.00	46,000.00	41,250.00	40,000.00
4610 · Matching Grant		15,000.00	30,000.00	30,000.00	30,000.00
Total b. · Investing/Grant Income	10,150.23	50,289.97	76,000.00	71,290.81	70,000.00
c. · Rentals and Celebration					
4700 · Recurring Rental Income	9,270.00	13,110.00	10,000.00	16,635.00	17,000.00
4710 · Wedding/ Income	3,650.00	3,850.00	5,000.00	3,850.00	5,000.00
4720 · Event Income	11,105.00	5,247.62	9,000.00	5,647.62	8,000.00
4725 · Rental Deposits		400.00			
4740 · Celebration		7,277.38	20,000.00	15,772.38	20,000.00
Total c. · Rentals and Celebration	24,025.00	29,885.00	44,000.00	41,905.00	50,000.00
d. · Other Income					
4800 · Disability					12,000.00
Total d. · Other Income					12,000.00
Total Income	639,014.63	644,374.06	750,000.00	724,547.81	697,000.00
Expense					
5000 · PHYSICAL PLANT					
L · CAPITAL EXPENSE					
5010 · Cap Exp-Church Campus	8,225.00	2,846.96	5,000.00	2,846.96	6,000.00
5020 · Cap Exp-Equipment Office	12,408.81	15,219.25	12,000.00	16,326.91	12,000.00
5030 · Cap Exp-Books/Tapes/Music	323.57	154.97	400.00	154.97	200.00
5050 · Cap Exp-Pratt Avenue	0.00	4,300.00	1,800.00	7,683.58	1,300.00
Total L · CAPITAL EXPENSE	20,957.38	22,521.18	19,200.00	27,012.42	19,500.00
i · BUILDING & GROUNDS					
5200 · Pratt Avenue					
5210 · Pratt Avenue Maintenance	4,932.70	3,708.75	1,000.00	3,708.75	2,000.00
5220 · Pratt Avenue Gardener	1,511.64	0.00	600.00		600.00
5230 · Property Taxes/Assessment	42.94	43.00	100.00	43.00	100.00
5240 · Inusrance-Pratt Avenue	0.00	0.00	1,000.00		1,200.00
Total 5200 · Pratt Avenue	6,487.28	3,751.75	2,700.00	3,751.75	3,900.00

5400 · Church Campus						
5410 · Repairs & Supplies	12,13	15,473.32	13,000.00	17,342.08	12,000.0	
5420 · Recurring Maintenance	17,574.35	12,051.22	18,000.00	13,147.22	17,000.00	
5430 · Janitorial - Labor	24,515.00	20,717.50	24,500.00	22,557.50	24,500.00	
5440 · Gardener 1099	5,466.26	8,750.00	12,000.00	10,750.00	12,000.00	
5450 · Gas & Elect	19,036.84	17,394.48	21,000.00	18,907.27	23,000.00	
5460 · Trash Disposal	2,286.35	1,781.69	3,500.00	1,976.75	2,000.00	
5470 · Water & Sewer	11,894.46	8,361.89	12,000.00	9,115.17	9,000.00	
5480 · Insurance -Property & Liability	32,414.17	6,183.33	16,000.00	9,501.58	14,800.00	
5490 · Misc Taxes	128.92	109.10	100.00	109.10	100.00	
Total 5400 · Church Campus	125,834.48	90,822.53	120,100.00	103,406.67	114,400.00	
Total 1 · BUILDING & GROUNDS	132,321.76	94,574.28	122,800.00	107,158.42	118,300.00	
Total 5000 · PHYSICAL PLANT	153,279.14	117,095.46	142,000.00	134,170.84	137,800.00	
6000 · ADMINISTRATION						
6030 · Office Manager	28,250.00	24,644.25	40,000.00	27,251.25	35,000.00	B
6040 · Bookkeeping	10,110.00	10,572.00	15,000.00	11,882.00	12,000.00	
6050 · Seminars & Retreats	648.24	1,775.20	2,700.00	3,221.65	2,000.00	
6060 · Taxes/Assessments	376.00	513.10	400.00	513.10	400.00	
6070 · Subscriptions & Dues	0.00	200.00	250.00	406.00	250.00	
6080 · Postage	1,506.96	191.18	1,200.00	191.18	750.00	
6090 · Supplies, Misc Office Exp	9,145.95	7,720.57	6,500.00	9,139.08	7,500.00	
6100 · Telephone/Internet	4,345.87	5,230.13	4,000.00	5,647.34	6,000.00	
6110 · Technology/Software	2,492.37	2,612.45	3,200.00	2,860.43	3,000.00	
6120 · PSN Charges	958.31	1,427.69	1,000.00	1,496.17	1,000.00	
6130 · Banking Charges	157.44	249.25	225.00	298.25	500.00	
6140 · Payroll Taxes & Exp	15,132.31	16,635.46	20,000.00	18,359.44	20,000.00	
6150 · Worker's Compensation	3,089.00	1,225.00	3,800.00	1,225.00	1,500.00	
Total 6000 · ADMINISTRATION	76,212.45	72,996.28	98,275.00	82,490.89	89,900.00	
6500 · Mission Apportionment	74,614.00	76,137.00	90,000.00	83,510.00	90,000.00	
6550 · Transfer 10% to Outreach	40,000.26	40,000.00	40,000.00	40,000.00	40,000.00	
7000 · CLERGY						
7100 · Rector's Compensation						
7120 · Stipend	74,004.00	67,836.67	74,000.00	74,003.67	74,000.00	
7130 · Pension	20,124.00	17,133.20	20,124.00	18,810.20	20,200.00	
7140 · Health/Life/Disability Ins.	27,283.08	24,186.81	25,987.00	29,030.99	26,000.00	
7150 · Social Security Allowance	5,996.04	5,496.70	6,000.00	5,996.37	6,000.00	
7160 · Utility Allowance	6,000.00	5,500.00	6,000.00	6,000.00	6,000.00	
Total 7100 · Rector's Compensation	133,407.12	120,153.38	132,111.00	133,841.23	132,200.00	
7190 · Misc Clergy Expense						
7200 · Supply Clergy	2,500.00	800.00	3,000.00	800.00	2,000.00	
7210 · Bus & Prof Expenses	3,277.28	2,941.11	4,300.00	4,913.38	4,300.00	
7215-Assistant Rector Search	2,218.47					
7220 · Continuing Education	1,557.68	576.79	1,000.00	981.79	1,000.00	
7230 · Auto Mileage	0.00	0.00	100.00			

5400 · Church Campus						
5410 · Repairs & Supplies	12,5 3	15,473.32	13,000.00	17,342.08	12,000.0(	
5420 · Recurring Maintenance	17,574.35	12,051.22	18,000.00	13,147.22	17,000.00	
5430 · Janitorial - Labor	24,515.00	20,717.50	24,500.00	22,557.50	24,500.00	
5440 · Gardener 1099	5,466.26	8,750.00	12,000.00	10,750.00	12,000.00	
5450 · Gas & Elect	19,036.84	17,394.48	21,000.00	18,907.27	23,000.00	
5460 · Trash Disposal	2,286.35	1,781.69	3,500.00	1,976.75	2,000.00	
5470 · Water & Sewer	11,894.46	8,361.89	12,000.00	9,115.17	9,000.00	
5480 · Insurance -Property & Liability	32,414.17	6,183.33	16,000.00	9,501.58	14,800.00	
5490 · Misc Taxes	128.92	109.10	100.00	109.10	100.00	
Total 5400 · Church Campus	125,834.48	90,822.53	120,100.00	103,406.67	114,400.00	
Total i · BUILDING & GROUNDS	132,321.76	94,574.28	122,800.00	107,158.42	118,300.00	
Total 5000 · PHYSICAL PLANT	153,279.14	117,095.46	142,000.00	134,170.84	137,800.00	
6000 · ADMINISTRATION						
6030 · Office Manager	28,250.00	24,644.25	40,000.00	27,251.25	35,000.00	B
6040 · Bookkeeping	10,110.00	10,572.00	15,000.00	11,882.00	12,000.00	
6050 · Seminars & Retreats	648.24	1,775.20	2,700.00	3,221.65	2,000.00	
6060 · Taxes/Assessments	376.00	513.10	400.00	513.10	400.00	
6070 · Subscriptions & Dues	0.00	200.00	250.00	406.00	250.00	
6080 · Postage	1,506.96	191.18	1,200.00	191.18	750.00	
6090 · Supplies, Misc Office Exp	9,145.95	7,720.57	6,500.00	9,139.08	7,500.00	
6100 · Telephone/Internet	4,345.87	5,230.13	4,000.00	5,647.34	6,000.00	
6110 · Technology/Software	2,492.37	2,612.45	3,200.00	2,860.43	3,000.00	
6120 · PSN Charges	958.31	1,427.69	1,000.00	1,496.17	1,000.00	
6130 · Banking Charges	157.44	249.25	225.00	298.25	500.00	
6140 · Payroll Taxes & Exp	15,132.31	16,635.46	20,000.00	18,359.44	20,000.00	
6150 · Worker's Compensation	3,089.00	1,225.00	3,800.00	1,225.00	1,500.00	
Total 6000 · ADMINISTRATION	76,212.45	72,996.28	98,275.00	82,490.89	89,900.00	
6500 · Mission Apportionment	74,614.00	76,137.00	90,000.00	83,510.00	90,000.00	
6550 · Transfer 10% to Outreach	40,000.26	40,000.00	40,000.00	40,000.00	40,000.00	
7000 · CLERGY						
7100 · Rector's Compensation						
7120 · Stipend	74,004.00	67,836.67	74,000.00	74,003.67	74,000.00	
7130 · Pension	20,124.00	17,133.20	20,124.00	18,810.20	20,200.00	
7140 · Health/Life/Disability Ins.	27,283.08	24,186.81	25,987.00	29,030.99	26,000.00	
7150 · Social Security Allowance	5,996.04	5,496.70	6,000.00	5,996.37	6,000.00	
7160 · Utility Allowance	6,000.00	5,500.00	6,000.00	6,000.00	6,000.00	
Total 7100 · Rector's Compensation	133,407.12	120,153.38	132,111.00	133,841.23	132,200.00	
7190 · Misc Clergy Expense						
7200 · Supply Clergy	2,500.00	800.00	3,000.00	800.00	2,000.00	
7210 · Bus & Prof Expenses	3,277.28	2,941.11	4,300.00	4,913.38	4,300.00	
7215-Assistant Rector Search	2,218.47					
7220 · Continuting Education	1,557.68	576.79	1,000.00	981.79	1,000.00	
7230 · Auto Mileage	0.00	0.00	100.00			

7240 · Cell Phone	900.00	300.00	450.00	300.00	45
Total 7190 · Misc Clergy Expense	10,453.43	4,617.90	8,850.00	6,995.17	7,75
7300 · Assistant Rector Compensation					
7320 · Stipend	2,741.90	27,661.98	27,904.00	30,403.98	27,9(
7330 · Pension		13,500.00	13,500.00	14,625.00	13,5(
7340 · Health/Life/Disability Ins.	3,609.00	12,453.09	18,000.00	14,530.09	23,1(
7350 · Social Securtiy Allowance		2,500.02	5,000.00	2,500.02	5,00
7360 · Housing/Utilities Allowance	3,508.00	38,588.00	42,096.00	42,096.00	42,10
Total 7300 · Assistant Rector Compensation	9,858.90	94,703.09	106,500.00	104,155.09	111,69(
7400 · Misc. Assistant Rector Expenses					
7410 · Business and Professional Exp,		225.00	1,500.00	225.00	1,50
7420 · Continuing Education		344.81	700.00	620.85	70
7430 · Auto Mileage		0.00	100.00		
7440 · Cell Phone		450.00	450.00	450.00	45(
Total 7400 · Misc. Assistant Rector Expenses		1,019.81	2,750.00	1,295.85	2,650
Total 7000 · CLERGY	153,719.45	220,494.18	250,211.00	246,287.34	254,296
8000 · CONGREGATIONAL GROWTH					
8010 · Communications Manager	890.32	2,770.00	7,000.00	5,286.00	26,520.
8015 · Community Marketing	3,311.61	256.72	1,500.00	343.67	2,000.
8020 · Retreats/Conventions/ Seminars	1,526.15	337.96	1,200.00	760.16	2,000.
8030 · Congregational Special Events	180.00	2,924.59	2,500.00	4,838.95	2,500.
8040 · Dues and Memberships	0.00	1,210.00	2,000.00	3,155.00	2,000.
8060 · Coffee Ministry	6,520.26	8,129.00	6,500.00	9,136.76	8,000.
8070 · Stewardship Committee	1,815.72	259.86	1,000.00	1,303.95	1,000.
8080 · Gathering Committee	0.00	346.69	500.00	346.69	
8095 · Spanish Community Coord.	0.00	1,090.00	6,500.00	1,090.00	2,000
Total 8000 · CONGREGATIONAL GROWTH	14,244.06	17,324.82	28,700.00	26,261.18	46,020.(
9000 · WORSHIP					
9010 · Choir Director Salary	9,639.96	8,836.63	9,600.00	9,639.96	9,600.(
9020 · Choir Director Other	681.20	0.00	300.00	0.00	500.(
9030 · Choir Supplies	2,361.08	666.25	400.00	666.25	1,000.(
9040 · Altar Guild Supplies	19,700.00	3,024.95	3,000.00	3,509.16	3,000.(
9050 · Organist Salary	1,085.00	15,000.00	15,150.00	16,750.00	15,150.(
9060 · Organist Other	1,050.00	0.00	200.00	0.00	500.(
9070 · Wedding/Funeral Labor	501.51	250.00	1,200.00	500.00	600.(
9090 · Worship Supplies	2,728.25	1,238.50	1,500.00	1,439.14	2,000.(
9095 · Spanish Language Ministry		354.60	1,200.00	1,278.89	1,200.
Total 9000 · WORSHIP	37,747.00	29,370.93	32,550.00	33,783.40	33,550.(
10000 · CHRISTIAN EDUC. & FORMATION					
10010 · FAMILY MINISTRY					
10010 - Family Ministry Other		404.00		404.00	
10020 · Family Ministries Exp.		222.07	500.00	450.67	1,000.(
Total 10010 · FAMILY MINISTRY		626.07	500.00	854.67	1,000.(
10030 · ADULT MINISTRY					

10050 · Adult Formation	228.08	526.61	1,000.00	819.30	2,00
10051 · Scholarships					2,0(
Total 10030 · ADULT MINISTRY	228.08	526.61	1,000.00	819.30	4,00
10060 · CHILDREN'S MINISTRY					
10110 · CYFM Coordinator	9,850.00			111.91	9,70
10130 · CGS Consultant	6,250.00	1,849.17	2,500.00	2,089.17	2,10
10140 · Sunday Catechists	6,250.00	2,104.58	5,500.00	2,404.58	3,00
10150 · Nursery Care Giver	4,250.00	5,050.00	5,000.00	5,512.00	6,00
10160 · Atrium Supplies	3,313.24	967.68	2,500.00	991.17	2,00
10180 · Staff Formation	3,334.60	2,130.14	3,000.00	2,130.14	7,20
10190 · Catechesis Summer Program	0.00	162.24		162.24	
10060 · CHILDREN'S MINISTRY - Other		51.94		51.94	
Total 10060 · CHILDREN'S MINISTRY	33,247.84	12,315.75	18,500.00	13,453.15	30,00
Total 10000 · CHRISTIAN EDUC. & FORMATION	33,431.18	13,468.43	20,000.00	15,127.12	35,00
10200 · YOUTH MINISTRY					
10210 · Youth Ministry Director Salary	27,097.36	26,602.84	28,740.00	28,173.70	30,150
10220 · Youth Ministery Dir Training	15.00	0.00	250.00		250
10230 · Youth Ministry Program Expenses	1,039.09	822.44	1,200.00	1,084.00	1,200
1024 Youth Ministry Architects	980.00				
10250 · Mission Trip Travel Expenses	3,980.60	3,500.00	3,500.00	3,500.00	3,50(
Total 10200 · YOUTH MINISTRY	33,112.05	30,925.28	33,690.00	32,757.70	35,100.
k. - Fundraising Expenses		143.00		143.00	
Total Expense	616,349.59	617,955.38	735,426.00	694,531.47	761,666.
Net Ordinary Income	22,665.04	26,418.68	14,574.00	30,016.34	(64,666.
Other Income/Expense					
Other Expense					
10050 - Ask Accountant		494.50			
10510 - Red Cross		966.48		966.48	
Total Other Expense		1,460.98		966.48	0.
Net Other Income		(1,460.98)		(966.48)	0.
Net Income	**22,665.04**	**24,957.70**	**14,574.00**	**29,049.86**	**(64,666.**

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name: KIWANIS FOUNDATION OF ST. HELENA
Organization Mailing Address: P.O. BOX 362 ST. HELENA, CA 94574
Organization Contact Person (Name/Title): GEORGE WATSON / IMMEDIATE PAST PRESIDENT
Organization Contact Email: WATSONGGI@HOTMAIL.COM
Organization Contact Telephone: 707-963-1123
Organization Website: STHELENAKIWANIS.ORG
Federal Tax ID Number and Status: 45-0497258 ACTIVE
How long has your organization been in operation? 16 YEARS

Project Category:

☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☒ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name: ST. HELENA KIWANIS FOUNDATION SCHOLARSHIP PROGRAM
Address of Project: 3268 EHLERS LANE, ST. HELENA CA
Requested Grant Amount: $ 3000.00
Matching Funds: $ 3000.00
TOTAL Project Cost: $ 6000.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

SEE ATTACHED

Total Grant Request 3000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name GEORGE WATSON Signature [signature]

Title IMMEDIATE PAST PRESIDENT Date 1/09/2020

Application Questions

1. Ties to City's Goals,Mission Statement
Our Scholarship Program addresses the Goal of environmental sustainability by providing for development of its economic facet. Well educated citizens of St. Helena help support a sound economic base for the City.
In addition, Council's 3-year Goal of youth development is supported by a program for college education of our youth.

2.Project Description
Our project is constructed to fund deserving St. Helena High seniors for entry into college. The number of students we can fund is limited by our money. We have done this help for students through the Kiwanis Club and by the Foundation for many decades. Our goal is to help deserving students, whom we select on the bases of academic performance, contributions to the community, and their financial need.
The Scholarship Committee will complete interface discussions with the High School Administration by approximately May 10 2020. This will enable the School to complete the advertising billboard information by May 20. Students will have 14 days to complete their applications. The Kiwanis will complete the awards interview and grading by June 8. The annual St. Helena High School Scholarship Awards Ceremony will be held approximately June 10, at which time student awards are announced.

3.Community Support
Community support consists of helping us to raise money for our Foundation and also for direct contributions to the Scholarship Program. We have a tip jar at the checkout counter of Sunshine Market which funds not only scholarships but other charitable activities of the Kiwanis Foundation.
We have a bequest from the mayor John Brown estate to fund a $1000 annual scholarship. We have an annual grant from Jan Darter to fund a $1000 Dr. Bob Darter scholarship.

4.Who Benefits
This project directly benefits three or more students. The benefits will also accrue to family and the entire community as highly educated young people graduate and enter mainstream society.

5.Other funding
No other funding from Napa County government agencies has been received in the last two years.

Cost Estimate

City funds of $3000.00 will be joined with Kiwanis Foundation funds to pay for scholarships.

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

DEPARTMENT OF THE TREASURY

Date: JUN 12 2003

ST HELENA KIWANIS FOUNDATION
1001 ADAMS ST
ST HELENA, CA 94574

Employer Identification Number:
45-0497258

17053071007003
Contact Person:
CHARLES R BENTLEY ID# 31460
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
September 30
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
December 18, 2002
Advance Ruling Period Ends:
September 30, 2007
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)

a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

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

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally $25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally $25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period

ST HELENA KIWANIS FOUNDATION

showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

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

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosure(s):
Form 872-C

Letter 1045 (DO/CG)

Kiwanis Foundation FY 19-20 Draft BUDGET

	BUDGET	Notes
Income		
Foundation Donations	2,000	Includes contribution to Bob Darter scholarship
Investment Income	10,000	The correction appears to have arrived. The fund only increased (year end to year end) by about $6K last year.
City Grant	1,500	
Total Income	13,500	
Expense		
Reporting Fees/Stock Costs	75	
COMMUNITY SERVICES		
Total COMMUNITY SERVICES	600	
YOUTH SERVICES		
Boy Scout Hall	600	
Misc. Youth	2,625	
Scholarships - HS	7,500	Includes Bob Darter, John Brown scholarships and city grant ($3,500 total)
Scholarships - RLS	600	
Total YOUTH SERVICES	11,325	
Total Giving	11,925	
Total Expenditures	12,000	$8,000 unrestricted, $1,000 Darter, $1,000 Brown, $500 in donations (half of $1,000) and $1,500 from City.
ENDOWMENT FUND	1,500	
Total Expense	13,500	
Net Income	0	

Unrestricted funds at end of 18/19 FY~$209K, Brown fund at ~$44K. Four percent of $209K ~$8K, four percent of $44K ~$1.8K.
If new contributions are more or less, budget will be adjusted.
City funds are forwarded on a reimbursement basis - the Foundation will have to expend the funds first – then get paid.

PRIOR YEAR ACTUALS

P&L

10/1/2018 through 9/30/2019

Date	Account	Description	Memo	Amount	
INCOME					
Donation					10,184.00
Donation Jars					3,423.81
Other Donation					1,223.81
1/9/2019	Mechanics	Maren And Henry Deaver	Howard's daugh...		2,200.00
2/27/2019	Mechanics	Deposit	Howard Walker		200.00
			Dee Dee Green		500.00
			Kiwanis		25.00
3/6/2019	Mechanics	Jan Darter	Darter Sch		70.00
			RV for Paraise		1,000.00
3/25/2019	Mechanics	Bill & Charlotte Savidge	JB fund		200.00
5/9/2019	Mechanics	Amazon Smile			200.00
_DivInc					5.00
_RlzdGain					5,977.54
					782.65
EXPENSES					
Uncategorized					-8,535.16
Disbursements					0.00
Community Services					-8,480.16
Scholarships					-1,200.00
Youth Services					-6,300.00
Fees & Charges					-980.16
					-55.00
TRANSFERS					
Mechanics Checking					0.00
Receivable from K Club					-8,320.00
Fidelity					520.00
					7,800.00
				OVERALL TOT...	1,648.84

List of Grant Funding Rc'd in Last 12 months

St. Helena Community Enrichment Grant-$3000.00 June 2019

Partnership

The Kiwanis Foundation of St. Helena has no partners.

Attachment 7

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Lunchtime Productions Inc. dba Cafeteria Kids Theater
Organization Mailing Address:	1241 Adams Street, Suite 1114 St. Helena, CA 94574
Organization Contact Person (Name/Title):	Aimee Guillot, Founder & Co-Director or Olivia Cowell Co-F
Organization Contact Email:	aimee@cafeteriakidstheater.org and olivia@cafeteriakidsth
Organization Contact Telephone:	415-595-0403
Organization Website:	www.cafeteriakidstheater.org
Federal Tax ID Number and Status:	30-0839728, 501c3 organization
How long has your organization been in operation?	Non-Profit for 5 years

Project Category:

☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☑ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	Dramatic Arts Teaching Artists for SHPS
Address of Project:	1701 Grayson Ave., St. Helena CA 94574
Requested Grant Amount:	$ 2,500.00
Matching Funds:	$
TOTAL Project Cost:	$2,500.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
Teaching Artist training	500.00
Teaching Artist compensation= $20./hour x 10 classes= $200. x 10 classrooms	2000.00
Total Grant Request	2,500.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Aimée Guillot Signature _____

Title Co-Executive Director Date 01/31/2020

Lunchtime Productions, Inc.
dba Cafeteria Kids Theater
City of St. Helena
Non-Profit Funding
Grant Application 2020/2021

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

Within The City of St. Helena's mission statement, specifically "...dedicated to serving the needs and desires of our citizens. Expanding and improving recreational services and facilities and cultural opportunities" Cafeteria Kids Theater (CKT) offers cultural enrichment to young people and families in St. Helena through classes in the performing arts. We are the only non-profit in Napa Valley dedicated to a performing arts education for kids and teens. We bring classes, productions, and workshops to young people of all ages. Within our programming we always include offerings for families in St. Helena, including camps and in-school residencies and workshops. We have also partnered with upvalley non-profit Nimbus Arts in some of our offerings. We have taught classes at Saint Helena Primary School, Saint Helena Elementary School, Saint Helena Montessori School, and offered workshops at the Saint Helena Farmers Market.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

Our Project objective is to train college students to be Teaching Artists to lead sections of drama to primary and elementary age students in Saint Helena. Since the company's non-profit founding in 2014, all in-school drama residencies, after-school acting classes, summer camps, workshops, and productions have been taught by co-directors Aimée Guillot and/or Olivia Cowell. The addition of more trained teaching artists would allow the dramatic arts to be brought into more St. Helena classrooms, and increase the amount of enrichment offerings in Saint Helena. This Project would create an opportunity for the next generation of educators to receive training in teaching the performing arts. We would train selected college students in the Fall of 2020 to then lead drama classes in-school and after-school in Saint Helena in Spring of 2021.

3. Describe the community support for your Project. a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project? b. What roles are they playing and how collaborative is the Project? c. What other support exists for your Project?

We are currently leading an in-school drama residency at Saint Helena Primary School for every classroom from TK- 2nd grade. We led a similar residency in the 2018-19 academic year and the feedback from parents, students, teachers and staff was overwhelmingly positive. We collaborate with classroom teachers for script selection as we scaffold into the current curriculum of the individual classrooms. We use poetry to support drama and classroom curriculum. This intersection with language and

performance allows us to meet the California State standards for English and in some cases Social Studies in primary school education.

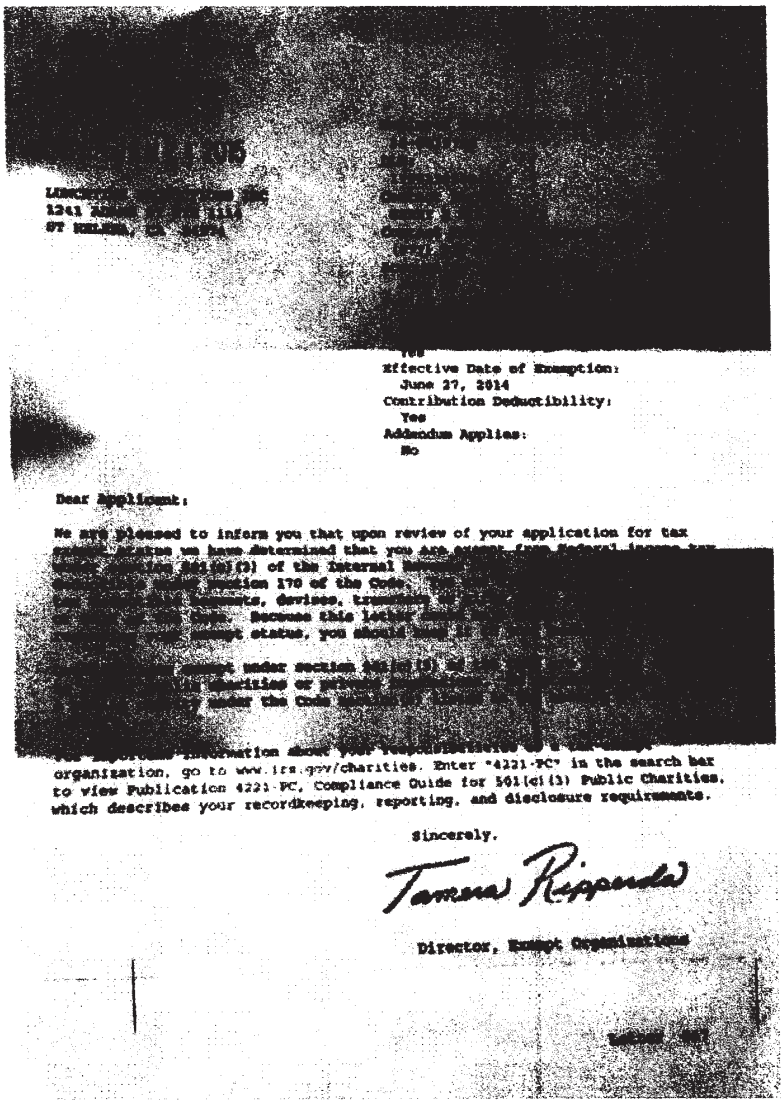
4. Describe who will benefit from this Project and estimate how many people this Project may impact.

Aimée Guillot and Olivia Cowell have collectively led Cafeteria Kids Theater into becoming a unique arts program impacting over 8,200 students since its inception in 2014. This Project to train Teaching Artists for our teaching team would allow us to go into additional classrooms and individual enrichment programs in St. Helena in a timeline that positively benefits the curriculum of the teachers and after-school program demands. The performing arts instruction CKT provides is in demand throughout the area and with increased financial support to train drama instructors, more students will feel the benefits of experiencing the arts in an inclusive and confidence-building environment. Important to the mission of their organization is the focus on providing opportunities for all children-- regardless of their socio-economic background. Twelve classrooms of approximately 25 students equals an estimate of 300 students being impacted by this project.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents. Cost Estimate Include a high level description of all the program or project costs that will be paid for by City Funds. If additional space is needed please attach a separate sheet.

2019- Napa Valley Community Foundation $2500 Grant: This grant is used for a teaching artist to go into a title one school for a three-classroom in-school residency. This year the grant will be used toward a residency at Bel Aire Elementary School in Napa.

2018- Napa County Arts and Culture Committee $17,500 Grant: This grant was used to support capacity building. In August 2018 Lunchtime Productions Inc. dba Cafeteria Kids Theater developed a strategic fundraising plan with the consulting firm Ter Molen Watkins & Brandt, based out of Chicago and Los Angeles. Within that plan are two diversified funding streams which will allow for sustainability. There are two areas within the company that would greatly profit from dedicated fundraising: the implementation of a Teaching Artist Program and the growth of our Scholarship Funds. Our goal in 2020 is to begin training teaching artists from Napa Valley College who will be leading drama classes in Napa Valley schools, as well as in our after-school programs. The added influx of teaching artists will allow us to meet the demands of NVUSD and SHUSD schools who have requested in-school and after-school residencies. Currently, Cafeteria Kids Theater offers partial scholarships to families who show financial need. In 2019, sixteen partial scholarships were awarded to participate in classes, camps, and the fall musical production. Our fundraising plan has allowed us to provide more scholarships (partial and full) in 2019 and open up our programing to a larger demographic.



Effective Date of Exemption:
June 27, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax

of the Internal

section 170 of the Code.

Because this

status, you

under section

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.

Sincerely,

Tamara Ripperda

Director, Exempt Organizations

Financial Summary

CKT relies heavily upon class registrations and in-school residencies to sustain its important mission. Over the last few years, a Board was formed, and several small fundraising events have been held to primarily support scholarship awards and production costs.

Lunchtime Productions, Inc.
dba Cafeteria Kids Theater
Financial Projections for the Year Ending June 30, 2020

	Projected July 1, 2019 - June 30, 2020	Actual July 1, 2018-June 30, 2019
REVENUE		
Class Registration Income	$ 91,055	$ 84,502
In School Residencies Income	$ 24,300	$ 24,671
Grant Income		
Community Foundation - Title 1 (Bel Aire)	$ 2,500	$ 2,500
Other Grants	$ 2,500	$ -
Napa County Arts & Culture Grant	$ -	$ 17,500
Grant Income	$ 5,000	$ 20,000
Donations	$ 15,000	$ 24,983
Merchandise Sales	$ 6,000	$ 4,498
Ad Sales	$ 3,500	$ 2,700
Interest Income	$ -	$ 2
Total Revenues	**$ 144,855**	**$ 161,356**
EXPENSES		
Advertisisng & Promotion	$ 4,500	$ 3,856
Dues & Industry Memberships	$ 1,365	$ 912
General & Adminstration	$ 15,360	$ 12,408
Grant Expenses	$ -	$ 20,167
Insurance & Workers Comp	$ 5,995	$ 5,603
Merchandise	$ 4,950	$ 4,218
Outside Services	$ 6,300	$ 17,581
Payroll & Related	$ 85,820	$ 79,399
Rent	$ 4,548	$ 5,556
Royalties	$ 1,500	$ 1,480
Total Expenses	**$ 130,338**	**$ 151,180**
Net Income	**$ 14,517**	**$ 10,176**

Projected Revenue – Current Year Committed and Anticipated

Cafeteria Kids Theater
Projected Revenue
Fiscal Year Ending June 30, 2020

Program	Timing	Committed / Completed	Anticipated	Total
Class Registrations				
Best of Broadway	July 2019			
Killer Comedy	July 2019			
Drama Quest	July 2019	$ 18,450		$ 18,450
Musical Theater Jr Production	June 2020		$ 21,875	$ 21,875
Summer Camps		**$ 18,450**	**$ 21,875**	**$ 40,325**
Workshops	Jan/Feb/April 2020	$ -	$ 19,750	$ 19,750
Fall Production Class - Matilda	Sept/Oct/Nov 2019	$ 30,980	$ -	$ 30,980
Total Class Registrations		**$ 49,430**	**$ 41,625**	**$ 91,055**
In School Residencies				
Blue Oak	Nov 2019 - May 2020			
Napa Montessori	Nov 2019 - May 2020			
St Helena Primary	Nov 2019 - May 2020	$ 24,300	-	$ 24,300
Total In School Residencies		**$ 24,300**	**$ -**	**$ 24,300**
Grant Income				
Community Foundation - Title 1		$ -	$ 2,500	$ 2,500
Community Foundation - Scholarships		$ -	$ 2,500	$ 2,500
Total Grant Income		**$ -**	**$ 5,000**	**$ 5,000**
Donations				
Fundraisers	Oct 2019-June 2020	$ -	$ 12,500	$ 12,500
Individual Donations	Oct 2019-June 2020	$ -	$ 2,500	$ 2,500
Total Donations		**$ -**	**$ 15,000**	**$ 15,000**
Other Sales				
Merchandise Sales	Oct 2019 - June 2020	$ 1,500	$ 4,500	$ 6,000
Ad Sales	Oct 2019	$ -	$ 3,500	$ 3,500
Total Other Sales		**$ 1,500**	**$ 8,000**	**$ 9,500**
Total Projected Revenue		**$ 75,230**	**$ 69,625**	**$144,855**

Attachment 8

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Music in the Vineyards
Organization Mailing Address:	PO Box 6297, Napa, CA 94581
Organization Contact Person (Name/Title):	Evie Ayers, Executive Director
Organization Contact Email:	evie@musicinthevineyards.org
Organization Contact Telephone:	(707) 258-5559
Organization Website:	www.musicinthevineyards.org
Federal Tax ID Number and Status:	68-0358441 Nonprofit 501(c)(3)
How long has your organization been in operation?	26 years

Project Category:

☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☑ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	MITV Music and Movies Community Concert
Address of Project:	St. Helena Performing Arts Center, 456 Main Street, St. Hele
Requested Grant Amount:	$2,500.00
Matching Funds:	$5,008.00
TOTAL Project Cost:	$7,508.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

	Amount
See Attached	

Total Grant Request 2,500.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Evie Ayers Signature E. S. Ayers

Title Executive Director Date 2/10/2020

music in the vineyards

26th Annual
Napa Valley Chamber Music Festival
August 2 - 23, 2020

City of St. Helena Non-Profit Funding Grant Program FY 2020/21
Community Enrichment Grant Application Questions

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
Music in the Vineyards (MITV) is a nationally renowned chamber music festival which takes place in winery spaces throughout the Napa Valley. We have become an established part of the cultural landscape of St. Helena and 2020 will mark our Twenty Sixth season.

When the festival began in 1995 three of the six concert venues were in St. Helena and we have maintained a close connection with the City ever since. Our rehearsal venue for the month of August is the Upper Valley Campus of Napa Valley College which enables our musicians to become immersed in the life of the city while they are here, visiting restaurants and shops, and staying in the homes of local residents. The City's vision of providing a full range of cultural opportunities plus being family-friendly and preserving a high quality of life is what drew the festival to St. Helena. This vision also makes St. Helena the perfect partner as it matches with the mission of our festival to provide music education to the young and access to music for people of all ages and walks of life.

Through our 2020 special one off Movies & Music Community Concert, we continue with our aim of expanding and improving access to live chamber music and provide this cultural opportunity to as many age groups as possible within the community of St. Helena. As a professional non-profit organization we bring the highest quality professional musicians and standards to the project. The performance strengthens MITV's roots in the City and its connection with other non-profits such as the retirement community, the public education sector and other arts organizations in the City. By presenting the performance in St Helena, Music in the Vineyards demonstrates its commitment as a long-term participant in the unique culture and quality of life in the city. Our aims for the performance tie in with the cultural mission and vision of the City of St. Helena and funding of the project will assist in enabling us to make the performance affordable and facilitate full civic participation.

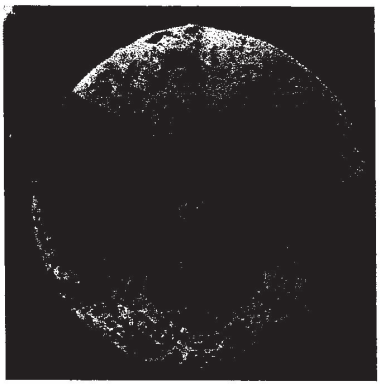
2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

On Thursday August 20th at 7.30pm Music in the Vineyards is planning to present a concert of movies and live music. The evening will feature three historic silent films, accompanied by chamber music performed by festival musicians, at St Helena Performing Arts Center. This will be a special community performance with tickets priced at $10 for adults and $5 for patrons aged under 18. Admission will be free to staff and students from St. Helena High School.

Newly composed music by Stephen Prutsman specifically for these films, recreates the experience of moviegoers in the early days of cinema, before audible dialogue and recorded sound became integrated into the filmmaking process in the late 1920's.

MITV Festival musicians will "in the pit": *The Thalea Quartet*, making their MITV debut, Bay Area pianist *Eric Zivian*, and flutist *Viviana Guzman*.

The main attraction is a Buster Keaton classic, *Sherlock Jr.* from 1924. Other films include the early science fiction classic, *A Trip to the Moon* (1902), made in France, and *The Cameraman's Revenge* (1912), one of the first-ever animated films, made in Russia.



As part of the evening we will provide free intermission refreshments. At our main festival concerts a complimentary wine tasting is included. For this concert we will provide free ice cream for all patrons. At previous MITV concerts at St. Helena Performing Arts Center the intermission ice cream was sponsored by a local company and we are pursuing contacts to make this happen again. We have built in a cost into the budget if sponsorship is not forthcoming.

Music in the Vineyards has long been aware that there is a demand for more civic engagement with the cultural opportunities that the festival can provide. Our objective is to provide access to chamber music in a more "fun" format at an affordable price. We understand that our regular festival series is not always accessible to everyone due to ticket price, location, timing or the presentation format. By presenting an evening of short films with live music we hope it will spark curiosity among members of the community who may not have attended chamber music before and give them a taste of this interesting art form.

This concert is part of our growing outreach program which also includes our annual program of free performances for all sectors of the community using our Apprentice Quartet which was supported by St. Helena City Council in 2019. The series of free concerts in community locations will continue in 2020.

Our goal for this concert in 2020 is to have a sell-out performance with attendees from all areas of the community, especially people who have never attended a Music in the Vineyards event. We chose to hold the concert at the St. Helena Performing Arts Center so that we could also work with the music and drama students and invite them to attend the rehearsal and have a question and answer session with the musicians about the difficulties associated with playing in time with moving pictures and also how and why modern composers chose to work with this media. The composer Stephen Prutsman is based in San Francisco so we are hoping that he will be able to attend the rehearsal and performance. We also chose the venue in order to introduce more member of the community to the space. The Performing Arts Center is a wonderful venue in the heart of the community, to help make everyone aware that it is there and available for use is important.

Music in the Vineyards wants to continue building on the partnerships we have developed in St. Helena and bring new experiences for community members to engage with. Through this we aim to build awareness of Music in the Vineyards and other free events that we provide in the community.

Timeline for Music in the Vineyards Community Outreach Project – St. Helena, 2020

November 2019	Work with the composer on identification of which films and pieces to program for the concert. Confirmation of availability of Community Concert venue.
January 2020	Budget for MITV 2020 approved. Selection and contracting of Music in the Vineyards Musicians. Possible funding sources for grant funds identified and applications started. Scheduling of Festival concerts and beginning of PR program.

March/April 2020	Design & distribution of outreach PR/publicity and start of ticket sales.
May to August 2020	Continuing PR campaign for concert including social media posts, e-blasts, calendar listings, media coverage etc. Continuing outreach to community organizations to become involved in the project.
Aug 1st - 16th	First two weeks of festival and beginning of civic engagement program with free open rehearsals at Napa Community College Upper Campus and outreach performances by 2020 Apprentice String Quartet.
Aug 17th – 23rd	Final week of festival – Movies & Music Community Concert by MITV at St. Helena Performing Arts Center, Thursday, August 20th, 2020 at 7.30pm.

3. Describe the community support for your Project.
a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

The main organization supporting the performance is:

- St. Helena High School Music and Drama Depts. and the St. Helena Performing Arts Center led by Alba Gonzalez Arredondo, Patti Coyle and Joe Perez.

The following community members hosted a performance in 2018 and 2019 and are being approached to become involved and to encourage their patrons to come and enjoy the performance:

- Cameo Theater
- Rianda House Senior Activity Center
- Silverado Orchards Retirement Community
- St. Helena Boys' and Girls' Club
- St. Helena Historical Society
- Napa Valley College, Upper Valley Campus
- St. Helena Chamber of Commerce
- St. Helena Library
- Napa Film Festival
- Local business to sponsor ice cream refreshments for intermission (in previous years this has been supported by the St. Helena branch of Umpqua Bank and Ben & Jerry's in Napa.)

The following St. Helena residents are involved in the project as board members or community advocates:

- Susan Duprey
- Clay Timon
- Robilee Deane
- Bonnie Thoreen

b. What roles are they playing and how collaborative is the Project?

- St. Helena High School Music and Drama Depts. and the St. Helena Performing Arts Center: Alba Gonzalez Arredondo & Patti Coyle – we are currently in discussion about how we can involve the high school students. Plans at the moment include an open rehearsal for the students with a question and answer session. We are also looking at the possibility of another workshop with the

musicians during that week and all the students and staff will be offered free tickets to attend the performance on August 20th.

- Cameo Theater – we have contacted Cathy Buck and Janice Humphrey to look at ways we could collaborate/promote the performance. For the last two years, the Cameo has hosted a free recital prior to a movie and promoted the event and the festival through e-blasts for their patrons. They are very keen to have another performance this year and we are once again talking about programming music that relates to the movie as we did with the Beatles music last year to huge success.
- Rianda House Senior Activity Center – We are offering a talk by artistic director Michael Adams on the process of writing and performing music for films. Free admission recitals by the Apprentice String Quartet followed by a supper and mingle with the players for all attendees have been held here for the last two years. This will happen again in 2020 and through these activities we will promote the concert to Rianda House patrons.
- Silverado Orchards Retirement Community – Free performances have been held here for the past two years and will be again in 2020. Silverado Orchards is happy to publicize the Music and Movies concert to their residents along with the free open rehearsals which take place nearby.
- St. Helena Historical Society along with Rianda House have offered to help promote the concert at the St. Helena Performing Arts Center.
- Napa Valley College, Upper Valley Campus – hosts MITV rehearsals for three weeks and publicizes in their courses catalog, the free open rehearsals on Thursday afternoons. We can use the open rehearsals to publicize the concert to attendees and also to the college staff. The college is eager to welcome members of the local community into the campus and sees the free rehearsals as a good collaborative tool.
- St. Helena Chamber of Commerce – MITV is a member of the Chamber and promotes the performances through its website and e-blasts and social media. We will collaborate with them to produce information about MITV's community concert in its location on Main Street.
- St. Helena Boys' and Girls' Club – They will host a workshop/collaborative performance by our apprentice quartet and through this we will encourage their members to come along with their parents

- Susan Duprey is a member of MITV's Board of Directors and a new resident of St. Helena, she is building personal relationships in the community and is an advocate who secured the relationship with the Cameo Theater.
- Robilee Deane is an artist, longtime resident of St. Helena, a supporter of Music in the Vineyards for 25 years and an advocate for the community programs.
- Bonnie Thoreen is a past board president of Music in the Vineyards, president of the St. Helena Historical Society and advocate for the festival.

c. What other support exists for your Project?

We receive financial support for our Community Outreach Program from

- MITV's own reserve fund established via a Fund a Need appeal at the 2019 "Bravissimo" Gala held at Charles Krug Winery, St. Helena on August 10th, 2019.
- Donations from individual patrons of the festival.
- There will also be ticket income from the concert which will go towards the costs.

St. Helena Wineries that host our concerts and support Music in the Vineyards include:

- Charles Krug Winery
- Markham Vineyards
- Beringer Vineyards, Hudson House
- Merryvale Vineyards

Music in the Vineyards is continuing to build a robust Civic Engagement Program which incorporates other communities in the Napa Valley and performance hosts include:

- Boys' and Girls' Clubs of American Canyon, Napa and Calistoga
- The Meadows, Napa
- Aegis of Napa
- Napa Valley Youth Symphony
- CIA, Copia
- Yager Galerie, Calistoga
- Napa Wine Train
- Acumen Wine Cellars

The Apprentice String Quartet performance program continues to be supported by the Napa Valley Performing Arts Foundation during the 2020 season.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

The beneficiaries from this project will be:

- The community members who attend the concert:
  - St. Helena High School Music and Drama Students who attend the open rehearsal and workshop.
  - St. Helena High School students and staff who attend the concert free of charge.
  - Boys' and Girls' Club attendees
  - Patrons of the Cameo Cinema
  - Senior Center attendees & Retirement Community Residents
  - Other residents of the St. Helena Community who are restricted from attending live performances due to availability, cost, etc.

- Local businesses who sponsor the intermission refreshments and use the event as a PR tool to show they like to support community events.

- Music in the Vineyards Festival:
  The Festival benefits from the program by connecting with the local community and giving back to the valley that has proved to be such a generous host for twenty-five years. Many of our winery partners are happier to support us when they are aware that we have a successful community outreach program. We also receive donations from individuals in the community who perceive that the program is important and want to support us.

- The City of St. Helena:
  Our program adds to the richness and diversity of the cultural opportunities available to the resident community of St. Helena.
  We estimate the attendance at all our activities in St. Helena in 2019 was between 550 – 600 people and the creation of a community concert will add an additional 350 recipients in 2020.

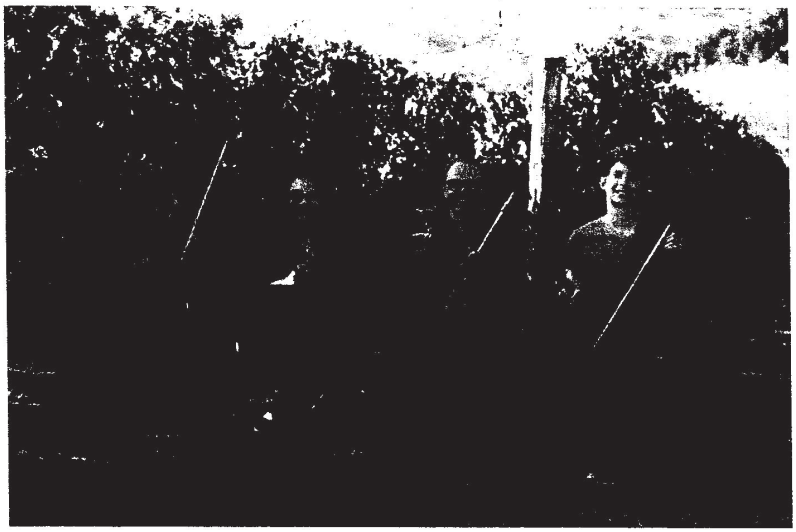
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

In the 2018 fiscal year, Music in the Vineyards applied for a Capital Improvement Grant from Napa County Arts and Culture Advisory Committee. We received a grant of $11,667.91 to purchase and store 200 new comfortable folding chairs and storage racks for our concert series.

In the 2019 fiscal year, Music in the Vineyards applied for matching funding for our Community Outreach activities from Napa County Arts and Culture Advisory Committee. We received a grant of $10,000 to assist with this program.
We also applied to the City of St. Helena for a grant to assist with the Apprentice String Quartet outreach program in St. Helena and received a grant of $2,500.

The grant we are requesting from the City of St. Helena for 2020 is specifically towards the cost of providing a major community concert within the City of St. Helena. We do not plan to repeat this performance in any other part of the valley this year and is aimed at the residents of St. Helena. If we do not receive a grant from the City of St. Helena we will pursue other grant and donation opportunities to ensure the concert takes place.

Cost Estimate
Please see attached separate sheet.



Music in the Vineyards Music Movies Community Concert 2020
City of St. Helena Community Enrichment Grant Application

Cost Estimate

DESCRIPTION	AMOUNT
Rental of St. Helena Performing Arts Center for rehearsal and performance - 8 hours on Thursday August 20th.	$ 998
Rental of Video Projector and Screen at St. Helena Performing Arts Center	$ 250
Contribution to Stage Manager Fees for performance	$ 150
Music Rental / Composer commission	$ 300
Contribution towards part of Musician Fees	$ 642
Rehearsal Venue Rental	$ 160
Total Grant Request	**$ 2,500**

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

DEPARTMENT OF THE TREASURY

Date: APR 16 2001

MUSIC IN THE VINEYARDS INC
PO BOX 432
ST HELENA, CA 94574

Employer Identification Number:
68-0358441
DLN:
17053034813021
Contact Person:
GREGORY K OLWINE ID# 31382
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
September 1996
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1050 (DO/CG)

MUSIC IN THE VINEYARDS INC

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Steven T. Miller
Director, Exempt Organizations

Letter 1050 (DO/CG)

Music in the Vineyards Community Outreach Program 2020
Budget for St. Helena Music Movies Community Concert
City of St. Helena Community Enrichment Grant

			2020 Budget
Income			
4000 - Contributions			
	4013	Community Concert Grant(s)	$ 2,500
	4311	Fund A Need 2019 Reserve Transfer	$ 2,500
	4010	Individual Contributions	$ 1,008
	4214	Ticket Income	$ 1,500
Total 4000		Contributions	$ 7,508
Total Income			**$ 7,508**
Expense			
	Production & Program Expenses - Movies & Music		
	6295	Rental of St. Helena Performing Arts Center	$ 998
	6210	Rental of Video Equipment - St. Helena PAC	$ 250
	6210	Rental of films	$ 300
	6240	Stage Manager Fees for performance	$ 360
	6220	Music Rental / Composer Commission	$ 300
	6130	Musician fees including workshop with St. Helena High School Students	$ 3,640
	6255	Rehearsal Venue rental for 2 four hour rehearsals	$ 160
	6714	PR / Publicity / Advertising - includes graphic design, poster print and media promotion	$ 1,000
	6290	Intermission refreshments	$ 500
Total			$ 7,508
Total Expense			**$ 7,508**
Net Ordinary Income			$ -
Net Income			$ -

Accrual Basis

MUSIC IN THE VINEYARDS INC
202(udget

	2020 Esterhazy	MITV	Admin	Fundraising	KITV	TITV	TOTAL BUDGET	Actual 2019 Comparison			2018 Esterhazy & ROB Comparison
	Budget	Budget	Budget	Budget	Budget	Budget	FY 2020	Actual	$ Variance	% Variance	Actual
Income											
4000 · Contributions											
4010 · Individual Contributions				150,000			150,000	188,820.98	(38,821)	-21%	
4011 · Restricted ASQ Grant/Community Concert				15,000			15,000	10,000.00	5,000	50%	
4013 · Community Grant Applications				10,000			10,000	12,500.00	(2,500)	-20%	
4020 · Board Contributions				130,000			130,000	132,267.00	(2,267)	-2%	
4030 · Foundations				30,000			30,000	25,500.00	4,500	18%	
4013 - European Tour				9,000			9,000	0.00	9,000	N/A	
4050 · Corporate Contributions				100			100	50.14	50	99%	
4051 · Education Contributions				100			100	40.20	60	149%	
4070 · Gala Fund A Need				-			-	66,263.10	(66,263)	N/A	-
Total 4000 · Contributions				344,200			344,200	435,441.42	(91,241)	N/A	-
4100 · Special Events & Raffles											
4140 · KITV Live & Silent Auction					28,000		28,000	9,210.00	18,790	204%	
4141 · KITV Fund-A-Need					18,000		18,000	18,250.00	(250)	-1%	
4143 - KITV Sponsorship					31,000		31,000	0.00	31,000	N/A	
4132 · KITV Tour					49,000		49,000	34,100.00	14,900	44%	
4180 · Esterhazy Tickets	25,000						25,000	36,300.00	(11,300)	-31%	26,500
4182 · Gala Auction	-						-	31,600.00	(31,600)	-100%	
4190 · Roll Over Beethoven	-	-	-	7,965	-	-	7,965	18,585.00	(10,620)	-57%	
Total 4100 · Special Events & Raffles	25,000			7,965	126,000		158,965	148,045.00	10,920	-157%	
4200 · Program Revenue											
4210 · MITV tickets		109,874					109,874	115,188.95	(5,315)	-5%	
4214 - Community Concert		1,500					1,500	0.00	1,500	N/A	
4212 · Stag's Leap Appetizers		-					-	2,586.00	(2,586)	-100%	
4213 · WDFM Travel & Dinner		-					-	2,301.05	(2,301)	-100%	
4270 · Closing Night		12,400					12,400	11,745.00	655	6%	
Total 4200 · Program Revenue		123,774					123,774	131,821.00	(8,047)	-199%	
4300 · Other Revenue											
4310 · Investment Earnings			8,000				8,000	6,481.08	1,519	23%	
4311 - Transfer from FAN ASQ Reserve		18,250					18,250	0.00	18,250	N/A	
4312 - ROB Deferred Income				17,000			17,000	0.00	17,000	N/A	
4313 - Transfer from 2019 Gala Income		3,852					3,852	0.00	3,852	N/A	
Total 4300 · Other Revenue		22,102	8,000	17,000			47,102	6,481.08	40,621	627%	
Total Income							**674,041.00**	**721,788.50**	**(47,748)**	**-7%**	-
Cost of Goods Sold											
5000 · Special Event Expenses											
5500 · Gala 2019											

Accrual Basis

MUSIC IN THE VINEYARDS INC
2020 Budget

	2020 Esterhazy	MITV	Admin	Fundraising	KITV	TITV	TOTAL BUDGET	Actual 2019 Comparison			2018 Esterhazy & ROB Comparison
	Budget	Budget	Budget	Budget	Budget	Budget	FY 2020	Actual	$ Variance	% Variance	Actual
Total 5500 · Gala							-	50,267.47	(50,267)	N/A	-
5100 · ROB											
5138 · ROB Photographer				500.00			500	0.00	500	N/A	500.00
5137 · ROB Decor				500.00			500	0.00	500	N/A	325.93
5117 · ROB Stage/Lighting/Sound				2,500.00			2,500	0.00	2,500	N/A	2,457.22
5130 · ROB Valet Parking				750.00			750	0.00	750	N/A	700.00
5154 · Public Relations Fees				0.00			-	0.00	-	N/A	900.00
5135 · Advertising				50.00			50	0.00	50	N/A	0.00
5123 · Graphic Artist				0.00			-	0.00	-	N/A	0.00
5118 · ROB Permits/Legal Fees				150.00			150	0.00	150	N/A	142.97
5132 · ROB Wine - Alpha Omega				600.00			600	0.00	600	N/A	568.92
5128 · ROB Party Catering				11,900.00			11,900	0.00	11,900	N/A	10,976.30
5126 · Supplies				50.00			50	0.00	50	N/A	40.83
Total 5100 · ROB				17,000.00			17,000	0.00	17,000	N/A	16,612.17
5400 - Esterhazy 2020											
5416 - Equipment Rental	2,800						2,800	0.00	2,800	N/A	2,500
5423 · Graphic Artist	300						300	0.00	300	N/A	-
5422 · PR Material	-						-	0.00	-	N/A	-
5426 · Supplies	50						50	0.00	50	N/A	-
5427 · Catering	6,500						6,500	0.00	6,500	N/A	6,097
5431 · Décor/Flowers	600						600	0.00	600	N/A	598
5432 · Wine	-						-	0.00	-	N/A	-
5435 · Advertising	50						50	0.00	50	N/A	-
5438 · Photographer	500						500	0.00	500	N/A	-
5454 · Public Relations Fees	-						-	0.00	-	N/A	-
5455 · Credit Card Fees	300						300	0.00	300	N/A	261
5457 · Printing & Copying	150						150	0.00	150	N/A	124
5462 - Bookkeeping	-						-	0.00	-	N/A	-
5458 - Office Rent	-						-	0.00	-	N/A	1,360
5461 - Telephone	-						-	0.00	-	N/A	380
5459 - Utilities	-						-	0.00	-	N/A	113
Total 5400 · Esterhazy	11,250						11,250	50,267.47	(39,017)	(0.78)	11,434
5200 · Kitchens in the Vineyards											
5210 · KITV Invites/Tourguide					3,200		3,200	2,979.95	220	7%	
5211 · KITV Permits/Legal Fees					200		200	0.00	200	N/A	
5212 · KITV Buses/Transportation					2,600		2,600	2,476.83	123	5%	
5213 · KITV Advertising					200		200	95.00	105	111%	
5215 · KITV Graphic Artist					1,000		1,000	1,035.00	(35)	N/A	
5217 · KITV Supplies					500		500	407.44	93	N/A	

Accrual Basis

MUSIC IN THE VINEYARDS INC
2020 Budget

	2020 Esterhazy	MITV	Admin	Fundraising	KITV	TITV	TOTAL BUDGET	Actual 2019 Comparison			2018 Esterhazy & ROB Comparison
	Budget	Budget	Budget	Budget	Budget	Budget	FY 2020	Actual	$ Variance	% Variance	Actual
5218 · KITV Venue Rental / Site Fee					2,500		2,500	0.00	2,500	N/A	
5219 - KITV Auction Lots					500		500	0.00	500	N/A	
5271 - KITV Catering					18,000		18,000	13,125.00	4,875	N/A	
5266 - KITV Photographer					500		500	0.00	500	N/A	
5267 - KITV Chair Rental					-		-	0.00	-	N/A	
5268 - KITV Linens					1,500		1,500	0.00	1,500	N/A	
5269 - KITV Décor & Florals					2,000		2,000	0.00	2,000	N/A	
5270 - KITV Auctioneer					3,000		3,000	0.00	3,000	N/A	
5272 - KITV Wine					2,000		2,000	0.00	2,000	N/A	
5273 - KITV Stage Manager					400		400	0.00	400	N/A	
5255 · KITV Public Relations Fees					900		900	900.00	-	N/A	
5264 - KITV Bookkeeping					100		100	0.00	100	N/A	
5256 · KITV Credit Card Fees					1,500		1,500	1,250.31	250	N/A	
5258 · KITV Postage					900		900	888.95	11	N/A	
5260 - KITV Office Rent					-		-	0.00	-	N/A	
5261 - KITV Utilities					-		-	0.00	-	N/A	
5263 - KITV Telephone					-		-	0.00	-	N/A	
Total 5600 · Kitchens in the Vineyards					41,500		41,500	23,158.48	18,342	N/A	
Total 5000 · Special Event Expenses					126,000		69,750.00	73,425.95	(3,676)	N/A	
Total COGS							69,750.00	73,425.95	(3,676)	N/A	
Gross Profit					84,500		604,291.00	648,362.55	(44,072)	N/A	
Expense											
6000 · Program Expenses											
6700 · Other Program Expenses											
6708 - Gifts		500					500	435.54	64	15%	
6710 · Public Relation Fees		7,200					7,200	7,200.00	-	N/A	
6712 · Closing Night		13,000					13,000	12,665.97	334	3%	
6714 · Advertising		14,000					14,000	11,079.63	2,920	26%	
6716 · Graphic Artist		5,000					5,000	4,943.88	56	1%	
6718 · Development		1,500					1,500	1,212.87	287	24%	
6719 · WDFM Travel & Dinner		-					-	2,301.05	(2,301)	-100%	
6720 · Stag's Leap Appetizers		-					-	2,586.00	(2,586)	0%	
6721 · Bookkeeping Fees		100					100	50.00	50	100%	
6722 · Brochures		6,000					6,000	5,786.17	214	N/A	
6724 · Program Books		7,500					7,500	10,058.47	(2,558)	-25%	
6730 · Credit Card Fees		5,000					5,000	4,808.90	191	4%	
6732 · Postage		2,000					2,000	1,745.96	254	15%	
6736 · Office Supplies		200					200	149.34	51	34%	
6740 · Dues & Subscriptions		1,800					1,800	1,274.92	525	41%	

Accrual Basis

MUSIC IN THE VINEYARDS INC
2020 Budget

	2020 Esterhazy	MITV	Admin	Fundraising	KITV	TITV	TOTAL BUDGET	Actual 2019 Comparison			2018 Esterhazy & ROB Comparison
	Budget	Budget	Budget	Budget	Budget	Budget	FY 2020	Actual	$ Variance	% Variance	Actual
6770 · Fees & Legal		300					300	0.00	300	N/A	
6755 - Telephone		-					-		-	N/A	
6760 - Utilities		-					-		-	N/A	
6750 - Office Rent		-					-		-	N/A	
6795 · Miscellaneous		200					200	1,984.46	(1,784)	-90%	
Total 6700 · Other Program Expenses		64,300					64,300	68,283.16	(3,983)	-6%	
6100 · Artistic Expenses											
6110 · Artistic Director Fees		43,166					43,166	42,320.00	846	2%	
6120 · Artistic Director Travel		6,000					6,000	5,610.82	389	7%	
6130 · Musician Fees		74,590					74,590	88,157.20	(13,567)	-15%	
6140 · Airfare		24,700					24,700	20,455.69	4,244	21%	
6150 · Local Travel/Car Rental		13,400					13,400	11,611.11	1,789	15%	
6160 · Musician Housing		9,000					9,000	8,040.00	960	12%	
6170 · Musician's Dinners		1,500					1,500	1,359.94	140	10%	
6190 · Miscellaneous Artistic Expenses		700					700	651.60	48	7%	
Total 6100 · Artistic Expenses		173,056					173,056	178,206.36	(5,150)	-3%	
6200 · Production Expenses											
6210 · Equipment Rental		15,000					15,000	17,792.61	(2,793)	-16%	
6212 · Chair Purchase		-					-	3,065.36	(3,065)	-100%	
6213 · Chair & Piano Storage		3,000					3,000	2,272.50	728	32%	
6220 · Music Purchase/Rent		3,500					3,500	3,436.47	64	2%	
6221 · 2019 Commission		-					-	8,650.00	(8,650)	-100%	
6230 · Instrument Rent		500					500	0.00	500	N/A	
6240 · Stage Manager Fees		8,000					8,000	8,000.00	-	0%	
6250 · Concert Recordings		4,000					4,000	3,875.00	125	3%	
6255 · Rehearsal Venue		2,400					2,400	2,352.00	48	2%	
6260 · Permits/Legal Fees		2,000					2,000	1,755.30	245	14%	
6290 · Miscellaneous Prod. Expenses		500					500	105.94	394	372%	
6295 · Venue Rental		1,000					1,000	744.32	256	34%	
Total 6200 · Production Expenses		39,900					39,900	52,049.50	(12,150)	-23%	
6300 · Piano Expenses											
6310 · Piano Tuning		1,300					1,300	1,150.00	150	13%	
6320 · Piano Insurance		2,500					2,500	1,114.00	1,386	124%	
6322 · Piano Moving		16,000					16,000	16,131.25	(131)	-1%	
Total 6300 · Piano Expenses		19,800					19,800	18,395.25	1,405	0%	
6500 · Staff Compensation											
6510 · Staff Wage & Comp			170,983				170,983	142,356.61	28,626	20%	
6520 · Bonus			3,413				3,413	3,345.46	67	2%	

Accrual Basis

MUSIC IN THE VINEYARDS INC
2020 Budget

	2020 Esterhazy	MITV	Admin	Fundraising	KITV	TITV	TOTAL BUDGET	Actual 2019 Comparison			2018 Esterhazy & ROB Comparison
	Budget	Budget	Budget	Budget	Budget	Budget	FY 2020	Actual	$ Variance	% Variance	Actual
6530 · Payroll Taxes			15,600				15,600	11,625.20	3,975	34%	
6540 · Payroll Expenses			2,000				2,000	1,540.25	460	30%	
6541 - AB5 taxes			10,600				10,600	0.00	10,600	N/A	
6542 - AB5 consultant/lawyer fees			10,000				10,000	0.00	10,000	N/A	
6550 · Medical Insurance			5,593				5,593	5,463.68	130	2%	
6560 · Worker's Compensation			2,000				2,000	1,190.64	809	68%	
Total 6500 · Staff Compensation			220,189				220,189	165,521.84	54,667	33%	
6800 · Education ExpenditurGrants Paid											
6810 · Grants to Organizations		3,800					3,800	3,800.00	-	0%	
6820 · Grants to Individuals-Solo Comp		2,250					2,250	2,250.00	-	0%	
6825 · Education Competition PR		400					400	385.85	14	4%	
6826 - Competition Venue		300					300	230.00	70	30%	
6900 · String Quartet Program											
6910 · SQAP- Stipend		4,800					4,800	4,800.00	-	0%	
6911 · SQAP- Airfare		2,500					2,500	2,033.00	467	23%	
6912 · SQAP- Car Rental/ Transport.		3,700					3,700	3,693.86	6	0%	
6913 · SQAP- Stage Man./ Admin.		4,000					4,000	3,600.00	400	11%	
6914 · SQAP- Mileage/ Transport		500					500	480.00	20	4%	
6915 · SQAP- Selection/Audition		500					500	300.00	200	67%	
6916 · SQAP- Music Rental		100					100	50.00	50	100%	
6917 · SQAP- PR/ Publicity/ Advt.		2,000					2,000	1,923.59	76	0%	
6918 · SQAP- Website/ Tech Support		200					200	0.00	200	N/A	
6920 · SQAP- Postage		300					300	0.00	300	N/A	
6921 · SQAP- Printing & Copying		-					-	0.00	-	N/A	
6922 · SQAP- Graphic Design		350					350	292.50	58	0%	
6923 · SQAP- Housing/Lodging		2,000					2,000	0.00	2,000	N/A	
6924 · SQAP- Bilingual Narrator		-					-	0.00	-	N/A	
6925 - SQAP Rehearsal Room		800					800	887.50	(88)	N/A	
Total 6900 · String Quartet Program		21,750					21,750	18,060.45	3,690	20%	
Total 6800 · Education ExpenditurGrants Paid		28,500					28,500.00	24,726.30	3,774	15%	
Total 6000 · Program Expenses							545,745.00	507,182.41	38,563	8%	
8000 · Fundraising Expenses											
8310 · Fall Fundraiser											
8315 · FF Printing				4,450			4,450	4,896.05	(446)	-9%	
8316 · FF Postage				350			350	478.14	(128)	-27%	
8317 · FF Graphic Artist				350			350	315.00	35	11%	
8318 · FF Advertising/PR							-	95.00	(95)	-100%	
Total 8310 · Fall Fundraiser				5,150			5,150	5,784.19	(634)	-11%	
8326 · Post Concert Receptions/Dinners				8,000			8,000	7,203.35	797	11%	

Accrual Basis

MUSIC IN THE VINEYARDS INC
2020 Budget

	2020 Esterhazy Budget	MITV Budget	Admin Budget	Fundraising Budget	KITV Budget	TITV Budget	TOTAL BUDGET FY 2020	Actual 2019 Comparison Actual	$ Variance	% Variance	2018 Esterhazy & ROB Comparison Actual
8354 · General Development				-			-	0.00	-	N/A	
8382 - Fundraising - Utilities				-			-				
8381 - Fundraising - Telephone				-			-				
8551 - European Tour Costs				1,000			1,000	0.00	1,000	N/A	
8550 · Credit Card Fees- Fundraising				1,500			1,500	1,465.16	35	2%	
8552 · Bank Fees				50			50	11.63	38	N/A	
8556 · Postage- Fundraising				200			200	153.00	47	N/A	
Total 8000 · Fundraising Expenses				15,900.00			15,900	14,617.33	1,283	9%	
7000 · Management & General											
7110 · Insurance			3,600				3,600	3,309.03	291	9%	
7221 · Bookkeeping Fees			800				800	717.50	83	11%	
7223 · Accounting Fees			3,500				3,500	3,225.00	275	9%	
7228 · Office Supplies			600				600	597.97	2	0%	
7230 · Miscellaneous Management			500				500	373.12	127	34%	
7240 · Technical Support/Software			4,000				4,000	3,738.61	261	7%	
7241 · Public Relations Fees- Website			2,100				2,100	2,100.00	-	0%	
7242 · Conference/Staff Education			200				200	0.00	200	N/A	
7250 · Internet			900				900	750.16	150	20%	
7360 · Office Equipment Admin			500				500	0.00	500	N/A	
7380 · Office Rent			17,846				17,846	17,000.00	846	5%	
7382 · Utilities			1,700				1,700	1,665.18	35	2%	
7397 · Board Retreat			1,000				1,000	28.63	971	3393%	
7546 · Printing & Copying			200				200	148.70	51	34%	
7552 · Bank Fees			400				400	396.65	3	1%	
7554 · Dues & Subscriptions			700				700	592.00	108	18%	
7556 · Postage			700				700	618.77	81	13%	
7560 · Telephone			2,000				2,000	1,874.84	125	7%	
7570 · Fees & Legal			1,200				1,200	75.00	1,125	1500%	
7647 · Graphic Artist			200				200	0.00	200	N/A	
Total 7000 · Management & General			42,646				42,646	37,211.16	5,435	15%	
Total Expense			**42,646.00**				**604,291**	**559,010.90**	**45,280**	**8%**	
Net Ordinary Income							-	89,351.65	(89,352)	-100%	
Net Income							**0.00**	**89,351.65**	**(89,352)**	**-100%**	
Budgeted Net Income for previous seasons without a Gala											
2018							(46,807)				
2016							608				

Music in the Vineyards
Grant Funding Received in the last 12 months:

2019

City of St. Helena Community Enrichment Grant	$ 2,500
Napa County Arts & Culture Advisory Committee	$10,000
Napa Valley Performing Arts Foundation	$10,000

music
in the
vineyards

26th Annual
Napa Valley Chamber Music Festival
August 2 - 23, 2020

Music in the Vineyards 2020 Movies and Music Community Concert – Further Details

On Thursday August 20th at 7.30pm Music in the Vineyards is planning to present three historic silent films, accompanied by festival musicians, at St Helena Performing Arts Center. This will be a special community performance with tickets priced at $10 with $5 admission for patrons aged under 18.

Music by Stephen Prutsman, newly composed for these films, recreates the experience of moviegoers in the early days of cinema, before audible dialogue and recorded sound became integrated into the filmmaking process in the late 1920's.

MITV Festival musicians will be "in the pit": *The Thalea Quartet*, making their MITV debut, Bay Area pianist *Eric Zivian*, and flutist *Viviana Guzman*.

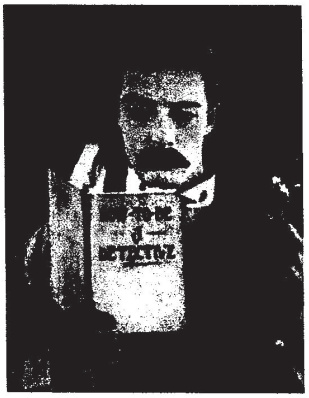
The main attraction is a Buster Keaton classic, *Sherlock Jr.* from 1924. Other films include the early science fiction classic, *A Trip to the Moon* (1902), made in France, and *The Cameraman's Revenge* (1912), one of the first-ever animated films, made in Russia.

"A Trip to the Moon"

An important early movie that is nearly unknown to cinema-lovers today, *A Trip to the Moon* (1902) was named one of the 100 greatest films of the 20th century by *The Village Voice*, ranked 84th. Perhaps the earliest example of a science fiction film, *A Trip to the Moon* was the creation of the French director Georges Méliès. The plot follows a group of astronomers who travel to the Moon in a bullet-shaped craft propelled by a huge cannon they designed to shoot it into space. Improbably, they explore the Moon's surface, are captured by a subterranean band of indigenous insectoid inhabitants (avoid alliteration always), and return safely to Earth with a captive. One of the most iconic images in the history of cinema is the moment when the capsule lands directly in eye of the proverbial Man-in-the-Moon.

A Trip to the Moon's international popular success perhaps doomed it to be copied (essentially pirated) by other studios, especially in the United States. Many imitators soon adopted the innovative special effects, lavish production values and emphasis on story-telling first brought to the screen by Georges Méliès. The plot was inspired by a wide variety of sources, including Jules Verne's novels *From the Earth to the Moon* and *Around the Moon.* The director cast himself in the leading role of Professor Barbenfouillis, the President of the *Astronomic Club* that proposes the audacious moon mission.

The Cameraman's Revenge
A Russian experimental stop-motion animated short film directed and written by Władysław Starewicz. This Russian-made comedy from 1912 is one of the first animated films and stars very realistic animated insects. Mr. Grasshopper, a jilted cameraman, takes his revenge by filming Mr. Beetle and his mistress Ms. Dragonfly and then shows the results at a local cinema where Mrs. Beetle is in the audience. Will Mrs. Beetle forgive him? Will he get away with adultery?



Sherlock Jr.
One of Buster Keaton's classic comedies, *Sherlock Jr.* made the list of the 100 Funniest Films of All Time by the American Film Institute. Keaton takes on the persona of a meek and mild film projectionist who would like nothing better than to be a detective. He becomes engaged to a pretty girl but his rival tries to frame him by stealing the pocket watch of the girl's father, then slipping the pawn shop ticket into Keaton's pocket where it is "discovered" by the police. Forbidden from seeing her again, he must fight to clear his name. In actuality the girl solves the crime and acquits Keaton in the eyes of her father.

[A fabulous factoid for film fans: Buster Keaton's father Joe Keaton plays the role of the girl's father.]

Stephen Prutsman - Composer
As a composer, Stephen's long collaboration with Grammy Award winning Kronos Quartet has resulted in over 40 arrangements and compositions for them. Other leading artists and ensembles who have performed Stephen's compositions and arrangements include Leon Fleisher, Dawn Upshaw, the St. Lawrence String Quartet, Yo-Yo Ma, Spoleto USA, and the Silk Road Project. In 2010, his song cycle "Piano Lessons" was premiered by Ms. Upshaw and Emanuel Ax at Carnegie Hall, the Concertgebouw, Disney Hall and the Barbican Centre. As a pianist or arranger outside of the classical music world he has collaborated with such diverse personalities as Tom Waits, Rokia Traore, Joshua Redman, Jon Anderson of "YES", Sigur Rós and Asha Bhosle.

In the past, his dedication to the creation of new musical environments led him to create music festivals in such far-flung places as the island of Guam and the border town of El Paso, Texas. Passionate about the value of music for all, Stephen is actively promoting music and arts education wherever he visits. He is involved in several projects whose missions are to create enjoyable artistic or recreational environments for children on the autistic spectrum and their families.

What is Music in the Vineyards?

Music in the Vineyards is a nationally-acclaimed chamber music festival held each August in the Napa Valley. The three-week festival showcases nearly 40 world-class artists-in-residence from the U.S., Europe and Canada performing new and classic chamber music repertoire in stunning settings. With complimentary wine tastings at each intermission and breathtaking views of the Wine Valley, this unique combination of Wine Country ambiance and world-class talent allows artists and audiences alike to experience the intimacy of chamber music as it was intended to be performed.

Included in the schedule of concerts is a robust community outreach program which includes one off community concerts, free open rehearsals and a whole series of free performances featuring our Apprentice String Quartet - a young string quartet selected by national audition from a major music college. They are resident in the Napa Valley during the festival and perform at Retirement Communities and Assisted Living facilities, Boys' & Girls' Clubs, plus free events for the Napa Valley Youth Symphony Chamber Music Camp; at Cameo Theater in St Helena, the CIA at Copia, and at several art galleries and wine bars

Attachment 9

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Nimbus Arts
Organization Mailing Address:	649 Main Street, St. Helena, CA 94574
Organization Contact Person (Name/Title):	Jamie Graff, Executive Director
Organization Contact Email:	jamie@nimbusarts.org
Organization Contact Telephone:	707-963-5278
Organization Website:	www.nimbusarts.org
Federal Tax ID Number and Status:	27-1503762
How long has your organization been in operation?	2005

Project Category:

☑ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☑ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	Nimbus Arts: Free Community Festival & Event Art
Address of Project:	Various locations in St. Helena
Requested Grant Amount:	$ 13,500.00
Matching Funds:	$
TOTAL Project Cost:	$ 13,500.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
Artist and Staff Labor	7150.00
Materials and Supplies	4400.00
Program planning/Management	1200.00
Misc. Supplies Promo Materials (Signage, PR, Postcards, Flyers, PA system)	750.00
Total Grant Request	13500.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Jamie Graff

Signature Jamie Graff

Title Executive Director

Date 1·29·20

2020/21 Application Questions

1) Describe how your Project ties to the City's Goals, Mission/Vision Statement.

Nimbus Arts shares many of the same goals as the City of St. Helena and significant areas of our mission, vision, and values are fully aligned. Together, we seek to strengthen our community by forging stronger relationships between our citizens, regardless of age, economic or social differences. Our free community art programs foster and deepen connections across our community; supporting the city's goals of citizen involvement and diversity.

In addition, Nimbus supports working artists through employment and exhibition opportunities, and believe that art, especially art created by and for our community, delivers economic and social benefits that are wide-ranging. Our programs are produced and presented in St. Helena's downtown core; supporting and enhancing its position as the social, cultural and economic heart of the city. Along with employing local artists, our community programs serve to add vitality and activity to St. Helena, reducing the need to venture elsewhere for art activities or engaging public art programming, helping meet the city's sustainability goals.

Art is an important and essential part of Nimbus Arts' Healthy Community strategy, a mission and program priority, that serves to activate and support the city's goals for engagement, communication, economic vitality, and for the wellbeing of everyone who calls St. Helena their home.

As a primary service provider of art education programs and activities for 15 years, Nimbus Arts is firmly established as a collaborator and partner with local organizations including the St. Helena Unified School District, St. Helena Montessori School, UpValley Family Center, the Boys and Girls Club, Rianda House, the St. Helena Chamber of Commerce, St. Helena Hospital/Adventist Health, the Parks and Recreation Department of the City of St. Helena, and more.

Our free community art activities have engaged, educated and entertained thousands of people and through our Hundreds of Hands initiative we've improved and enlivened community spaces through art installations created within our community.

Nimbus Arts also increases participation in larger community events and programs by promoting the free art activities through print and electronic marketing and communication materials. This serves both the city and the organization producing the event. For many events, this includes graphic design and production of rack cards that are provided to the St. Helena Visitor Center, Library, and at community-serving businesses. The tasteful and informative cards include grant recognition and the logo of the City of St. Helena (see examples included with this application.)

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2) Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

For the past 15 years, Nimbus Arts has served as an important and accessible resource for art education and activities for St. Helena residents and visitors. We continue this pillar of our mission by delivering community art activities and programs at festivals, fairs and events every year. From our inception, Nimbus Arts has responded to requests for free and low-cost community art activities from the City of St. Helena and its various departments and we've provided engaging and high-quality art programs to more than 50 city produced/supported events.

Our participation at St. Helena community events has been supported in various ways over the past decade. Early on, expenses were paid from our general operating funds. We shifted to a model where we now raise funding specifically for each festival or event and, most recently, we've adopted assessing a fee to partially cover our costs. Substantial additional funds are required from other sources and from Nimbus Arts general funds to fully meet the expense to produce these programs.

In 2019, the average cost to Nimbus Arts for each day of community event art activity programming was roughly $3,000. With average participation of 200 people per day, the art component cost is roughly $20.00 per person. This cost includes payment to working artist/instructors to lead and manage the art activity, the cost of materials and supplies, incidental labor for the set-up and removal of equipment and materials, and a nominal expense for management and administration of each program.

In 2019, Nimbus Arts requested $10,000 in grant funds from the City of St. Helena to support free community art activities at six annual community events. The city granted 60% of the request or $6,000. The reduced funding triggered a necessary reduction in the scope and scale of programming provided.

Budgeting reductions did little to dampen participation. For example, more than 200 community members participated in the Nimbus Arts free community art program at the 2019 Hometown Harvest Festival. This was the only free activity at the event and one that was appropriate and enjoyable for people of all ages and skill levels. Nimbus Arts resources and staff were stretched thin in order to meet demand. This, and other events, triggered a reappraisal of the grant program and our place within the community as a core service provider.

Even with cost-saving measures and increased funding from the Nimbus Arts Leadership Circle, free public art programming operated at a deficit in 2019 and reduced the value of scholarships and financial aid the organization was able to designate and award to promising local art students.

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Nimbus extended additional funding to market and promote the free community art events; citing the City of St. Helena grant program as a funder of the programs. The marking and promotion efforts yielded results—specifically increased awareness and attendance. We hope to continue and expand these marketing and promotion activities and are requesting that the City of St. Helena grant help cover some of this additional expense in 2020.

For 2020, Nimbus Arts is requesting $13,500 in St. Helena city-granted funds to support the forecasted expense for twelve (12) days of annual free community events serving hundreds of St. Helena and Napa Valley residents. This arrangement will allow Nimbus Arts to continue to deliver community art activities to festivals and events in St. Helena with appropriate staffing and provisioning levels.

The service events are:

I. St. Helena Farmers Market (location: Crane Park; free community art programs each month for four months; July-October)
II. Annual National Night Out (location: Lyman Park; September)
III. Sons & Daughters of Italy in America Italian Heritage Festival (location: Lyman Park; October)
IV. Annual St. Helena Harvest Festival (location: Downtown/Creativity Corner; October)
V. Annual Día de los Muertos Celebration (location: Napa Valley College Up-Valley Campus; October or November)
VI. Annual Nimbus Arts Community Open Studio- 2-day event (location: Nimbus Arts Studio; November)
VII. Home for the Holidays + St. Helena City Tree Lighting (location: Carnegie Building; December 2021)
VIII. Lunar New Year Cultural Celebration (location: Nimbus Arts studio; January 2021)

Each event includes a free community art education activity for people of all ages, building upon and continuing the tradition established over many years at most of these events. Nimbus Arts has established systems to develop, produce, and support these high -quality community art programs and our capacity and capability to prepare and execute these programs is proven.

Nimbus Arts is confident of its ability to fully deliver high-quality free community art programs to the eight St. Helena events and festivals, spanning a total of 12 days as listed above, occurring between July 1, 2020 and June 30, 2021.

The proposed arrangement delivers additional benefits to Nimbus Arts and the city. Foregoing the need for event-specific fundraising eliminates the potential conflicts between Nimbus and events targeting the same donor base. It also frees up general operating funds for direction to scholarships and financial aid, school programs, and working artist salaries.

Overview of the service events:

- **St. Helena Farmers' Market**

Once a month for four months, Nimbus Arts will develop, produce and present a free community art program during the Friday St. Helena Farmers Market. Working with the market team, the art program will include a food or farming element tied to what's in season. The art activity will be suitable for people of all ages and abilities.

- **Annual National Night Out**

Nimbus Arts responded to a city request to support its inaugural Teen Night Out in 2018 and subsequent event on Tuesday, August 6th, 2019. Both programs were held at Lyman Park and dozens of local families participated in the event. Teens, younger children, and adults joined in a specially designed art activity during the program. Nimbus Arts will continue its support of National Night Out in 2020 by providing interactive and stimulating art activities for young people, families, and adults.

- **Sons & Daughters of Italy in America Italian Heritage Celebration**

Through the centuries Italy has had a profound influence on art. Nimbus Arts will honor this tradition of artistic innovation and excellence through a specially developed free community art program developed specifically for this event. We'll also seek to recognize and celebrate the strong Italian family and cultural connections in St. Helena through the art activity.

- **Annual St. Helena Hometown Harvest Festival**

The Annual Harvest Festival is supported and produced by a diverse group of St. Helena organizations and city departments. Nimbus Arts has been an important part of this highly collaborative group for more than a decade and will continue its role to develop, promote, and produce a high-quality community art activity for residents and visitors of all ages at this prominent annual hometown festival.

Thanks in part to granted funds from the City of St. Helena, Nimbus Arts and the St. Helena Unified School District were able to transform a prominent, but underused, portion of St. Helena Elementary School into the "Creativity Corner"- an outdoor education and art activity space for the school and community. The centerpiece of the Creativity Corner is a massive dragon mosaic bench that was created by community members of all ages through free art activities managed and produced by Nimbus Arts. Nimbus Arts free art activities planned for future Harvest Festivals will be staged and produced within this signature space.

- **Annual 13th Día de los Muertos Celebration**

Developed and produced in conjunction with the UpValley Family Center over 13 years ago, our annual Día de los Muertos event builds on in-school art and cultural education programs to celebrate this important cultural event.

Our program works with the St. Helena Unified School District to design and produce a signature "altar" at Middle and/or High School art classes, employing a cross-curricular plan that also educates students on the cultural history and significance of Día de los Muertos.

In September 2019 we received $2,500 from the Damian Maldonado Memorial Foundation and they supported the in-school art and cultural education component of the program. We are hopeful that the Damian Maldonado Memorial Foundation will continue to grant funding for 2020 and that our in-school and event art programming can continue to foster cross-cultural understanding.

- **Annual 3rd Nimbus Arts Community Open Studio (2-day event)**

Nimbus Arts continued its recent tradition of activating its Main Street location for a Community Open Studio that also serves to kick-off the holiday shopping season. Continuing in its second year in 2019, the weekend-long event features art activities in each specialized Nimbus studio. People of all ages and backgrounds, and especially families, join together to enjoy mosaic fabrication, pottery, drawing, printmaking, and other art activities. Tours and a sampler of local food specialties help foster and stimulate social interaction and build upon the shared connections gained through art. Our Nimbus Arts Open Studio also celebrates and showcases our connection to local working artists by employing them as artist instructors and exhibiting their work.

- **Home for the Holidays + St. Helena City Tree Lighting**

The annual Home for the Holidays + St. Helena City Tree Lighting is an important event to foster and support community connections while stimulating economic activity and tourism. From its start, Nimbus Arts supported the event with our holiday ornament workshop onsite for all ages. Attendance at the 2019 event was low due to inclement weather. In 2020, we look forward to a return to attendance at or above the inaugural year and to delivering high quality, seasonal-themed art activities suitable for residents and visitors of all ages.

- **Lunar New Year Cultural Celebration (location: TBD; January 2021)**

A pilot program for 2021, the Lunar New Year Cultural Celebration provides a new art and cultural education offering for families and people of all ages. The program was developed to celebrate Asian cultures through artmaking based on traditional materials and methods. The history and cultural significance of the art and holiday will be included as an important educational element of the program. The goal is to create a special, family-friendly educational art activity at a time when it's most needed and to highlight and showcase a culture that's rich with tradition and history.

3) **Describe the community support for your Project.**
   a) **What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?** Collaboration and support among other organizations is diverse and robust. Nimbus Arts partners with, among others, St. Helena Unified School District, UpValley Family Center, the Boys and Girls Club, Rianda House, the St. Helena Chamber of Commerce, St. Helena Hospital/Adventist Health, the Parks and Recreation Department of the City of St. Helena. Our production of the free community art programs detailed in this request will engage these community organizations in various ways to promote awareness, activate participation, assist with production, and collaborate on programming goals and objectives.

b) **What roles are they playing and how collaborative is the Project?** Roles and responsibilities vary between organizations and programs. For example, our annual Día de los Muertos event is produced in conjunction with the UpValley Family Center where our responsibilities are roughly divided, while Home for the Holidays is led by the city's Park & Recreation Department and Nimbus Arts is among a group of businesses and organizations that provide goods, services, and activities for the program.

c) **What other support exists for your Project?** As in previous years, the Nimbus Arts Leadership Circle will provide additional financial support in order for all programs to go forward. Receiving full grant funding from the city will ensure that all programs are fully staffed and provisioned; if and when city grant funds are reduced (as was the case in 2019), the available granted funds will be augmented through the Leadership Circle to produce scaled down programming.

4) **Describe who will benefit from this Project and estimate how many people this Project may impact.**

While these community events and festivals are produced primarily for St. Helena residents, they also serve to express our vitality and small-town character to visitors. Our experience, in some cases for more than a decade, indicates that roughly 85% of the participants in our community art programs are local, and while we do not solicit demographic data, a substantial percentage are Latino, especially at our annual Día de los Muertos event. Each event day serves a range between 75 – 450 participants, for an estimated total of 1,400 in 2019. With our proposed slate of programming increasing in 2020 we expect to exceed attendance of 1,750

5) **If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**

Napa County government agency funding, 2019 & 2020 cycles:

- 2018/19 Napa County- Classes and Camps Module for Website, development and implementation
- 2019/20 Napa County– Capital Improvements and Professional Development

Funding from the City of St. Helena will benefit St. Helena residents by:

I. Increasing access to family-friendly, free community art programs to residents of all ages and backgrounds.

II. Create community art installations that beautify our neighborhoods and foster connections among residents, promoting and enhancing our small-town character.

III. Increase economic vitality by enhancing our festivals, fairs, and events and elevating St. Helena's presence as an 'art hub'- attracting more visitors, improving our economic sustainability.

IV. Providing economic and marketing benefits so that working artists can reside in our community.

V. Elevating art education programming to students in St. Helena schools through innovative, cross-curricular programs.

VI. Serving as an established and productive cultural asset, deeply connected to our community and fully aligned with the vision and mission of the City of St. Helena.

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

DEPARTMENT OF THE TREASURY

Date: JUN 16 2010

NIMBUS ARTS
3111 ST HELENA HWY STE 1B
ST HELENA, CA 94574

Employer Identification Number:
27-1503762
DLN:
17053134320040
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
February 11, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

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

Letter 947 (DO/CG)

NIMBUS ARTS

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

Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

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Nimbus Arts 2020 Operating Budget

Income		
Corporate		47,633.69
Foundation		135,895.28
Individual		144,377.53
Pledge		40,800.00
	Contributed Income	**368,706.50**
Grants		80,000.00
Special Events		676,395.13
Art programming		196,483.12
Contracted Programs & Events		58,000.00
School Program		72,616.00
Discounts		(7,500.00)
	Earned Income	**319,599.12**
Merchandise sales		2,500.00
	Total Income	1,447,200.75
Expense		
Salaries & Wages		429,244.08
Payroll taxes		47,897.76
Employee Benefits		30,759.24
	Personnel Expenses	**507,901.08**
Office Expenses		148,310.48
Advertising/Outreach		41,760.46
Travel		1,316.63
Occupancy (Rent Utilities)		311,455.63
Professional		433,218.86
Miscellaneous		2,503.72
	Total Expense	1,446,466.86
	Net Ordinary Income	733.89

Nimbus Arts, Inc.
Profit & Loss
January through December 2019

	Jan - Dec 19	
Ordinary Income/Expense		
Income		
4000 · Contributed Income		
4120 · Corporate	35,024.77	
4130 · Foundation	99,923.00	
4140 · Individual	106,159.95	
4160 · Pledge	30,000.00	
Total 4000 · Contributed Income		271,107.72
4200 · Grants		
4220 · Government	74,807.00	
4230 · Foundation	18,500.00	
Total 4200 · Grants		93,307.00
4600 · Special Events		
4610 · Special Event-Nimbash	672,097.32	
4620 · Special Event-Other	4,297.81	
Total 4600 · Special Events		676,395.13
5000 · Earned Income		
5010 · Programming		
5020 · Art programming	169,382.34	
5030 · Contracted Programs & Eve...	47,240.43	
5050 · School Program	64,840.00	

Nimbus Arts, Inc.
Profit & Loss
January through December 2019

		Jan - Dec 19
5500 · Discounts		
5520 · Scholarships Discounts	(7,759.65)	
Total 5500 · Discounts		(7,759.65)
Total 5010 · Programming		273,703.12
5600 · Admin Fee		591.24
Total 5000 · Earned Income		274,294.36
5900 · Merchandise sales		10,337.14
Total Income		1,325,441.35
Gross Profit		1,325,441.35
Expense		
6000 · Personnel Expenses		
6010 · Salaries & Wages		
6015 · Wages-officers and trustees	122,427.79	
6020 · Wages-non officer	197,657.22	
6025 · Wages-Artist/Instrustors	90,067.04	
6030 · Bonus	3,000.00	
Total 6010 · Salaries & Wages		413,152.05
6110 · Payroll taxes		31,895.54
6200 · Employee Benefits		
6210 · Health insurance	16,704.71	
6230 · Workers comp	3,400.00	
6240 · Staff Development	1,470.52	
Total 6200 · Employee Benefits		21,575.23
Total 6000 · Personnel Expenses		466,622.82

Nimbus Arts, Inc.
Profit & Loss
January through December 2019

	Jan - Dec 19	
7000 · Office Expenses		
7010 · Art supplies and materials	62,424.42	
7015 · Dues and Subscriptions	10,104.28	
7016 · Merchandise	7,935.51	
7020 · Office & Art Equipment <600	205.65	
7025 · Office supplies	5,325.13	
7030 · Postage and mailing	4,054.71	
7035 · Printing and copying	18,312.84	
7040 · Supplies and small tools	30,819.36	
7045 · Telephone/Internet	10,427.16	
Total 7000 · Office Expenses		149,609.06
7300 · Advertising/Outreach		
7310 · Advertising & Outreach Expen...	524.50	
7315 · Conference, Convention, Meeti...	10,669.50	
7320 · Entertainment	1,805.00	
7326 · Event food	16,796.47	
7330 · Fundraiser expenses	9,700.67	
7335 · Meals 50%	936.10	
7350 · Public Relations	689.38	
Total 7300 · Advertising/Outreach		41,121.62
7600 · Travel		
7610 · Auto expenses	1,149.98	
7620 · Mileage	295.38	
Total 7600 · Travel		1,445.36
7800 · Occupancy (Rent Utilities)		
7810 · Equipment rental/repair	86,763.87	
7815 · Janitorial	8,690.54	
7820 · Maintenance	1,855.72	

Nimbus Arts, Inc.
Profit & Loss
January through December 2019

	Jan - Dec 19
7830 · Rent	153,840.00
7835 · Utilities	14,414.50
Total 7800 · Occupancy (Rent Utilities)	265,564.63
8000 · Professional	
8010 · Accounting/Audit Fees	4,623.00
8015 · Bank Service Charges	297.72
8019 · Consultant Services-Artists	21,680.00
8020 · Consultants other	85,615.83
8021 · Sale of Artist's-work	54,964.15
8025 · Credit Card Fees	19,977.93
8045 · Instructors & Artists	180,888.22
8050 · Insurance-Corporate	10,454.57
8060 · Licenses/Permits/Taxes	465.00
8065 · non Artist Workers	12,623.28
8070 · Payroll fees	3,126.47
Total 8000 · Professional	394,716.17
8200 · Miscellaneous	
8210 · Bad debts	2,472.27
Total 8200 · Miscellaneous	2,472.27
Total Expense	1,321,551.93
Net Ordinary Income	3,889.42
Other Income/Expense	
Other Income	
9000 · Other Income	
9010 · Interest income	179,903.57
Total 9000 · Other Income	179,903.57
Total Other Income	179,903.57

Nimbus Arts, Inc.
Profit & Loss
January through December 2019

	Jan - Dec 19	
Other Expense		
9200 · Other Expenses		
9230 · Taxes	10.00	
Total 9200 · Other Expenses		10.00
9999 · Ask accountant		334.75
Total Other Expense		344.75
Net Other Income		179,558.82
Net Income		183,448.24

Board of Directors

Martha Doornink
Secretary

Sue Furdek

David Garden, Jr.
Vice President

Dana Johnson
President

Matt Rogers

Claire Stull
Treasurer

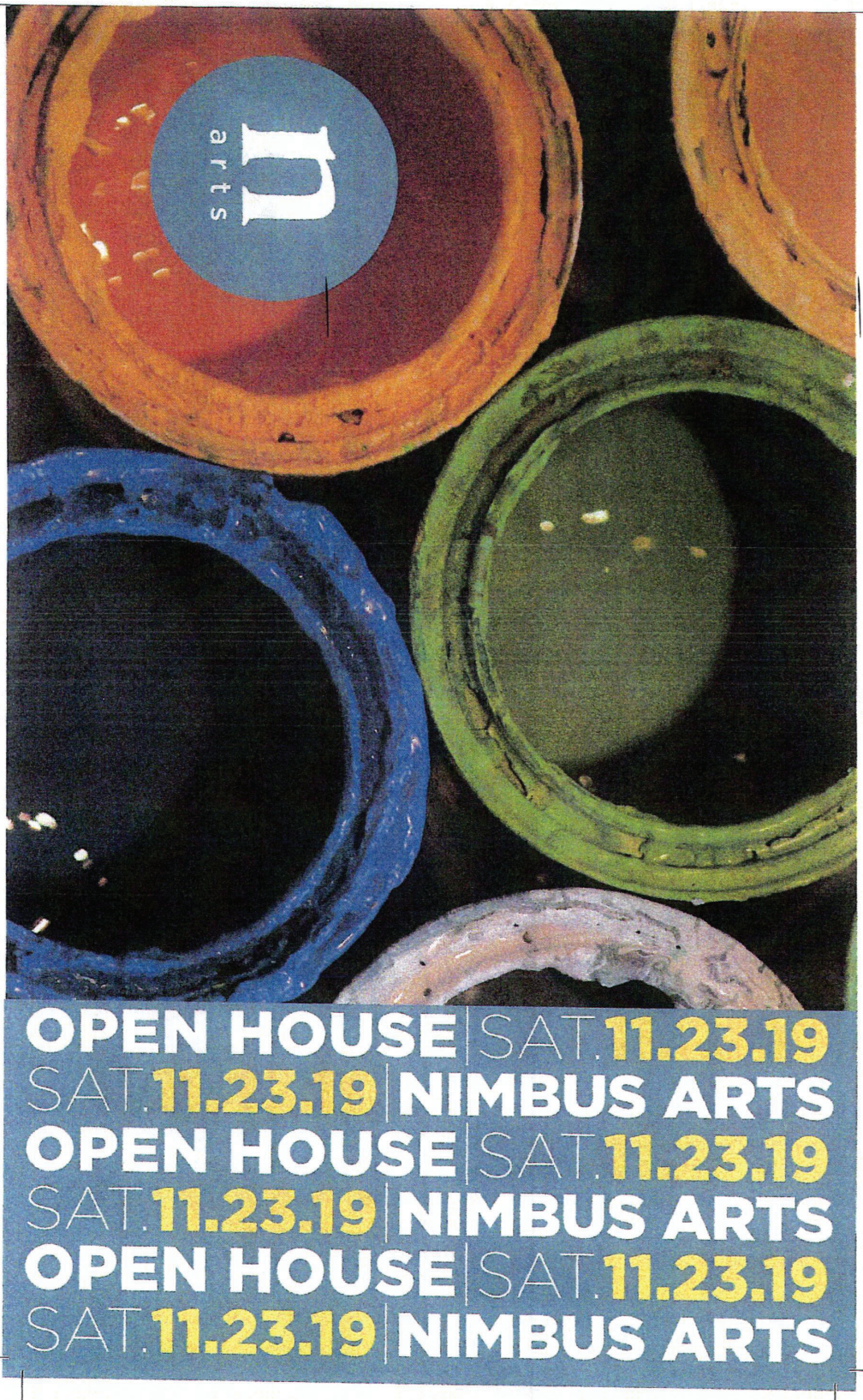
Leadership Circle

Anonymous (2)
Bettina & Don Bryant
The Chappellet Family
The David Butler Family Foundation
The Domus Fund
Martha & Ron Doornink
The Michael & Jodi Earls Family
Amy & Matt Follett
Trevor & Kelly Foster
Stephanie & Jim Gamble
Daniel & Ashley Govberg
Elaine & Rick Jones
E. Richard Jones Family Foundation
Dana Johnson & Mark Nelson
Matt & Amy Rogers
Rogers Family Foundation
Laurie Maurer Shelton & Family
Silver Oak & Twomey Cellars
Claire & Steven Stull
Bob & Maria Torres

Nimbus Arts
Grant Funding Received in the last 12 months

Government		
06/01/2019	California Arts Council	44,807.00
08/01/2019	Napa County	2,500.00
08/01/2019	Napa County	27,500.00
		74,807.00
Foundation		
09/17/2019	Damian Maldonado Memorial Foundation	2,500.00
12/04/2019	Palisades Farm Fund	1,000.00
12/04/2019	Michael D. and Jolynn Blair Family Foundation	15,000.00
12/16/2019	Five Arts Fund	2,000.00
12/16/2019	Freed Family Fund	1,000.00
12/16/2019	Thacher Family Fund	500.00
		22,000.00
		96,807.00

nimbus·arts
649 Main Street, St. Helena, CA 94574 | 707.963.5278 ph | 707.963.0278 fx
nimbusarts.org | info@nimbusarts.org


n
arts
OPEN HOUSE | SAT. 11.23.19
SAT. 11.23.19 | NIMBUS ARTS
OPEN HOUSE | SAT. 11.23.19
SAT. 11.23.19 | NIMBUS ARTS
OPEN HOUSE | SAT. 11.23.19
SAT. 11.23.19 | NIMBUS ARTS

Nimbus Arts

2nd Annual Community Open House

Saturday, November 23rd | 11:00am-3:00pm

JOIN US FOR ARTY FUN!

Visit our newly expanded art studios on St. Helena's Main Street for festive and arty fun for all ages!

- Free art activities + demonstrations
- Our annual "Hands on Fire" ceramics exhibit + sale
- Raku Firing demonstration
- U-Paint pottery options
- Plus a new holiday art market featuring the work of local artists!

BRING THE WHOLE FAMILY TO THIS SPECIAL OPEN STUDIO CELEBRATION!

nimbus.arts

NIMBUSARTS.ORG

Follow Creativity!

NIMBUS ARTS | 649 MAIN STREET, ST. HELENA, CA 94574 | 707.963.5278

This fall 2019, join Nimbus Arts for FREE Art Activities at many community events!

St. Helena Farmers' Market
Friday, September 20 | 9:30–11:30am | Crane Park, St. Helena

Sons & Daughters of Italy in America Italian Heritage Celebration
Saturday, October 5 | Noon–2pm | Lyman Park, St. Helena

St. Helena Hometown Harvest Festival*
Saturday, October 19 | 11:00am–4:00pm
Oak Avenue between Adams Street and Spring Street

12th Annual Día de Los Muertos Celebration*
Saturday, November 2 | Noon–4:00pm
Napa Valley College, Upper Valley College Campus, St. Helena

Nimbus Arts Community Open House + Art Market*
Saturday, November 23 | 11:00am–3:00pm
649 Main Street, St. Helena

Home for the Holidays + City Tree Lighting*
Friday, December 6 | 5:30pm–7:30pm
Carnegie Building, 1360 Oak Avenue, St. Helena

***MADE POSSIBLE IN PART BY A GRANT FROM THE CITY OF ST. HELENA**

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 14, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name: ST. HELENA CHORAL SOCIETY
Organization Mailing Address: P.O. BOX 164, ST. HELENA, CA. 94574
Organization Contact Person (Name/Title): CRAIG BUND, ARTISTIC DIRECTOR
Organization Contact Email: CRAIGBUND007@YAHOO.COM
Organization Contact Telephone: 707 963-7713
Organization Website: STHELENACHORALSOCIETY.COM
Federal Tax ID Number and Status: 26-0526007
How long has your organization been in operation? SINCE 2007 (13 YEARS)

Project Category:

☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☑ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name: 4TH ANNUAL A CAPPELLA FESTIVAL
Address of Project: 1163 VALLEYVIEW ST. ST. HELENA, CA.
Requested Grant Amount: $5000.00
Matching Funds:
TOTAL Project Cost: $5000.00

* PLEASE SEE ATTACHED

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
Total Grant Request	

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name CRAIG BOND

Signature Craig Bond

Title ARTISTIC DIRECTOR ST. HELENA CHORAL SOCIETY

Date 2-10-20

1) Describe how your project ties to the City's Goals, Mission/Vision Statement.

* I believe that this project addresses many of the points of the city's mission statement. Specifically "preserving and embracing the historic, small-town, rural character of St. Helena", "Expanding and improving the recreational services and facilities and cultural opportunities" and "facilitating full civic participation and ongoing communication" . The first three "St. Helena A Capella Festivals" presented by the St. Helena Choral Society , were a tremendous success and a wonderful St. Helena community event. Everyone attending expressed their joy and excitement about the festival and can't wait for the next one.

2) Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2020.

* The project's objective is to have a professional vocal group ("The House Jacks") work with and inspire the vocal students in my St. Helena Choral Society Children's Chorus and Teen Choir along with the vocal students at St. Helena High School. During the day a vocal music workshop will be lead by The House Jacks and then the young singers will also have the opportunity to perform with these professional singers in an evening community concert that same day. The goal is for all the student singers to meet one on one with this professional group and have the opportunity to ask questions and learn various techniques of proper singing and performing. The actual workshop and performance is slated for November of 2020. The evening concert will be presented in the new St. Helena Performing Arts Center and will include the St. Helena Teen Choir, The St. Helena High School Chamber Choir, The local group known as "Vocal Color" and another local semi- professional group known as "Jazz@7". The evening will conclude with the professional group called The House Jacks..

3) Describe the community support for your project.

* The St. Helena Choral Society and St. Helena High School will be involved in this project. Advertising, preparing the students for their performances and selling tickets for the event will all be part of the process. Support for this project comes from the board members of the SH Choral Society and from various parent volunteers. The only financial support we receive is from the ticket sales to the event.

4) Describe who will benefit from this Project and estimate how many people this Project may impact.

* Everyone will benefit from this project..... both as a participant/performer in the workshop and concert and also those who attend the evening concert. There will be approximately 50 singers involved in this experience along with approximately 200 + people who will attend the evening concert.

5) If you have received funding from other Napa County government agencies in the past two years, provide the level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

* We have not received any funding from Napa County government agencies in the past two years. This Project will benefit a large number of St. Helena Children along with the St. Helena residents who attend the concert . This has been a tremendous success the past three years. We have yet to break even with the costs involved, primarily because of the $6700 fee charged by the House Jacks. Funding from the City of St. Helena will make it possible to continue with this project for years to come and not become a financial burden for the event. This event could also benefit the St. Helena Choral Society in its many community programs. (St. Helena Choral Society Mission Statement is attached)

COST ESTIMATE:

The House Jacks Fee: $6700 (for student workshop and evening performance)

Advertising: $400 (for posters/ tickets/ newspaper ads)

Sound Technician: $500 (does sound mixing for all 4 local a cappella groups along with the House Jacks.

Concert Programs: $400

Approximate Total Costs for the Festival: $8000

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

DEPARTMENT OF THE TREASURY

Date: MAR 27 2008

THE CRAIG BOND CHORAL SOCIETY
PO BOX 164
SAINT HELENA, CA 94574

Employer Identification Number:
26-0526007
DLN:
17053050031028
Contact Person:
SHEILA M ROBINSON ID# 31220
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
November 21, 2006
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

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

Letter 947 (DO/CG)

THE CRAIG BOND CHORAL SOCIETY

Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC

Letter 947 (DO/CG)

St. Helena Choral Society

PROFIT AND LOSS

January - December 2019

	CHAMBER SINGERS	CHILDREN'S CHORUS	TEEN CHOIR	NOT SPECIFIED	TOTAL
Income					
4010 Contributed Support					$0.00
4012 Contributed - Donations				6,755.00	$6,755.00
4015 Contribution - Grants				10,150.00	$10,150.00
Total 4010 Contributed Support				**16,905.00**	**$16,905.00**
4020 Tuition - Enrichment Programs	140.00	8,080.00	5,705.00	1,810.00	$15,735.00
4199 Interest-savings/short-term inv				13.92	$13.92
Total Income	**$140.00**	**$8,080.00**	**$5,705.00**	**$18,728.92**	**$32,653.92**
GROSS PROFIT	**$140.00**	**$8,080.00**	**$5,705.00**	**$18,728.92**	**$32,653.92**
Expenses					
6105 Bank charges				10.00	$10.00
6110 Insurance				167.62	$167.62
6120 Organizational (corp) expenses				67.37	$67.37
6125 Postage, shipping, delivery				106.00	$106.00
6130 Grants & Scholarship expense		500.00		450.00	$950.00
6205 Chorus Events				400.00	$400.00
6210 Enrichment Program Expenses				2,712.39	$2,712.39
6215 Music Festival Fees			3,540.00		$3,540.00
6225 Printing				898.56	$898.56
6230 Sheet Music				649.99	$649.99
6300 Payroll Expenses					$0.00
05 Director Salary expense				13,868.12	$13,868.12
6310 Officer Salary expense				600.00	$600.00
6315 Other Wage Expense				3,050.00	$3,050.00
6320 Payroll Service				785.80	$785.80
6325 Payroll taxes				2,430.67	$2,430.67
Total 6300 Payroll Expenses				**20,734.59**	**$20,734.59**
6500 Professional Fees					$0.00
6525 Musicians		250.00	450.00	2,695.00	$3,395.00
Total 6500 Professional Fees		**250.00**	**450.00**	**2,695.00**	**$3,395.00**
6550 Purchases				432.57	$432.57
6600 Supplies					$0.00
6605 Food and Drinks		330.23	54.47	24.27	$408.97
Total 6600 Supplies		**330.23**	**54.47**	**24.27**	**$408.97**
Total Expenses	**$0.00**	**$1,080.23**	**$4,044.47**	**$29,348.36**	**$34,473.06**
NET OPERATING INCOME	**$140.00**	**$6,999.77**	**$1,660.53**	**$ -10,619.44**	**$ -1,819.14**
NET INCOME	**$140.00**	**$6,999.77**	**$1,660.53**	**$ -10,619.44**	**$ -1,819.14**

St. Helena Choral Society

PROFIT AND LOSS

January - December 2020

	TOTAL
Income	
4010 Contributed Support	
4117 Contributed - Scholarship	2,875.00
Total 4010 Contributed Support	**2,875.00**
4020 Tuition - Enrichment Programs	11,655.00
4055 Performance fees	12,843.00
4095 Uncategorized Income	1,125.00
4199 Interest-savings/short-term inv	2.86
Total Income	**$28,500.86**
GROSS PROFIT	**$28,500.86**
Expenses	
6210 Enrichment Program Expenses	1,750.00
6215 Music Festival Fees	200.00
6230 Sheet Music	270.74
6300 Payroll Expenses	
6305 Director Salary expense	3,962.32
6310 Officer Salary expense	187.50
6315 Other Wage Expense	1,115.00
6320 Payroll Service	266.79
6325 Payroll taxes	515.17
Total 6300 Payroll Expenses	**6,046.78**
6500 Professional Fees	
6505 Accounting	245.00
Total 6500 Professional Fees	**245.00**
6600 Supplies	
6605 Food and Drinks	117.14
6620 T-Shirts	1,714.59
Total 6600 Supplies	**1,831.73**
Total Expenses	**$10,344.25**
NET OPERATING INCOME	**$18,156.61**
NET INCOME	**$18,156.61**

ST. HELENA CHORAL SOCIETY

Established 2007

Statement of Purpose

The Craig Bond Choral Society (DBA "Saint Helena Choral Society") was formed to produce and sustain choral music programs and activities in and around the community of Saint Helena, California for the purpose of contributing to the artistic and cultural education of people of all ages in the community.

The organization was formed by Craig Bond, a career choral music director who has lived and taught in St. Helena since the early 1970's. When the Choral Society was formed in 2007, it was to support four vocal programs: The St. Helena Chamber Singers, an adult chorus specializing in choral works with orchestral accompaniment which currently produces four concerts a year; the St. Helena Children's Chorus, a chorus for children ages 9-14 which currently produces two to three concerts a year; Jazz at Seven, a small adult vocal jazz ensemble which currently performs three to five concerts a year; and the St. Helena Jazz Choir Festival which hosts vocal groups of all ages and from different locations once a year every March for multiple performances and educational workshops.

The officers, directors and employees of the organization devote anywhere from 10 to 50 percent of their time to the Choral Society. The programs are funded primarily by charitable contributions, ticket sales to concerts and individual membership dues by the participants. It is the goal of the organization to one day be self-sufficient in bringing the gift of music to the St. Helena community on a year-round basis. In this way, the organization hopes to further its exempt purpose in benefiting the public in the manner described above. As the organization grows, it hopes to add more programs that achieve the same purpose as the ones currently active.

WWW.STHELENACHORALSOCIETY.COM

CRAIG BOND, EXECUTIVE DIRECTOR/CREATIVE DIRECTOR | BILL PHELPS, PRESIDENT | CHRIS MEINEKE, TREASURER | CONNIE PRIM, SECRETARY
LARRY BETTINELLI | DAWNINE DYER | HARRY GUNDLING | MELISSA BOND | SHANNON KULETO | WILLIAM MARTIN | DOROTHY MONDAVI | PATTY SALDIVAR CORDANO

707-963-7712 | P.O. BOX 164, ST. HELENA, CA 94574 | NONPROFIT TAX ID 26-0526007

ST. HELENA CHORAL SOCIETY

Established 2007

ST. HELENA CHORAL SOCIETY

MISSION STATEMENT

THE ST. HELENA CHORAL SOCIETY PRODUCES AND CELEBRATES CHORAL MUSIC IN ST. HELENA AND AROUND THE ENTIRE NAPA VALLEY BY CONTRIBUTING TO THE ARTISTIC AND CULTURAL EDUCATION FOR ALL AGES WITH FOUR OUTSTANDING CHORAL PROGRAMS.

WWW.STHELENACHORALSOCIETY.COM

CRAIG BOND, EXECUTIVE DIRECTOR/CREATIVE DIRECTOR | BILL PHELPS, PRESIDENT | CHRIS MEINEKE, TREASURER | CONNIE PRIM, SECRETARY
LARRY BETTINELLI | DAWNINE DYER | HARRY GUNDLING | MELISSA BOND | SHANNON KULETO | WILLIAM MARTIN | DOROTHY MONDAVI | PATTY SALDIVAR CORDANO

707-963-7712 | P.O. BOX 164, ST. HELENA, CA 94574 | NONPROFIT TAX ID 26-0526007

Attachment 11

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Saint Helena Community Band
Organization Mailing Address:	PO Box 261
Organization Contact Person (Name/Title):	Kent Gaisford / Fund Raiser / Fmr Board President
Organization Contact Email:	kentgaisford@gmail.com
Organization Contact Telephone:	(707) 965-2846
Organization Website:	www.sainthelenaband.org
Federal Tax ID Number and Status:	26-2522806 - NonProfit 501(c)(3) Organization
How long has your organization been in operation?	Thirteen (13) years

Project Category:

☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☑ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	Saint Helena Community Band Yearly Performances
Address of Project:	PO Box 261, St. Helena, CA 94574
Requested Grant Amount:	$10,000.00
Matching Funds:	$0.00
TOTAL Project Cost:	$10,000.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

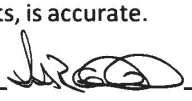
Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
Band Director	12,200.00
Insurance	600.00
Facilities and Equipment (truck rental, maintenance, utilities)	800.00
Operations (software, dues/subscriptions, instruments and equipment, music sh printing/copying, publicity, supplies, fundraising)	7,026.00
Total Grant Request	10,000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Kent R. Gaisford Signature 

Title SHCB Fundraiser Date 1/27/2020

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

Application Questions

1. Describe how your project ties to the City's Goals, Mission/Vision Statement.

   The Saint Helena Community Band is an all-volunteer group of local musicians, promoting music appreciation, the arts, and music education throughout the community. The band performs its concerts throughout the year, both indoors and outdoors, for FREE.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

   The Saint Helena Community Band is continuing a (100-year old) Napa Valley tradition revived by Francis Ford Coppola in 2007. We enjoy sharing our talents throughout the Napa Valley. The band performs several concerts throughout the year; both indoors and outdoors. We bring the gift of music directly to the St. Helena Community

   The Band's concert schedule runs from mid-September to July each year; divided into two seasons (Fall/Winter and Spring/Summer) We normally perform on average four to five concerts each season, for a total of 8-10 concerts each year.

3. Describe the community support for your project.

   a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?

      Currently, the band is completely reliant on members to fund raise. Originally, Francis Ford Coppola was our benefactor, with a 10-year funding plan in place. However, that expired as of December 2017.

      A subgroup of the Community Band formed a Dixieland band, who also perform at various venues. The Clif Family (formerly Velo Vino) has donated a percentage of their day's proceeds when the Dixieland Band played for their annual Sip & Support program.

b. What roles are they playing and how collaborative is the project?

Coppola is no longer funding the ongoing operations of the Band. As a result, the Band must increase its own fundraising efforts.

c. What other support exists for your project?

Band members regularly seek out local merchants to donate goods and services as give-aways at select concerts. Funds from the raffles help support the band. Additionally, an annual Solicitation Letter is mailed year-end to approximately 400 supporters. Napa Valley Can-Do has also selected us for inclusion in the annual Give!Guide. Our current fundraising goal is to raise at least $5,000 by performing 6-8 concerts in a year.

4. Describe who will benefit from this project and estimate how many people this project/service/ program may impact.

The Saint Helena Community Band performs throughout the Napa Valley. Each concert brings in an audience of between 100-300 attendees.
Past (and ongoing) performances include:

- Yountville Seventh-Day Adventist Church
- California Veterans Home in Yountville
- Inglenook Annual Holiday Open House
- St Helena Performing Arts Center
- Pacific Union College, Angwin
- The Meadows in Napa Retirement Community
- Silverado Orchards Retirement Community
- Vineyard Valley Retirement Community
- White Barn
- St Helena Chamber "Concerts in the Park" series
- St Helena Annual July 4th Celebrations in Lyman Park
- Calistoga July 4th Celebrations in Pioneer Park

Additionally, a smaller, select group of band members perform Dixieland at the following:

- Clif Family Sip & Support
- Rianda House Fund Raisers
- St Helena Harvest Festival
- St Helena Italian Fest
- Napa Porchfest
- Auction Napa Valley

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

   N/A

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

DEPARTMENT OF THE TREASURY

Date: NOV 05 2008

THE ST HELENA COMMUNITY BAND
PO BOX 261
ST HELENA, CA 94574

Employer Identification Number:
26-2522806
DLN:
17053179321008
Contact Person:
BENJAMIN L DAVIS ID# 31465
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
March 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 7, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

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

Letter 947 (DO/CG)

THE ST HELENA COMMUNITY BAND

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

Sincerely,

Robert Choi

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC

Letter 947 (DO/CG)

11:20 AM
01/14/20
Cash Basis

Saint Helena Community Band
Profit & Loss Budget Overview
August 2019 through July 2020

	Aug '19 - Jul 20	
Ordinary Income/Expense		
Income		
43400 · Income		
43440 · In Kind - Goods & Services	1,135.00	
43410 · Coppola	7,500.00	
43415 · Fundraising		
43450 · Donations	13,520.00	
43430 · Other Fundraising Income		
43432 · Government	5,000.00	
Total 43430 · Other Fundraising Income	5,000.00	
Total 43415 · Fundraising	18,520.00	
Total 43400 · Income		27,155.00
45000 · Investments		
45030 · Interest Income - Savings	360.00	
Total 45000 · Investments		360.00
Total Income		27,515.00
Gross Profit		27,515.00
Expense		
60900 · Business Expenses		
60920 · Business Registration Fees	157.00	
Total 60900 · Business Expenses		157.00
62100 · Contract Services		
62155 · Outside Performers	500.00	
62110 · Accounting Fees	700.00	
62150 · Musical Director	12,200.00	
Total 62100 · Contract Services		13,400.00
65000 · Operations		
65060 · Bank Service Charges	50.00	
65080 · Dues and Subscriptions	236.00	
65086 · Music Instuments	525.00	
65085 · Music Scores		
Dixie	160.38	
65085 · Music Scores - Other	3,330.00	
Total 65085 · Music Scores	3,490.38	
65020 · Postage, Mailing Service	360.00	
65030 · Printing and Copying	750.00	
65040 · Supplies	50.00	
65015 · Uniforms	100.00	
65090 · Fundraising	900.00	
65095 · Events Expense	565.00	
Total 65000 · Operations		7,026.38
65100 · Other Types of Expenses		
65120 · Insurance	504.00	
Total 65100 · Other Types of Expenses		504.00
Total Expense		21,087.38
Net Ordinary Income		6,427.62
Net Income		**6,427.62**

3:17 PM
01/06/20
Cash Basis

Saint Helena Community Band
Balance Sheet
As of December 31, 2019

	Dec 31, 19	Dec 31, 18	% Change
ASSETS			
Current Assets			
Checking/Savings			
Cash Accounts			
Wells Fargo Short CD	20,118.34	20,040.14	0.4%
Wells Fargo Medium CD	20,177.74	20,073.66	0.5%
Wells Fargo Long CD	20,268.74	20,107.24	0.8%
PayPal	726.35	1,782.15	-59.2%
Wells Fargo Checking			
Unrestricted	29,680.97	32,795.16	-9.5%
Restricted			
City of St. Helena Grant	-5,000.00	-4,314.25	-15.9%
Total Restricted	-5,000.00	-4,314.25	-15.9%
Total Wells Fargo Checking	24,680.97	28,480.91	-13.3%
Wells Fargo Savings	48,279.50	38,251.80	26.2%
Total Cash Accounts	134,251.64	128,735.90	4.3%
Total Checking/Savings	134,251.64	128,735.90	4.3%
Other Current Assets			
12000 · Undeposited Funds	2,310.00	1,560.00	48.1%
Total Other Current Assets	2,310.00	1,560.00	48.1%
Total Current Assets	136,561.64	130,295.90	4.8%
Other Assets			
18700 · Security Deposits Asset	150.00	150.00	0.0%
Total Other Assets	150.00	150.00	0.0%
TOTAL ASSETS	**136,711.64**	**130,445.90**	**4.8%**
LIABILITIES & EQUITY			
Equity			
30000 · Opening Balance Equity	10,005.61	10,005.61	0.0%
32000 · Unrestricted Net Assets	126,102.35	115,382.18	9.3%
Net Income	603.68	5,058.11	-88.1%
Total Equity	136,711.64	130,445.90	4.8%
TOTAL LIABILITIES & EQUITY	**136,711.64**	**130,445.90**	**4.8%**

Attachment 12

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	St. Helena Community Garden
Organization Mailing Address:	P.O. Box 1104 St. Helena, CA 94574
Organization Contact Person (Name/Title):	Susann Ortega, President
Organization Contact Email:	sthelenagarden@gmail.com
Organization Contact Telephone:	963 3539
Organization Website:	N/A
Federal Tax ID Number and Status:	27 3038922
How long has your organization been in operation?	Since 2010

Project Category:

☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☑ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	St. Helena Community Garden
Address of Project:	Jacob Meily Park, St. Helena, CA
Requested Grant Amount:	6,800.00
Matching Funds:	300.00
TOTAL Project Cost:	7,100.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
Framing garden beds including pollinator garden	4,800.00
Wood chips for walkways/weed inhibiting	600.00
Labor for weeding/clean up	500.00
Lean-to roof on garden shed for protection of tools, etc.	900.00
Total Grant Request	6,800.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Rebecca Yost Signature [signature]

Title Board Member Date 1/29/2020

Application Questions for City of St. Helena Nonprofit Funding Program

1. The St. Helena Community Garden was created in 2010 to provide a place for the residents of St. Helena to "grow their own". The Garden is located in Jacob Meily Park in St. Helena and provides garden plots to 34 St. Helena gardeners and their families. The garden plots include handicap accessible gardens. There are three sponsored "scholarship" gardens provided at no cost to low income families, other garden members pay $50 per year which covers the cost of the insurance required by the City of St. Helena. The garden has been very successful and it is rare that there isn't a wait-list of people wanting garden space. The goal is to be able to continue the success of the Garden.

The Garden therefore offers a place for families to come together (we have had several parent/child shared gardens) and at the same time provides an attractive addition to the public park in space that was formerly unused. It offers people without garden space a chance to enjoy the benefits of growing their own food with the support of other gardeners and advice from our board member who is a Master Gardener (Suzan Rada).

2. Our primary objective is to replace old framing in several garden beds and frame the last few beds which have not yet been framed. Framing the beds helps to maintain boundaries, control weeds and provide an overall cleaner look. This would include framing for a pollinator garden to promote bees and butterflies. Wood chips are crucial for weed control. A lean-to roof on the existing garden shed provides additional protection for tools. All of these projects could be completed once weather permits on-going outdoor activities.

3. A list of all of the contributors to the creation of the park is attached. The garden club, Heart and Soil has been a regular contributor. There are 40 St. Helena individuals and/or families who have gardens in the Community Garden.

4. There are 40 garden plots in the garden so the owners of those plots benefit directly. The garden is sited in a previously unused area of Jacob Meily park and is therefore an attractive addition. There is a program in place to provide extra vegetables grown in the Garden to the local food bank.

5. The Garden received a $5,000 grant from the City of St. Helena in 2018 and utilized those funds primarily to upgrade the irrigation system. Since only people residing in the City of St. Helena are eligible to have a garden, the Garden is a direct benefit to St. Helena residents.

THANK YOU FOR HELPING THIS GARDEN GROW - ALL DONORS

CHRISTY ABREU/UPPER VALLEY RECYCLING
ADVANCED LIGHTING SYSTEMS/DUNCAN AND NANCY KELSO
WAYNE ARMSTRONG AND MARCUS ROBBINS
MARVIN ASHER
BECKSTOFFER VINEYARDS
JOSEPH BRINKLEY/ GRGICH HILLS ESTATE
MAYOR DEL BRITTON/ CITY OF ST. HELENA
CALISTOGA COMMUNITY GARDEN
FIONA CAMPBELL
CENTRAL VALLEY BUILDERS SUPPLY
RUFUS CHANEY OF ENVIRON. MGMT LAB
CHARLES KRUG – PETER MONDAVI FAMILY
MICHAEL AND KATHLEEN CHELINI
CHRISTOPHER COLE
JEFF COLE
COOMBS & DUNLAP, LLP
COTTAGE GARDENS NURSERY
ANITA CUMMINGS
DADS AND KIDS GROUP
FAITH ECHTERMEYER
DAVE GARDEN
TIM GIUGNI
JIM HALLER
HEALTH SPA NAPA VALLEY
ELLEN LAND-WEBER
LAURAL AND WOLFGANG JILKA
LOLO'S
MAIN STREET SERVICE
SUSAN AND TERRY MCWILLIAMS
TOM MERZON
DAVE MICHUL
MODEL BAKERY
NAPA ELECTRIC
MIGUEL NAVARRO
JODIE NIEMAN DESIGN
MARY WEBER NOVAK
ANNE OFFORD
PACIFIC UNION REAL ESTATE
MICHAEL RAYMOR

JAMES W. RICHARDS
ROTARY CLUB OF ST. HELENA
BILL AND BARBARA RYAN
WILLIAM A. SAKS
KATIE SANCHEZ
MR AND MRS PATRICK SCOTT
SCOTT AND JOANN SNOWDEN
SNOWDEN VINEYARDS
ST. HELENA BEAUTIFICATION FOUND.
ST, HELENA CYCLERY
ST. HELENA EMPLOYEES ASSOC.
ST. HELENA FARMERS MARKET
ST. HELENA RENAISSANCE FOUND.
STEVES HARDWARE
THE COMPLEAT WINEMAKER
VERA TRINCHERO
NAPA ELECTRIC
HAROLYN THOMPSON
DOUG WIGHT
V. SATTUI WINERY

IN APPRECIATION
ST. HELENA COMMUNITY GARDEN BOARD
SUSANN ORTEGA, PRESIDENT
BOB LEIGHTON, TREASURER
PAT ANSLEY, SECRETARY
KAREN LANE
SUZAN ~~SCULATTI~~
REBECCA YOST

03/08/17
Accrual Basis

Saint Helena Community Garden, Inc.
Donations 2010
As of December 31, 2010

Type	Date	Num	Name	Memo	Amount
Contributions / Organizations					
Sales Receipt	07/15/2010	20	Sutter Home Winery		1,000.00
Sales Receipt	08/05/2010	21	St Helena Beautification		1,000.00
Sales Receipt	10/01/2010	3	Advanced Lighting Systems		150.00
Sales Receipt	10/19/2010	22	Baksheesh	Cheers night	220.00
Deposit	11/10/2010		Lolos	Deposit	25.00
Sales Receipt	11/17/2010	6	St. Helena Cyclery		100.00
Sales Receipt	11/17/2010	7	Main Street Service		25.00
Sales Receipt	12/01/2010	9	St. Helena Renaissance Foundation		20.00
Sales Receipt	12/01/2010	10	Health Spa Napa Valley		50.00
Sales Receipt	12/01/2010	11	TCW		50.00
Sales Receipt	12/01/2010	12	V. Sattui Winery		150.00
Sales Receipt	12/01/2010	13	St. Helena Farmers Market		500.00
Sales Receipt	12/15/2010	16	Coombs & Dunlap, LLP		50.00
Total Contributions / Organizations					3,340.00
Contributions / Individuals					
Sales Receipt	07/15/2010	18	Novak, Mary W.		500.00
Deposit	07/15/2010			Farmers Market Table	16.00
Sales Receipt	08/11/2010	19	Snowden, Scott		425.00
Sales Receipt	10/01/2010	1	Cummings		100.00
Sales Receipt	10/01/2010	2	Kelso		100.00
Deposit	10/20/2010			Harvest Festival	42.00
Sales Receipt	10/22/2010	4	Snowden, Scott	To Cover for liability insurance	804.00
Sales Receipt	10/22/2010	5	Merzon, B. Thomas		200.00
Sales Receipt	11/17/2010	8	Saks, William A.		200.00
Sales Receipt	11/26/2010	17	Snowden, Scott		3,816.36
Sales Receipt	12/15/2010	14	Richards, James W.		50.00
Sales Receipt	12/15/2010	15	Beckstoffer, W. Andrew		100.00
Sales Receipt	12/22/2010	23	Echtermeyer, Faith		50.00
Sales Receipt	12/22/2010	24	Chelini, Michael & Kathleen		100.00
Total Contributions / Individuals					6,503.36
TOTAL					9,843.36

Proof Non Profit Status

3299828

State of California
Secretary of State

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

That the attached transcript of _____ page(s) is a full, true and correct copy of the original record in the custody of this office.

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

_____

Debra Bowen

DEBRA BOWEN
Secretary of State

3299828

ENDORSED - FILED
in the Office of the Secretary of State
of the State of California
APR 20 2010

Articles of Incorporation
Of
St. Helena Community Garden, Inc.
A California Public Benefit Corporation

ONE: The name of this corporation is **ST. HELENA COMMUNITY GARDEN, INC.**

TWO: 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 charitable purposes. The specific purposes for which this corporation is organized are to provide opportunities to community residents for an enhanced gardening experience and to add to the fund of garden knowledge locally.

THREE: The name and address in the State of California of this corporation's initial agent for service of process is Susann M. Ortega, 1466 Railroad Avenue, St. Helena, CA 94574.

FOUR: (a) This corporation is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

(b) Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (2) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

(c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

FIVE: The property of this corporation is irrevocably dedicated to charitable and educational purposes and no part of the net income or assets of the organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

On the dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable and educational purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Susann M. Ortega, Incorporator

Date

Prior Year Actual Budget

01/29/20
Accrual Basis

Saint Helena Community Garden, Inc.
Report of Operations
January through December 2019

	Jan - Dec 19	
Ordinary Income/Expense		
Income		
Contributions / Organizations		200.00
Garden Rents		1,200.00
Total Income		1,400.00
Expense		
Garden Expenses		
Equip Rental and Maintenance	87.62	
Garden Facilities & Supplies	604.69	
Irrigation system	5.21	
Lighting	24.86	
Garden Borders	814.97	
Plants	422.84	
Soil Amendments	60.00	
Total Garden Expenses		2,020.19
Operating Expenses		
Board Meetings	130.00	
Insurance - Liability	1,121.10	
Legal Fees	109.00	
Postage, Mailing Service	106.00	
Supplies	111.20	
Total Operating Expenses		1,577.30
Total Expense		3,597.49
Net Ordinary Income		(2,197.49)
Net Income		(2,197.49)

Current Year Operating Budget

Saint Helena Community Gaden

Budget
January through December 2020

Income		
Contributions / Organizations	$	300
Garden Rents		1,350
Total Income		1,650
Expense		
Garden Expenses		
Equip Rental and Maintenance		150
Garden Facilities & Supplies		900
Irrigation system		450
Lighting		350
Garden Borders		2,800
Plants		300
Soil Amendments		150
Total Garden Expenses		5,100
Operating Expenses		
Insurance - Liability		1,200
Legal Fees		110
Postage, Mailing Service		110
Supplies		130
Total Operating Expenses		1,550
Total Expense		6,650
Net Ordinary Income	$	(5,000)

Attachment 13

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	The Saint Helena Forum for Innovation and Creativity
Organization Mailing Address:	2480 Spring Mountain Rd., St. Helena, CA 94574
Organization Contact Person (Name/Title):	Doug Barr, Chairperson, SH Forum Steering Committee
Organization Contact Email:	Doug@shforum.org
Organization Contact Telephone:	(707) 696-4922
Organization Website:	
Federal Tax ID Number and Status:	EIN# 83-2095334 Status: 501(c)3 tax exempt as of 9-25-18
How long has your organization been in operation?	Articles of Incorporation filed 9-25-18

Project Category:

☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☑ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	The Martha Graham Dance Company
Address of Project:	The Saint Helena Performing Arts Center
Requested Grant Amount:	$ 10,000.00
Matching Funds:	$ 40,000.00 (raised so far)
TOTAL Project Cost:	$141,200.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
The Martha Graham Dance Company performance projected costs:	
Fundraising	$ 15,400
Marketing	$ 14,700
Production - Where Grant money Will be spent	$ 41,900
Dance	$ 69,200
Total Cost Estimate - Please see attached budget for more detail	$141,200
Total Grant Request	$10,000

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Doug Barr Signature _____

Title Chairperson Date 1/24/2020

The St. Helena Forum for Innovation and Creativity – Grant Application
Cost Estimate

Total Estimated Project Cost to Fund the Martha Graham Dance Company is presented below:

Fundraising	$15,400
Marketing	$14,700
Production	$41,900
Dance	$69,200
Total	$141,200

Funds raised to date and allocated to the Project: $40,000

Funds requested from St Helena Non-Profit Funding Program:

We are requesting $10,000 grant to offset the $41,900-line item above designated for Production.

The St. Helena Forum for Innovation and Creativity – Grant Application – Question 1

Describe how your Project ties to the City's Goals, Mission/Vision Statement.

Mission/Vision Statement

Maintaining and improving our short and long-term economic sustainability	The St Helena Forum is a new grassroots non-profit that is just getting started in St Helena. In addition to an educational event in May 2020 it will be hosting a wonderful dance performance in 2020 as well. The Martha Graham Dance Company is the Forum's first scheduled arts event which will be performed at our beautiful and functional St Helena Arts Center in the Fall of 2020. Assuming two performances over two days and 300 seats per performance and say 50% are visitors.... the result could be at least 300 new visitors to our area for 3 to four days. The economic benefit to local restaurants, hotels and retail business is obvious and will contribute to improving both our **short term...next year's event...and long-term economic sustainability since there will be yearly events.** It is important that our first event is successful, and we hope the grant committee will assist us by funding the St Helena Arts Center performance by the Martha Graham Dance Company in 2020.
Expanding and improving recreational services and facilities and cultural opportunities	The Forum's near-term goal is to develop an educational conference in May 2020 and a premiere musical event which was discussed above. Long term goal includes an annual educational conference covering topical areas such as artificial intelligence, gender issues, climate change etc. Events in the arts will continue on an annual basis and an intimate salon series and artist residency program is also envisioned to be incorporated. All these activities contribute to **improving and expanding cultural opportunities in St Helena.** The Forum's success is therefore vital to bringing these programs to fruition. And the first step to achieving success is to support the St Helena Performing Arts Center performance by the Martha Graham Dance Company in 2020. The city's grant money can help us meet our objective of sustainability which then can assist in realizing the city's Mission/Vision statement.

The St. Helena Forum for Innovation and Creativity – Grant Application – Question 1

Facilitating full civic participation and ongoing communication	The Forum's mission is to inform, entertain, Inspire and engage every citizen of St Helena. The goal is to provide local access to a broad range of humanities-based exchanges of ideas and views on a wide variety of subjects. Through a combination of lectures, conferences, academic forums, and master classes in music, dance theater and visual arts, the Forum will engage the citizens of St Helena, including encouraging interaction with our schools and senior centers. Again, the funding request is for the St Helena Performing Arts Center performance by the Martha Graham Dance Company in 2020. We feel strongly that the first year of the Forum events, particularly the dance performance needs to start off as a perceived success in order for the Forum to continue. All of the activities above that contribute to facilitating **full civic participation and ongoing communication** are dependent on a successful launch in 2020 and hence the need for the city grant.
Strengthening partnerships with the private, non-profit and public sectors	If successful, the Forum will be intrinsically associated with the city of St Helena. This association could result in the city **partnering with private entities such as wineries and hotels, nonprofits such as Rianda House or public sector entities such as Napa County or city of Yountville.** Perception of success and sustainability for potential donors and partners is important before they are willing to participate. The grant funding request for the St Helena Performing Arts Center performance by the Martha Graham Dance Company in 2020 will help the Forum create success and credibility as a new viable non-profit, thus helping to achieve the city's partnership goals.

The St. Helena Forum for Innovation and Creativity – Grant Application – Question 1

City Council 3-year Goals

Ensure Long Term Economic Sustainability while Safeguarding St Helena's Unique Culture & quality of Life	We believe that our project fulfills some of the city council 3-year goals since these goals are similar to the **Mission/Vision statement goals above. See our responses to those goals.** Funding the St Helena Arts Center performance by the Martha Graham Dance Company will help ensure longevity to the Forum and therefore meet the city 3-year goals.
Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of our Youth	The Forum expects to **sponsor many educational, cultural and performing arts programs that will encourage interaction with our youth and family participation.** For example, students and families could participate in rehearsals studios, which will be open to allow the public to meet artists and performers and experience a behind the scenes look at how art works. This opportunity for family bonding and exposure to the nuts and bolts of performing art can have a lasting effect on youth. We ask for funding for the St Helena Performing Arts Center performance by the Martha Graham Dance Company to help ensure these programs can survive.

The St. Helena Forum for Innovation and Creativity – Grant Application – Question 2

Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your project.

- A time of November has been established. The venue is available at that time.
- We have contacted the performer and secured a commitment
- The engagement contract will be signed in the Spring of 2020
- Fundraising is ongoing through 8/30/20
- Development of Marketing strategy is ongoing through 3/31/20
- Volunteer signups ongoing through 3/31/20
- Organization of volunteer committees and duties will begin the second week of May 2020.

The Mission of the St. Helena Forum for Innovation and Creativity is to inform, entertain, inspire and engage every citizen of St. Helena and eventually Napa Valley by providing local access to a broad range of humanities-based exchanges of ideas and views on a wide variety of subjects. This will be accomplished through lectures, conferences, academic forums, symposiums and master's classes in music, dance, theater and visual arts. Further mission is to encourage interaction with our schools and senior centers, and to promote intellectual relevance in an ever-changing world. We will fulfill our short-term goal by developing inaugural pilot programming that includes an educational conference in the Spring and a premier musical event in the Fall. We are asking for financial support of the musical event in the Fall of 2020. The Board of Directors has already secured a commitment from the world-famous Martha Graham Dance Company. Funding sources are being explored. Budget has been developed. Marketing strategy is being developed. Venue has been tentatively secured. Recruitment of volunteers for the many and varied functions necessary to produce such an event has proceeded during the past few months.

The St. Helena Forum for Innovation and Creativity – Grant Application – Question 4

Describe who will benefit from this Project and estimate how many people this Project may impact.

All the citizens of St. Helena will benefit from this project.

According to the National Endowment for the Arts, "Older adults (seniors) creating art and attending arts related events, had higher levels of cognitive functioning and lower rates of limitations to daily physical functioning, as well as lower rates of hypertension, relative to older adults who did neither type of activity." The NEA also reported that "Students who participate in arts learning experiences often improve their achievement in other realms of learning and life. In a well-documented national study using a federal database of over 25,000 middle and high school students, researchers from the University of California at Los Angeles found students with high arts involvement performed better on standardized achievement tests than students with low arts involvement. Moreover, the high arts-involved students also watched fewer hours of TV, participated in more community service and reported less boredom in school". The Saint Helena Forum for Innovation and Creativity will add to the prestige of the City of St. Helena and the Napa Valley, generate revenue for our general fund and business district. Most importantly, it will provide programming that will involve, entertain, enlighten and inspire every woman, man, senior and child in our community of approximately 6,000 people. The Martha Graham Dance Company will hold open rehearsals for our community, and conduct interviews with the dance students at St. Helena High School. Think of the inspiration this will bring to our community!

The City of St. Helena is a city where tourism revenues are realized in many facets of our community. Scheduling the Martha Graham Dance Company to perform here during the Fall of 2020 will impact revenues to the City through transient occupancy taxes and sales tax, by increasing the number of shoppers and visitors that otherwise would not visit at this time of year. Transient occupancy taxes collected over the last ten years have been down an average of over 37% between October and November. As gross revenue is down as well, it's conceivable that the City Hotels/B&B Reporting Properties and the City Short Term Rental Reporting Properties will show increased occupancy and revenue, which will in turn improve the City of St. Helena's bottom line.

Part of the City of St. Helena's Mission Statement reads "The City of St. Helena is dedicated to serving the needs and desires of our citizens by: Expanding and improving recreational services and facilities and cultural opportunities, and by Facilitating full civic participation and ongoing communication". The St. Helena Forum for Innovation and Creativity, being a non-profit, non-partisan educational organization, bringing the inaugural arts project of performances by the Martha Graham Dance Company will be an integral part in helping our city achieve these goals. The cultural arts that we intend to bring to the City of St. Helena will be synergistic with what the town already offers: wonderful natural beauty, great food, world class wine, lodging and shopping, etc.

The St. Helena Forum for Innovation and Creativity (A 501(c)-3 Non-Profit)
Grant Application - Proposed Budget FY 2020/2021

Expenses:				
Conference:				
	Fundraising	22,400		
	Marketing	22,800		
	Production	55,900		
	Speakers	114,600		
		Subtotal	$	215,700
Dance:				
	Fundraising	15,400		
	Marketing	14,700		
	Production*	41,900		
	Dance	69,200		
		Subtotal	$	141,200
Administration:				
	Admin	12,950		
	Technology	3,500		
		Subtotal	$	16,450
		Total Expenses:	$	373,350
Income:				
	Fundraising			163,350
	Ticket Sales **			210,000

The St. Helena Forum for Innovation and Creativity (A 501(c)-3 Non-Profit)
Grant Application - Proposed Budget FY 2020/2021

* Production costs include but are not limited to:

Light and sound producers and possibly a grip.

Cost of Performing Art Center at St. Helena High School

Rental of tables and chairs from SHUSD

Security and parking

Guest hospitality

** Note: these tickets sales are for both the Spring conference and the Fall dance performance. We will be setting aside for local students, seniors and people of modest means between 50 and 90 free tickets.

2020 will be first year of the St Helena Forum therefore we have not presented Prior Year Actuals

C4198057

FILED
Secretary of State
State of California
SEP 25 2018

ARTICLES OF INCORPORATION

OF

The Saint Helena Forum for Innovation and Creativity

I.

The name of the corporation shall be The Saint Helena Forum for Innovation and Creativity

II.

The place in this state where the principal office of the Corporation is to be located is 2480 Spring Mountain Road, Saint Helena, California 94574.

III.

Said corporation is organized exclusively for charitable purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

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.

The specific purpose of this corporation is to Inform, entertain, inspire and engage through science and humanities based lectures, conferences, symposiums, performances and masters' classes in music, dance, theater, and visual arts.

IV.

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

Douglas Barr
2480 Spring Mountain Road, Saint Helena, California 94574

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

DEPARTMENT OF THE TREASURY

Date: JUL 12 2019

THE SAINT HELENA FORUM FOR
INNOVATION AND CREATIVITY
C/O DOUGLAS G BARR
2480 SPRING MOUNTAIN RD
SAINT HELENA, CA 94574

Employer Identification Number:
83-2095334
DLN:
17053109307009
Contact Person:
RUSSELL P BEST ID# 17255
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
September 25, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

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

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

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. 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

THE SAINT HELENA FORUM FOR

Sincerely,

Stephen A. Maitin

Director, Exempt Organizations
Rulings and Agreements

Letter 947

STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 1286
Rancho Cordova CA 95741-1286

THE SAINT HELENA FORUM FOR INNOVATION AND CREATIVITY
ATTN: DOUGLAS G BARR
2480 SPRING MOUNTAIN RD
SAINT HELENA CA 94574

Date: 10.28.19
Case: 26560706530598220
Case Unit: 26560706530598223
In reply refer to: 760:MQD:F120

Regarding	: **Tax-Exempt Status**
Organization's Name	: THE SAINT HELENA FORUM FOR INNOVATION AND CREATIVITY
CCN	: 4198057
Purpose	: Educational
R&TC Section	: 23701d
Form of Organization	: Incorporated
Accounting Period Ending	: 12/31
Tax-Exempt Status Effective	: 09/25/2018

Exempt Determination Letter

We have determined the organization is tax-exempt from California franchise or income tax as stated in the above Revenue and Taxation Code (R&TC) section.

To retain tax-exempt status, the organization must be organized and operating for nonprofit purposes within the provisions of the above R&TC section. An inactive organization is not entitled to tax-exempt status.

We have based our decision on the information submitted and the assumption that the organization's present operations will continue unchanged or conform to those proposed in the organization's application. In order for us to determine any effect on the tax-exempt status, the organization must immediately report to us any change in:

- Operation
- Character
- Purpose
- Name
- Address

Our determination may no longer be applicable, if these changes occur:

- Material facts or circumstances relating to the organization application.
- Relevant statutory, administrative, or judicial case law.
- Federal interpretation of federal law in cases where our decision was based on such interpretation.

11:23 AM
02/28/20
Accrual Basis

The Saint Helena Forum for Innovation & Creativity
Profit & Loss
January through December 2019

	Jan - Dec 19	Jan - Dec 18
Ordinary Income/Expense		
Income		
4001 · Contributions	68,000.00	0.00
Total Income	68,000.00	0.00
Gross Profit	68,000.00	0.00
Expense		
5100 · Speaker Fees	15,500.00	0.00
6110 · Office Supplies	318.47	0.00
6500 · Meals and Entertainment	335.79	0.00
Total Expense	16,154.26	0.00
Net Ordinary Income	51,845.74	0.00
Net Income	51,845.74	0.00

11:24 AM
02/28/20
Accrual Basis

The Saint Helena Forum for Innovation & Creativity
Balance Sheet
As of December 31, 2019

	Dec 31, 19	Dec 31, 18
ASSETS		
Current Assets		
Checking/Savings		
1001 · Bank of the West	51,845.74	0.00
Total Checking/Savings	51,845.74	0.00
Total Current Assets	51,845.74	0.00
TOTAL ASSETS	51,845.74	0.00
LIABILITIES & EQUITY		
Equity		
Net Income	51,845.74	0.00
Total Equity	51,845.74	0.00
TOTAL LIABILITIES & EQUITY	51,845.74	0.00

NAPA VALLEY
COMMUNITY FOUNDATION

Board of Directors

Lorraine Stuart
Chair of the Board

Maira Ayala
Jennifer Byram
Liz Christensen
Dawnine Dyer
Bob Fiddaman
Erika Lubensky
Elba Gonzalez-Mares
Heidi A. Holzhauer
Ed Matovcik
Tom McBroom
Robert Murphy
Richard Pastcan, M.D.
Jamie Watson
Dave Whitmer

Emeritus Directors

Lauren A. Ackerman
Annie Bennett
Joseph Carrillo, M.D.
Anne Carver
Maria Cisneros
Mary Ann Cleary
Dell Conts
Lisa Cort
Mel Engle
Mark Farley
David I. Freed
Leon Garcia
David B. Gaw
Patrick Gleeson
Kent Imrie
Kris Jaeger
Rick Jones
Blair Lambert
Dorothy Lind-Salmon
Richard Meese
Dave Meyers
Manbin Monteverdi
Brad Nicholson, M.D
Janet Pagano
William H. Phelps
Oscar Renteria
Iain Silverthorne
Nicky Suard
Carry Thacher
Richard E. Walton

January 7, 2020

Mr. Mark Prestwich
City Manager
City of St. Helena
1480 Main Street
St. Helena, CA 94574

RE: Letter of support for The St. Helena Forum

Dear ~~Mark~~ Mark,

I'm pleased to write this letter in support of The St. Helena Forum, a newly-established nonprofit organization that is seeking funding from the City of St. Helena to bring highly-regarded thinkers to our community in the coming year, to foster learning, conversation and a closer sense of connection among residents.

As you may know, Napa Valley Community Foundation (NVCF) is a public charity that works side-by-side with local donors and nonprofits to tackle the most important challenges our Valley faces. In our 25-year history, the Foundation has distributed more than $50 million in grants to improve the quality of life for residents of the region, and currently serves as the philanthropic partner to thousands of individuals, families, and corporations in Napa Valley and beyond.

While much of our work involves helping nonprofits provide direct services to vulnerable populations, we also see a vital role for nonprofits to play in creating a stronger sense of community, and we have first-hand experience in producing the kind of community conversations that The St. Helena Forum aspires to make available to the citizens of St. Helena and other parts of the Valley.

Indeed, for the last 10 years, we have hosted a series of robustly-attended town hall-style meetings that are free and open to the public, on a quarterly basis. Especially now, when our national civic life seems so bitterly polarized and divided, creating space for learning and discussion among residents feels like an undertaking in service to our democracy.

3299 CLAREMONT WAY, SUITE 2 • NAPA, CA 94558 • WWW.NAPAVALLEYCF.ORG • P 707.254.9565 • F 707.254.7955

Attachment 14

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name: St. Helena Historical Society
Organization Mailing Address: 1255 Oak Avenue/1492 Library Lane, St. Helena, CA 9457
Organization Contact Person (Name/Title): Bonnie Thoreen, Manager
Organization Contact Email: bthoreen@gmail.com
Organization Contact Telephone: (707) 963-7529
Organization Website: www.shstory.org
Federal Tax ID Number and Status: 30-0087096
How long has your organization been in operation? 2002

Project Category:

☐ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☑ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name: Pioneer Classroom and Education Center
Address of Project: 1255 Oak Avenue
Requested Grant Amount: $10,000.
Matching Funds: $8000-10,000 (rental, materials already purchased, other costs
TOTAL Project Cost: $18,000-20,000

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount

Total Grant Request

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name BONNIE THOREEN Signature Bonnie Thoreen

Title MANAGER Date 1.20.2020

Pioneer Classroom and Education Program

St. Helena Historical Society

City of St. Helena Non-Profit Grant Program, 2020-2021

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

The Pioneer Classroom and Education Program is consistent with the city's Vision, Mission, and 3-Year Goals.

- The Pioneer Classroom and Education Program's focus on engagement of our schoolchildren – and the greater community-- in the history of St. Helena supports the Vision of a family-friendly diverse community that provides cultural and recreational opportunities and embraces its historic, small-town character. One-room schools, although mostly now demolished, remain national icons that symbolize our common past and reflect the homegrown values that were promoted during early education. The Pioneer Classroom program will tell this story to St. Helena's children and give them a deeper understanding of their cultural heritage.
- The Pioneer Classroom is consistent with the city's Mission, in that it will bring to life for our young people the historical experience of learning in a one-room school. This educational and cultural opportunity, which is not currently provided by any other entity in St. Helena, will strengthen the city's partnerships with the non-profit sector.
- The Pioneer Classroom and Education Program is aligned with the 3-Year Goals of 1) safeguarding St. Helena's unique culture, and 2) of supporting thriving families and enhancing the development of our youth.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Provide a timeline for your Project.

The St. Helena Historical Society has recently signed a lease to establish a Heritage Center in five rooms of the former St. Helena Catholic School, 1255 Oak Avenue. This is a huge step for a very small nonprofit organization, but one the Board of Directors has embraced. We have five rooms to renovate, including installation of a new HVAC system that meets code and museum standards. The Society is dedicating two of the rooms for permanent and temporary history exhibitions, one room for the education center, and two rooms for artifact storage and collections preparation.

The Society is requesting funds to develop the education center with the primary goal of providing a one-room pioneer schoolhouse experience for St. Helena third and fourth grade students. Focusing on the time period of the late 1800s to the early 1900s, the main objective of our program is to provide elementary school children with an opportunity to experience an

historically accurate immersion into the schoolroom of more than 100 years ago. This program, and others created for use in the education center, will be developed to align with the California Department of Education's History/Social Studies Content Standards, specific to standards 3.2, 3.3, and 4.4 for local history, 5.1 and 5.8 for state history.

Funding will support the purchase of appropriate replica furnishings and educational materials that will recreate the pioneer schoolhouse experience for St. Helena classrooms, and bring St. Helena history to life. The Society will also focus on providing programs for older students delving more specifically into state history and St. Helena's place within the overall historical perspective. Funding will support media components and education center furnishings that will be used to present student programming. A benefit of the school program reaches to the St. Helena community at large, as having a well-supported education center allows for adult programs, including lectures, workshops, and public events. Examples of youth and adult programs include Native American history of the region, ethnic history of our European ancestry, the influence of the Chinese on our agriculture and landscape, histories of our pioneer families and traditions, and other programs that will be developed over time and based on community interest and curriculum requirements.

Timeline:

March 30, 2021: Completion of education center renovations and upgrades (cleaned, painted, new flooring, updated lighting, and modern HVAC installed).

April 30, 2021: Completion of Pioneer Classroom program curriculum development, as designed by retired teachers, consultant, and other program volunteers.

June 30, 2021: Completion of purchase and installation of audio-visual and media equipment, and purchase of program-specific furnishings, including temporary benches and chalkboards for the pioneer school program, and chairs for youth and adult programs.

June 30, 2021: Development of a tentative programming schedule for older students and adults (including both local residents and visitors), as designed by program volunteers, retired teachers, and consultant.

3. Describe the community support for your Project.

The Society will work with community organizations, including Rianda House Senior Activity Center, local schools, Boys and Girls Club, Federated Women, and other service organizations including Rotary and Soroptimist clubs, and volunteers.

In addition, the Hall winery has preserved materials from the original Vineland School, a one-room schoolhouse dating back to the late 1800s, generously donated to the Society. Currently in storage, we have pressed tin ceiling pieces as well as door and window frames, which we

anticipate incorporating some of this material into the education center design as a link to St. Helena's past and to add authenticity and character.

Other support comes from our own organization. Having long hoped to develop the Pioneer Classroom program, the Society has already purchased readers, slates, and early education artifacts such as lunch buckets, pens and ink bottles, school bells, flags, and other items that students would find in a pioneer classroom. The Society has expensed more than $1,000 to date in these materials. We will be renovating and improving the space, recruiting volunteers, and setting priorities in the ensuing years' budgets to support this and other educational programs. We have the added advantage of having a consultant who has developed a similar program in Gig Harbor, Washington. She has been generously giving her time and expertise not only to the classroom/programming project but also to the development of the Heritage Center as a whole.

4. Describe who will benefit from the Project and estimate how many people this Project may impact.

The establishment of the Heritage Center education center will benefit the entire St. Helena community. The Pioneer Classroom program itself has the potential to impact every third and fourth grade student in the St. Helena Unified School District, plus Howell Mountain School. The secondary objective of providing robust programming for older students and adults could potentially impact hundreds more residents and even hundreds more visitors to St. Helena.

After the initial launch of the Pioneer Classroom at the Heritage Center, we anticipate providing outreach to surrounding school districts, including Calistoga and Napa.

5. Other grant funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

The St. Helena Historical Society has not received any funding from other Napa County government agencies in the past two years.

Funding from this grant will benefit the residents of St. Helena by providing the financial support to launch the Heritage Center's education center, a place that will provide educational opportunities for children and adults for years to come. The overall benefit is to add exponentially to the enrichment programs for all ages that the St. Helena Heritage Center will provide to our community, as we develop exhibitions that share our history and enhance our collection, a collection rich in artifacts we hold in trust for future generations.

Pioneer Classroom and Education Center

St. Helena Historical Society

City of St. Helena Non-Profit Grant Program, 2020-2021

Budget

Cost Estimate

Benches for Children 8' x 12" Rustic pine folding benches, 6 @ $200 + tax and shipping	$1500.
Laptop and projector	$2400.
Projection screen. (wall mounted)	$500.
Smart Lectern with document camera, soundbar, microphone	$2000.
Period clothing for students (aprons and suspenders)	$600.
Misc. supplies (chalk, folders, paper, copy books)	$500.
Chalk board	$500.
Audio Visual cart	$200.
Stackable chairs (25 @$70 including shipping and tax)	$2000.
Grant administration (20 hrs. @ $50/hr.)	$1000.
TOTAL Costs for the Education Center	$11,200.

Potential labor costs not included (in kind)
Committed expenses for readers, etc. not included (in kind)
Rental space not included (in kind)

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

DEPARTMENT OF THE TREASURY

Date: OCT 04 2006

ST HELENA HISTORICAL SOCIETY
PO BOX 87
ST HELENA, CA 94574

Employer Identification Number:
30-0087096
DLN:
17053252748036
Contact Person:
EDWINA O PERKINS ID# 31229
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated August 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

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

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

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

Budget 2019-2020

Income			
Contributed Revenue			
Annual Fundraising	$ 100,000.00		
Other Contributions	$ 500.00		
Total Fundraising Campaigns		$ 100,500.00	
Grants		$ 8,000.00	
Memorial Contributions			
Total Memorials		$ 500.00	
Interest Income		$ 50.00	
Memberships		$ 15,000.00	
Publications Sales			
Books	$ 100.00		
Photos	$ 1,000.00		
Total Publications Sales		$ 1,100.00	
Research Fees		$ 1,500.00	
Events			
Cemetery Tour	$ 800.00		
Museum for a Day	$ -		
Monthly Events	$ -		
Total Events		$ 800.00	
Total Income		$ 127,450.00	
Cost of Goods Sold		$ 85.00	
Gross Income		$ 127,535.00	
Expenses			
Administrative/Operating Expenses			
Bank Charges		$ 200.00	
Contracted Services			
Accounting	$ 1,600.00		
IT Maintenance	$ 1,500.00		
Organizational Development	$ 10,000.00		
Total Contracted Services		$ 13,100.00	
Dues & Subscriptions		$ 600.00	
General Administrative Costs			
Insurance			

General Liability, D&O	$ 800.00	
Auto (Trucks)	$ 1,000.00	
Total Insurance		$ 1,800.00
Licenses, Fees, Permits		
Sales Tax	$ 8,500.00	
Other	$ 1,000.00	
Total License, Fees, Permits		$ 9,500.00
PO Box		$ 100.00
Office Supplies		$ 1,500.00
Telephone		$ 1,500.00
Total Admin/Operating Expense		$ 28,300.00
Development		
Membership/History Center	$ 35,000.00	
Membership Renewal Campaign	$ 1,000.00	
Total Development		$ 36,000.00
Governance		
Board Member Handbook	$ 280.00	
Total Governance		$ 280.00
Postage		$ 900.00
Program Services		
Collections Program	$ 500.00	
Monthly Education Programs	$ 600.00	
Newsletter	$ 2,000.00	
Printing and Reproduction	$ 300.00	
Research Services Program	$ 1,000.00	
Signature Educational Events		
Museum for a Day	$ 250.00	
Cemetery Tours	$ 300.00	
Special Activities		
Holiday Party	$ 500.00	
Voices of St. Helea	$ 6,000.00	
Art Auction Expenses	$ 30,000.00	
Total Program Services		$ 41,450.00
Uncategorized Expenses		$ 200.00
Total Expense		$ 107,130.00
Net Gain (Loss)		$ 20,405.00

St. Helena Historical Society
Budget 2018-2019

Income			
Contributed Revenue			
Annual Fundraising	$ 72,000.00		
Other Contributions	$ 500.00		
Total Fundraising Campaigns		$	72,500.00
Grants		$	10,000.00
Memorial Contributions			
Total Memorials		$	500.00
Interest Income		$	50.00
Memberships		$	8,000.00
Publications Sales			
Books	$ 125.00		
Photos	$ 2,000.00		
Total Publications Sales		$	2,125.00
Research Fees		$	5,000.00
Events			
Cemetery Tour	$ 600.00		
Museum for a Day	$ 200.00		
Monthly Events	$ -		
Total Events		$	800.00
Total Income		$	98,975.00
Cost of Goods Sold		$	85.00
Gross Income		$	99,060.00
Expenses			
Administrative/Operating Expenses			
Bank Charges		$	400.00
Contracted Services			
Accounting	$ 600.00		
IT Maintenance	$ 1,850.00		
Organizational Development	$ 9,600.00		
Total Contracted Services		$	12,050.00
Dues & Subscriptions		$	700.00
General Administrative Costs			
Insurance			

St. Helena Historical Society
Budget 2018-2019

General Liability, D&O	$ 800.00	
Auto (Trucks)	$ 2,000.00	
Total Insurance		$ 2,800.00
Licenses, Fees, Permits		
Sales Tax	$ 5,000.00	
Other	$ 400.00	
Total License, Fees, Permits		$ 5,400.00
PO Box		$ 95.00
Office Supplies		$ 1,500.00
Telephone		$ 1,500.00
Total Admin/Operating Expense		$ 24,445.00
Development		
Membership/History Center	$ 35,000.00	
Membership Renewal Campaign	$ 500.00	
Total Development		$ 35,500.00
Governance		
Board Member Handbook	$ 280.00	
Total Governance		$ 280.00
Postage		$ 600.00
Program Services		
Collections Program	$ 500.00	
Monthly Education Programs	$ 600.00	
Newsletter	$ 2,000.00	
Printing and Reproduction	$ 300.00	
Research Services Program	$ 1,000.00	
Signature Educational Events		
Museum for a Day	$ 250.00	
Cemetery Tours	$ 300.00	
Special Activities		
Holiday Party	$ 500.00	
Voices of St. Helea	$ 1,000.00	
Art Auction Expenses	$ 30,000.00	
Total Program Services		$ 36,450.00
Uncategorized Expenses		$ 200.00
Total Expense		$ 97,475.00
Net Gain (Loss)		$ 1,585.00

3:57 PM
01/13/20
Accrual Basis

St. Helena Historical Society
Profit & Loss
July 2018 through June 2019

	Jul '18 - Jun 19
Ordinary Income/Expense	
Income	
Contributed Revenue	
Fundraising Campaigns	
Art Auction	
Fund A Need	8,414.97
Live Auction	59,087.13
Silent Auction	2,135.00
Sponsorships	26,850.00
Ticket Sales	7,424.04
Total Art Auction	103,911.14
Other Fundraisers	50.00
Total Fundraising Campaigns	103,961.14
Memorial	
Daniel Reidy	300.00
Joanne Sales	100.00
Memorial - Other	197.37
Total Memorial	597.37
Unrestricted Donations	300.00
Contributed Revenue - Other	565.00
Total Contributed Revenue	105,423.51
Interest Income	73.92
Miscellaneous Income	159.13
Sales Tax Collected	5,102.62
Self Generated Revenue	
Membership	
Business Membership	2,300.00
Contributing Membership	5,250.00
Dual Membership	40.00
Family Membership	3,100.00
Individual Membership	1,379.17
Life Membership	3,500.00
Total Membership	15,569.17
Publication Sales	
Books	
1871 Book	20.00
Arcadia Book	80.00
Books - Other	0.00
Total Books	100.00
Other Sales, Maps, Copies	10.00
Photos	100.00
Total Publication Sales	210.00
Research Fees	2,133.50
Signature Events	
CemeteryTour	819.00
Museum for a Day	516.00
Total Signature Events	1,335.00

3:57 PM
01/13/20
Accrual Basis

St. Helena Historical Society
Profit & Loss
July 2018 through June 2019

	Jul '18 - Jun 19
Total Self Generated Revenue	19,247.67
Total Income	130,006.85
Cost of Goods Sold	
Cost of Goods Sold	55.80
Total COGS	55.80
Gross Profit	129,951.05
Expense	
Admini/Operating Expenses	
Bank Service Charges	199.55
Contracted Services	
Accounting Services	934.94
IT Maintenance	424.00
Organizational Development	
Bonnie Thoreen	8,900.00
Total Organizational Development	8,900.00
Webmaster	3,070.00
Total Contracted Services	13,328.94
Dues and Subscriptions	563.00
General Administration	
Insurance	
Liability Insurance	437.48
Truck Insurance	1,843.03
Total Insurance	2,280.51
General Administration - Other	90.29
Total General Administration	2,370.80
Licenses, Fees, Permits	
sales tax	10,089.00
Licenses, Fees, Permits - Other	2,000.00
Total Licenses, Fees, Permits	12,089.00
P.O. Box	96.00
Rent	
Storage Space	16.82
Total Rent	16.82
Supplies	
general	1,408.13
Total Supplies	1,408.13
Telephone	1,482.39
Truck	879.20
Total Admini/Operating Expenses	32,433.83
Building Campaign	
Website Development	1,790.00
Building Campaign - Other	1,275.00
Total Building Campaign	3,065.00
Governance	
Board	
New Board Member Packet	22.94

3:57 PM
01/13/20
Accrual Basis

St. Helena Historical Society
Profit & Loss
July 2018 through June 2019

	Jul '18 - Jun 19
Total Board	22.94
Total Governance	22.94
Postage	850.75
Program Services	
Exhibits	
Portable Core Exhibit	405.96
Total Exhibits	405.96
Newsletter	1,271.50
Printing and Reproduction	318.46
Research Services Program	189.00
Signature Educational Events	
Museum for a Day	1,554.75
Spirits of St. Helena, Cemetery	70.96
Total Signature Educational Events	1,625.71
Special Activities/Events	
Art Auction Expenses	32,893.26
Harvest Festival	425.00
Total Special Activities/Events	33,318.26
Voices of St. Helena Program	6,244.75
Total Program Services	43,373.64
Reconciliation Discrepancies	-22.32
Total Expense	79,723.84
Net Ordinary Income	50,227.21
Net Income	50,227.21

11:23 AM
02/28/20
Accrual Basis

The Saint Helena Forum for Innovation & Creativity
Profit & Loss
January through December 2019

	Jan - Dec 19	Jan - Dec 18
Ordinary Income/Expense		
Income		
4001 · Contributions	68,000.00	0.00
Total Income	68,000.00	0.00
Gross Profit	68,000.00	0.00
Expense		
5100 · Speaker Fees	15,500.00	0.00
6110 · Office Supplies	318.47	0.00
6500 · Meals and Entertainment	335.79	0.00
Total Expense	16,154.26	0.00
Net Ordinary Income	51,845.74	0.00
Net Income	51,845.74	0.00

11:24 AM
02/28/20
Accrual Basis

The Saint Helena Forum for Innovation & Creativity
Balance Sheet
As of December 31, 2019

	Dec 31, 19	Dec 31, 18
ASSETS		
Current Assets		
Checking/Savings		
1001 · Bank of the West	51,845.74	0.00
Total Checking/Savings	51,845.74	0.00
Total Current Assets	51,845.74	0.00
TOTAL ASSETS	51,845.74	0.00
LIABILITIES & EQUITY		
Equity		
Net Income	51,845.74	0.00
Total Equity	51,845.74	0.00
TOTAL LIABILITIES & EQUITY	51,845.74	0.00

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Boys & Girls Clubs of St. Helena and Calistoga
Organization Mailing Address:	1420 Tainter St St. Helena CA 94574
Organization Contact Person (Name/Title):	Julian Frayre
Organization Contact Email:	julian@bgchsc.org
Organization Contact Telephone:	(707) 963-8944
Organization Website:	www.bgcshc.org
Federal Tax ID Number and Status:	68-0226714
How long has your organization been in operation?	Since 1989 (31 years)

Project Category:

☑ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	St. Helena Teen Club
Address of Project:	1420 Tainter St St. Helena CA 94574
Requested Grant Amount:	30,000.00
Matching Funds:	150,000.00
TOTAL Project Cost:	180,000.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
50% of funding for a full time St. Helena Teen Director	30,000.00

Total Grant Request 30,000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Nick Haley Signature _____

Title Director of Program Services Date 1/28/2020

BOYS & GIRLS CLUBS
OF ST. HELENA AND CALISTOGA

Application Questions - Please answer the following questions on a separate sheet. 1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

For approximately 30 years, the Boys & Girls Clubs of St. Helena and Calistoga has been in the forefront of youth development, working with young people from all ages and economic status. Our mission is to "To provide all young people a safe, positive and unique place to develop their natural talents, and to inspire them to achieve their full potential." We have worked hard to do just that each and every day since our founding in 1989 in St. Helena.

The Boys & Girls Club of St. Helena and Calistoga enriches the lives of young people and provides a safe haven in which they can learn and grow. We are dedicated to ensuring that our St. Helena community's disadvantaged youth and Teen population as a whole will have greater access to quality programs and services that will enhance their lives and shape their futures.

In a world that has never seemed more threatening and devoid of promise for a disproportionate number of America's children, the Boys & Girls Club of St. Helena and Calistoga provides youth, ages 6 to 18, with a tangible measure of hope. The Club offers them what they need and want most:

- adults who respect and listen to them;
- a safe environment where they can have fun and be themselves; and
- interesting, constructive activities that channel youthful energy into challenging pursuits.

All of this enriches our St. Helena community.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2020. Please provide a timeline for your Project.

In order to accomplish our goal of serving a greater number of children through extended hours of operation, the Boys & Girls Clubs of St. Helena and Calistoga will require additional funding. We, therefore, respectfully request a gift of $30,000 from the City of St. Helena to help us reach out to the teens of our community and provide them with a positive, safe environment to become productive and responsible citizens.

Our project will provide an exclusive St. Helena Teen Space, a Teen Director, Teen Program Director, Teen Backup Staff, and access to vans for Teen trips for college tours and retreats. We will also provide after-school academic assistance, enrichment programs, college and career tours, and self-exploratory workshops. We are currently running a teen program for St. Helena youth. Goals to be met by June 30, 2020 include facilitating a Teen retreat in Oregon and weekly college and/or career tours for

BOYS & GIRLS CLUBS
OF ST. HELENA AND CALISTOGA

the summer of 2020. This grant funding would help us to continue providing services as agreed to by the City Council.

3. Describe the community support for your Project. a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project? b. What roles are they playing and how collaborative is the Project? c. What other support exists for your Project?

Our Teen Program first and foremost is supported by our Board and our Community. This project started with St. Helena parents asking us to do more for Teen as the City was closing their Teen Center. The push for this project came from parents and the school district. We work with NCOE, Up Valley Family Center, National Boys & Girls Club, St. Helena High School and the St. Helena school district. In the past year we have also partnered with Teens Connect of Napa, Mentis, and the St. Helena Chamber of Commerce. We receive support from the school district to pinpoint and share information on Teens that are struggling and need support. We also meet to discuss academic and mental health support. All of the aforementioned groups assist with the discussion of individual needs for Teens, identify issues for the entire Teen population, and identify support services that can be provided using the Boys & Girls Club as a venue to administer said services. We are a non-profit supported by the community. The Board of the Boys & Girls Clubs of St. Helena and Calistoga has committed to funding Teen programs in St. Helena for $150,000 a year and are actively looking for a site for a Teen center.

4. Describe who will benefit from this Project and estimate how many people this Project may impact. St. Helena Teens from age 12 to 17 will benefit and be impacted by this program. 300 Teens are currently enrolled as members of our Teen Center in St. Helena, 296 of which qualify for the free and reduced-price lunch program at their school. 49 Teens attend the program each day. We will bring 30 Teens to our Teen retreat in April and expect 150 St. Helena Teens to participate in college tours this summer. Over half of our Teens will participate in a volunteer/service project this school year and/or summer. We expect to serve over 500 community Teens with the help of this grant.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

BOYS & GIRLS CLUBS
OF ST. HELENA AND CALISTOGA

We have not received any funding from other Napa County government agencies. The funding from the City of St. Helena will be vital to supporting us with providing Teen program and staff for the Teen population of St. Helena. The effectiveness of Boys & Girls Clubs has been proven repeatedly. An independent survey of Club alumni, conducted by Louis Harris & Associates, found that Clubs help young people grow into productive citizens.

The survey revealed our alumni's firm conviction that Club membership had a positive effect on their lives, provided the skills necessary for leadership, improved their relationships with others and influenced success in later life. In fact, more than half of the alumni said that their Boys & Girls Clubs *saved their lives*.

The Carnegie Corporation's report, A Matter of Time: Risk and Opportunity in the Non-School Hours, underscores the importance of community environment and institutions in contributing to the development of young people. The report emphasizes that the opportunity to make a positive contribution arises largely outside the structural academic environment. The report concludes that community-based youth development organizations, like a Boys & Girls Club Teen Center, represent a valuable community resource with considerable untapped potential.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date:
DEC 2 2 1995

BOYS AND GIRLS CLUB OF ST HELENA
1341 TAINTER
ST HELENA, CA 94574-1944

Employer Identification Number:
68-0226714
Case Number:
955286032
Contact Person:
GEORGE LOPEZ
Contact Telephone Number:
(213) 725-6641
Our Letter Dated:
June 30
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Richard R. Orosco
District Director

Letter 1050 (DO/CG)

Department of the Treasury
Internal Revenue Service
P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077550279
May 09, 2013 LTR 4168C 0
68-0226714 000000 00
00036325
BODC: TE

BOYS & GIRLS CLUBS OF ST HELENA &
CALISTOGA INC
1420 TAINTER ST
SAINT HELENA CA 94574-1949

09238

Employer Identification Number: 68-0226714
Person to Contact: Sophia Brown
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 25, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 1995.

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

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

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

Boys & Girls Clubs of St. Helena and Calistoga Budget

	2017-2018	2017-2018	2018-19	2019-2020
Income				
Grants/Foundations	Budget	Actual	Budget	
ASES/21st Century	$258,570.00	$301,792.00	$336,696.44	$478,096.44
Vintners Grant	$200,000.00	$200,000.00	$200,000.00	$200,000.00
OJP - BGCA	$20,000.00	$17,168.00	$27,000.00	$30,000.00
BGCA National Grants	$0.00	$2,500.00	$2,500.00	$2,500.00
Teen Centers	$30,000.00	$30,000.00	$70,000.00	$70,000.00
21st Century Grant	X	x	$141,400.00 X	
Calistoga - Enrichment Grant	$2,000.00	$0.00	$2,000.00	$5,000.00
SH - Program Grant	$10,000.00	$10,000.00	$10,000.00	$5,000.00
Other Foundations	$35,000.00	$71,500.00	$80,000.00	$80,000.00
Membership Dues/Fees	$72,000.00	$96,917.00	$75,000.00	$75,000.00
Sports Fees	$7,500.00	$8,362.00	$8,000.00	$9,000.00
Sports Sponsorships	$3,500.00	$6,025.00	$4,500.00	$4,500.00
Facility Rentals	$1,800.00	$3,928.00	$5,500.00	$5,500.00
Concessions	$1,000.00	$3,041.00	$1,000.00	$7,000.00
Special Events - Net				
Business Campaign	$35,000.00	$35,955.00	$35,000.00	$45,000.00
The BIG Night	$475,000.00	$710,182.00	$650,000.00	$725,000.00
Mail Campaigns	$40,000.00	$53,811.00	$45,000.00	$55,000.00
Calistoga Breakfast	$45,000.00	$43,444.00	$50,000.00	$45,000.00
Contributions - General	$114,000.00	$12,238.00	$15,000.00	$16,000.00
Transfer from Earnings	$40,000.00	$0.00	$40,000.00	$30,000.00
Miscellaneous & Trust Funds	$4,000.00	$5,466.00	$5,000.00	$5,000.00
Transfer from Surplus	$50,000.00	$50,000.00	$50,000.00	$40,000.00
Interest Income				
Total Income	$1,444,370.00	$1,662,329.00	$1,853,596.44	$1,932,596.44
Expenses	TOTALS		TOTALS	
Salaries	$897,200.00	$1,001,245.00	$1,235,255.00	$1,250,000.00
Payroll Tax Expense	$79,200.00	$85,582.00	$90,000.00	$98,000.00
Employee Benefits	$99,600.00	$89,367.00	$120,000.00	$120,000.00
Retirement Benefits	$9,000.00	$5,900.00	$9,600.00	$10,000.00
Workers Comp. Insurance	$19,800.00	$17,439.00	$21,000.00	$21,000.00
New Employee Exp	$2,400.00	$2,625.00	$3,000.00	$4,500.00
Advertising	$3,960.00	$4,403.00	$3,960.00	$3,960.00
Board & Meeting Expenses	$10,200.00	$7,653.00	$10,200.00	$10,500.00
Printing/Copying	$16,800.00	$9,099.00	$9,600.00	$9,600.00
Postage	$2,400.00	$1,775.00	$2,500.00	$2,500.00
Utilities & Custodial	$48,000.00	$40,973.00	$57,600.00	$50,000.00
Insurance	$33,000.00	$29,955.00	$34,000.00	$45,000.00
Professional Dues/BGCA	$9,260.00	$10,613.00	$11,000.00	$12,000.00
Office/Computer Supplies	$12,000.00	$14,272.00	$14,000.00	$14,000.00
Website/IT	$24,000.00	$29,370.00	$31,200.00	$35,000.00
Telephone	$6,000.00	$8,720.00	$7,800.00	$9,000.00
Cable	$936.00	$1,169.00	$1,200.00	$1,200.00
Training & Conferences	$20,100.00	$15,437.00	$20,000.00	$20,000.00
Miscellaneous Expenses	$3,000.00	$2,881.00	$3,000.00	$3,000.00
Repairs/Maintenance	$5,000.00	$11,798.00	$11,500.00	$18,000.00
Program Supplies	$65,000.00	$73,539.00	$75,000.00	$82,000.00
Mileage	$9,600.00	$5,836.00	$8,200.00	$7,200.00
Club Trips				$25,000.00
Staff Supplies	$5,000.00	$6,310.00	$7,000.00	$7,000.00
Recognition & Awards	$4,000.00	$2,427.00	$4,000.00	$4,000.00
Red Wagon	$2,500.00		$2,500.00	$2,500.00
Youth of the Year	$6,500.00	$7,100.00	$8,000.00	$10,000.00
Professioinal Services	$36,000.00	$32,002.00	$34,500.00	$38,000.00
Bank Fees	$10,000.00	$5,388.00	$6,000.00	$8,000.00
Taxes and Licenses	$500.00	$307.00	$500.00	$500.00
Defered Maintenance			$10,000.00	$10,000.00
Total Expenses	$1,440,956.00	$1,523,185.00	$1,852,115.00	$1,931,460.00
	$3,414.00	$139,144.00	$1,481.44	$1,136.44

BOYS & GIRLS CLUBS OF ST. HELENA AND CALISTOGA
Budget Variance Report
June 2019 and YTD

9/19/2019

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
Income							
ASES Grants	23,227	33,670	(10,443)	318,967	336,696	(17,729)	336,696
Vintners Grant	0	0	0	200,000	200,000	0	200,000
OJP - BGCA	0	4,000	(4,000)	16,139	27,000	(10,861)	27,000
BGCA - National	0	0	0	0	2,500	(2,500)	2,500
Calistoga - Teen Center	0	35,000	(35,000)	70,000	70,000	0	70,000
Calistoga - Enrichment Grant	5,484	2,000	3,484	5,484	2,000	3,484	2,000
St. Helena - Program Grant	0	0	0	10,000	10,000	0	10,000
21st Century Grant	0	0	0	125,037	141,400	(16,363)	141,400
Foundations	60,000	0	60,000	84,500	80,000	4,500	80,000
Sports Fees	0	0	0	9,760	8,000	1,760	8,000
Sports Sponsorships	0	0	0	3,100	4,500	(1,400)	4,500
Facility Rentals	0	0	0	5,234	5,500	(267)	5,500
Concessions	1,909	0	1,909	10,574	1,000	9,574	1,000
Membership Dues	29,456	20,000	9,456	97,748	75,000	22,748	75,000
The BIG Night - net	3,453	0	3,453	947,443	650,000	297,443	650,000
Annual Campaign - net	14,001	0	14,001	67,161	35,000	32,161	35,000
Calistoga Breakfast - net	0	0	0	39,279	50,000	(10,721)	50,000
Mail Campaign - net	550	0	550	55,626	45,000	10,626	45,000
Contributions - General	2,000	300	1,700	30,660	15,000	15,660	15,000
Transfer from Earnings	0	0	0	0	40,000	(40,000)	40,000
Miscellaneous & Trust Funds	0	0	0	2,625	5,000	(2,375)	5,000
Transfer from Savings	0	0	0	0	50,000	(50,000)	50,000
In-kind Donations	0	0	0	0	0	0	0
Interest Income	34	0	34	475	0	475	0
Total Income	140,115	94,970	45,145	2,099,811	1,853,596	246,215	1,853,596
Expenses							
Salaries	116,170	102,100	14,070	1,183,568	1,235,255	(51,687)	1,235,255
Payroll Tax Expense	8,887	7,500	1,387	103,349	90,000	13,349	90,000
Employee Benefits	8,609	10,000	(1,391)	117,839	120,000	(2,161)	120,000
Retirement Benefits	751	800	(49)	6,916	9,600	(2,684)	9,600
Workers Compensation Insurance	749	1,700	(951)	12,344	21,000	(8,656)	21,000
Payroll & New Employees Expense	341	500	(159)	5,418	3,000	2,418	3,000
Advertising	0	330	(330)	921	3,960	(3,039)	3,960
Board & Meeting Expense	523	850	(327)	10,272	10,200	72	10,200
Printing & Copying	1,161	800	361	9,912	9,600	312	9,600
Postage	0	200	(200)	1,563	2,500	(937)	2,500
Utilities & Custodial	17,565	4,800	12,765	56,685	57,600	(915)	57,600
Insurance	0	3,000	(3,000)	31,172	34,000	(2,828)	34,000
Professional Dues & BGCA	239	160	79	2,603	11,000	(8,397)	11,000
Office & Computer Supplies	172	1,000	(828)	8,415	14,000	(5,585)	14,000
Website & IT	3,731	2,600	1,131	37,231	31,200	6,031	31,200
Telephone	416	650	(232)	9,563	7,800	1,763	7,800
Cable	100	100	(0)	1,187	1,200	(13)	1,200
Training & Conferences	346	2,000	(1,654)	8,345	20,000	(11,655)	20,000
Miscellaneous Expense	0	200	(200)	430	3,000	(2,570)	3,000
Repairs & Maintenance	1,654	300	1,354	34,611	11,500	23,111	11,500
Program Supplies	5,974	11,000	(5,026)	99,936	75,000	24,936	75,000
Club Trips	(323)	0	(323)	19,466	0	19,466	0
Teen Center Contingency	0	0	0	0	0	0	0
Mileage Reimbursements	435	600	(165)	4,833	8,200	(3,367)	8,200
Staff Supplies	0	400	(400)	4,026	7,000	(2,974)	7,000
Recognition & Awards	626	250	376	4,738	4,000	738	4,000
Professional Services	2,054	2,000	54	38,105	34,500	3,605	34,500
Bank & Brokerage Fees	1,150	500	650	10,131	6,000	4,131	6,000
Taxes & Licenses	0	0	0	160	500	(340)	500
Deferred Maintenance	0	0	0	0	10,000	(10,000)	10,000
Youth of the Year	0	0	0	9,351	8,000	1,351	8,000
Red Wagon	0	0	0	1,256	2,500	(1,244)	2,500
Total Expenses	171,332	154,340	16,992	1,834,345	1,852,115	(17,770)	1,852,115
Net Income (Loss)	(31,217)	(59,370)	28,153	265,466	1,481	263,985	1,481

3:42 PM
01/28/20
Cash Basis

BOYS & GIRLS CLUBS OF ST. HELENA AND CALISTOGA
Profit & Loss
January 1, 2019 through January 1, 2020

	12 month grant funding
Income	
ASES Grants	329,796.76
Teen Centers	70,000.00
Calistoga - Enrichment Grant	5,484.00
St. Helena - Program Grant	10,000.00
Vintners Grant	200,000.00
OJP - BGCA	34,205.90
21st Century Grant	162,900.00
Foundations	97,500.00
Total	909,886.66

Attachment 16

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Collabria Care
Organization Mailing Address:	414 S. Jefferson St.
Organization Contact Person (Name/Title):	Erika Tavakoli / Director of Development Operations
Organization Contact Email:	etavakoli@collabriacare.org
Organization Contact Telephone:	(707) 258-1650
Organization Website:	www.collabriacare.org
Federal Tax ID Number and Status:	68-0393144
How long has your organization been in operation?	Founded in 1979; 41 years in operation

Project Category:

☑ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	UpValley Village Fee Waiver Program
Address of Project:	414 S. Jefferson Street, Napa, CA 94559
Requested Grant Amount:	$ 6,000.00
Matching Funds:	$ 99,807.00
TOTAL Project Cost:	$ 105,807.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

DESCRIPTION	AMOUNT
UpValley Village Fee Waivers for low income St. Helena Seniors	6,000.00

Total Grant Request 6,000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Celine Regalia

Signature Celine Regalia

Title Executive Director

Date 1/30/2020

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY2020/2021

Application Questions for Collabria Care's UpValley Village Application

1. **Describe how your project ties into the City's Goals, Mission/Vision Statement:**
Collabria Care is once again seeking the City of St. Helena's support for our UpValley Village's Fee Waiver Program. Our UpValley Village is a membership program that provides older adults easy access to in-home services and activities so they can remain safely in their homes and active in their community. Membership costs are $600 for individuals and $900 for households annually, with monthly and annual payment options available. To ensure all UpValley seniors have access to these valuable services, we offer our UpValley Village Fee Waiver Program, providing qualified low-income seniors waived membership fees. All members receive access to our "concierge" team, which connects members with the resources they need via phone, email and in-person visits. Additionally, members are invited to and provided transportation to special events and activities taking place throughout Napa Valley, including workshops, art classes, concerts, and lectures. The program currently serves 28 Members, 19 of which reside in St. Helena, and has 20 volunteers, 14 of which reside in St. Helena. With your support, we will expand the program to provide an additional 10 St. Helena seniors, all of whom are low-income, one-year membership fee waivers for UpValley Village. These fee waivers ensure equitable access to opportunities for St. Helena community members to safely age in place, cope with the aging process, and empower themselves to retain their vitality, social networks, and intellectual interests.

   UpValley Village and its Fee Waiver Program ties into the City of St. Helena's Mission by (1) offering excellent professional services to St. Helena's aging residents; (2) expanding and improving seniors' access to recreational services, cultural opportunities and facilities; and (3) strengthening partnerships with private, nonprofit and public sectors.

   Regarding the City of St. Helena's Vision Statement, UpValley Village ensures that seniors can age in place, helping maintain the City's vision of being family friendly, diverse and safe. Additionally, the "village model" helps maintain a small-town character by creating and maintaining a connected network of residents and volunteers and providing a high quality of life for all.

   Finally, UpValley Village and its Fee Waiver Program also meets three of the City Council's 3-Year Goals, specifically: (1) "Stabilize, maintain and improve access to housing" by enabling seniors to age in place in the home of their choice; (2) "Commit to full public participation, ongoing communication, and regional collaboration" by encouraging volunteer involvement, communicating with seniors, and collaborating with local organizations including UpValley Family Centers and Rianda House; and (3) "Improve and maintain safe and reliable City infrastructure with a commitment to environmental stewardship and public health" by providing St. Helena seniors access to health services, including vaccinations, and making sure they live in safe and healthy homes.

2. **Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2020. Please provide a timeline for your Project:**

Our goal is to ensure that all St. Helena residents who want to age in place, in the community they love, have that opportunity to do so. With that in mind, Collabria Care created the UpValley Village, one of 240 active villages (and another 150 in development) across the United States, to serve residents of St. Helena, Calistoga, Angwin and Yountville. Based on the nationwide "village model," the UpValley Village is a membership program that connects older adults to the community, programing, and other expertise they need to continue living independently and in charge of their lives as they age—services such as transportation, yard work, and bookkeeping, as well as information and referral services, and social activities. The UpValley Village Project Coordinator serves as a liaison to members (a "concierge"), coordinating these support efforts and a cadre of volunteers. Additionally, we provide referrals to approved contractors, many of whom offer discounts to members. We provide regular social activities, including field trips, educational programs (i.e. cooking classes at The CIA at Copia), group dining, outdoor activities and volunteer opportunities. By relying on this mix of paid and volunteer help, the Village creates a menu of assistance for members similar to what they would receive at a retirement community, but without uprooting their household. UpValley Village is also a part of the *Village to Village Network*, a national organization that collaborates to maximize the growth, impact and sustainability of individual Villages and the Village movement.

UpValley Village formed out of the results of a series of surveys and focus groups funded by the Gasser Foundation, which determined that there is a gap in seniors accessing day-to-day services and information in the "Up Valley" region of Napa Valley. The majority of Napa County seniors identify the most significant barriers to accessing services as (1) knowing what services are available; (2) stigma; (3) fear of loss of independence when accessing services, including losing their home; and (4) lack of transportation (County of Napa Strategic Plan Survey, 2018; Healthy Aging Population Initiative, 2015). This gap in services was compounded by changes to the Area Agency on Aging.

The demand for day-to-day services and activities for UpValley seniors is growing rapidly. Currently, seniors account for 25.5% of St. Helena's population, which is 83% higher than the statewide senior population (United State Census, 2018). The population is growing quickly, with the population anticipated to grow 104.07% by 2030 (California Department on Aging, 2018). As a result, the number of seniors living independently is expected to grow by 88%, meaning seniors will remain in their homes versus moving into a nursing home, leading to increased demand for In-Home Supportive Services (IHSS). Programs like UpValley Village enable seniors to age in their own homes by providing services and opportunities required to help maintain their home and health, be socially engaged, and maintain a feeling of community. Village programs also help supplement services not provided by IHSS, such as personal care, household work and errands (Public Policy Institute of California, 2015). Additionally, Villages encourage patient advocacy and active engagement in seniors' own medical journeys, rather than being passive, by providing volunteers to accompany seniors to doctor's appointments and connecting seniors to medical providers as needed (Brookings Institute, 2018). We also provide opportunities to better integrate services for seniors more effectively, encouraging prevention and helping to reduce nutritional and lifestyle patterns that lead to costly hospital visits.

Within one year of participatory membership in UpValley Village-like programs, seniors report the following: (1) 79% are more likely to be able to stay in their own home as they get older because of their Village membership; (2) 29% have an easier time taking care of their home; (3) 36% have an easier time taking care of themselves because of their Village membership; (4) 39% report increased confidence in living alone; (5) 74% know more people through social activities; (6) 61% talk to more people; (7) 54%

feel more connected with other people because of their membership; (8) 48% feel less lonely because of the Village; (9) 40% leave the home more often since joining the Village; (10) 30% participate as volunteers in the Village; (11) 73% report being more aware of available community services; (12) 50% use more community services because of their Village membership; and (13) 37% are more likely to get the medical care they needed when they needed it because of their membership (a 27% increase from one year prior) (Graham, Scharlach and Kurtovich, 2016).

With your support, we will ensure that 10 more St. Helena seniors, who qualify as low-income, gain the above benefits and find the resources, community and support they need to thrive while aging in place. Through marketing, direct outreach, and word-of-mouth referrals, our Project Coordinator will enroll 10 low-income St. Helena seniors as members in UpValley Village. Interested seniors complete an application form, including their income level, to determine if they qualify for a fee waiver. Our anticipated outcomes for our 2019-20 UpValley Village program are as follows: (1) UpValley Village sees a 30% increase in membership; (2) UpValley Village sees a 25% increase in volunteers; (3) 75% of members report being more likely to stay in their own home; (4) 30% report having an easier time maintaining their home; (5) 40% have an easier time taking care of themselves; (6) 40% report an increased confidence in living alone; (7) 75% report feeling more connected socially; (8) 50% feel less lonely; (9) 40% report leaving their home more; (10) 75% report being more aware of available community services; (11) 50% use more community services; and (12) 40% report being more likely to get the medical care they need, when they need it.

UpValley Village is an ongoing program and our new Fee Waiver Program will be offered all the time as long as funding is available to supplement membership fees. UpValley Village Project Coordinator Tracy Rodriguez-Biggs oversees the program and serves as "concierge" to the membership and the volunteer coordinator. She also oversees the majority of marketing of the Village program, including media appearances, direct marketing to target populations, and volunteer recruitment, with support from Collabria Care's Marketing & Communications Manager, Robbie Hayes, and Volunteer Coordinator, Anne House. Collabria Care's Erika Tavakoli, Director of Development Operations, supports evaluation procedures for reporting to stakeholders, including the City of St. Helena. While we do not have a specific timeline due to the ongoing nature of this program, evaluation is reported to stakeholders every June. Finally, Collabria Care's Celine Regalia, Executive Director, provides organizational support and also serves as a volunteer.

3. **Describe the community support for your project.**

a. **What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?**
We are grateful to the 10 community members who comprise our UpValley Village Advisory Council, providing the necessary guidance and support for this program: Dawnine Dyer of Dyer Vineyards, Calistoga; Anne Carver, resident of Calistoga; Dr. Frank Mueller, retired, resident of Calistoga; Loraine Stuart, resident of St. Helena; Mary Stuard, resident of St. Helena; Bill Swanson, resident of St. Helena; Meg Scrofani, resident of Angwin; Billie Hewitt, resident of Yountville; Julie Spencer, Rianda House, St. Helena; and Celine Regalia, Collabria Care, Napa. Additional program partners include UpValley Family Centers, Rianda House, Information & Assistance, and additional supporters include the Napa Valley Museum, the St. Helena Farmer's Market, St. Helena artist Lisa Reid, La Boheme, and more.

b. **What roles are they playing and how collaborative is the project?**
The UpValley Village Advisory Council's members bring unique knowledge and skills to our program, enabling us to effectively guide the program, including in matters regarding membership, volunteers, program partners and marketing. We have two primary referral partners for UpValley Village: Rianda House, St. Helena's vibrant senior center, and UpValley Family Centers, a family resource center with

locations in St. Helena and Calistoga. We also work with both organizations to provide resources, information and services to our members, including educational, recreational and social activities for members at Rianda House. Finally, we are continuing to grow our list of community partners that provide social activities, educational opportunities, and services to our members.

c. **What other support exists for your project?**
The total cost to conduct our 2020-21 UpValley Village is $105,807. Since we have requested $6,000 from the City of St. Helena to conduct this program, we will rely on $99,807 in cash support from Napa Valley Vintners, in-kind support from Rianda House, UpValley Family Centers, and Pacific Union College and program volunteers to support our work. Napa Valley Vintners has been a longtime supporter of Collabria Care's services for Napa County's seniors. For the past four years, Napa Valley Vintners has committed $500,000 per year as an unrestricted gift to support Collabria Care's operations and mission to serve Napa County residents.

4. **Describe who will benefit from this project and estimate how many people this project/service/ program may impact.**
Your generous gift will provide 10 low-income St. Helena residents, ages 60 and over, membership in UpValley Village for one year. Of the over 1,500 seniors in the City of St. Helena, an estimated 100 live at or below the Federal Poverty Level. In the long-term, we hope all low-income seniors in St. Helena are provided the opportunity to become members in UpValley Village. Every potential new member completes an intake form that asks for basic demographic data, household information, interests, and needs related to what UpValley Village offers. This includes income level and based on the applicant's response, we use 2019 Federal Poverty Guidelines to determine the applicant's eligibility to receive a fee waiver.

5. **If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.** Funding from the City of St. Helena will solely benefit residents of St. Helena. Your gift will provide 10 St. Helena residents fee waivers to become members of UpValley Village, providing a chance for low-income residents to gain access to in-home services, resources, transportation and social/educational opportunities. St. Helena members receive support from St. Helena-based volunteers and are referred to St. Helena-based services before any other area of the County (i.e. Napa). In 2020-2021, we will also be working closely with local businesses, organizations and community members to offer more discounts, activities and experiences in St. Helena. Collabria Care received the following funding from government agencies in Napa County over the past two years:

Government Agency	Funding Level	Purpose of Funding
Administration for Community Living	$1,000,000	Dementia-Capable Napa County. Create a community in which people living with dementia and their families are empowered, included, and respected, and have access to supportive expert resources so they can live their best possible lives.

Area Agency on Aging Serving Napa and Solano Counties	$140,208 (2018-19)	County-wide caregiver support; Provide Information & Assistance to Napa County Senior Adults
Area Agency on Aging Serving Napa and Solano Counties	$215,000 (2019-20)	County-wide caregiver support; Provide Information & Assistance to Napa County Senior Adults
City of American Canyon	$2,500 (2017-18)	Workshops, training, referrals, and outreach to support caregivers living in American Canyon
City of Calistoga	$1,000 (2019-20)	UpValley Village Fee Waiver Program
City of St. Helena	$6,000 (2019-20)	UpValley Village Fee Waiver Program
Napa County Health & Human Services	$73,200 (2018-19)	Community-Based Health Home at the Collabria Care Adult Day Program
Napa County Health & Human Services	$118,956 (2019-20)	Community-Based Health Home at the Collabria Care Adult Day Program

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077583720
Aug. 09, 2016 LTR 4168C 0
68-0393144 000000 00
00032868
BODC: TE

COLLABRIA CARE
% LINDA J GIBSON PRESIDENT & CEO
414 S JEFFERSON ST
NAPA CA 94559-4515

012149

Employer ID Number: 68-0393144
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated July 18, 2016, regarding your tax-exempt status.

We issued you a determination letter in May 1998, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

4077583720
Aug. 09, 2016 LTR 4168C 0
68-0393144 000000 00
00032869

COLLABRIA CARE
% LINDA J GIBSON PRESIDENT & CEO
414 S JEFFERSON ST
NAPA CA 94559-4515

Sincerely yours,

Jeffrey I. Cooper
Director, EO Rulings & Agreement

Collabria Care
2020 Budget - UpValley Village

Revenue	
Grants	$10,000
Donations & Supporting Memberships	$30,000
Membership Fees	$18,000
Total Revenue	**$58,000**
Expenses	
Personnel	
Salaries and Wages	$82,077
Benefits	$9,337.00
Total Personnel	**$91,414**
Operating	
Professional Fees	$756
Supplies	$103
Purchased Services	$5,204
Other Expenses	$8,330
Total Operating	**$14,393**
Subtotal Expenses	**$105,807**
Indirect Expenses	
Indirect @ 10%	**$10,580.70**
Total Expenses	**$116,388**
Net Gain / (Loss)	**-$58,388**

2020 Collabria Care Budget

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Gross Revenue	1,059,000	1,054,371	1,079,504	1,082,645	1,100,523	1,103,927	1,122,071	1,133,048	1,136,859	1,155,415	1,159,505	1,178,344	13,365,211
Deductions	69,895	70,368	71,210	71,791	72,559	73,156	73,942	74,646	75,269	76,082	76,723	77,553	883,195
Net Service Revenue	989,105	984,003	1,008,293	1,010,854	1,027,964	1,030,771	1,048,129	1,058,402	1,061,589	1,079,333	1,082,782	1,100,791	12,482,016
Bad debt	8,987	8,995	9,179	9,233	9,376	9,433	9,577	9,680	9,741	9,890	9,953	10,104	114,148
Other Revenue	366,851	227,046	171,187	144,998	261,259	144,998	141,302	220,302	733,780	135,302	218,780	175,302	2,941,102
NOR	1,346,969	1,202,055	1,170,301	1,146,618	1,279,847	1,166,336	1,179,853	1,269,023	1,785,628	1,204,745	1,291,609	1,265,988	15,308,971
Salaries and Wages	684,045	660,030	690,302	679,927	723,255	712,580	730,098	733,583	723,038	740,686	730,229	747,967	8,555,739
Benefits	106,558	63,663	66,470	65,539	69,850	68,888	70,530	70,877	69,928	71,583	70,643	72,307	866,838
Professional Fees	40,355	39,770	46,382	40,097	40,410	40,125	46,439	40,453	40,168	40,483	40,198	40,513	495,393
Supplies	69,513	69,332	70,916	71,191	72,353	72,646	90,877	74,578	74,899	76,108	76,447	77,676	896,536
Purchased Services	175,704	152,181	158,046	157,679	160,225	159,725	182,630	201,070	206,886	172,600	171,206	174,650	2,072,602
Other Expenses	68,254	65,676	68,604	67,407	68,964	67,770	69,332	77,520	68,333	69,902	68,721	70,294	830,777
Depreciation	17,624	17,624	17,624	17,624	17,624	17,624	17,624	17,624	17,624	17,624	17,624	17,624	211,488
Interest	11,940	11,169	11,940	11,554	11,940	11,554	11,940	11,940	11,554	11,940	11,554	11,940	140,964
Total Expenses	1,173,994	1,079,445	1,130,283	1,111,018	1,164,620	1,150,913	1,219,469	1,227,645	1,212,430	1,200,924	1,186,623	1,212,971	14,070,335
	87%	90%	97%	97%	91%	99%	103%	97%	68%	100%	92%	96%	92%
Operating Income	172,975	122,609	40,017	35,600	115,227	15,423	(39,615)	41,378	573,197	3,821	104,986	53,017	1,238,635
EBIDA	202,538	151,403	69,581	64,779	144,790	44,601	(10,052)	70,942	602,376	33,384	134,164	82,581	1,591,087
EBIDA %	15.04%	12.60%	5.95%	5.65%	11.31%	3.82%	-0.85%	5.59%	33.73%	2.77%	10.39%	6.52%	10.39%

Collabria Care, Inc. CRP 3655
Income Statement Trend Report
For the Period Ended 12/31/19

	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	YTD ACTUAL DEC 2019	FYTD BUD DEC 2019
STATISTICS													
Admissions	132	140	136	132	140	139	148	130	68	125	128	1,556	0
Patient Days	2,591	2,969	3,081	3,174	3,100	3,323	3,212	2,923	2,888	2,808	3,103	36,284	0
REVENUES													
2011 OP Medicare Trad	556,614	618,385	680,725	671,989	813,225	822,055	812,209	825,824	777,531	746,679	857,789	8,860,604	8,921,460
2012 OP Medicare Mgd Care	0	0	0	0	1,056	3,139	1,262	723	(2,340)	289	496	4,625	0
2021 OP Medicaid Trad	159,479	123,920	137,275	156,100	189,004	142,013	141,988	271,599	145,643	108,760	128,920	1,853,393	2,149,588
2022 OP Medicaid Mgd Care	0	0	0	0	0	42,768	47,073	37,852	54,363	26,101	34,319	242,475	0
2056 OP Commercial	29,975	69,942	25,689	65,696	61,463	69,522	87,853	27,350	71,216	68,844	68,201	682,137	797,422
2057 OP Self Pay	30,496	27,521	27,183	1,695	38,522	(19,677)	30,950	29,963	25,539	20,074	21,479	257,173	365,400
2070 OP Charity	7,230	5,582	4,850	31,102	15,556	2,157	3,525	8,756	12,301	9,241	4,857	106,059	49,438
Outpatient Revenue	783,793	845,350	875,722	926,582	1,118,825	1,061,977	1,124,861	1,202,066	1,084,253	979,989	1,116,060	12,006,466	12,283,308
5811 CA Medicare Trad	18,402	12,943	12,432	51,405	27,988	28,032	96,096	23,810	482,735	236,017	207,125	1,223,897	193,709
5812 CA Medicare MGD	0	0	0	0	0	0	0	226	4,342	2,665	753	7,985	0
5821 CA Medicaid Trad	5,007	0	0	1,968	1,998	13,880	97,902	0	36	0	0	120,791	2,147
5822 CA Medicaid MGD	0	0	0	0	0	20,994	5,065	(6,283)	8,906	(16,736)	8,018	19,964	0
5851 CA Other 3rd Party	0	3,000	0	0	0	1,536	0	0	0	0	0	9,174	0
5856 CA Commercial	1,408	0	4,085	29,138	12,465	15,762	18,967	13,666	18,912	31,801	26,157	182,198	54,768
5857 CA Self Pay	0	0	0	0	0	7,635	4,852	240	0	0	2,667	15,394	0
5870 Charity Discounts	0	0	0	0	0	67,379	3,919	8,756	12,301	9,366	4,857	106,578	0
Total Deductions	24,817	15,943	16,518	82,510	42,451	155,218	226,802	40,415	527,231	263,114	249,577	1,685,982	250,624
Net Patient Rev before Bad De	758,976	829,407	859,204	844,072	1,076,374	906,759	898,059	1,161,652	557,021	716,875	866,484	10,320,484	12,032,684
50 Bad Debt	(13,270)	40,539	5,433	(1,135)	3,394	2,027	91	4,011	(4,503)	10,753	(13,466)	25,666	70,000
Net Patient Revenue	772,246	788,868	853,771	845,207	1,072,980	904,732	897,968	1,157,640	561,524	706,122	879,949	10,294,817	11,962,684
Deduction %	3.2%	1.9%	1.9%	8.9%	3.8%	14.6%	20.2%	3.4%	48.6%	26.8%	22.4%	14.0%	2.0%
Bad Debt %	(1.7)%	5.1%	0.6%	(0.1)%	0.3%	0.2%	0.0%	0.3%	(0.8)%	1.5%	(1.5)%	0.2%	0.6%
Net Revenue %	98.5%	93.3%	97.5%	91.2%	95.9%	85.2%	79.8%	96.3%	51.8%	72.1%	78.8%	85.7%	97.4%
5012 Federal Grant Revenue	0	0	0	0	0	17,916	17,916	17,916	17,916	134,583	95,694	301,941	0
5013 Non-Federal Grant Revenu	26,803	75,393	215,587	176,175	281,648	154,856	95,995	177,978	63,756	95,995	137,684	1,525,318	151,211
5050 Unrestricted Contributio	0	0	0	0	0	0	0	933,301	92,002	92,986	208,547	1,326,835	0
5780 Other Revenue	39,845	47,811	83,148	82,384	84,626	88,257	158,607	(337,412)	45,882	45,045	45,651	450,395	1,847,847
Other Operating Revenue	66,647	123,205	298,735	258,559	366,273	261,029	272,518	791,782	219,555	368,608	487,576	3,604,489	1,999,058
Total Revenue	838,893	912,073	1,152,506	1,103,766	1,439,254	1,165,761	1,170,486	1,949,422	781,080	1,074,730	1,367,525	13,899,306	13,961,742
DIRECT EXPENSES													
0000 Mgmt and Supervision	68,277	78,852	54,541	56,863	57,020	58,574	63,140	78,176	43,895	90,381	75,622	808,349	0
0100 Technicians and Speciali	329,477	318,360	351,794	344,202	318,892	410,264	387,027	(77,335)	70,195	75,381	42,342	2,917,830	5,973,164
0101 Home Health Phy Therapis	0	0	0	0	0	0	0	6,653	7,452	5,155	4,593	23,853	0
0102 Home Health Occup Therap	0	0	0	0	0	0	0	11,247	8,953	7,152	7,997	35,348	0
0200 Registered Nurses	0	0	0	0	0	0	0	212,009	114,268	114,316	133,911	574,504	0
0300 Licensed Vocational Nurs	0	0	0	0	0	0	0	63,814	44,841	45,947	47,718	202,320	0
0400 Aides and Orderlies	0	0	0	0	1,568	0	0	67,042	48,875	54,208	60,754	232,446	0
0500 Clerical and Other Admin	0	0	0	0	0	0	0	36,578	26,365	27,625	29,222	119,790	0
0800 Non-Physician Medical Pr	0	0	0	0	0	0	0	41,353	30,510	28,982	28,556	129,401	0
0900 Other Salaries and Wages	1,180	13,774	0	0	14,593	15,382	(197)	0	0	0	0	72,515	0

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1200 PTO and Sick	27,360	27,056	40,297	26,730	34,307	37,415	32,485	68,633	881	115,133	39,629	487,651	0
2500 Cont Registry Nurses	0	0	0	0	0	9,915	13,327	9,130	53,637	18,672	12,132	116,813	0
2503 Contr Srv Speech Therapi	0	0	0	0	0	0	2,725	1,400	5,175	1,125	1,350	11,775	0
2505 Contr Srv Aides	0	0	0	0	0	2,063	10,461	5,623	7,850	8,785	8,426	43,207	0
2510 Contract Clinical	0	0	0	0	0	6,264	0	315	1,200	1,743	2,100	11,622	0
2600 Other Contract Services	21,648	24,223	39,474	30,893	27,501	22,352	(3,227)	2,112	3,488	9,582	12,606	201,746	165,919
9100 Trans to CC Salary and W	0	0	0	0	29	(29)	0	0	0	0	0	0	0
Salaries and Wages	447,941	462,264	486,106	458,687	453,908	562,198	505,741	526,749	467,587	604,183	506,956	5,989,170	6,139,083
1000 FICA	26,490	26,589	32,576	24,973	17,931	17,811	36,171	36,005	32,178	37,500	33,175	373,978	0
1300 Group Health	0	0	5,951	665	130	1,461	166	337	603	4,148	(8,626)	4,836	0
1310 Dental	0	0	0	0	0	0	0	0	0	0	0	1,539	0
1500 Pension and Retirement	12,282	12,309	17,780	12,735	8,019	10,199	8,373	8,365	8,269	11,152	7,142	119,221	0
1800 Other Emp Benefits Payro	64,040	53,024	45,717	46,485	69,098	22,158	50,817	38,704	64,244	41,743	51,139	572,743	1,508,852
Benefits	102,812	91,921	102,024	84,858	95,178	51,630	95,527	83,411	105,293	94,543	82,830	1,072,318	1,508,852
2000 Medical Physicians	0	0	0	0	0	0	250	0	0	0	0	250	0
2010 Medical Directors	0	0	0	0	0	792	865	1,044	417	30,309	43,891	77,318	0
2200 Consulting	29,365	30,559	39,205	41,015	25,380	20,439	36,396	25,263	58,867	50,183	(30,656)	355,134	315,988
2300 Legal Fees	372	0	0	80	0	0	0	0	0	0	0	452	0
2328 Education	0	158	0	0	0	0	0	350	0	0	0	508	21,228
2400 Audit	0	0	0	0	0	0	0	0	0	0	0	0	35,572
Professional Fees	29,737	30,717	39,205	41,095	25,380	21,231	37,511	26,657	59,284	80,491	13,235	433,662	372,788
3190 Bandages Dressings	0	0	0	0	191	(191)	0	0	0	0	0	0	0
3800 Pharmaceuticals	18,632	16,953	15,081	14,304	21,100	(2,586)	16,194	12,993	25,351	(2,004)	14,069	157,356	194,185
4100 Other Medical Care Suppl	22,016	19,976	20,906	20,203	24,426	19,915	13,277	14,843	19,038	12,286	21,107	226,007	164,638
4102 Catherization Urology	0	0	0	0	199	0	0	1,134	901	1,253	1,269	4,755	0
4160 Laboratory	0	0	0	0	2,256	0	0	0	0	0	0	2,256	0
4310 Food Other Products	7,482	6,207	6,643	6,461	6,250	6,565	6,806	7,991	6,831	9,729	5,617	88,085	0
4400 Linen and Bedding	0	0	0	0	0	0	17	0	0	0	0	17	0
4600 Office Supplies	52	657	1,076	1,165	661	75	90	717	18	67	90	6,772	0
4610 Preprinted Forms	509	2,097	707	82	0	2,632	45	691	0	0	0	6,912	0
4900 Other Minor Equipment	0	0	0	0	0	8	0	0	22	0	0	29	0
4910 Durable Medical Equipmen	17,704	16,188	18,613	18,718	22,601	20,008	23,053	21,111	11,053	40,199	1,250	232,104	285,882
5000 Other Non-Medical Suppli	0	0	0	0	0	153	433	0	0	0	0	586	0
Medical Supplies	66,394	62,077	63,026	60,933	77,684	46,578	59,914	59,481	63,213	61,530	43,401	724,879	644,705
6100 Medical Purchased Servic	48,502	28,944	33,896	33,086	61,384	19,983	36,334	40,678	35,765	(376,366)	0	0	600,000
6200 Repairs and Maintenance	296	234	744	189	0	0	0	0	0	0	0	1,695	0
6211 Service Contracts Softwa	4,830	4,153	4,830	4,580	4,600	0	0	3,386	(3,386)	0	469	28,290	0
6900 Other Purchased Services	2,582	2,028	3,965	27,611	(15,908)	25,357	30,572	31,016	22,795	393,350	42,175	582,267	511,298
8000 Utilities Other	0	0	0	0	0	0	0	2,400	1,200	1,200	(3,299)	1,501	19,308
8500 Telephone	4,124	4,709	4,863	6,679	2,220	4,180	251	133	133	135	119	32,604	71,183
Purchased Services	60,333	40,067	48,297	72,144	52,296	49,520	67,157	77,613	56,506	18,319	39,463	646,357	1,201,789
4915 Computer Equipment	0	56	0	0	0	0	0	0	0	0	0	56	0
7500 Rental Lease Buildings	650	670	657	657	650	(650)	0	0	0	0	0	3,283	62,928
7600 Rental Lease Equipment	800	800	1,518	800	800	718	0	718	0	(718)	0	6,235	0
8310 Property Taxes	0	0	0	0	0	0	0	0	0	0	0	0	9,780
8600 Dues and Subscriptions	1,515	2,577	320	848	499	1,742	0	0	0	180	16,160	45,724	64,512

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8700 Outside Training	8	1,365	530	0	100	2,988	145	0	0	0	0	5,422	0
8800 Travel and Lodging	16,222	9,232	10,171	4,198	15,471	7,555	417	0	117	0	0	81,133	182,165
8810 Mileage Reimbursement	9,725	9,537	11,180	16,540	9,481	13,989	8,931	9,716	8,555	10,323	9,558	128,729	85,320
8820 Meals and Entertainment	2,492	569	0	2,000	1,897	551	139	0	0	124	123	7,896	160,294
9000 Other Direct Expenses	803	2,547	1,930	4,001	1,209	1,932	3,926	0	1,207	1,978	1,035	30,274	38,809
9001 Freight	0	0	0	0	0	17	0	0	0	0	15	32	0
9002 Postage	85	6	0	55	0	55	4	0	0	0	0	266	38,736
9003 Bank Charges	70	0	5	0	2	9	4	0	13	56	8	166	6,084
9004 Advertising	301	0	61	0	0	0	0	0	0	0	0	362	7,422
9006 Special Fees	0	0	0	0	0	0	0	0	0	0	0	225	0
9019 Donations 3rd Party	77,213	1,120	4,850	31,102	15,556	(65,222)	0	8	(8)	0	0	65,521	49,438
Other Expenses	109,883	28,478	31,221	60,200	45,665	(36,318)	13,566	10,442	9,884	11,943	26,899	375,324	705,488
Total Direct Expense	817,100	715,524	769,879	777,915	750,112	694,838	779,416	784,352	761,767	871,009	712,785	9,241,709	10,572,705
INDIRECT EXPENSE													
0000 Mgmt and Supervision	36,789	41,239	42,683	17,056	11,213	13,391	10,391	102,825	99,794	85,440	84,234	590,593	0
0100 Technicians and Speciali	133,117	137,971	134,865	148,165	141,376	135,675	114,626	(42,933)	8,541	6,364	5,929	1,072,410	1,781,824
0500 Clerical and Other Admin	0	0	0	0	8,304	0	0	58,008	41,471	40,817	39,820	188,421	0
0900 Other Salaries and Wages	0	2,091	0	0	2,845	1,835	0	0	0	0	0	10,070	0
1200 PTO and Sick	(8,596)	2,594	6,911	30,642	11,466	517	6,336	(18,570)	1,649	(60,460)	(2,514)	(8,091)	0
2510 Contract Clinical	0	0	0	0	0	1,180	1,295	2,125	2,125	(2,125)	0	4,600	0
2600 Other Contract Services	11,625	5,055	28,642	9,900	13,963	43,430	19,169	47,142	45,125	15,666	44,709	304,197	129,000
Salaries and Wages	172,934	188,949	213,101	205,762	189,167	196,027	151,816	148,597	198,705	85,703	172,179	2,162,201	1,910,824
1000 FICA	18,094	20,312	20,763	19,641	25,312	27,608	9,586	7,806	8,807	12,307	10,710	210,893	0
1300 Group Health	0	0	2,304	166	47	0	0	0	0	0	0	2,517	0
1320 Vision	0	0	0	0	0	466	(466)	(466)	0	0	0	(466)	0
1500 Pension and Retirement	2,405	2,303	2,174	3,186	1,800	1,715	1,796	2,094	2,092	3,365	2,255	27,631	0
1800 Other Emp Benefits Payro	16,246	11,646	10,041	10,210	15,176	4,914	11,269	8,583	14,247	9,257	11,340	129,417	429,910
Benefits	36,746	34,260	35,282	33,204	42,335	34,703	22,185	18,017	25,145	24,929	24,306	369,991	429,910
2010 Medical Directors	0	0	0	0	4,000	0	0	0	0	0	0	4,000	0
2200 Consulting	12,503	15,781	13,488	5,334	13,000	23,976	(10,713)	16,054	19,242	15,014	18,594	156,630	172,964
2300 Legal Fees	0	0	0	0	0	0	0	0	35,000	0	(35,000)	0	0
2328 Education	0	0	0	0	0	0	0	0	0	0	0	0	3,768
2400 Audit	0	0	0	0	0	6,500	0	5,800	0	5,800	5,189	23,289	31,100
2900 Other Professional Fees	0	0	0	0	7,928	(7,928)	0	0	0	0	0	0	0
Professional Fees	12,503	15,781	13,488	5,334	24,928	22,548	(10,713)	21,854	54,242	20,814	(11,217)	183,919	207,832
3800 Pharmaceuticals	0	0	0	0	13,464	0	0	0	0	586	195	14,245	0
4100 Other Medical Care Suppl	0	0	0	0	0	(43)	0	381	33	35	71	478	0
4310 Food Other Products	0	0	0	0	0	120	19	65	11	2,700	204	3,119	0
4500 Cleaning Supplies	0	0	0	0	43	463	6	0	416	223	0	1,152	0
4600 Office Supplies	4,575	8,200	6,296	6,712	3,418	10,534	4,206	1,628	3,021	3,609	2,647	61,705	0
4610 Preprinted Forms	394	0	0	0	206	10,812	1,746	(566)	2,020	15,438	2,263	32,314	0
4900 Other Minor Equipment	0	0	0	0	2,682	2,738	3,875	0	785	2,310	2,738	15,128	0
4910 Durable Medical Equipmen	0	0	0	0	0	1,739	0	0	0	(6,420)	0	(4,680)	0
5000 Other Non-Medical Suppli	0	0	0	0	65	1,435	983	636	995	889	1,604	6,607	0
5010 Maintenance Supplies	0	0	0	0	0	0	0	(1,748)	0	0	0	(1,748)	0

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Supplies	4,969	8,200	6,296	6,712	19,877	27,798	10,836	396	7,282	19,369	9,722	128,319	0
6200 Repairs and Maintenance	170	2,001	2,356	568	172	0	2,700	5,005	5,204	5,544	4,936	30,600	0
6201 Repair Maintenance Build	2,800	1,500	1,500	1,162	1,500	0	0	1,489	19	1,247	1,295	15,389	0
6202 Repairs Maintenance Equi	0	0	0	0	0	17	(17)	468	0	0	0	468	0
6210 Service Contracts Equipm	0	0	0	0	2,123	123	3,831	2,902	4,093	3,239	3,774	20,085	0
6211 Service Contracts Softwa	810	841	1,982	0	2,327	26,050	11,966	10,441	12,690	26,119	11,031	105,066	0
6280 DB Compliance Education	0	0	0	0	0	0	0	0	200	0	0	200	0
6900 Other Purchased Services	43,248	48,695	62,710	29,084	126,356	103,665	80,657	130,404	66,012	16,057	129,565	870,082	110,844
6910 Janitorial Services	0	0	0	0	0	3,160	0	6,320	3,160	3,160	3,160	18,960	0
7700 Utilities Electricity	0	0	0	0	0	21	0	0	0	0	0	21	0
7800 Utilities Gas	0	0	0	0	0	249	(2,250)	0	5,244	148	423	3,813	0
7900 Utilities Water	0	0	0	0	1,206	(257)	1,663	244	1,963	426	1,192	6,437	0
8000 Utilities Other	2,248	1,755	1,391	1,434	6,399	1,600	0	0	0	0	0	15,704	5,688
8500 Telephone	3,951	3,612	3,532	2,250	1,560	6,296	12,349	11,762	10,038	9,210	9,753	78,794	16,812
Puchased Services	53,227	58,403	73,472	34,498	141,641	140,923	110,899	169,032	108,623	65,151	165,130	1,165,619	133,344
7500 Rental Lease Buildings	8,264	8,401	8,166	7,933	8,655	8,585	8,155	7,499	8,584	8,155	8,584	99,180	105,108
7600 Rental Lease Equipment	5,781	5,073	4,802	5,817	4,098	538	259	98	369	905	389	32,931	0
7610 Leased Software	0	0	0	0	0	0	70	140	0	140	70	420	0
Rent	14,045	13,474	12,968	13,750	12,753	9,123	8,484	7,736	8,953	9,200	9,043	132,531	105,108
4915 Computer Equipment	4,809	235	1,859	2,088	4,240	1,764	657	803	(483)	583	1,112	18,392	0
8200 Insurance Other	0	0	0	0	0	15,013	13,858	33,584	3,531	(2,120)	0	63,866	0
8300 Licenses and Taxes	0	0	0	0	0	2,990	8,399	0	144	235	0	11,768	0
8310 Property Taxes	0	0	2,241	0	0	0	0	0	0	0	3,028	5,269	2,016
8330 Software Licenses	0	0	0	0	0	0	0	0	399	33,807	0	34,206	0
8600 Dues and Subscriptions	13,562	6,462	6,055	4,534	3,852	14,993	12,332	9,463	9,519	(21,853)	1,038	64,786	42,984
8700 Outside Training	1,110	1,125	975	975	975	1,304	(1,816)	200	389	0	904	6,240	0
8800 Travel and Lodging	0	0	0	0	0	321	2,867	235	481	3,892	546	7,811	9,300
8810 Mileage Reimbursement	195	497	716	824	324	175	566	533	1,032	783	513	6,928	0
8820 Meals and Entertainment	1,117	0	840	0	1,172	778	3,832	300	2,669	2,824	2,312	15,843	0
8900 Employee Recruitment	0	0	0	0	0	119	38	0	3,328	3,903	1,990	9,378	0
9000 Other Direct Expenses	9,175	4,788	8,604	3,439	6,366	1,278	1,647	106	2,038	0	0	40,661	16,273
9001 Freight	0	0	0	0	0	271	199	0	0	56	0	526	0
9002 Postage	1,174	44	3,200	163	2,430	456	1,610	119	1,495	1,311	2,227	14,776	87,252
9003 Bank Charges	1,436	1,557	2,075	1,961	1,061	1,374	3,826	1,913	23,696	1,836	2,574	45,247	12,492
9004 Advertising	1,269	580	1,354	6,268	2,496	9,800	3,942	6,577	6,759	23,384	17,749	80,858	71,702
9006 Special Fees	413	0	(15)	0	99	1,025	0	0	0	0	0	1,522	0
9019 Donations 3rd Party	0	0	0	0	0	0	0	20,208	(20,208)	0	0	0	0
9021 Late Fees	0	0	0	0	25	0	76	149	94	337	20	701	0
Other Expense	34,258	15,288	27,904	20,251	23,040	51,661	52,033	74,190	34,881	48,979	34,013	428,779	242,019
Total Indirect Expense	328,682	334,355	382,511	319,511	453,741	482,783	345,540	439,823	437,830	274,145	403,175	4,571,358	3,029,037
7100 Depr and Amort Land Impr	2,921	2,921	2,921	2,921	2,578	2,578	2,578	2,578	2,578	2,578	2,578	32,649	456,000
7200 Depr and Amort Build Imp	10,835	10,835	10,835	10,835	13,321	10,421	10,421	10,421	10,421	10,421	10,421	130,022	0
7300 Depr and Amort Leasehold	3,129	3,129	3,129	3,129	26,243	2,746	2,746	2,746	2,746	2,746	2,746	58,341	0
7400 Depr and Amort Major Mov	2,909	2,874	3,236	3,055	45,650	1,879	1,879	1,879	1,879	1,879	1,879	71,834	0
Depr & Amort	19,794	19,759	20,121	19,940	87,790	17,622	17,622	17,622	17,622	17,622	17,622	292,846	456,000

Collabria Care, Inc. CRP 3655
Income Statement Trend Report
For the Period Ended 12/31/19

	FEB 2019	MAR 2019	APR 2019	MAY 2019	JUN 2019	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	YTD ACTUAL DEC 2019	FYTD BUD DEC 2019
6430 Interest Other	11,882	10,797	11,814	11,431	12,129	11,365	11,679	11,646	11,265	11,577	11,198	138,361	140,000
Interest Expense	11,882	10,797	11,814	11,431	12,129	11,365	11,679	11,646	11,265	11,577	11,198	138,361	140,000
Total Expenses	1,177,458	1,080,435	1,184,324	1,128,797	1,303,772	1,206,608	1,154,257	1,253,443	1,228,484	1,174,354	1,144,780	14,244,274	14,197,742
Operating Income	(338,565)	(168,362)	(31,818)	(25,031)	135,482	(40,848)	16,229	695,980	(447,405)	(99,624)	222,745	(344,968)	(236,000)
Operating Income %	(40.4)%	(18.5)%	(2.8)%	(2.3)%	9.4%	(3.5)%	1.4%	35.7%	(57.3)%	(9.3)%	16.3%	(2.5)%	(1.7)
EBIDA	(306,888)	(137,806)	116	6,340	235,401	(11,861)	45,530	725,248	(418,517)	(70,424)	251,565	86,239	360,000
9060 Realized Investment Gain	4,161	174	7,752	(5,248)	5,798	1,901	(2,766)	(21)	86	5,669	(535)	20,266	7,100
9061 Short Term Interest Divi	57	51	107	13	13	15	13	14	4,461	13	14	4,933	2,500
NET INCOME	(334,347)	(168,138)	(23,959)	(30,266)	141,292	(38,932)	13,476	695,973	(442,858)	(93,942)	222,225	(319,769)	(226,400)

Collabria Care
Collabria Hospice

Collabria Care 2019 Grant Revenue

Grantor	Amount	
Administration for Community Living	$1,000,000	*Paid over 3 years*
Auction Napa Valley	$500,000	
City of Calistoga	$1,000	
City of St. Helena	$6,000	
DeLong Sweet Foundation	$50,000	
Kiwanis Club of Yountville	$1,000	
Napa County Health & Human Services	$118,956	
NVCF - Strong Fund	$5,000	
St. Joseph Health - QVMC	$335,000	
St. Joseph Health - QVMC	$10,000	
State of California Department of Aging	$268,821	
Wayne Grey Wilson	$35,000	
	$2,330,777	

414 Jefferson St. Napa CA 94559

Attachment 17

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Grace Episcopal Church
Organization Mailing Address:	1314 Spring Street
Organization Contact Person (Name/Title):	Grant Showley, Junior Warden
Organization Contact Email:	grantshowley@gmail.com
Organization Contact Telephone:	(707) 480-8849
Organization Website:	www.grace-episcopal.org
Federal Tax ID Number and Status:	94-2847540
How long has your organization been in operation?	established 1875

Project Category:

☑ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	Supplemental Power for City @ Grace Church Parking Lot
Address of Project:	1314 Spring Street
Requested Grant Amount:	20,000.00
Matching Funds:	161,094.00
TOTAL Project Cost:	181,094.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
Solar panels (5' x 10') 18@ $175	3,150.00
Covered canopies 18 @ $2,500	45,000.00
Battery backup system	13,683.00
EV power stations 2 @ $1982	3,964.00
Labor and installation 18 @ $2750	49,500.00
Total project = $181,094 (approx)	
Total Grant Request	20,000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Grant Showley Signature _____

Title Junior Warden, Grace Episcopal Chu Date 2/12/2020

Grace
EPISCOPAL CHURCH, ST. HELENA

February 12, 2020

City of St. Helena
Application for Non-Profit Grant Funding Program
1500 Main Street
St. Helena CA 94574

Dear Sir:

VIA Email: mkellogg@cityofsthelena.org

This is an application for the Non-Profit Funding Program 2020/2021

The organization name and information follows:

Grace Episcopal Church
1314 Spring Street
St. Helena CA 94574
Contact: Grant Showley, Junior Warden
Email: grantshowley@gmail.com
(see attached documentation)

Project Category:
Programmatic Grant:
Support Services for the Residents of St. Helena in the Grace Church Parking Lot

Project Name:
Supplemental power for St. Helena
Address: 1314 Spring Street, St. Helena CA 94574
Requested Grant Amount: $20,000
Total Project Cost: $175,000

Description of project: Installation of solar panels in new covered parking lot and installation battery backup for supplemental power during PSPS, as well as lower utility costs. Grace Church is recognized as a cooling center during PSPS, and is also an approved Red Cross shelter-in-place facility during disasters. Finally, Grace Church has been focused on emergency preparedness for the community, establishing a Fire Safe Council for St. Helena and education for the citizens of St. Helena. Finally, 25% of our campus is used for community events and community education for St. Helena and Napa County. The timeline would be during the summer prior to the beginning of fire season and the PSPS events in the fall.

Grace Episcopal Church
1314 Spring Street
St. Helena, CA 94574

STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 1286
RANCHO CORDOVA CA 95741-1286

In reply refer to
755:G :VT

March 15, 2010

THE RECTOR WARDENS AND VESTRYMEN OF GRACE PARISH IN ST HELE-
1314 SPRING ST
SAINT HELENA CA 94574-2050

Purpose	:	CHURCH
Code Section	:	23701d
Form of Organization	:	Corporation
Accounting Period Ending	:	December 31
Organization Number	:	0320971

EXEMPT DETERMINATION LETTER

We have reviewed the documents you provided and determined your organization remains tax-exempt for California franchise or income tax under the provisions of the Revenue and Taxation Code section noted above.

Remember - To retain California tax-exempt status, your organization must be organized and operated for nonprofit purposes within the provisions of the above section. An inactive organization is not entitled to exemption. Notify us if the organization changes its operation, character, or purpose.

Filing requirements - Go to ftb.ca.gov, see FTB Pub. 1068, Exempt Organizations - Requirements for Filing Returns and Paying Filing Fees.

Note: This exemption is for state franchise or income tax purposes only.

V THAM
EXEMPT ORGANIZATIONS
BUSINESS ENTITIES SECTION
TELEPHONE (916) 845-4284
FAX NUMBER (916) 845-9302

RTF:

CINCINNATI OH 45999-0038

In reply refer to: 0248222119
July 20, 2015 LTR 4167C 0
31-1629166 000000 00
00022658
BODC: TE

PROTESTANT EPISCOPAL CHURCH IN THE
UNITED STATES OF AMERICA
815 SECOND AVE
NEW YORK NY 10017

5442

Employer Identification Number: 31-1629166
Group Exemption Number: 3741
Person to Contact: Kaye Keyes
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 09, 2015, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in January, 1940, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

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

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

Sincerely yours,

Doris P. Kenwright

Doris Kenwright, Operation Mgr.
Accounts Management Operations 1

Department of the Treasury
Internal Revenue Service
OGDEN, UT 84201

(SAVE)

In reply refer to: 2921420106
June 28, 1990 LTR 9147LO
94-2847540 0000 00 000
14710

GRACE EPISCOPAL CHURCH
1314 SPRING ST
SAINT HELENA CA 94574

Taxpayer Identification Number: 94-2847540

Dear Taxpayer:

Thank you for your reply to Notice CP2101 dated Mar. 22, 1990 regarding a discrepancy on Form 1099.

Your employer identification number is 94-2847540. Please keep this number in your permanent records. You should enter your name and your identification number, exactly as shown above, on all federal tax forms that require its use, and on any related correspondence or documents. Please notify your bank or financial institutuion of this number.

If you have any questions, please write us at the address shown on this letter. If you prefer, you may call the IRS telephone number listed in your local directory. An employee there may be able to help you, but the office at the address shown on this letter is most familiar with your case.

When you write, please include your telephone number, the hours you can be reached, and this letter. You may also want to keep a copy of this letter for your records.
Telephone Number ( ) _____ Hours _____

We apologize for any inconvenience we may have caused you, and thank you for your cooperation.

Sincerely yours,

Kathryn Moon

Kathryn Moon
Chief, Correspondence Section

Enclosure:
Copy of this letter

1:33 PM
02/06/20
Accrual Basis

Grace Episcopal Church
Profit & Loss
January through December 2019

	Jan - Dec 19
Ordinary Income/Expense	
Income	
a. · Pledge, Plate and Holiday	
4500 · COLLECTIONS>---	
4510 · Treasure Commitments	520,745.91
4520 · Plate/Unspec Donations	49,146.09
4530 · Prior Year Pledges	40,460.00
Total 4500 · COLLECTIONS>---	610,352.00
a. · Pledge, Plate and Holiday - Other	1,000.00
Total a. · Pledge, Plate and Holiday	611,352.00
b. · Investing/Grant Income	
4535 · Bank Interest Earned	40.81
4600 · Grant Income	41,250.00
4610 · Matching Grant	30,000.00
4640 · Celebration-Taste	15,772.38
Total b. · Investing/Grant Income	87,063.19
c. · Rentals and Fundraising	
4700 · Recurring Rental Income	16,635.00
4710 · Wedding/ Income	3,850.00
4720 · Event Income	5,647.62
Total c. · Rentals and Fundraising	26,132.62
Total Income	724,547.81
Expense	
5000 · PHYSICAL PLANT	
L · CAPITAL EXPENSE	
5010 · Cap Exp-Church Campus	2,846.96
5020 · Cap Exp-Equipment Office	16,326.91
5030 · Cap Exp-Books/Tapes/Music	154.97
5050 · Cap Exp-Pratt Avenue	7,683.58
Total L · CAPITAL EXPENSE	27,012.42
I · BUILDING & GROUNDS	
5200 · Pratt Avenue	
5210 · Pratt Avenue Maintenance	3,708.75
5230 · Property Taxes/Assessment	43.00
Total 5200 · Pratt Avenue	3,751.75
5400 · Church Campus	
5410 · Repairs & Supplies	17,342.08
5420 · Recurring Maintenance	13,147.22
5430 · Janitorial - Labor	22,657.50
5440 · Gardener 1099	10,750.00
5450 · Gas & Elect	18,907.27
5460 · Trash Disposal	1,976.75
5470 · Water & Sewer	9,115.17
5480 · Insurance -Property & Liability	9,501.58
5490 · Misc Taxes	109.10
Total 5400 · Church Campus	103,406.67
Total I · BUILDING & GROUNDS	107,158.42
Total 5000 · PHYSICAL PLANT	134,170.84
6000 · ADMINISTRATION	
6030 · Office Manager	27,251.25
6040 · Bookkeeping	11,882.00
6050 · Seminars & Retreats	3,221.65
6060 · Taxes/Assessments	513.10
6070 · Subscriptions & Dues	406.00
6080 · Postage	191.18
6090 · Supplies, Misc Office Exp	9,139.08
6100 · Telephone/Internet	5,847.34
6110 · Technology/Software	2,860.43
6120 · PSN Charges	1,496.17
6130 · Banking Charges	296.25
6140 · Payroll Taxes & Exp	18,358.44
6150 · Worker's Compensation	1,225.00
Total 6000 · ADMINISTRATION	82,490.89
6500 · Mission Apportionment	83,510.00
6550 · Transfer 10% to Outreach	40,000.00
7000 · CLERGY	
7100 · Rector's Compensation	
7120 · Stipend	74,003.67
7130 · Pension	18,810.20
7140 · Health/Life/Disability Ins.	29,030.99
7150 · Social Security Allowance	5,996.37
7160 · Utility Allowance	6,000.00
Total 7100 · Rector's Compensation	133,841.23
7190 · Misc Clergy Expense	
7200 · Supply Clergy	600.00
7210 · Bus & Prof Expenses	4,913.38
7220 · Continuing Education	981.79
7240 · Cell Phone	300.00
Total 7190 · Misc Clergy Expense	6,995.17
7300 · Assistant Rector Compensation	
7320 · Stipend	30,403.58
7330 · Pension	14,625.00
7340 · Health/Life/Disability Ins.	14,530.09
7350 · Social Security Allowance	2,500.02
7360 · Housing/Utilities Allowance	42,096.00
Total 7300 · Assistant Rector Compensation	104,156.09
7390 · Misc. Assistant Rector Expenses	
7410 · Business and Professional Exp.	225.00
7420 · Continuing Education	620.85
7440 · Cell Phone	450.00
Total 7390 · Misc. Assistant Rector Expenses	1,295.85

Grace Episcopal Church
Profit & Loss
January through December 2019

		Jan - Dec 19
Total 7000 · CLERGY		246,287.34
8000 · CONGREGATIONAL GROWTH		
8010 · Communications Manager	5,286.00	
8015 · Community Marketing	343.67	
8020 · Retreats/Conventions/ Seminars	760.16	
8030 · Congregational Special Events	4,838.95	
8040 · Dues and Memberships	3,155.00	
8060 · Coffee Ministry	9,136.76	
8070 · Stewardship Committee	1,303.95	
8080 · Gathering Committee	346.69	
8095 · Spanish Community Coord.	1,090.00	
Total 8000 · CONGREGATIONAL GROWTH		26,261.18
9000 · WORSHIP		
9010 · Choir Director Salary	9,639.96	
9030 · Choir Supplies	666.25	
9040 · Altar Guild Supplies	3,509.16	
9050 · Organist Salary	16,750.00	
9070 · Wedding/Funeral Labor	500.00	
9090 · Worship Supplies	1,439.14	
9095 · Spanish Language Ministry	1,278.89	
Total 9000 · WORSHIP		33,783.40
10000 · CHRISTIAN EDUC. & FORMATION		
10010 · FAMILY MINISTRY		
10020 · Family Ministries Exp.	450.97	
10010 · FAMILY MINISTRY - Other	404.00	
Total 10010 · FAMILY MINISTRY		854.97
10030 · ADULT MINISTRY		
10050 · Adult Formation	819.30	
Total 10030 · ADULT MINISTRY		819.30
10060 · CHILDREN'S MINISTRY		
10110 · CYFM Coordinator	111.91	
10130 · CGS Consultant	2,089.17	
10140 · Sunday Catechists	2,404.58	
10150 · Nursery Care Giver	5,512.00	
10160 · Atrium Supplies	991.17	
10180 · Staff Formation	2,130.14	
10190 · Catechesis Summer Program	162.24	
10060 · CHILDREN'S MINISTRY - Other	51.94	
Total 10060 · CHILDREN'S MINISTRY		13,453.15
Total 10000 · CHRISTIAN EDUC. & FORMATION		15,127.42
10200 · YOUTH MINISTRY		
10210 · Youth Ministry Director Salary	28,173.70	
10230 · Youth Ministry Program Expenses	1,084.00	
10250 · Mission Trip Travel Expenses	3,500.00	
Total 10200 · YOUTH MINISTRY		32,757.70
k. · Expenses of Fundraising Events		143.00
Total Expense		694,531.77
Net Ordinary Income		30,016.04
Other Income/Expense		
Other Expense		
10500 · Ask Accountant		546.42
10510 · Red Cross		966.48
Total Other Expense		1,512.90
Net Other Income		-1,512.90
Net Income		28,503.14

Actuals plus 2020 Budget					
Version 7 -- 1/14/2020					
	2018	Jan-Nov 2019	Budget 2019	2019 Actuals	Budget 2020
Ordinary Income/Expense					
Income					
a. · Pledge, Plate and Holiday					
4500 · COLLECTIONS>---					
4510 · Treasure Commitments	525,764.31	489,896.32	590,000.00	520,745.91	520,000.00
4520 · Plate/Unspec Donations	71,087.09	32,842.77	40,000.00	49,146.09	45,000.00
4530 · Prior Year Pledges	7,988.00	40,460.00		40,460.00	
Total 4500 · COLLECTIONS>---	604,839.40	563,199.09	630,000.00	610,352.00	565,000.00
a. - Pledge, Plate and Holiday - Other		1,000.00		1,000.00	
Total a. · Pledge, Plate and Holiday	604,839.40	564,199.09	630,000.00	611,352.00	565,000.00
b. · Investing/Grant Income					
4535 · Bank Interest Earned	150.23	39.97		40.81	
4600 · Grant Income	10,000.00	35,250.00	46,000.00	41,250.00	40,000.00
4610 · Matching Grant		15,000.00	30,000.00	30,000.00	30,000.00
Total b. · Investing/Grant Income	10,150.23	50,289.97	76,000.00	71,290.81	70,000.00
c. · Rentals and Celebration					
4700 · Recurring Rental Income	9,270.00	13,110.00	10,000.00	16,635.00	17,000.00
4710 · Wedding/ Income	3,650.00	3,850.00	5,000.00	3,850.00	5,000.00
4720 · Event Income	11,105.00	5,247.62	9,000.00	5,647.62	8,000.00
4725 - Rental Deposits		400.00			
4740 · Celebration		7,277.38	20,000.00	15,772.38	20,000.00
Total c. · Rentals and Celebration	24,025.00	29,885.00	44,000.00	41,905.00	50,000.00
d. · Other Income					
4800 · Disability					12,000.00
Total d. · Other Income					12,000.00
Total Income	639,014.63	644,374.06	750,000.00	724,547.81	697,000.00
Expense					
5000 · PHYSICAL PLANT					
L · CAPITAL EXPENSE					
5010 · Cap Exp-Church Campus	8,225.00	2,846.96	5,000.00	2,846.96	6,000.00
5020 · Cap Exp-Equipment Office	12,408.81	15,219.25	12,000.00	16,326.91	12,000.00
5030 · Cap Exp-Books/Tapes/Music	323.57	154.97	400.00	154.97	200.00
5050 · Cap Exp-Pratt Avenue	0.00	4,300.00	1,800.00	7,683.58	1,300.00
Total L · CAPITAL EXPENSE	20,957.38	22,521.18	19,200.00	27,012.42	19,500.00
i · BUILDING & GROUNDS					
5200 · Pratt Avenue					
5210 · Pratt Avenue Maintenance	4,932.70	3,708.75	1,000.00	3,708.75	2,000.00
5220 · Pratt Avenue Gardener	1,511.64	0.00	600.00		600.00
5230 · Property Taxes/Assessment	42.94	43.00	100.00	43.00	100.00
5240 · Inusrance-Pratt Avenue	0.00	0.00	1,000.00		1,200.00
Total 5200 · Pratt Avenue	6,487.28	3,751.75	2,700.00	3,751.75	3,900.00

5400 · Church Campus						
5410 · Repairs & Supplies	12,518.1[illegible]	15,473.32	13,000.00	17,342.08	12,000.00	
5420 · Recurring Maintenance	17,574.35	12,051.22	18,000.00	13,147.22	17,000.00	
5430 · Janitorial - Labor	24,515.00	20,717.50	24,500.00	22,557.50	24,500.00	
5440 · Gardener 1099	5,466.26	8,750.00	12,000.00	10,750.00	12,000.00	
5450 · Gas & Elect	19,036.84	17,394.48	21,000.00	18,907.27	23,000.00	
5460 · Trash Disposal	2,286.35	1,781.69	3,500.00	1,976.75	2,000.00	
5470 · Water & Sewer	11,894.46	8,361.89	12,000.00	9,115.17	9,000.00	
5480 · Insurance -Property & Liability	32,414.17	6,183.33	16,000.00	9,501.58	14,800.00	
5490 · Misc Taxes	128.92	109.10	100.00	109.10	100.00	
Total 5400 · Church Campus	125,834.48	90,822.53	120,100.00	103,406.67	114,400.00	
Total i · BUILDING & GROUNDS	132,321.76	94,574.28	122,800.00	107,158.42	118,300.00	
Total 5000 · PHYSICAL PLANT	153,279.14	117,095.46	142,000.00	134,170.84	137,800.00	
6000 · ADMINISTRATION						
6030 · Office Manager	28,250.00	24,644.25	40,000.00	27,251.25	35,000.00	Ba
6040 · Bookkeeping	10,110.00	10,572.00	15,000.00	11,882.00	12,000.00	
6050 · Seminars & Retreats	648.24	1,775.20	2,700.00	3,221.65	2,000.00	
6060 · Taxes/Assessments	376.00	513.10	400.00	513.10	400.00	
6070 · Subscriptions & Dues	0.00	200.00	250.00	406.00	250.00	
6080 · Postage	1,506.96	191.18	1,200.00	191.18	750.00	
6090 · Supplies, Misc Office Exp	9,145.95	7,720.57	6,500.00	9,139.08	7,500.00	
6100 · Telephone/Internet	4,345.87	5,230.13	4,000.00	5,647.34	6,000.00	
6110 · Technology/Software	2,492.37	2,612.45	3,200.00	2,860.43	3,000.00	
6120 · PSN Charges	958.31	1,427.69	1,000.00	1,496.17	1,000.00	
6130 · Banking Charges	157.44	249.25	225.00	298.25	500.00	
6140 · Payroll Taxes & Exp	15,132.31	16,635.46	20,000.00	18,359.44	20,000.00	
6150 · Worker's Compensation	3,089.00	1,225.00	3,800.00	1,225.00	1,500.00	
Total 6000 · ADMINISTRATION	76,212.45	72,996.28	98,275.00	82,490.89	89,900.00	
6500 · Mission Apportionment	74,614.00	76,137.00	90,000.00	83,510.00	90,000.00	
6550 · Transfer 10% to Outreach	40,000.26	40,000.00	40,000.00	40,000.00	40,000.00	
7000 · CLERGY						
7100 · Rector's Compensation						
7120 · Stipend	74,004.00	67,836.67	74,000.00	74,003.67	74,000.00	
7130 · Pension	20,124.00	17,133.20	20,124.00	18,810.20	20,200.00	
7140 · Health/Life/Disability Ins.	27,283.08	24,186.81	25,987.00	29,030.99	26,000.00	
7150 · Social Security Allowance	5,996.04	5,496.70	6,000.00	5,996.37	6,000.00	
7160 · Utility Allowance	6,000.00	5,500.00	6,000.00	6,000.00	6,000.00	
Total 7100 · Rector's Compensation	133,407.12	120,153.38	132,111.00	133,841.23	132,200.00	
7190 · Misc Clergy Expense						
7200 · Supply Clergy	2,500.00	800.00	3,000.00	800.00	2,000.00	
7210 · Bus & Prof Expenses	3,277.28	2,941.11	4,300.00	4,913.38	4,300.00	
7215-Assistant Rector Search	2,218.47					
7220 · Continuting Education	1,557.68	576.79	1,000.00	981.79	1,000.00	
7230 · Auto Mileage	0.00	0.00	100.00			

5400 · Church Campus						
5410 · Repairs & Supplies	12,518.1	15,473.32	13,000.00	17,342.08	12,000.00	
5420 · Recurring Maintenance	17,574.35	12,051.22	18,000.00	13,147.22	17,000.00	
5430 · Janitorial - Labor	24,515.00	20,717.50	24,500.00	22,557.50	24,500.00	
5440 · Gardener 1099	5,466.26	8,750.00	12,000.00	10,750.00	12,000.00	
5450 · Gas & Elect	19,036.84	17,394.48	21,000.00	18,907.27	23,000.00	
5460 · Trash Disposal	2,286.35	1,781.69	3,500.00	1,976.75	2,000.00	
5470 · Water & Sewer	11,894.46	8,361.89	12,000.00	9,115.17	9,000.00	
5480 · Insurance -Property & Liability	32,414.17	6,183.33	16,000.00	9,501.58	14,800.00	
5490 · Misc Taxes	128.92	109.10	100.00	109.10	100.00	
Total 5400 · Church Campus	125,834.48	90,822.53	120,100.00	103,406.67	114,400.00	
Total i · BUILDING & GROUNDS	132,321.76	94,574.28	122,800.00	107,158.42	118,300.00	
Total 5000 · PHYSICAL PLANT	153,279.14	117,095.46	142,000.00	134,170.84	137,800.00	
6000 · ADMINISTRATION						
6030 · Office Manager	28,250.00	24,644.25	40,000.00	27,251.25	35,000.00	B
6040 · Bookkeeping	10,110.00	10,572.00	15,000.00	11,882.00	12,000.00	
6050 · Seminars & Retreats	648.24	1,775.20	2,700.00	3,221.65	2,000.00	
6060 · Taxes/Assessments	376.00	513.10	400.00	513.10	400.00	
6070 · Subscriptions & Dues	0.00	200.00	250.00	406.00	250.00	
6080 · Postage	1,506.96	191.18	1,200.00	191.18	750.00	
6090 · Supplies, Misc Office Exp	9,145.95	7,720.57	6,500.00	9,139.08	7,500.00	
6100 · Telephone/Internet	4,345.87	5,230.13	4,000.00	5,647.34	6,000.00	
6110 · Technology/Software	2,492.37	2,612.45	3,200.00	2,860.43	3,000.00	
6120 · PSN Charges	958.31	1,427.69	1,000.00	1,496.17	1,000.00	
6130 · Banking Charges	157.44	249.25	225.00	298.25	500.00	
6140 · Payroll Taxes & Exp	15,132.31	16,635.46	20,000.00	18,359.44	20,000.00	
6150 · Worker's Compensation	3,089.00	1,225.00	3,800.00	1,225.00	1,500.00	
Total 6000 · ADMINISTRATION	76,212.45	72,996.28	98,275.00	82,490.89	89,900.00	
6500 · Mission Apportionment	74,614.00	76,137.00	90,000.00	83,510.00	90,000.00	
6550 · Transfer 10% to Outreach	40,000.26	40,000.00	40,000.00	40,000.00	40,000.00	
7000 · CLERGY						
7100 · Rector's Compensation						
7120 · Stipend	74,004.00	67,836.67	74,000.00	74,003.67	74,000.00	
7130 · Pension	20,124.00	17,133.20	20,124.00	18,810.20	20,200.00	
7140 · Health/Life/Disability Ins.	27,283.08	24,186.81	25,987.00	29,030.99	26,000.00	
7150 · Social Security Allowance	5,996.04	5,496.70	6,000.00	5,996.37	6,000.00	
7160 · Utility Allowance	6,000.00	5,500.00	6,000.00	6,000.00	6,000.00	
Total 7100 · Rector's Compensation	133,407.12	120,153.38	132,111.00	133,841.23	132,200.00	
7190 · Misc Clergy Expense						
7200 · Supply Clergy	2,500.00	800.00	3,000.00	800.00	2,000.00	
7210 · Bus & Prof Expenses	3,277.28	2,941.11	4,300.00	4,913.38	4,300.00	
7215-Assistant Rector Search	2,218.47					
7220 · Continuting Education	1,557.68	576.79	1,000.00	981.79	1,000.00	
7230 · Auto Mileage	0.00	0.00	100.00			

7240 · Cell Phone	900.00	300.00	450.00	300.00	450.0
Total 7190 · Misc Clergy Expense	10,453.43	4,617.90	8,850.00	6,995.17	7,750.0
7300 · Assistant Rector Compensation					
7320 · Stipend	2,741.90	27,661.98	27,904.00	30,403.98	27,900.0
7330 · Pension		13,500.00	13,500.00	14,625.00	13,500.0
7340 · Health/Life/Disability Ins.	3,609.00	12,453.09	18,000.00	14,530.09	23,196.0
7350 · Social Securtiy Allowance		2,500.02	5,000.00	2,500.02	5,000.0
7360 · Housing/Utilities Allowance	3,508.00	38,588.00	42,096.00	42,096.00	42,100.0
Total 7300 · Assistant Rector Compensation	9,858.90	94,703.09	106,500.00	104,155.09	111,696.00
7400 · Misc. Assistant Rector Expenses					
7410 · Business and Professional Exp,		225.00	1,500.00	225.00	1,500.0
7420 · Continuing Education		344.81	700.00	620.85	700.0
7430 · Auto Mileage		0.00	100.00		
7440 · Cell Phone		450.00	450.00	450.00	450.0
Total 7400 · Misc. Assistant Rector Expenses		1,019.81	2,750.00	1,295.85	2,650.00
Total 7000 · CLERGY	153,719.45	220,494.18	250,211.00	246,287.34	254,296.00
8000 · CONGREGATIONAL GROWTH					
8010 · Communications Manager	890.32	2,770.00	7,000.00	5,286.00	26,520.00
8015 · Community Marketing	3,311.61	256.72	1,500.00	343.67	2,000.00
8020 · Retreats/Conventions/ Seminars	1,526.15	337.96	1,200.00	760.16	2,000.00
8030 · Congregational Special Events	180.00	2,924.59	2,500.00	4,838.95	2,500.00
8040 · Dues and Memberships	0.00	1,210.00	2,000.00	3,155.00	2,000.00
8060 · Coffee Ministry	6,520.26	8,129.00	6,500.00	9,136.76	8,000.00
8070 · Stewardship Committee	1,815.72	259.86	1,000.00	1,303.95	1,000.00
8080 · Gathering Committee	0.00	346.69	500.00	346.69	
8095 · Spanish Community Coord.	0.00	1,090.00	6,500.00	1,090.00	2,000.00
Total 8000 · CONGREGATIONAL GROWTH	14,244.06	17,324.82	28,700.00	26,261.18	46,020.00
9000 · WORSHIP					
9010 · Choir Director Salary	9,639.96	8,836.63	9,600.00	9,639.96	9,600.00
9020 · Choir Director Other	681.20	0.00	300.00	0.00	500.00
9030 · Choir Supplies	2,361.08	666.25	400.00	666.25	1,000.00
9040 · Altar Guild Supplies	19,700.00	3,024.95	3,000.00	3,509.16	3,000.00
9050 · Organist Salary	1,085.00	15,000.00	15,150.00	16,750.00	15,150.00
9060 · Organist Other	1,050.00	0.00	200.00	0.00	500.00
9070 · Wedding/Funeral Labor	501.51	250.00	1,200.00	500.00	600.00
9090 · Worship Supplies	2,728.25	1,238.50	1,500.00	1,439.14	2,000.00
9095 · Spanish Language Ministry		354.60	1,200.00	1,278.89	1,200.00
Total 9000 · WORSHIP	37,747.00	29,370.93	32,550.00	33,783.40	33,550.00
10000 · CHRISTIAN EDUC. & FORMATION					
10010 · FAMILY MINISTRY					
10010 - Family Ministry Other		404.00		404.00	
10020 · Family Ministries Exp.		222.07	500.00	450.67	1,000.00
Total 10010 · FAMILY MINISTRY		626.07	500.00	854.67	1,000.00
10030 · ADULT MINISTRY					

				10050 · Adult Formation	228.08	526.61	1,000.00	819.30	2,000.00
				10051 - Scholarships					2,000.0
			Total 10030 · ADULT MINISTRY		228.08	526.61	1,000.00	819.30	4,000.00
			10060 · CHILDREN'S MINISTRY						
				10110 - CYFM Coordinator	9,850.00			111.91	9,700.00
				10130 · CGS Consultant	6,250.00	1,849.17	2,500.00	2,089.17	2,100.00
				10140 · Sunday Catechists	6,250.00	2,104.58	5,500.00	2,404.58	3,000.00
				10150 · Nursery Care Giver	4,250.00	5,050.00	5,000.00	5,512.00	6,000.00
				10160 · Atrium Supplies	3,313.24	967.68	2,500.00	991.17	2,000.00
				10180 · Staff Formation	3,334.60	2,130.14	3,000.00	2,130.14	7,200.00
				10190 · Catechesis Summer Program	0.00	162.24		162.24	
				10060 · CHILDREN'S MINISTRY - Other		51.94		51.94	
			Total 10060 · CHILDREN'S MINISTRY		33,247.84	12,315.75	18,500.00	13,453.15	30,000.00
		Total 10000 · CHRISTIAN EDUC. & FORMATION			33,431.18	13,468.43	20,000.00	15,127.12	35,000.00
		10200 · YOUTH MINISTRY							
				10210 · Youth Ministry Director Salary	27,097.36	26,602.84	28,740.00	28,173.70	30,150.00
				10220 · Youth Ministery Dir Training	15.00	0.00	250.00		250.00
				10230 · Youth Ministry Program Expenses	1,039.09	822.44	1,200.00	1,084.00	1,200.00
				1024 Youth Ministry Architects	980.00				
				10250 · Mission Trip Travel Expenses	3,980.60	3,500.00	3,500.00	3,500.00	3,500.00
		Total 10200 · YOUTH MINISTRY			33,112.05	30,925.28	33,690.00	32,757.70	35,100.00
		k. - Fundraising Expenses				143.00		143.00	
	Total Expense				616,349.59	617,955.38	735,426.00	694,531.47	761,666.00
Net Ordinary Income					22,665.04	26,418.68	14,574.00	30,016.34	(64,666.00)
Other Income/Expense									
	Other Expense								
				10050 - Ask Accountant		494.50			
				10510 - Red Cross		966.48		966.48	
	Total Other Expense					1,460.98		966.48	0.00
	Net Other Income					(1,460.98)		(966.48)	0.00
Net Income					**22,665.04**	**24,957.70**	**14,574.00**	**29,049.86**	**(64,666.00)**

Attachment 18

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Mentis
Organization Mailing Address:	709 Franklin Street
Organization Contact Person (Name/Title):	Rob Weiss, Executive Director
Organization Contact Email:	rweiss@mentisnapa.org
Organization Contact Telephone:	(707) 255-0966
Organization Website:	mentisnapa.org
Federal Tax ID Number and Status:	94-1236934
How long has your organization been in operation?	Over 70 years

Project Category:

☑ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	Mental Health Treatment Services
Address of Project:	709 Franklin Street, Napa, CA 94559
Requested Grant Amount:	$30,000.00
Matching Funds:	$
TOTAL Project Cost:	$30,000.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
See Attached Budget	

Total Grant Request 30,000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Rob Weiss Signature Rob Weiss

Title Executive Director Date 2/4/2020

Mentis -City of St. Helena Project Proposal

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

Teen and Family Mental Health Treatment aligns with the City of St. Helena's mission to strengthen partnerships between private, non-profit and public sectors in order to improve the well-being and healthy development of our youth while supporting families to thrive. This project is new for Mentis and builds upon agency work over the last 15 years of delivering mental health care in the upper Napa Valley. In the 2017 -2018 California Health Kids Survey, St. Helena Unified School District identified 20% of 7th graders, 27% of 9th graders and 35% of 11th graders experience chronic sadness/hopelessness for a period of two weeks or longer in addition to the fact that 11% of 9th graders and 17% of 11th graders have considered self-harm or suicide. By bringing the City of St. Helena into this collaboration our project will be able to provide expanded mental health services for youth and their families in St. Helena and support the overall health and wellness of families and the community at large.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

Mentis, in collaboration with Teens Connect and the Boys and Girls Club of St. Helena will provide mental health treatment and early intervention for teens/youth in St. Helena. Additionally, their families can receive support through the Up Valley Family Center. These services will be available to all youth that attend the Boys and Girls Club in St. Helena and are coping with mental health issues and stress, mostly related to anxiety, depression, and trauma. They are free of charge, regardless of income level, insurance status, and citizenship status. Mentis will offer intensive therapeutic support to youth attending the B &G club over the summer in 2020 by co-locating a therapist two days pers week at their site. The idea is to have extra mental health support available during the summer months while kids are spending more time at the Club. We aim to promote health and wellness for youth that are struggling with a variety of challenges and problems that are causing significant emotional distress and difficulty for them academically, socially, and behaviorally at school, home, and in the community. This is a unique and innovative approach to offering mental health care to youth that utilizes both professional and peer-based support to empower youth to learn the skills they need to combat the stress they face in their daily lives.

Once the school years begins and access to youth at the Boys and Girls Club is more limited due to kids being in school, Mentis will send a therapist one day per week to the Up Valley Family Center to work with their parents/family members. The Mentis therapist will help these adults address their mental health challenges related to depression, anxiety, trauma, or stress that prevent their families from thriving while fostering wellness and stability. The service will be in partnership with the Up Valley Family Center and build upon our existing collaboration.

3. Describe the community support for your Project.

a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

This project will be led by Mentis in partnership Teens Connect, the Boys and Girls Club of St. Helena, and the Up Valley Family Center in St. Helena.

b. What roles are they playing and how collaborative is the Project?

- Mentis provides professional mental health services (individual and group therapy) for youth and their families.
- Teens Connect will offer Teen Wellness Cafés at the Boys and Girls Clubs in order to start the conversation about mental health and wellness with teens and teach them self-care tools.
- Boys and Girls Club provides a range of youth programs and activities to help kids develop and grow in a safe and positive environment.
- The Up Valley Family Center offers a range of programs to support local families and provide them with resources and connect them to services.

All of these agencies are familiar with each other, committed to helping youth and their families, and providing comprehensive services and resources to address local need. Mentis has worked with Teens Connect and the Up Valley Family Center in a collaborative manner for many years, while partnering with Boys and Girls Club will be a new venture.

c. What other support exists for your Project?

In addition to the leadership at all the agencies supporting this effort, Mentis also has received support from the local school district and well as the St. Helena Hospital Foundation. Both of these entities have funded the Mental Health work of Mentis in the past. Additionally, Mentis also participates in local health and wellness related events designed to educate St. Helena residents of available resources.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

This grant will benefit children, teens, and adults residing in St. Helena who will be able to access mental health services through local agencies (Boys and Girls Club and Up Valley Family Center).

Impact:

75% or more of youth that access mental health care through the Boys and Girls Club will demonstrate a reduction of symptoms (depression, anxiety) and show improvement in functioning and coping skills as measured at the beginning and end of treatment.

The exact number of youth we will serve over the summer at B &G Club is unknown as this is a new partnership in a new setting. We will be using an innovative approach to reaching youth at a new site, so number of kids served is hard to project.

75% or more of adults that access mental health care through the Up Valley Family Center will show a reduction of their symptoms (depression, anxiety, trauma) as well as improved functioning and coping skills as measured at the beginning and end of treatment. We anticipate serving 12-15 adults during the school year.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

During the last two years Mentis received $91,350 annually from Napa County Mental Health through the Mental Health Services Act to deliver mental health treatment and case management services older adults residing in Napa County, including St. Helena. Additionally, we also have received $75,000 from MSA (Master Settlement Tobacco Funds) from Napa County for mental health treatment services. These funds are intended to help Mentis deliver mental health services throughout the County, including in St. Helena. City residents benefit as Mentis partners with the Up Valley Family Center and Rianda House to provide treatment and case management to local people, both adults and seniors. Upon receiving City of St. Helena funding, we will now be able to bring mental health care to local youth through the Boys and Girls Club.

Mentis St. Helena School Budget
FY 2020-2021

	Budget	Notes
Funding Sources		
City of St Helena	30,000	
Total Revenue	**$ 30,000**	
Expenses		
Personnel		
MH Therapist - Summer	4,500	delivering therapy services at Boys & Girls Club St Helena over the summer two days per week
MH Therapist - School Year	7,800	delivering therapy services at Up Valley Family Center during the school year one day per week
Program Manager - Full Year	2,678	logistics/coordination/data gathering/reporting
Clinical Supervisor - Full Year	4,409	clinical supervision of therapist
Benefits at 22%	4,265	medical/dental/vision/retirement/sick/vacation
Total Personnel	$23,652	
Operating		
Mileage	900	traveling to boys & girls club / UPFC
Supplies	595	supplies for groups
Computer/Phone/Internet	440	communications/data/documentation
IT support	500	setup/troubleshoot
Total Operating	$ 2,435	
Admin/Indirect at 15%	$3,913	bookkeeping, audit, utilities, insurance, etc.
Total Expenses	**$30,000**	

IRS Department of the Treasury
Internal Revenue Service

CINCINNATI OH 45999-0038

In reply refer to: 0248364799
Apr. 13, 2016 LTR 4168C 0
94-1236934 000000 00
00026083
BODC: TE

MENTIS
709 FRANKLIN ST
NAPA CA 94559

027148

Employer ID Number: 94-1236934
Form 990 required: YES

Dear Taxpayer:

This is in response to your request dated Apr. 04, 2016, regarding your tax-exempt status.

We issued you a determination letter in January 1958, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

0248364799
Apr. 13, 2016 LTR 4168C 0
94-1236934 000000 00
00026084

MENTIS
709 FRANKLIN ST
NAPA CA 94559

Sincerely yours,

Doris P. Kenwright

Doris Kenwright, Operation Mgr.
Accounts Management Operations 1

Mentis

Recent Grants with last 12 Months

January 31, 2020

Napa Valley Vintners:	$400,000
• Mental health services	
Well Being Trust (Queen of the Valley)	$123,200
• Mental health services in Napa Schools	
St. Helena Hospital Foundation	$79,000
• Mental health services for Older Adults Up Valley	
Community Projects	$15,000
• Mental Health for Older Adults	
Jones Family Foundation	$15,000
• Mental Health Services for Up Valley Residents	
County of Napa, Master Settlement Agreement	$179,751
• Mental Health Services for school based program	
Napa Valley Community Foundation	
• Mental Healthy for Disaster Relief	$ 68,625
• General Support	$ 5,000
• Marion Mendelsohn Fund	$ 7,000
• Strong Communities – Mental Health for Older Adults	$ 5,000
Kaiser	
• Mental Health for Domestic Violence	$ 29,968
• Mental Health services in Napa Schools	$ 15,000
Long Foundation	
• Mental Health Services for Older Adults	$ 25,000

MENTIS
OPERATING BUDGET

Fiscal Year 2019/2020

DESCRIPTION	FY 2019-20 BUDGET
Income	
Grants	961,351
Contracts	1,015,975
Fee for Service	413,000
Client Fees	50,000
Donations	185,000
Fundraising/Event	215,000
SHP & Other Income	83,100
Total Income	**2,923,426**
Expenses	
Personnel	1,984,898
Benefits	348,421
Total Personnel & Benefits	2,333,319
Professional Fees	
Audit	15,000
Contract/Consulting	100,745
IT & Internet Services	40,000
Total Prof Fees	155,745
NonPersonnel	
Advertising and Promotional	750
Bank/CC/PR Fees	1,300
Building Repair/Maintenance	14,800
Community Outreach	1,500
Computer Expense	5,000
Depreciation	19,047
Development	25,640
Dues & Subscriptions	25,000
Equipment & Furniture	5,181
Fundraising Events	70,036
Hiring Expenses	1,500
Insurance	18,000
Janitorial	7,561
Landscaping	8,025
Licenses/Permits	600
Meetings & Staff Functions	5,000
Office Expenses & Supplies	16,168
Postage	900
Printing	1,500
Property Taxes	3,200
Rent	125,303
Resident Bills	16,800
Staff Training	10,895
Telephone/Internet	21,318
Travel/Mileage	15,343
Truck Maintenance	1,254
Utilities	3,500
Website	6,700
Total NonPersonnel	431,821
Total All Expenses	**2,920,885**
Total Net Operating Income	**2,541**

2/19/2020

Mentis Profit & Loss

Actuals vs Budget

YTD through 12.31.19

	Actual July	Actual August	Actual Sept	Actual Oct	Actual Nov	Acutal Dec	Actual YTD Total	Budget YTD	Actual to Budget YTD Variance $	Actual to Budget YTD Variance %	Total Annual Budget	Total Annual %YTD
Revenue												
4200 Contracts	50,214	85,117	72,531	123,255	79,815	87,165	498,097	514,699	(16,602)	97%	$ 1,015,975	49%
4100 Grants	91,568	44,938	-	73,625	444,938	91,600	746,669	708,044	38,625	105%	$ 961,351	78%
4400 Third Party Billing	23,162	16,761	17,830	15,354	13,093	21,875	108,075	206,500	(98,425)	52%	$ 413,000	26%
4500 Client Fees	3,848	3,498	1,945	2,984	1,856	2,517	16,648	25,000	(8,352)	67%	$ 50,000	33%
4800 Fundraising & Development	2,250	213	5,636	29,760	9,709	19,068	66,636	54,500	12,136	122%	$ 400,000	17%
4905 Interest Income & gains	1	154		1	1	1	157		157		$ -	
4980 Utility Reimbursement	1,190	1,275	1,213	1,024	1,275	1,183	7,160	8,400	(1,240)	85%	$ 16,800	43%
4955 Rental Income	5,157	5,525	5,254	4,439	5,205	5,127	30,707	33,150	(2,443)	93%	$ 66,300	46%
4980 Other	-	15	1,480	752	4,900		7,147		7,147		$ -	
Total Revenue:	**177,388**	**157,496**	**105,888**	**251,194**	**560,792**	**228,536**	**1,481,295**	**1,550,293**	**(68,998)**	**96%**	**2,923,426**	**51%**
Expense							-					
6010 Payroll	156,324	149,234	138,143	154,544	143,258	153,196	894,700	992,448	(97,748)	90%	$ 1,984,898	45%
6020 Payroll taxes, benefits	34,407	29,120	27,573	30,532	26,008	28,733	176,372	174,210	2,162	101%	$ 348,421	51%
Total Payroll & Benefits	**190,731**	**178,354**	**165,715**	**185,076**	**169,266**	**181,929**	**1,071,072**	**1,166,658**	**(95,586)**	**92%**	**2,333,319**	**46%**
							-					
6500 **Professional/Outside Services**							-					
6505 Audit	-	-				1,000	1,000	1,000	-	100%	$ 15,000	7%
6510 Financial Consultant	125	-	1,233		1,041		2,399	3,500	(1,101)	69%	$ 8,000	30%
6520 Consulting/IT	4,333	3,368	13,985	16,203	3,459	12,471	53,818	38,860	14,958	138%	$ 82,060	66%
6525 Internet & Website	405	442	45	1,605	45	45	2,587	3,348	(761)	77%	$ 6,700	39%
6530 Janitorial	595	655	595	595	1,437	820	4,697	3,780	917	124%	$ 7,561	62%
6535 Landscaping	450	450	450	450	450	450	2,700	4,013	(1,313)	67%	$ 8,025	34%
6540 Program Subcontractor	-	17,998			37,465	2,500	57,963	55,994	1,969	104%	$ 70,245	83%
6590 Other	-	1,687	375			440	2,502	1,375	1,127	182%	$ 2,500	100%
Total Professional/Outside Services	**5,908**	**24,599**	**16,683**	**18,853**	**43,897**	**17,726**	**127,665**	**111,870**	**15,796**	**114%**	**200,091**	**64%**
							-		-			
7200 **Client Services**							-		-			
7203 Resident Bills	1,369	2,120	1,488	1,835	1,708	1,491	10,012	8,400	1,612	119%	$ 16,800	60%
7206 Program Supplies & Exp		436	-	66		34	535	-	535		$ -	0%
7215 Community Outreach	-	-						1,748	(1,748)	0%	$ 3,499	0%
Total Client Services	**1,369**	**2,556**	**1,488**	**1,901**	**1,708**	**1,525**	**10,547**	**8,400**	**2,147**	**126%**	**20,299**	**52%**
							-		-			
7400 **FACILITIES & SHARED Expenses**							-		-			
7403 Rent	10,831	10,331	10,331	10,331	10,331	10,331	62,488	63,400	(912)	99%	$ 125,303	50%
7409 Equipment & Furniture	321	-					321	2,591	(2,269)	12%	$ 5,181	6%
7412 Leasing/Rental	735	735	735	633	735	735	4,308	999	3,309	431%	$ 2,000	215%
7415 Repair & Maintenance	334	3,108	406	2,699	5,975	1,185	13,706	7,654	6,052	179%	$ 16,054	85%
7418 Computer Expense	13	5	2,543	153		327	3,040	3,000	40	101%	$ 6,000	51%
7421 Utilities	265	373	296	501	30		1,466	1,746	(280)	84%	$ 3,500	42%
7424 Telephone & Internet	1,432	1,684	1,851	1,469	1,747	1,542	9,726	10,659	(933)	91%	$ 21,318	46%
7427 Property Tax	-	147		2,260			2,407	2,600	(193)	93%	$ 3,200	75%
Total Facilities & Shared Expenses	**13,931**	**16,384**	**16,164**	**18,046**	**18,818**	**14,121**	**97,463**	**92,649**	**4,814**	**105%**	**$ 182,556**	**53%**
							-		-			
7460 **Staff & Volunteers**							-		-			
7612 Fundraiser/Event	66	-		1,000	2,122	11,500	14,688	16,100	(1,412)	91%	$ 72,516	20%
7605 Meetings & Staff Functions	241	58	31	46	1,104	840	2,320	1,748	572	133%	$ 3,500	66%
7607 Meals	285	155	304	220	64		1,028	1,500	(472)	69%	$ 3,000	34%
7610 Travel/Mileage	1,258	1,526	1,983	1,608	1,807	885	9,067	8,168	899	111%	$ 16,343	55%
7615 Staff Training	250	70	185	389		129	1,023	4,500	(3,477)	23%	$ 11,895	9%
7620 Hiring Expenses	211	810		233		175	1,429	750	679	191%	$ 1,500	95%

Mentis Profit & Loss

Actuals vs Budget

YTD through 12.31.19

	Actual July	Actual August	Actual Sept	Actual Oct	Actual Nov	Acutal Dec	Actual YTD Total	Budget YTD	Actual to Budget YTD Variance		Total Annual Budget	%YTD
											$ -	0%
7650 Relocation							-					
Total Staff & Volunteers	**2,311**	**2,619**	**2,504**	**3,496**	**5,096**	**13,530**	**29,555**	**32,766**	**(3,211)**	**90%**	**$ 108,754**	**27%**
							-		-			
8000 **Other Operating**							-					
8003 Postage	-	-		1,562				925	(925)	0%	$ 2,400	0%
8006 Printing	281	128	1,229	36	3,701	204	5,580	2,750	2,830	203%	$ 3,600	155%
8009 Advertising & Promotional	1,100	-	1,309	119		812	3,340	4,875	(1,535)	69%	$ 9,750	34%
8012 Insurance	-	3,140	1,679	1,638	1,634	2,302	10,392	9,000	1,392	115%	$ 18,000	58%
8018 Office Expenses & Supplies	1,131	811	2,620	1,344	765	864	7,535	8,082	(547)	93%	$ 16,168	47%
8021 Bank/CC Fees	102	104	260	155	128	269	1,017	650	367	157%	$ 1,300	78%
8024 Licenses & Permits	-	-		(125)			(125)	300	(425)	-42%	$ 600	-21%
8031 Dues & Subscriptions	825	2,046	906	(668)	490	503	4,101	3,200	901	128%	$ 5,000	82%
8034 Merchant Service Fees	-	-		(88)	45		(43)	-	(43)		$ -	0%
8901 Interest Expense	63	60	58	55	53	50	338	-	338		$ -	0%
Total Other Operating	**3,501**	**6,289**	**8,060**	**4,028**	**6,817**	**5,004**	**32,137**	**28,857**	**3,280**	**111%**	**$ 56,818**	**57%**
							-					
Total Expenses	**217,752**	**230,801**	**210,613**	**231,399**	**245,602**	**233,834**	**1,368,439**	**1,441,199**	**(72,760)**	**95%**	$ 2,901,837	47%
							-					
9505 Depreciation	3,000	3,000	3,000	3,000	3,000	3,000	18,000	9,522	8,478	189%	$ 19,047	95%
9505 Unrealized Gain/Loss Investment	1,427	(665)	175	75	67	55	1,133					
Net Income:	**(41,936)**	**(76,971)**	**(107,550)**	**16,870**	**312,257**	**(8,244)**	**94,426**	**99,572**	**(5,145)**	**95%**	**2,542**	

Mentis

Proft & Loss Fiscal Year 18.19

	Jul '18 - Jun 19
Ordinary Income/Expense	
Income	
4200 · CONTRACTS	
4205 · Contracts	1,154,231.67
4200 · CONTRACTS - Other	0.10
Total 4200 · CONTRACTS	1,154,231.77
4100 · GRANTS	
4105 · Grants	677,689.49
Total 4100 · GRANTS	677,689.49
4400 · THIRD PARTY BILLING	
4405 · Medicare	41,376.71
4410 · Medi-Cal	201,268.33
4490 · Other	31,819.01
Total 4400 · THIRD PARTY BILLING	274,464.05
4500 · CLIENT FEES	15,885.23
4800 · FUNDRAISING & DEVOLOPEMENT	
4805 · Donations	134,887.50
4815 · Donations - Other	2,480.77
4890 · Events - Regular	233,855.14
Total 4800 · FUNDRAISING & DEVOLOPEMENT	371,223.41
4900 · OTHER REVENUES	
4905 · Interest Income	101.77
4950 · Utility Reimbursement	14,427.13
4955 · Rental	64,299.40
4990 · In Kind	0.00
4980 · Other	2,894.64
4997 · Admin Allocation Income	0.00
Total 4900 · OTHER REVENUES	81,722.94
Total Income	2,575,216.89
Expense	
6000 · PERSONNEL AND BENEFITS	
6010 · PERSONNEL	
6012 · Salaries	1,775,211.50
Total 6010 · PERSONNEL	1,775,211.50
6020 · TAXES AND BENEFITS	
6022 · Payroll Taxes	130,655.42
6024 · SUI Taxes	11,500.00
6026 · Worker's Comp	18,567.31
6030 · Retirement	2,392.84
6040 · Fringe Benefits	167,352.43
6050 · Retirement Admin Fees	6,053.03

8024 · Licenses/Permits	994.15
8031 · Dues & Subscriptions	6,236.82
8034 · Merchant Service Fees	176.95
8901 · Interest Expense	202.35
8915 · Admin Allocation Expenses	0.00
Total 8000 · OTHER OPERATING	59,549.93
Total Expense	2,708,797.43
Net Ordinary Income	-133,580.54
Other Income/Expense	
Other Income	
9000 · OTHER INCOME	
9005 · Unrealized Gain/Loss Investment	889.97
Total 9000 · OTHER INCOME	889.97
Total Other Income	889.97
Other Expense	
9500 · OTHER EXPENSE	
9505 · Depreciation Expenses	27,754.00
Total 9500 · OTHER EXPENSE	27,754.00
Total Other Expense	27,754.00
Net Other Income	-26,864.03
Net Income	**-160,444.57**

Attachment 19

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Napa County Bicycle Coalition
Organization Mailing Address:	1100 Lincoln Ave, Suite 202-B, Napa, CA 94558
Organization Contact Person (Name/Title):	Patrick Band, Executive Director
Organization Contact Email:	pband@napabike.org
Organization Contact Telephone:	(707) 258-6318
Organization Website:	www.napabike.org
Federal Tax ID Number and Status:	20-5919470
How long has your organization been in operation?	12 Years

Project Category:

☑ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	Saint Helena Safe Streets
Address of Project:	Various Locations
Requested Grant Amount:	$ 14,500
Matching Funds:	$ 5,000
TOTAL Project Cost:	$ 19,500

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
Safe Streets Presentation - 8 Presentations to Community Groups	$
Family Biking Workshops - 4 half-day workshops, 1 in Spanish	$$
Crossing Guard Analysis - Conduct bike/ped counts, evaluate need & benefits	$$
Smart Cycling 101 - Weekend-long nationally recognized training,	$
Total Reach: 1,500 Saint Helena	
Total Grant Request	$14,500

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Patrick Band

Signature

Title Executive Director

Date 1/30/20

NAPA COUNTY BICYCLE COALITION

City of St. Helena
Nonprofit Grant Application
Fiscal Year 2020-2021

Responses to Application Questions
"St. Helena Safe Streets" Program

Q1 – *Describe how your Project ties to the City's Goals, Mission/Vision Statement.*

The St. Helena Safe Streets program is closely aligned with several elements of the City's mission and 3-Year Goals established by Council, as well as the City's recently adopted 2040 General Plan. The City's Mission Statement includes the following elements, which are addressed by this Program:

- "Maintaining and encouraging an environmentally sustainable community."
  - The Program will conduct both broad community engagement to enhance awareness around transportation safety, as well as targeted education to increase the number of residents who feel confident walking or riding a bicycle for short trips around town. Together with the existing Safe Routes to School program, we aim to move St. Helena forward in meeting the goal of 20% active transportation mode share.
- "Expanding and improving recreational services and facilities and cultural opportunities."
  - Through presentations and educational classes, the Program will expand the number of residents who feel safe and confident riding a bicycle on our local roads for recreational purposes. This program will leverage existing partnerships with the Parks & Recreation Department and school communities to ensure classes are accessible to all, with a focus on low-income and Spanish speaking residents.

The program meets the Council 3-Year Goal to "Support Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth" by addressing one of the most commonly shared concerns of parents in allowing their children to walk or bike to school, by evaluating and making recommendations for safe crossings of major streets, including Highway 29.

Finally, the City of St. Helena 2040 General Plan envisions, "a well-integrated placed linked by effective community institutions, safe neighborhoods and streets, superior schools, parks, and public facilities...while maintaining its small-town rural character." The St. Helena Safe Streets program will develop program materials, and conduct marketing and outreach with this vision statement in mind.

Q2 – *Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.*

The St. Helena Safe Streets program is divided in to 4 discreet components, as outlined below:

1100 Lincoln Ave., Suite 202-B | Napa, CA 94558 | (707) 258-6318 | www.napabike.org

Safe Streets Presentations – NCBC Staff will work with community stakeholders to conduct a minimum of eight (8) Safe Streets presentations to local businesses and community groups with the goal of providing actionable information and initiating behavior change. Key topics may include shifting trips to active transportation and/or transit, rules of the road, speeding, and school zone safety. Where feasible, presentations will be hosted in partnership with public agencies (City, CHP, NVTA, etc.) and visitor-serving industries.

Family Biking Workshops – NCBC will lead four (4) Family Biking Workshops, providing elementary and middle school age students and their parents essential bike safety skills in a safe, welcoming environment. All workshops will be led by NCBC's nationally certified cycling instructors, and at least one (1) workshop will be promoted specifically to Spanish-speaking residents and led by a bilingual instructor.

Crossing Guard Analysis – In parallel with ongoing Safe Routes to School programming, NCBC staff will conduct bicycle & pedestrian counts at a minimum of six (6) locations in St. Helena where parents have expressed concerns about crosswalk safety for students. Bicycle and pedestrian counts will be conducted during AM and PM hours on multiple dates, establishing a baseline of active transportation demand, and on designated Walk & Roll to School Days, to estimate "peak" demand. NCBC staff will develop a report that evaluates options for a more permanent crossing guard and street safety program, with input from City and School District staff, as well as community residents/businesses.

Smart Cycling 101 – NCBC staff will organize a "Smart Cycling 101" training for local residents who wish to support their families, friends, and fellow community members in practicing safe cycling in St. Helena. This class provides 4 hours of classroom-based instruction, and 6 hours of on-bike skills training with our nationally certified cycling instructors. Participants will be encouraged to share their new skills, with the goal of recruiting 10 friends or colleagues who don't usually commute or run errands by bike to try bicycling for short trips. Completion of the Smart Cycling 101 course also provides eligibility for participation in the national bicycle safety instructor (LCI) program run by the League of American Bicyclists.

Upon completion of these activities, local residents will have greater awareness of the safety needs of bicyclists and pedestrians, children and families will have gained the skills necessary to safely bike to work, school, and other local destinations, and the community will have a better understanding of the potential for crossing guards and other streetscape enhancements to increase the safety of students walking and biking to school.

Q3 – *Describe the community support for your Project.*

- What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project.

  This would be a new program for the City, and as of the application deadline, NCBC staff have not finalized a list of neighborhood and organizational supporters, but will begin this work in Spring 2020. Based on feedback from

parents and community stakeholders in our Safe Routes to School program, there is significant community interest in improving safety and access for all residents to walk and bike throughout St. Helena.

- What roles are they playing and how collaborative is the Project?
  Similar to our ongoing Safe Routes to School program, St. Helena Safe Streets is intended to engage and inspire a broad array of community members, including parents, students, business owners, and members of various clubs and civic organizations. St. Helena is also fortunate to have a number of City Council members that has embraced walking and biking personally, and whose participation would be most welcome.
- What other support exists for your Project?
  See prior responses. We will gladly provide a list of community supporters in time for any Council meeting at which this application is considered for funding.

Q4 – *Describe who will benefit from this Project and estimate how many people this Project may impact.*

We estimate that 1,500 St. Helena residents will benefit from this program through direct education, presentations, and community outreach/engagement. The program is designed to reach a broad audience of residents, including older adults, students, low-income and Spanish speaking residents, as well as business owners and hotel/hospitality industry stakeholders.

Q5 – *If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.*

The Napa County Bicycle Coalition has received small amounts of funding ($500 to $1,000) from several local government agencies annually over the past few years, primarily as sponsorship of our Bike to Work & School Day event. We have received a grant (roughly $10,000) of TDA-3 funds through NVTA and the City of Calistoga to conduct targeted education and engagement to hotels and tourist-oriented businesses around loaner bike programs and bicycles as a visitor amenity. That program is winding down this year. Our Safe Routes to School program is a partnership with the Napa County Office of Education and NVTA, currently utilizing funds from the highly competitive Caltrans Active Transportation Program (ATP) program.

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

DEPARTMENT OF THE TREASURY

Date:
FEB 16 2008

NAPA COUNTY BICYCLE COALITION INC
3379 SOLANO AVE 1700
NAPA, CA 94558

Employer Identification Number:
20-5919470
DLN:
17053352304037
Contact Person:
JOAN C KISER ID# 31217
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
September 7, 2007
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2011
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. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

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

Letter 1045 (DO/CG)

NAPA COUNTY BICYCLE COALITION INC

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

Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC
Statute Extension

Letter 1045 (DO/CG)

Part X Public Charity Status *(Continued)*

e 509(a)(4)—an organization organized and operated exclusively for testing for public safety. ☐

f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit. ☐

g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. ☐

h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross **investment income** and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). ☐

i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status. ☑

6 If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

a **Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period,* provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at *www.irs.gov* or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling. ☑

[redacted]

For Organization

Sandra J. Houck — (Signature of Officer, Director, Trustee, or other authorized official)

Sandra Houck — (Type or print name of signer)

12/11/2007 — (Date)

Treasurer — (Type or print title or authority of signer)

For IRS Use Only

Robert Choi — IRS Director, Exempt Organizations

FEB 16 2008 — (Date)

b **Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). ☐

(i) (a) Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. _____

(b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box. ☐

(ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person.** If the answer is "None," check this box. ☐

(b) For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) $5,000. If the answer is "None," check this box. ☐

7 Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. ☑ Yes ☐ No

STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 1286
RANCHO CORDOVA CA 95741-1286

In reply refer to
755:G :JCA

March 24, 2008

NAPA COUNTY BICYCLE COALITION INC
3379 SOLANO AVE # 1700
NAPA CA 94558-3203

Purpose	:	CHARITABLE
Code Section	:	23701d
Form of Organization	:	Corporation
Accounting Period Ending	:	December 31
Organization Number	:	3045426

EXEMPT DETERMINATION LETTER

We determined you are exempt from California franchise or income tax under the California Revenue and Taxation Code section shown above.

The tax-exempt status is effective as of 09/07/2007.

To retain exempt status, organizations are required to be organized and operating for nonprofit purposes within the provisions of the above section. An inactive organization is not entitled to exemption.

This decision is based on information you submitted and assumes that your present operations continue unchanged or conform to those proposed in your application. Any change in operation, character, or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address must also be reported.

In the event of a change in relevant statutory, administrative, judicial case law, a change in federal interpretation of federal law in cases where our opinion is based upon such an interpretation, or a change in the material facts or circumstances relating to your application upon which this opinion is based, this opinion may no longer be applicable. It is your responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of Revenue and Taxation Code Section 21012(a)(2).

March 24, 2008
NAPA COUNTY BICYCLE COALITION, INC.
ENTITY ID : 3045426
Page 2

For the organization's filing requirements, read enclosed Pub. 1068, Exempt Organizations - Requirements for Filing Returns and Paying Filing Fees. You may download the publication at www.ftb.ca.gov.

Note: This exemption is for state franchise or income tax purposes only. For information regarding sales tax exemption, contact the Board of Equalization at (800) 400-7115 or website www.boe.ca.gov.

A copy of this letter has been sent to the Registry of Charitable Trusts.

J AMAYA
EXEMPT ORGANIZATIONS
BUSINESS ENTITIES SECTION
TELEPHONE (916) 845-6644
FAX NUMBER (916) 843-2071

EO :
CC :RANDALL GNAGY

Napa County Bicycle Coalition
2020 Budget Summary

	FY 2019 FINAL	FY 2020 PROJECTED
Revenue		
General Fund - Unrestricted Revenue		
Total General Fund Revenue	$ 34,625	$ 39,000
Community Based Programs		
Total Community Program Revenue	$ 161,998	$ 174,578
Events		
Total Events Revenue	$ 16,790	$ 57,500
Other Income		
Total Other Income	$ 337	$ -
Total Revenue	$ 213,750	$ 271,078
Expenses		
Staff Salaries & Benefits		
Total Salary & Benefits	$ 116,847	$ 131,590
Office & Operations		
Total Office & Operations	$ 23,361	$ 31,500
Community Based Programs		
Total Programs	$ 82,816	$ 47,500
Events		
Total Events	$ 4,542	$ 18,500
Fundraising		
Total Fundraising	$ 1,565	$ 3,000
Communications		
Total Communications	$ 1,942	$ 6,250
Other		
Total Other	$ 2,085	$ 4,250
Finance & Legal		
Total Other	$ 4,423	$ 5,250
Isolated Expense Total	$ 237,580	$ 260,232
Total Profit (Loss)	$ (23,830)	$ 10,846

Attachment 20

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Napa Valley Community Organizations Active in Disaster ("
Organization Mailing Address:	c/o Bay Area Community Resources (BACR); 171 Carlos D
Organization Contact Person (Name/Title):	Celeste Giunta - Director, NV COAD
Organization Contact Email:	celeste@napavalleycoad.org
Organization Contact Telephone:	(707) 815-4227
Organization Website:	www.napavalleycoad.org
Federal Tax ID Number and Status:	Under BACR (COAD fiscal sponsor): 94-2346815 (501c3
How long has your organization been in operation?	founded in 2016

Project Category:

☑ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	Back to School Community Preparedness Event
Address of Project:	c/o Bay Area Community Resources (BACR); 171 Carlos Dr
Requested Grant Amount:	4,900.00
Matching Funds:	4,000.00
TOTAL Project Cost:	8,900.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

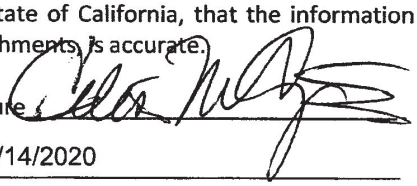
Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
Promotional materials for the event(s)	300.00
Event materials for Four Pillar of Preparedness interactive stations	1,600.00
Preparedness prizes and give aways	1,200.00
Activities for children	800.00
COAD and other operational costs	1,000.00
Food and drinks ($6/person) (may be underwritten by Catholic Charities)	4,000.00
Total Grant Request	4,900.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Celeste Giunta Signature 

Title Director, Napa Valley COAD Date 2/14/2020

St Helena grant application – Due February 14, 2020

Organization Overview

Organization Name: Community Organizations Active in Disaster (COAD)

Mailing address: c/o Bay Area Community Resources (BACR); 171 Carlos Dr., San Rafael, CA 94903

Contact person: Celeste Giunta – Director

Contact email: Celeste@napavalleycoad.org

Contact phone: 707.815.4227 (duty line)

Website: www.napavalleycoad.org

Federal tax ID and Status: Under BACR (COAD fiscal sponsor): 94-2346815 (501c3 letter attached)

How long has organization been in operation? COAD was established in 2016

Project category – Programmatic grant to provide support services to St Helena residents

Grant request:

Project Name – Back to School Community Preparedness Event

Address of Project - c/o Bay Area Community Resources (BACR); 171 Carlos Dr., San Rafael, CA 94903

Requested Grant amount - $4,900

Matching Funds - $4,000 from Catholic Charities potentially

TOTAL PROJECT COST: $8,900

1. **How does the project tie to the City's Goals, Mission/Vision statement?**

   The vision and mission statement of the City speak to a vibrant community at all levels and engaging strong partnerships across all sectors. A key objective of COAD's mission is to strengthen partnerships and enhance community resilience. In this aspect, the City's mission and COAD's coalesce.

   The City of St. Helena has also been promoting a culture of preparedness to promote its community resilience and developing neighbor to neighbor connections and networks to support this initiative through its new Firewise Council.

   The goal of the proposed Project, which is a back to school preparedness event, is in alignment with the City's goal to support thriving families and enhance safety, wellbeing and healthy development of our youth. The proposed Project is specifically designed to engage families and youth to make preparedness and safety part of their daily routine and habits. The proposed event(s) focuses on interactive opportunities to ensure participants leave with concrete preparedness plans and community connections. Additionally, the event involves partnerships across all sectors.

2. **Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Provide a timeline for your project.**

   This project will build on the proposed St Helena preparedness event scheduled for April 19, 2020 at Crane Park. This event is being organized by key community partners including COAD, Grace Episcopal Church, Catholic Charities (the administrators of the CalOES preparedness grant for Napa County), Napa Counties Firewise Foundation, and City staff. The overarching goal of the event is to enhance community preparedness and engagement. The more specific objectives under that goal are to:

   1) Engage the community in a 'culture of preparedness' by creating a preparedness event which will promote neighborhood connections, in addition to key preparedness themes.
   2) Create a foundation for building on neighbor to neighbor connections and awareness by building on the foundation of the Firesafe Council structure and neighborhood captains.
   3) Enhance learning by focusing on interactive preparedness stations (four pillars of preparedness) where participants leave with concrete preparedness plans and connections.

   The event will be distinguished by its interactive preparedness stations and will **not** include the standard array of informational tables most often found at preparedness events. Instead, the event will be organized around Four Pillar of Preparedness: Make a plan; Build a Kit, Be Informed, and Get Connected. A welcome table will provide attendees with an overview/map of the four pillars of preparedness stations. The event also will include food, a raffle, and activities for the children, as well as prizes and give aways. A key component of the event will be to lay the foundation for the follow-on activities at the neighborhood level and supporting the Firewise Council neighborhood captains in their outreach.

   The four pillars of preparedness and associated activities are described below. All materials, information and activities will be focused on the four pillars of preparedness to promote consistent and readily understood messages about preparedness and to not dilute those messages. All agencies invited will be asked to support one of the four pillar stations.

- **PILLAR I - MAKE A PLAN –** This station may have two to three tables covering such planning activities as a family contact plan, home evacuation plan (have a template for making a plan), and possibly a Red Flag action plan (PSPS).
- **PILLAR 2 – BUILD A KIT –** Have a sample kit available for the family, children and animals and include a check list which identifies critical documents. Be ready to answer questions and have an FAQ available, especially related to medications and other essentials. Have samples of nonperishable foods.
- **PILLAR 3 – BE INFORMED –** Provide a list of connections to keep informed. Assist with sign ups to various informational sources.
- **PILLAR 4 – GET CONNECTED –** This is where people will be able to connect with their neighborhood captains and find out where to get more information and set the stage for connecting in the neighborhood.

Timeline:

The event will use the results of the after action report from the April 19, 2020 preparedness event to refine the planning for the back to school preparedness event(s). COAD and its partners will work with St Helena Unified School District to determine the best timing and location of a combined back to school event or if events need to be school specific. At this point, we are anticipating two back to school events. Specific activities and timeline are:

1. Prepare after action report for April 19, 2020 preparedness event – June 15, 2020
2. Use lessons learned to begin planning and promoting back to school events – July 15, 2020
3. Hold back to school events – late August/early September 2020
4. Complete an after action report detailing participant feedback and attendance figures – October 2020

3. **Describe the Community support for your project.**

Broad and strong community support exists for this project across all sectors. The organizing group consists of COAD, Grace Episcopal Church, Napa Communities Firewise Foundation, UpValley Family Centers, Catholic Charities, as well as the St. Helena Unified School District and City leadership and staff. All organizers are providing input related to the form and content of the event.

a. **What other organizations, neighborhood associations, nonprofits, residents, etc. are also involved with the project?**

In addition to the **organizing group identified above,** a wide range of community, city and county agencies will be invited to support the four pillars of preparedness. While the event will not include general information tables, all agencies supporting preparedness efforts and community engagement will be invited to support the work of four pillars of preparedness. Each agency, based on its area of expertise will gravitate naturally to one of the four pillars. These agencies include: local Churches, Police and Fire department, County OES and Public Health, CERT, CART, Adventist Health, Red Cross, and community/civic groups such as the Rotary, Kiwani's etc.

b. **What roles are they playing and how collaborative is the Project?**

This is a highly collaborative project which involves a broad range of organizers from across community sectors as described above. The organizing group works by consensus to determine how best to achieve the goals and objectives of the event(s), including how to structure the event. All community groups are invited to participate in supporting the event and the four pillars of preparedness.

What other support exists for your project?

This Project is designed solely for St. Helena residents. Funding may be available for certain event components through Catholic Charities, which is the community-based organization implementing the CalOES preparedness grant in Napa County. Initial conversations indicate that Catholic Charities may underwrite the food and drinks (anticipated cost of $4,000).

Additionally, significant volunteer time will be involved in planning and coordinating the event, as well as supporting interactive stations/pillars of preparedness on the day(s) of the event. Volunteers will come from COAD member organizations, agencies engaged in preparedness, as well as the broader St Helena community.

4. **Describe who will benefit from this Project and estimate how many people this Project may impact?**

COAD and its partners anticipate that about 600-700 people will attend the back to school event(s). St. Helena residents will be the beneficiaries of this event, primarily families involved in the school district. The public school district population includes many families who are considered vulnerable populations. The percentage of students on free and reduced breakfast and lunch speaks to the issue of vulnerability among the public school populations.

5. **If you received funding from other Napa County government agencies in the past two years, provide the level of funding and how the funding from the City of St Helena will specifically benefit St Helena residents.**

The funding from the City of St. Helena will be spent directly on the community preparedness event(s) for its residents.

City of Napa provided an unrestricted grant of $3000 to COAD to support its operational costs. COAD is currently in negotiations with the County on supportive funding for its role in coordinating second responders and liaison in the Emergency Operations Center.

Cost Estimate

Promotional materials for the event(s)	$ 300
Event materials for Four Pillar of Preparedness interactive stations	$ 1,600
Preparedness prizes and give aways	$ 1,200
Activities for children	$ 800
COAD and other operational costs	$ 1,000
TOTAL GRANT REQUEST:	**$ 4,900**
Food and drinks ($6/person) (may be underwritten by Catholic Charities)	$ 4,000

Grant funding in last 12 months:

Napa Valley Community Foundation –

Currently, primary funding source for COAD operations.

New York Life and Alliance for Strong Families and Communities - $9,200

This grant was for providing training to promote long-term resiliency and healing.

City of Napa - $3000

Unrestricted grant to assist in operational expenses.

County Sheriff's department - $538

Grant for cost sharing for the development of neighbor to neighbor materials.

DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

Date: APR 13 1999

COMMUNITY FOUNDATION OF THE NAPA VALLEY
3295 CLAREMONT WAY STE 5
NAPA, CA 94558

Employer Identification Number:
68-0349777
DLN:
17053065830039
Contact Person:
JOHN J MCGEE ID# 31169
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
August 1995
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

District Director

Letter 1050 (DO/CG)

A0543552

AMENDED AND RESTATED ARTICLES OF INCORPORATION
OF
THE COMMUNITY FOUNDATION OF THE NAPA VALLEY

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

APR 18 2000

BILL JONES, Secretary of State

The undersigned certify that:

1. They are the president and the secretary, respectively, of THE COMMUNITY FOUNDATION OF THE NAPA VALLEY, organized under the California Nonprofit Public Benefit Corporation law, (the "Corporation").

2. The articles of incorporation of the corporation are amended and restated in full as follows:

ONE: The name of the corporation is THE COMMUNITY FOUNDATION OF THE NAPA VALLEY.

TWO: 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 charitable purposes. The charitable purposes are to maintain and enhance the educational, social, cultural, health and civic resources of the Napa Valley community through support of qualified nonprofit organizations and to provide philanthropic leadership to help create and promote efforts among citizens to improve the quality of life in the Community.

THREE: This Corporation is organized and operated exclusively for charitable purposes within the meaning of §501(c)(3) of the Internal Revenue Code of 1986, as amended.

FOUR: No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or otherwise intervene in any political campaign (including publishing or distribution of statements) on behalf of any candidate for public office.

FIVE: The property of this corporation is irrevocable dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member or to the benefit of any private person.

Upon dissolution and winding-up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to nonprofit funds, foundation, or corporations, which are organized and operated exclusively

for charitable purposes and which have established their tax exempt status under §501(c)(3) of the internal revenue code of 1986, as amended.

If this corporation holds any assets in trust, or the corporation is formed for charitable purposes, such assets shall be disposed of in such manner as may be directed by decree of the Superior court of Napa County, on petition by the Attorney General of the State of California or any person concerned in the liquidation, in a proceeding to which the Attorney General of the State of California is a party.

This corporation has no members and the foregoing Amended and Restatement of the Articles of Incorporation has been approved by the board of directors, in accordance with § 5032 of the California Corporations Code.

We further declare under penalty of perjury under the laws of the state of California that the matters set forth above are true and correct of our own knowledge.

Dated: April 17, 2000

Robert E. Andreae
President

Mary Frances Rocca
Secretary

Napa Valley COAD
July 2018 to June 2019
Financial statement (combined from Community Foundation and BACR)

Operating Income		**Amount**
Donations	$	3,950.00
NVCF Grant 19/20 COAD	$	169,706.00
Internews	$	7,425.00
NY Life Grant	$	9,200.00
Total Income	**$**	***190,281.00***

Operating Expenses		**Cost**
Professional Services (Subcontractors)	$	106,553.10
Travel- Local Mileage COAD	$	839.94
Equipment supplies	$	826.40
Special events - COAD conference	$	17,509.42
Other Direct Costs	$	19,401.76
Total Direct Costs	***$***	***145,130.62***

Admin Fee		
Fiscal Sponsor Fee (Foundation & BACR)	$	18,694.27
Total Fee	***$***	***18,694.27***
Total Expenses	**$**	**163,824.89**

Net Income (roll over to next fiscal year)	**$**	**26,456.11**

Napa Valley COAD
July 2019 - June 2020 (12 Months)
Revised August 1, 2019

Operating Income		**Amount**	
Individual Donations		$ -	
NVCF Grant 19/20 COAD		$ 68,000	
NVCF Grant 19/20 LTR		$ 22,464	Estimated
Carry-Over 18/19 NVCF Grant - COAD		$ 29,616	Estimated/Remaining from 2019
City of Napa		$ 3,000	pending
NY Life Grant		$ 4,812	Remaining
Total Income		**$ 127,892**	
Operating Expenses		**Cost**	
Professional Services (Subcontractors)		$ 92,880	
Travel- Local Mileage COAD		$ 900	
Equipment supplies		$ 120	
ODCs		$ 13,525	
Total Direct Costs		***107,425***	
Admin Fee			
Fiscal Sponsor Fee @ 15%	15%	$ 16,114	
Total Fee		***$ 16,114***	
Total Expenses		**$ 123,539**	
Net Income		**$ 4,353**	

Attachment 21

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	OLE Health
Organization Mailing Address:	1141 Pear Tree Lane
Organization Contact Person (Name/Title):	Cynthia Jimenez, St. Helena Health Center Manager
Organization Contact Email:	cjimenez@olehealth.org
Organization Contact Telephone:	(707) 254-1774
Organization Website:	www.olehealth.org/location/st-helena/
Federal Tax ID Number and Status:	23-7221695
How long has your organization been in operation?	1972

Project Category:

☑ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	OLE Health St. Helena Health Center
Address of Project:	1222 Pine Street, Suite A, St. Helena, CA 94574
Requested Grant Amount:	$26,988
Matching Funds:	$2,591
TOTAL Project Cost:	$29,579

OLE Health – St. Helena Health Center
Nonprofit Grant Application FY 2020/2021

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.
OLE Health is requesting a City of St. Helena Nonprofit Grant to provide for St. Helena residents' healthcare needs, including those of low-income, prenatal women. The City's vision to have a family-friendly, diverse and safe community, and particularly a community with a high quality of life are reflected in this project. Additionally, the City Council's 3-Year Goals, which include improving and maintaining safe and reliable City infrastructure with a commitment to environmental stewardship and public health ties directly to this project.

OLE Health (previously known as Clinic Ole) has had a presence in St. Helena since its earliest days in the 1970s when flu clinics were set up for residents then, in 1993, Clinic Ole established a satellite health center in St. Helena providing primary care and prevention services. OLE Health is the medical home for 2,350 St. Helena residents that rely on the high quality, affordable healthcare services for their entire family of all ages. The OLE Health St. Helena (SH) staff are bilingual, bi-cultural, licensed professionals. The health center serves anyone and never turns someone away based on their ability to pay.

This request is made with the goal to improve access to services for local residents, including pregnant women with the additional equipment to be located at the health center on Pine Street. The request will increase health-related services, helping the City realize its goals, mission and vision.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.
OLE Health St. Helena health center:

1. Prenatal and women's healthcare: Assign a nurse midwife to make weekly visits from the OLE Health Napa health center to provide prenatal care to pregnant women in St. Helena.
   An ultrasound system is needed to provide prenatal medical standard of care.
   - Purchase an ultrasound system for prenatal women patients

   Women's health at SH health center needs a clinical microscope.

   - Purchase a clinical microscope to provide more immediate care to women patients

2. Emergency support for patients new to the area:

   Transportation vouchers/rides will be provided for patients without transportation that due to a non-emergency, serious condition need to go to a hospital or another location for additional services not available at OLE's Pine Street facility.

   - Purchase pre-paid transportation vouchers/rides, e.g. Uber and/or Lyft

   In circumstances where the patients are understood to be without food and based upon the Health Center Manager's concern for their health (they are ill-equipped to

immediately obtain support from another agency) pre-paid grocery store vouchers will be provided.

- Purchase emergency grocery vouchers to be provided to families for $50 and for individuals $25

Objective:

1. Prenatal and Women's Health: A healthcare gap was recently initiated by the closure of the St. Helena hospital's family birth center. The closure leaves the area without adequate resources for prenatal care of St. Helena women. This project's primary objective is to increase the ability of OLE's St. Helena health center to provide high quality prenatal care for approximately 70 women, annually, particularly those on Medi-Cal in St. Helena. The acquisition and utilization of an ultrasound system, to be solely located at OLE's health center at 1222 Pine Street, will allow the OLE's medical staff the ability to provide women in their first trimester confirmation of a viable pregnancy, confirm heartbeat, gestational age, and assess abnormal gestation. In the second trimester, the ultrasound can diagnose fetal malformation, structural abnormalities, confirm multiples pregnancy, verify fetal age and growth, and evaluate fetal well-being.

   The SH health center needs a clinical microscope for women's healthcare. OLE's Director of Women's Health has requested a microscope to test in-house patients with potential vaginitis. Dr Leighton states that many women visits are due to vaginitis, which with a clinical microscope can be diagnosed on the day of service while they are being seen in the health clinic, allowing the providers to start treatment for the patient immediately.

2. Emergency support for patients new to the area: Transportation vouchers are requested to ensure patients that are without access to transportation are able to be seen by an outside medical specialist or facility. We are requesting support for approximately 2 trips per month or 24 patients/families, the cost of which is an average of $30 per trip to St. Helena hospital, Queen of the Valley Medical Center or OLE Health's Pear Tree Lane health center. Transportation is often a barrier for patients of SH health center to receiving care when an ambulance is not necessary yet, there is an immediate need for the patient to go to another medical facility for a higher level of evaluation and/or services. The health of the patient and their recovery are at risk without access to immediate transportation.

   Pre-paid grocery vouchers are a need the St. Helena Health Center Manager and her staff are witnessing fairly often of the patients that are new to the area. While providing healthcare services to these patients, the OLE staff uncover that the individual or family is without food. When the situation is threatening the health of the individual/family due to extreme unfamiliarity/recent arrival to the area and the Health Center Manager is concerned that the patient(s) may not have the wherewithal to receive support from

another source such as UpValley Family Center, she will have the ability to provide immediate grocery funds.

Timeline

Date	Activity	Responsible
July 15, 2020	Begin purchase procedure for funded equipment and supply of emergency pre-paid transportation and food.	Cynthia Jimenez, SH Health Center Manager with Lynette Leighton, MD OLE's Director of Women's Health
August 30, 2020	All equipment purchased, and implementation of use begins. Tracking mechanism in place synced and supervised with OLE finance department.	Cynthia Jimenez, SH Health Center Manager; OLE Health Controller, Eunice Choe; and OLE Health It and Data Analysis.
September 1, 2020	Nurse midwives provide prenatal care at the St Helena Site	OLE Health, bilingual nurse midwives, Director of Women's Health
July 1, 2021	Prepare data and narrative report for the City of St. Helena	Cynthia Jimenez, SH Health Center Manager, Lynette Leighton, MD; OLE Health Controller, Eunice Choe; OLE Health It and Data Analysis and Martha Nichols, OLE Health Grant Writer

3. Describe the community support for your Project.

a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project? UpValley Family Center provides guidance, support, and resources in the community and refers individuals and families to OLE Health's Calistoga and St. Helena Health Centers for primary and prevention healthcare services. The Rianda House is also a local partner St. Helena Health Center staff refer senior citizens to for their programs, services, and resources, and OLE receives referrals from Rianda House of seniors in need of healthcare.

b. What roles are they playing and how collaborative is the Project?

UpValley Family Centers explains our reciprocal agreement to refer clients/patients as appropriate to the other organization that can best serve the individual's needs. They are not directly involved in this request. Rianda House and OLE Health are informal partners for making reciprocal referral.

c. What other support exists for your Project?

OLE Health funding sources include Medi-Cal, Medicare, patient fees and fundraising to support most of the services provided. There is a gap in expenses and revenue, though of approximately $200,000 a year, which necessitates applying for funding assistance to all

potential community partners. 80% of OLE's patients have Medi-Cal or are uninsured. OLE has a sliding fee scale for patients with incomes under 200% of the federal poverty level (FPF). No one is ever turned away based on ability to pay.

4. Describe who will benefit from this Project and estimate how many people this Project may impact. This request will benefit 70 individual pregnant women and their babies in St. Helena as a result of the ultrasound system. The provision of transportation vouchers/pre-paid rides will benefit 24 individuals or families, and an estimated 10 families or 20 individuals will benefit from pre-paid grocery vouchers.

As a reference, at least 2,350 patients have St. Helena Health Center as their medical home. St. Helena patients overall are 71% Latino, 29% non-Latino, 58% prefer to speak Spanish; about 15% are agricultural workers. Although most are low-income, there is a small percentage of St. Helena Health Center patients above the 200% FPL; they appreciate the high-quality care and convenience of the Pine Street location. OLE Health's St. Helena Health Center offers community members routine primary care and prevention services, as well as care for illness and wounds, etc. The OLE Health center in St. Helena helps local patients to avoid using the hospital emergency department; a costly, inefficient delivery of care.

The proposal to purchase an ultrasound system is in direct response to the Adventist Health St. Helena Family Birth Center closing. Ultrasounds are performed for most pregnant women around 20 weeks into her pregnancy. It is used to show images of the baby, amniotic sac, placenta, and ovaries. Major abnormalities or birth defects may be visible on an ultrasound.

The microscope will be used to test in-house patients with potential vaginitis. The Director of Women's Health at OLE, Dr Leighton gave a training to staff and related that many women visits are due to vaginitis, which can be diagnosed on the day of service, while being seen in the health center. Providers can start treatment immediately and help women avoid delay and additional visits and associated costs.

The emergency funds for transportation and food is in response to St. Helena staff recognizing instances during each month, in which a patient comes to the SH health center on Pine Street and the medical provider determines they should be seen immediately at another facility, but the patient is without adequate transportation. The grant funds will ensure transportation in not a barrier for these patients with little resources.

Additionally, the Health Center Manager has cited approximately 10 times a year when there is an individual that reveals he/she is new to the area and is without food resources. The provision of emergency grocery vouchers will mitigate the concern of the patient experiencing a worsening health condition due to food deprivation.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents. OLE has received county funding to operate a health center at the Napa County Campus to provide primary care services to individuals with higher level mental health, drug and/or alcohol use disorders - $202,855; to provide indigent care - $95,000; and Tobacco MSA funding (in 2019/2020 only) for nutrition services county-wide - $119,830.

The City of St. Helena funding will help ensure high quality prenatal services for low-income, pregnant women and their babies, immediate care for women patients, and emergency transportation and food for low-income patients new to the area that are without resources in St. Helena. The funds will increase the health conditions of patients by providing access to the beneficial services of bilingual healthcare and services, especially for low-income patients.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Cost
Ultrasound system, MLSigma	$27,591
Microscope, LED stereoscope	$ 768
Pre-paid vouchers for patients' emergency transportation and food	$ 1,220
	$29,579
Match	$ 2,591
Total Grant Request	$26,988

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Alicia Hardy Signature

Title OLE Health Chief Executive Officer Date 2/6/2020

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4051083720
Nov. 17, 2016 LTR 4168C 0
23-7221695 000000 00
00025231
BODC: TE

OLE HEALTH
1100 TRANCAS ST STE 300
NAPA CA 94558-2921

009525

Employer ID Number: 23-7221695
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Oct. 26, 2016, regarding your tax-exempt status.

We issued you a determination letter in August 1973, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

Department of the Treasury
Internal Revenue Service
Ogden, UT 84201-0038

Notice	CP148B
Notice date	December 23, 2019
Employer ID number	XX-XXX1695
To contact us	Phone 800-829-0115
Page 1 of 1	

125694.880562.445878.27022 1 AB 0.412 373

OLE HEALTH
1100 TRANCAS ST STE 300
NAPA CA 94558-2921

125694

We changed your mailing address

We updated our records for your mailing address.

We update our records anytime the address entered on a tax return is different from what we have in our records, or a Form 8822-B is received.

The address shown above is where we previously sent IRS notices and letters about your tax account. We will no longer mail notices and letters to that address. We also sent a confirmation notice to your new mailing address.

What you need to do

Our update to your address may be for minor changes in words and abbreviations, such as using "Street" rather than "St." in your address. To avoid confusion, you or your tax preparer should always enter your correct mailing address in exactly the same way every time you file tax returns.

If there should not be a change to your address, call or write to us using the contact information at the top of this page. If you call, please review the most recent tax returns you filed for differences in addresses entered. For any written correspondence, include a copy of this notice. We can address concerns more quickly via telephone.

Caution for employers regarding third-party payroll providers

If we find any issues with an account, we send a letter or notice to your address of record. We strongly caution any employer against changing the address of record to that of a payroll service provider or any other third party as it may significantly limit our ability to inform the employer of tax matters involving the business. The employer is ultimately responsible for depositing and paying all federal employment tax liabilities.

For more information, visit www.irs.gov and search keywords, "Change of Address" or "Outsourcing Payroll Duties."

Additional information

- Visit www.irs.gov/cp148b
- For tax forms, instructions, and publications, visit www.irs.gov/forms-pubs or call 800-TAX-FORM (800-829-3676).
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.

Department of the Treasury
Internal Revenue Service
Ogden, UT 84201-0038

Notice	CP148A
Notice date	December 23, 2019
Employer ID number	XX-XXX1695
To contact us	Phone 800-829-0115
Page 1 of 1	

125702.880562.445878.27022 1 AB 0.412 373

OLE HEALTH
1141 PEAR TREE LN STE 100
NAPA CA 94558-6485

125702

We changed your mailing address

We updated our records for your mailing address.

We update our records anytime the address entered on a tax return is different from what we have in our records, or a Form 8822-B is received.

The address shown above is where we will mail any IRS notice or letter about your tax account. We also sent a confirmation notice to your previous mailing address.

What you need to do

Our update to your address may be for minor changes in words and abbreviations, such as using "Street" rather than "St." in your address. To avoid confusion, you or your tax preparer should always enter your correct mailing address in exactly the same way every time you file tax returns.

If the mailing address for IRS notices and letters shown above is correct, you do not need to do anything.

If the mailing address shown above is incorrect, call or write to us using the contact information at the top of this page. If you call, please review the most recent tax returns you filed for differences in addresses entered. For written correspondence, include a copy of this notice.

Caution for employers regarding third-party payroll providers

If we find any issues with an account, we send a letter or notice to your address of record. We strongly caution any employer against changing the address of record to that of a payroll service provider or other third party as it may significantly limit our ability to inform the employer of tax matters involving the business. The employer is ultimately responsible for depositing and paying all federal employment tax liabilities.

For more information, visit www.irs.gov and search keywords, "Change of Address" or "Outsourcing Payroll Duties."

Additional information

- Visit www.irs.gov/cp148a
- For tax forms, instructions, and publications, visit www.irs.gov/forms-pubs or call 800-TAX-FORM (800-829-3676).
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.

OLE Health

FY 19-20 Organizational Budget

	Total
Client Revenue	
CHDP	1,698,219
Family Pact	182,279
Medi-Cal	4,769,511
Medi-Cal Managed Care	9,815,677
Medicare	2,922,153
Private Insurance & Other	692,328
Contractual Allowance	(765,243)
Sliding Fee	818,308
Provision for Bad Debt	(50,000)
Net Client Revenue	20,083,231
Expenses	
Total Compensation	24,090,106
Other Operating Expenses	10,352,441
Total Operating & Administrative Expenses	34,442,547
Net Uncompensated Care	(14,359,316)
Grants & Other Revenue	
Contributions & Other Income	27,429
Donation of Facilities	549,857
Fundraising	582,937
340B Revenue	4,083,422
Grant/Contract Revenue	5,727,580
PHC QIP	1,200,000
Investment Income	223,680
Optical Hardware Income	42,003
Unrealized Gain/(Loss)	147,316
Total Grants & Other Revenue	12,584,223
Net Operating Income/(Loss)	(1,775,093)
Meaningful Use	102,000
Net Excess/(Deficiency)	(1,673,093)

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OLE Health
Balance Sheet
For The Period Ending 6/30/2019

	2019 6/30/2019	2018 6/30/2018
CASH	5,810,538	6,091,524
SHORT-TERM INVESTMENTS	5,473,765	3,792,523
INTERMEDIATE TERM INVESTMENTS	4,422,171	4,227,951
TOTAL CASH & INVESTMENTS	15,706,474	14,111,998
PATIENT ACCOUNTS RECEIVABLE	2,313,222	2,383,722
ALLOWANCE - BAD DEBTS & CONTRACTUAL ADJ.	(788,141)	(933,253)
NET PATIENT ACCOUNTS RECEIVABLE	1,525,081	1,450,469
GRANTS & CONTRACTS RECEIVABLE	3,709,233	3,554,052
OTHER RECEIVABLES	572,537	544,461
SUPPLIES	46,678	46,678
PREPAID EXPENSES	912,089	370,212
DEPOSITS	15,155	15,155
RETENTION RECEIVABLE	10,000	0
TOTAL CURRENT ASSETS	22,497,246	20,093,024
BUILDING	362,931	362,931
LEASEHOLD IMPROVEMENTS	3,906,584	3,906,584
LAND IMPROVEMENTS	153,641	153,641
MEDICAL EQUIPMENT	1,382,016	1,326,954
OFFICE EQUIPMENT	266,210	266,210
FURNITURE & FIXTURES	659,383	659,383
COMPUTER EQUIPMENT & SOFTWARE	1,212,168	1,119,050
WEBSITE	37,013	37,013
CONSTRUCTION IN PROGRESS	6,221	135,204
ACCUMULATED DEPRECIATION/AMORTIZATION	(5,894,663)	(5,197,322)
NET PROPERTY & EQUIPMENT	2,091,504	2,769,647
NMTC LOAN RECEIVABLE (NON-CURRENT)	14,330,990	14,330,990
NET MEDI-CAL RECVS (NON-CURRENT)	57,877	4,011
NET FAIRFIELD MEDI-CAL RECVS (NON-CURRENT	527,968	527,968
RETENTION RECEIVABLE (NON-CURRENT)	40,000	0
NMTC INVESTMENT	1,671,588	1,528,278
TOTAL OTHER ASSETS	16,628,424	16,391,248
TOTAL ASSETS	**41,217,173**	**39,253,918**
ACCOUNTS PAYABLE	515,244	232,244
ACCRUED SALARIES & WAGES	327,218	302,475
ACCRUED VACATION PAY	901,357	852,107
PAYROLL TAXES PAYABLE	3,750	0
UNEMPLOYMENT RESERVE	0	5,910
ACCRUED RETIREMENT	(65)	0
OTHER ACCRUED EXPENSES	35,921	19,050
NET MEDI-CAL PAYABLES	2,439,194	4,003,039
NET MEDICARE PAYABLES	13,186	13,186

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OLE Health
Balance Sheet
For The Period Ending 6/30/2019

	2019 6/30/2019	2018 6/30/2018
NOTES PAYABLE	207,949	201,392
LEASE PAYABLE	250	2,750
RETENTION PAYABLE	1,667	0
DEFERRED GRANT & CONTRACT REVENUE	3,285,108	3,061,848
TOTAL CURRENT LIABILITIES	7,730,780	8,694,000
NOTES PAYABLE - LTD	160,491	368,441
TOTAL LONG-TERM LIABILITIES	160,491	368,441
TOTAL LIABILITIES	**7,891,271**	**9,062,441**
NET ASSETS AT THE BEGINNING OF THE YEAR	30,191,477	26,739,531
NET EXCESS/(DEFICIENCY)		
UNRESTRICTED, DESIGNATED FOR OPERATIOI	3,134,425	3,451,946
CURRENT NET ASSETS	33,325,902	30,191,477
TOTAL LIABILITIES & NET ASSETS	**41,217,173**	**39,253,918**

OLE Health Grants for St. Helena Health Center
FY 2019/2020

3	HRSA 330, 2018 SAC	April 2019 - March 2020	$152,529
B2	HRSA, IBHS	Sept 1, 2019 - March 31, 2021	$8,350
J4	MSA Napa County	July 2019 - June 2020	$5,992
M2	KP Care Coordination	July -June	$1,250
C3	KP CalFresh Outreach	Oct through Sept.	$4,750
K8	Napa Valley Vintners	2020	$40,000
		TOTAL	**$212,870**

Attachment 22

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Our Town St. Helena
Organization Mailing Address:	P.O. Box 94 St. Helena, CA 94574
Organization Contact Person (Name/Title):	Mary Stephenson, President
Organization Contact Email:	mary@ourtownsthelena.org
Organization Contact Telephone:	(707) 849-2583
Organization Website:	ourtownsthelena.org
Federal Tax ID Number and Status:	26-4247407 Status: 501(c)(3)
How long has your organization been in operation?	12 years

Project Category:

☑ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	OTSH Preserve and Build Program
Address of Project:	1250 Church Street, St Helen Ca 94574 (our new office)
Requested Grant Amount:	$ 30,000
Matching Funds:	$ –
TOTAL Project Cost:	$ 30,000

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
Marketing - social media, quarterly electornic newsletter, press releases, etc.	$6,000
Redesign website - web designer and writer	$9,000
Fundraising - EOY mailing, list maintenance, fundraising software	$3,000
Grant Writing - HOME, CDBG, AHP, etc.	$12,000
Total Grant Request	$30,000

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Mary Stephenson Signature Mary Stephenson

Title Board President Date 1/29/20

Application Questions - Our Town St Helena

- **Describe how your Project ties to the City's Goals, Mission/Vision Statement.**

For St Helena to be economically sustainable and family friendly our town needs to aggressively pursue increasing the housing opportunities to the people vital to our community thus reversing the significant loss of over 40% of our middle class residents who have left but not been replaced over the last decade. OTSH is working with the City to develop a range of innovative, well-designed housing available for residents of all ages at low-to-moderate-Income level.

- **Describe your Project including objectives and goals and explain how you will meet th ese goals within the deadline of June 30, 2021. Please provide a timeline for your Project.**

OTSH Goal	June 30, 2021 Estimated Deliverables
1. Complete Brenkle Court	On schedule for completion in 6/2021
2. Secure site for Phase Two Self-Help Housing (11+ units)	Primary goal for CY 2020 is to secure a site; if that is possible we should be working toward entitlement by 6/2021
3. Develop 5-unit workforce village at 963 Pope	Scheduled to be half-way through construction by mid-year 2021
4. Complete negotiation for site control of parcel suitable for 25-35 off-site construction low-income rental units	Hope to have site control and working on entitlements by mid-2020. Dependent upon property owner. Factory OS on board and financing options identified.
5. Explore breakthrough in-fill 4-8 unit development program	Dependent upon Enterprise/Well Fargo Breakthrough Affordable Housing Challenge (Grant approval June 2020)
6. Educate the community on need and type of housing possible	Continue growing social media participation, hold community meetings and work with City on Housing Strategy

Providing $30,000 in program funding to OTSH will support our plan for significant growth during this grant period including securing office space (leased signed on 1250 Church Street for occupancy 2/1/20), adding staff for project management and administration and revising our website and digital presence to expand support and donors. Our operating budget for CY 2020 is $200,000 and this grant will cover 15% of our cost to do business. We will have two projects in construction and expect to have at least one in site development during the City grant period.

- **Describe the community support for your Project.**

  a. **What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?**

  OTSH has received support from the City of St. Helena, County of Napa, the Gasser Foundation, local churches and services clubs as well as individual advisors and donors. We are partnered with USDA Rural Development's Self-Help Homeownership Program and receive technical assistance from Rural Community Assistance Corporation (RCAC).

  b. **What roles are they playing and how collaborative is the Project?**

  RCAC has partnered with OTSH since the inception of this project and their knowledge and experience has played an integral part in our progress. USDA RD provides funds and technical assistance for staff and specific site costs for up to 19 mutual self-help homes to be built in St. Helena. The City of St. Helena has donated land and granted fee waivers for the Brenkle Court project and has provided a partial acquisition loan for 963 Pope Street. OTSH secured an additional acquisition and site development loan from RCAC for 963 Pope. This year OTSH also received $140K in grant funds from the FHL Bank's Affordable Housing Program through a sponsorship by Silicon Valley Bank. SVB and Mechanics Bank also provided direct grant support.

What other support exists for your Project?

The St Helena Methodist Church has taken our Brenkle Court project under their wing, making it the recipient of their special 2019 Christmas collection and by providing lunch to the Owner/Builders once a month. Grace Episcopal Church provides access to their super-duper copier, which saves OTSH significant copy and scanning costs. Central Valley Building Supply is providing discounted materials for our projects. Several businesses, construction subcontractors and community members have given their time and talent as volunteers on the Brenkle Court project. The Kiwanis Club is volunteering to help clean up the exterior of the Pope Street site.

- **Describe who will benefit from this Project and estimate how many people this Project may impact.**

  Brenkle Court and 963 Pope Street alone will provide 13 new income-qualified

residents. The eight families who will move into Brenkle Court will vacate local apartments, several located in Stonebridge and Hunt's Grove, both of which have 3+- year waiting lists. This will create increased rental stock benefitting additional individuals in our community. An income-qualified family has moved into the existing home at 963 Pope Street after living in a converted garage studio for many years. Our multi-unit Factory OS project could provide another 25-35 units of affordable housing in the next few years.

The businesses of St Helena and our citizens in general will benefit from an increase in housing for working families.

- **If you have received funding from other Napa County government agencies in the past two years,**
  provide level of funding and how funding from the City of St. Helena will specifically b enefit St Helena residents.

  Napa County's loan funds were placed as silent seconds to subsidize the Brenkle Court Families totally $280,000. We anticipate further financial support from the County for our 963 Pope Street project, but do not have a set amount yet.

OTSH 1/30/2020

ENDORSED - FILED
In the office of the Secretary of State
of the State of California
JAN 26 2009

ARTICLES OF INCORPORATION
OF
Our Town St. Helena,
A California Nonprofit Public Benefit Corporation

1. NAME: The name of the corporation is Our Town St. Helena.

2. PURPOSES: 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 charitable purposes.

This corporation is organized exclusively for educational and charitable purposes, within the meaning of Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law. Despite any other provision in these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that do not further the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law, or (b) a corporation, contributions to which are deductible under Internal Revenue Code section 170(c)(2) or the corresponding provision of any future United States internal revenue law.

3. INITIAL AGENT FOR SERVICE OF PROCESS: The name and California address of the corporation's initial agent for service of process is MARY STEPHENSON, 1800 Adams Street, St. Helena, California 94574.

4. TAX EXEMPT STATUS:

(a) No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Internal Revenue Code section 501(h); this corporation shall not participate or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

(b) All corporate property is irrevocably dedicated to the purposes set forth in Article 2. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

(c) On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to such organization (or organizations) organized and operated exclusively for educational and charitable purposes, which has established its tax exempt status under Internal Revenue Code section 501(c)(3) (or corresponding provisions of any future federal

Internal Revenue law).

(d) The corporation will distribute its income for each tax year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Internal Revenue Code section 4942 or by corresponding provisions of any later federal tax laws.

(e) The corporation will not engage in any act of self-dealing as defined in Internal Revenue Code section 4941(d) or in corresponding provisions of any later federal tax laws.

(f) The corporation will not retain any excess business holdings as defined in Internal Revenue Code section 4943(c) or in corresponding provisions of any later federal tax laws.

(g) The corporation will not make investments in a manner that would subject it to tax under Internal Revenue Code section 4944 or under corresponding provisions of any later federal tax laws.

(h) The corporation will not make any taxable expenditures as defined in Internal Revenue Code section 4945(d) or in corresponding provisions of any later federal tax laws.

IN WITNESS WHEREOF, the following incorporator has signed these Articles of Incorporation on 1/23/09, 2009.

Mary Stephenson

MARY STEPHENSON, Incorporator

_1 AM
12/16/19
Accrual Basis

Our Tow... St. Helena
Profit & Loss by Class
January 1 through December 16, 2019

	2081 Birch Street	684 McCorkle	963 Pope Street	Annual Appeal	Brenkle Court
Income					
4000 - Unrestricted Revenue					
4010 - Unrestricted Contrib					
4050 - Unrestricted Grants	0.00	80,000.00	0.00	0.00	0.00
4010 - Unrestricted Contrib - Other	0.00	1,000.00	0.00	12,150.00	0.00
Total 4010 - Unrestricted Contrib	0.00	81,000.00	0.00	12,150.00	0.00
Total 4000 - Unrestricted Revenue	0.00	81,000.00	0.00	12,150.00	0.00
4500 - Temp. Restricted Revenue					
4505 - Interest Income, Bank Ac	0.00	0.00	0.00	0.00	0.00
4510 - Temp Restr. Contrib.	0.00	5,000.00	0.00	0.00	0.00
4550 - Temp Restr. Grants	0.00	0.00	0.00	0.00	0.00
Total 4500 - Temp. Restricted Revenue	0.00	5,000.00	0.00	0.00	0.00
4800 - Rental Income					
4801 Rental Fee (credit check)	0.00	0.00	125.00	0.00	0.00
4802 - Rental Income 2081 Birch	5,320.00	0.00	0.00	0.00	0.00
4803 - Rental Income 963 Pope	0.00	0.00	1,750.00	0.00	0.00
4800 - Rental Income - Other	26,600.00	0.00	0.00	0.00	0.00
Total 4800 - Rental Income	31,920.00	0.00	1,875.00	0.00	0.00
4900 - Sale of Real Property					
4910 - Sale of Developed Lots	0.00	1,212,564.00	0.00	0.00	0.00
Total 4900 - Sale of Real Property	0.00	1,212,564.00	0.00	0.00	0.00
Total Income	31,920.00	1,298,564.00	1,875.00	12,150.00	0.00
Cost of Goods Sold					
10000 Cost of Goods Sold	0.00	1,618,625.56	0.00	0.00	0.00
Total COGS	0.00	1,618,625.56	0.00	0.00	0.00
Gross Profit	31,920.00	-320,061.56	1,875.00	12,150.00	0.00
Expense					
5050 - Fringe Benefits					
5055 - Payroll Taxes Employer	0.00	0.00	0.00	0.00	0.00
5070 - Workers Comp Ins.	0.00	0.00	0.00	0.00	0.00
Total 5050 - Fringe Benefits	0.00	0.00	0.00	0.00	0.00
5100 - Contract Services					
5110 - Accounting Fees					

Our Town St. Helena
Profit & Loss by Class
January 1 through December 16, 2019

	2081 Birch Street	684 McCorkle	963 Pope Street	Annual Appeal	Brenkle Court
5111 - Software	0.00	0.00	0.00	0.00	0.00
5110 - Accounting Fees - Other	0.00	0.00	0.00	0.00	0.00
Total 5110 - Accounting Fees	0.00	0.00	0.00	0.00	0.00
5120 - Legal Fees	0.00	183.00	1,790.00	0.00	0.00
5130 - Consultants					
5131 General Operations	0.00	15,795.00	0.00	0.00	0.00
5133 Social Media	0.00	2,889.21	0.00	0.00	0.00
5135 USDA-RD Loans	0.00	4,276.64	0.00	0.00	0.00
5136 - Tenant Screening	0.00	0.00	59.85	0.00	0.00
5130 - Consultants - Other	0.00	2,463.75	0.00	0.00	1,070.40
Total 5130 - Consultants	0.00	25,424.60	59.85	0.00	1,070.40
5150 - Repairs	10,202.41	0.00	0.00	0.00	0.00
Total 5100 - Contract Services	10,202.41	25,607.60	1,849.85	0.00	1,070.40
5140 - Internet Services	0.00	0.00	0.00	0.00	0.00
5200 - Bank Fees					
5210 - Interest Expense	0.00	25,535.34	3,063.99	0.00	0.00
5220 Loan Fee Expense	0.00	-52.00	0.00	0.00	0.00
5200 - Bank Fees - Other	0.00	0.00	0.00	0.00	0.00
Total 5200 - Bank Fees	0.00	25,483.34	3,063.99	0.00	0.00
5300 - Office Space					
5310 - Office Rent	0.00	0.00	0.00	0.00	0.00
5320 - Utilities	0.00	-75.22	419.13	0.00	0.00
5340 Business Registration Fees	0.00	15.00	0.00	0.00	0.00
Total 5300 - Office Space	0.00	-60.22	419.13	0.00	0.00
5400 - Consumable Supplies	0.00	336.79	0.00	0.00	0.00
5600 - Postage	0.00	55.00	0.00	0.00	0.00
5800 - Insurance					
5801 General Liability	0.00	32,103.96	0.00	0.00	0.00
5802 - Directors and Officers	0.00	0.00	0.00	0.00	0.00
5803 - Bonds	0.00	0.00	0.00	0.00	0.00
5804 - Property	847.11	0.00	1,710.00	0.00	0.00
5805 Volunteer Accident	0.00	850.00	0.00	0.00	0.00
5812 - Title Insurance	0.00	820.00	3,249.00	0.00	0.00

Our Town St. Helena
Profit & Loss by Class
January 1 through December 16, 2019

	2081 Birch Street	684 McCorkle	963 Pope Street	Annual Appeal	Brenkle Court
Total 5800 - Insurance	847.11	33,773.96	4,959.00	0.00	0.00
5900 - Taxes & Licenses					
5910 - Real Estate Tax	13,504.42	-3,814.07	5,470.80	0.00	0.00
5912 - Real Estate Transfer Tax	0.00	1,361.60	0.00	0.00	0.00
5913 - RE Recording Fees	0.00	236.00	87.00	0.00	0.00
5920 - Secretary of State Calif	0.00	770.00	0.00	0.00	0.00
Total 5900 - Taxes & Licenses	13,504.42	-1,446.47	5,557.80	0.00	0.00
7100 - Conf & Trng Reg Fees	0.00	0.00	0.00	0.00	0.00
9000 USDA-RD Reimburseable Exp	0.00	0.00	0.00	0.00	0.00
9500 Other Expense	0.00	0.00	0.00	0.00	0.00
Payroll Expenses	0.00	0.00	0.00	0.00	0.00
Total Expense	24,553.94	83,750.00	15,849.77	0.00	1,070.40
Net Income	7,366.06	-403,811.56	-13,974.77	12,150.00	-1,070.40

Our Town St. Helena
Profit & Loss by Class
January 1 through December 16, 2019

	General & Admin	Turley Project	USDA Self-Help 2019	Unclassified	TOTAL
5111 - Software	979.23	0.00	0.00	0.00	979.23
5110 - Accounting Fees - Other	2,750.00	0.00	0.00	0.00	2,750.00
Total 5110 - Accounting Fees	3,729.23	0.00	0.00	0.00	3,729.23
5120 - Legal Fees	75.00	0.00	0.00	0.00	2,048.00
5130 - Consultants					
5131 General Operations	11,698.35	0.00	0.00	0.00	27,493.35
5133 Social Media	5,014.69	0.00	0.00	0.00	7,903.90
5135 USDA-RD Loans	0.00	0.00	17,440.00	0.00	21,716.64
5136 - Tenant Screening	0.00	0.00	0.00	0.00	59.85
5130 - Consultants - Other	0.00	0.00	0.00	0.00	3,534.15
Total 5130 - Consultants	16,713.04	0.00	17,440.00	0.00	60,707.89
5150 - Repairs	0.00	0.00	0.00	0.00	10,202.41
Total 5100 - Contract Services	20,517.27	0.00	17,440.00	0.00	76,687.53
5140 - Internet Services	17.99	0.00	69.07	0.00	87.06
5200 - Bank Fees					
5210 - Interest Expense	14.50	0.00	0.00	0.00	28,613.83
5220 Loan Fee Expense	4.37	0.00	25.00	0.00	-22.63
5200 - Bank Fees - Other	189.97	0.00	0.00	0.00	189.97
Total 5200 - Bank Fees	208.84	0.00	25.00	0.00	28,781.17
5300 - Office Space					
5310 - Office Rent	0.00	0.00	2,659.50	0.00	2,659.50
5320 - Utilities	0.00	0.00	0.00	0.00	343.91
5340 Business Registration Fees	0.00	0.00	0.00	0.00	15.00
Total 5300 - Office Space	0.00	0.00	2,659.50	0.00	3,018.41
5400 - Consumable Supplies	618.42	0.00	118.70	0.00	1,073.91
5600 - Postage	209.00	0.00	0.00	0.00	264.00
5800 - Insurance					
5801 General Liability	1,383.00	0.00	0.00	0.00	33,486.96
5802 - Directors and Officers	600.00	0.00	0.00	0.00	600.00
5803 - Bonds	326.03	0.00	0.00	0.00	326.03
5804 - Property	0.00	0.00	0.00	0.00	2,557.11
5805 Volunteer Accident	0.00	0.00	0.00	0.00	850.00
5812 - Title Insurance	0.00	0.00	0.00	0.00	4,069.00

OUR TOWN ST. HELENA
2020 684 MC CORKLE BUDGET

2020 684 MC CORKLE BUDGET

REVENUE		
	ACCRUED COSTS	$ 24,823.59
	TOTAL REVENUE	$ 24,823.59
EXPENSE		
	FENCE MATERIALS	$ 10,000.00
	LANDSCAPE COSTS	$ 10,000.00
	OTHER COSTS	$ 4,824.00
	TOTAL COSTS	$ 24,824.00
	TOTAL	$ (0.41)

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Our Town St. Helena

Listing Of Grant Funding Received In The Last 12 Months

January - December 2019

Silicon Valley Bank	$21,500
Gasser Foundation	$80,000
Total:	$101,500

Attachment 23

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY2019/20

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 14, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Rianda House Senior Activity Center (Rianda House)
Organization Mailing Address:	1475 Main Street, St. Helena, CA 94574
Organization Contact Person (Name/Title):	Julie Spencer, Executive Director
Organization Contact Email:	julie@riandahouse.org
Organization Contact Telephone:	(707) 963-8555
Organization Website:	www.riandahouse.org
Federal Tax ID Number and Status:	501c3 #20-2411077
How long has your organization been in operation?	12 years

Project Category:

√ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

- **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	Rianda House Senior Activity Center
Address of Project:	1475 Main Street, St. Helena, CA 94574
Requested Grant Amount:	$ 30,000 Senior Center Wellness and Enrichment Programs
Matching Funds:	$461,555 funded through Grants, Fundraising Events & Donations
TOTAL Project Cost:	$461,555 St. Helena Program Budget

Application Questions

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

Like the 11,000 senior centers across the United States, Rianda House functions as a community focal point, providing a hub for community health and wellness programming. Municipalities rank their senior centers, schools, libraries, and teen centers as top funding priorities because the health of the community is measured by how well the senior population is thriving, along with how well youth are educated and how well families are supported.

Rianda House helps the City of St. Helena to continue to be a family-friendly, diverse and safe community where all residents, including seniors, enjoy a high quality of life. Specifically, Rianda House's programming and work in the community supports the City of St. Helena to fulfill its mission and reach its goals in the following ways:

- Offering excellent professional services to all customers

Two-thirds of cities in the US, including Napa, American Canyon, Cloverdale and Sebastopol, own, fund and operate their local senior centers in order to provide essential recreational, transportation, economic and cultural services for older residents. In, St. Helena, Rianda House has taken on this municipal mandate, providing the bulk of the funding for senior resident programming through private fundraising strategies.

- Establishing, improving and maintaining City infrastructure

Given that most senior center buildings are owned by local municipalities, Rianda House's welcoming, community-owned building on Main Street St. Helena provides a vital piece of City infrastructure used in 2019 by 553 St. Helena residents. This number includes 51 new individuals who visited for the first time and registered in our system. Not counted, are an estimated additional 75+ visitors who attended as a guest. As the senior population in Napa County continues to grow – seniors now outnumber youth under 20 years old – Rianda House is more vital to the City infrastructure than ever.

- Preserving and embracing the historic, small-town, rural character of St. Helena.

Rianda House promotes the historic, small-town, rural character of St. Helena by partnering with the local Historical Society to spotlight our town's colorful past, creating intergenerational programs that connect seniors with local youth and by providing a beautiful, fun and lively space that celebrates aging and vibrant living. Older adults are able to access health, safety, financial and legal resources in their own town, share healthy meals, get their bodies moving in fun exercise classes, learn how to prepare for retirement, make new friends and find new purpose in this next chapter of life.

- Expanding and improving recreational services and facilities and cultural opportunities

Rianda House supplements the City's recreation programs for seniors, creates new solutions for regional transportation and helps to facilitate coordination between the City and community partners. For example, over the last year, Rianda House has been able to offer St. Helena seniors more cultural excursions by partnering with the City of Calistoga to make trips more affordable. The eleven-member Rianda House Program Committee works to create, coordinate and promote local programming for seniors, including recreation programs and excursion, weekly Arts & Culture lecture series and life-long learning opportunities. Active members of the Program Committee include representatives of the City of St. Helena Recreation Department and Library; Napa Valley College UpValley Campus; Napa Valley History Society and City of Calistoga Recreation Services as well as retired professionals who remain active in the community.

- Facilitating full civic participation and ongoing communication

Rianda House is run on volunteer fuel, with 74 community members serving as greeters, program presenters, program committee members, vineyard committee members, gardeners, outreach ambassadors and Board members. Rianda House engages churches, local healthcare professionals and service clubs in hands-on opportunities that promote a vibrant civic life.

- Strengthening partnerships with the private, non-profit and public sectors

Rianda House is a bridge to Napa County's aging network—connecting local seniors to vital community services that can help them stay healthy and independent. Rianda House provides a hub for no-cost senior wellness services that are not otherwise available locally in St. Helena. We have created 24+ strategic partnerships with Napa County agencies that leverage resources and services that would not otherwise exist in the community. At no cost to our partners, Rianda House provides co-located partner staff with well-appointed counseling meeting space, expertise in local outreach and coordination of services.

- Improve and maintain safe and reliable City infrastructure with a commitment to environmental stewardship and public health

Rianda House is an essential support to the public health of St. Helena. Research shows that older adults who participate in senior center programs can learn to manage and delay the onset of chronic disease and experience measurable improvements in their physical, social, spiritual, emotional, mental, and economic well-being.

- Enhance organizational performance

Rianda House supports the City's organizational performance by helping the City to serve more seniors and expand its work to a key population with a modest financial investment. Rianda House and the City of St. Helena have proven to be highly effective partners in providing enhanced services for older residents. Rianda House regularly uses the Carnegie Building to offer cultural and wellness events that are enthusiastically attended by local seniors.

- Ensure long-term economic sustainability while safeguarding St. Helena's unique culture & quality of life

Rianda House's dynamic fundraising and partnership building work brings in hundreds of thousands of dollars' worth of in-kind contributions and cash donations to St. Helena each year. City of St. Helena funding allows Rianda House to leverage other funding sources in that it endorses and amplifies our vital work in the community.

- Commit to full public participation, ongoing communication, and regional collaboration

Rianda House leads the regional UpValley Senior Collaborative (UVSC) to identify needs, strengthen our shared responses to opportunities, leverage resources, advocate for seniors regionally and create new training and support programs that meet the specific needs of UpValley seniors, particularly in St. Helena. Rianda House coordinates and facilitates monthly meetings attended by 15+ partner agencies and community leaders, including local churches, Napa County Health & Human Services, Molly's Angels, Collabria Care, UpValley Family Center, UpValley Village, Adventist Health, Mentis, St. Helena Police, Supervisor Diane Dillon, St. Helena Firewise Community Organizations Active in Disaster (COAD), and Director of the newly reformed Napa/Solano Area Agency on Aging. Ongoing agenda items include identifying and filling regional gaps in mental health, housing, food insecurities, transportation to key services, and an intensified focus on disaster preparedness for venerable seniors. Rianda House's leadership of this key collaborative ensures the organization's and the City's broad support in both private and public community arenas.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2020. Please provide a project timeline.

We all need strong bonds of friendship and support, active lifestyles, and a sense of purpose to get the most out of all the stages of life. **Last year, Rianda House celebrated its 11th anniversary and a decade of inspiring UpValley seniors to connect and to flourish.**

Rianda House provides St. Helena seniors with programs, services and experiences that stimulate minds, strengthen bodies and promote independent living. Rianda House is not a typical senior center, but instead is a beautiful, fun and lively space that celebrates aging and vibrant living.

In 2020, an estimated 1,000 older adults (55-101 years young), including 600 St. Helena residents, will come

to Rianda House to access health, safety, financial and legal resources in their own town, share healthy meals, get their bodies moving in fun exercise classes, learn how to prepare for retirement, make new friends, find new purpose in this next chapter of life -- ***and flourish.***

Rianda House approaches aging differently. We believe in:

- **Collaboration.** Building and nurturing strong, creative partnerships allows us to meet real needs, strengthen programs and avoid duplication. In addition to a broad range of in-house classes and activities, Rianda House leverages hundreds of thousands of dollars in services each year through collaborations with 24+ service partners whose staff and expertise allow us to offer a wide range of evidence-based programs in English and Spanish.
- **Power of Community.** Rianda House is run on volunteer fuel, with community members serving as greeters, resource navigators, teachers and lecturers. We believe that civic engagement keeps us healthy and young and that everyone in our community benefits from hands-on opportunities to connect and give.
- **Prevention-Focused, Holistic Approach to Aging**. Rianda House programming addresses all aspect of aging—mental and physical health, finances, social connections – so that seniors can remain safely in their homes.
- **Level Playing Field.** Given the financial diversity in our community, we work hard to ensure that all programs are offered in neighborhood locations and at no-cost so that all seniors, regardless of age, economics, transportation and language, are able to easily access services.
- **Spirit of Fun.** The best way to connect people to each other, and to programs, is to start from a place of joy. Seniors are greeted with a warm smile, a cup of coffee and a kind word that builds confidence and trust so that they are willing to ask for help when they need it.

Over the last 11 years, Rianda House has provided consistent, community-driven programming and advocacy to meet the needs of St. Helena seniors. Through in-house programming and strategic partnerships, Rianda House currently offers three key programs:

- **Healthy Minds, Healthy Bodies** offers a full complement of prevention-focused, bilingual physical and mental health classes and services focusing brain fitness, strength training, falls prevention, nutrition, chronic disease prevention and management, congregate meals, grief support and health screenings.
- **Community Connections** provides a safety net of comprehensive services for seniors, families, caregivers and concerned individuals. Rianda House offers co-located services, information and referral to regional programs and resources and outreach and education to local seniors.
- **Friends for Life** provides opportunities to socialize, volunteer and connect with the larger community so that seniors can thrive. Keeping our older generation fully engaged creates a healthier community for generations to come.

Rianda House is actively fulfilling the ambitious goals set within our three-year (2018-2021) strategic plan to tackle tough issues that will allow us to serve more seniors, better. Continual reassessment and implementation of these goals supports Rianda House's long-term vision to keeping our work vital and relevant to the community by creating new strategies for communicating our mission and work and thoughtfully expanding programming to reach more underserved seniors.

Rianda House anticipates making significant progress towards all of our stated three-year goals within the timeframe of this grant funding (July 1, 2020 to June 30, 2021) by working on the following timeline:

- **Goal #1:** Maintain expanded program offerings to decrease isolation and increase opportunities for connection and wellness, by **addressing internal capacity issues.**
    - *Timeline for 2020-21*: In 2019, weekend, afterhours, off-site and holiday enrichment programs offerings were successfully expanded and welcomed by participants. To provide the long-term sustainability of this new robust schedule, the Staff and Board will work on a two-phase goal: first phase calls for *expansion of our volunteer team through recruitment efforts and securing a program*

intern while we strengthen our funding outreach to support our long-range goal of hiring a part-time program assistant. The second phase will be to hire a new program associate the following year.

- **Goal #2:** Increasing access to programming by **addressing key facilities issues** in St. Helena by reducing the barrier of limited space and parking:
  - *Timeline for 2020*-21: In 2019, a counseling room was secured (thanks to the City of St. Helena) which enabled expanded program capacity at Rianda House. This year, our goal is *to address space needs for larger classes and events*. As a result of our previous years efforts to engage various community groups for space use options, and assessment of our participants location preference, we determined the best return on investment was to create a rental agreement with the Magnolia Room, adjacent to Rianda House. By securing the pre-schedule facility use, which also provides parking for 40 cars, it provides us with a dependable, cost-effective, welcoming and ADA appropriate facility to hold quarterly wellness, cultural and holiday events, with capacity up to 80+ participants.
  - *Timeline for 2020-21*: The Rianda House existing plans to *repair and redesign our parking lot to accommodate more clients safely* recently expanded in scope of size (2/3 more capacity) thanks to new collaboration with the Red Cross. In a mutually beneficial agreement, the derelict building between our facilities will be removed to allow for larger shared parking. The timeline is to complete this project by the end of this grant period, providing acquisition of available funding is secured. Costs for this expanded scope of work is pending. Thanks to a 2019 fundraiser fund-a-need, Rianda House now has $10,000 set aside for this project.
- **Goal #3: Address marketing and messaging outreach issues** to better amplify community awareness for senior programs, advocacy, and resources, as well as donor opportunities and emergency messaging.
  - *Timeline for 2020-21*: With the help of a full-time community engagement and marketing expert, Rianda House will *refine our community outreach tools and systems* so they are more clear, consistent and compelling. Goal includes redesign the ever-expanding events calendar, update branding and the website, redesign the monthly email blasts into a newsletter format, and revitalize donor appeals. Key to our messaging strategies will include developing an automated emergency announcement system, that can be easily operated by Rianda House staff or volunteers, to clearly and quickly amplify city and county messaging during PSPS and emergency events.

As a result of this programming, facilities, and community engagement work, Rianda House expects that *more St. Helena seniors will be able to access the services that they need to be healthy and well, in their own town.*

To meet its goals for expanding programming, facilities and community engagement, Rianda House needs the support of its local community, especially the City of St. Helena. This year, Rianda House has requested a programmatic grant in the amount of $30,000 to support the diversity of easily accessible programs and resource opportunities offered at no cost to St. Helena seniors and their caregivers each month. This City of St. Helena funding represents only 6.5% of Rianda House's $461,555 budget to support 44 monthly St. Helena programs and the operation of our facility. The renewal of this level of funding will demonstrate the City's strong commitment to the long-term wellness and enrichment of its older population.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

As the only senior center in the UpValley, Rianda House has become an expert in building and maintaining strong, nimble partnerships that allow us to respond effectively to challenges and opportunities. Rianda House uses its core "know-how" of building and nurturing strong, creative partnerships to leverage

resources, knowledge and experiences in order to create new opportunities to address the needs and interests of local seniors.

Rianda House provides a hub for no-cost senior wellness services that are not otherwise available locally in UpValley communities. **We have created 24+ strategic partnerships with Napa County agencies that leverage resources and services that would not otherwise exist in the community**. At no cost to our partners, Rianda House provides co-located partner staff with well-appointed space, expertise in local outreach and coordination of services.

When existing services do not meet specific local needs, Rianda House creates new opportunities for seniors to improve their health and wellness and meet with support services counselors. This resource-efficient model is highlighted by key partnerships with:

- The ***City of St. Helena Recreation Department*** offers local facilities, including meeting space and the community pool, and works alongside Rianda House to develop and coordinate senior exercise opportunities that promote positive health practices and long-term improvements in health status. Programs include Tai Chi in the park and the very popular Aquatic Exercise.
- ***UpValley Family Centers*** provide Rianda House seniors vital economic assistance services, income tax preparation support, case management for high-needs individuals, public awareness outreach to our Latino participants, such as fraud alerts and Census 2020 awareness.
- ***Community Action Napa Valley's Senior Nutrition Program*** (aka Meals On Wheels), a key partner since 2008, offers nutritious meals to local seniors through congregate meals offered at Rianda three times per week and daily delivery of meals coordinated in our commercial kitchen to homebound persons. Each month, we partner to improve the health and social connectedness of 45 seniors.
- ***Collabria Care,*** a key partner, since 2008, in our Healthy Minds, Healthy Bodies and Community Connections programs in St. Helena and Calistoga. They provide on-site Brain Fitness classes and assessments, cognitive screenings, and grief and caregiver support, in both individual and group settings. Rianda House hosts their speaker's series, where professionals deliver educational workshops, such as the "Living Well with Parkinson's." Their Information & Assistance Manager provides the Rianda House team with daily assistance in answering challenging call-in and walk-in resource inquiries.
- ***Alzheimer's Association,*** provides educational workshops and support group facilitation for individuals and families just entering the daunting world of a new dementia diagnosis, facing cognitive issues, or looking for long-term strategies, and emotional coping support with locals facing the same challenges.
- ***Innovative Health Solutions,*** is one of Rianda House's newest partners, and they provide a series of best practice wellness workshops, Matter of Balance and Food Smarts, tailored specifically for older adults to effect long-term changes that address fear of falling and fall prevention, and better nutritional habits. Programs are offered in both English and Spanish.
- ***UpValley Village***, a fee-based membership organization, helps Rianda House to expand the local service net for St. Helena seniors by providing needed in-home services, outings and social activities for its members. Rianda House and UpValley Village also partner to offer social activities, wellness lectures and community outreach to support healthy aging, such as the very successful "Elderhood," enrichment series.
- ***Health Insurance Counseling & Advocacy Program (HICAP),*** provides monthly counseling opportunities to meet one-on-one with a Medicare benefits and insurance specialist, as well as timely workshops to provide enrollment updates and 101 workshops to assist new individuals to better navigate the daunting Medicare system.
- ***Molly's Angeles,*** provides Rianda House with a vital transportation referral system for older adults to obtain a no-cost ride to and from doctors appointments. This local connect is especially needed due to the lack of public transportation options to Adventist Health St. Helena. Rianda House volunteer recruitment efforts assist building the local capacity of this agency, located in Napa, to better service UpValley seniors.

- ***Mentis*** helps us to expand our reach to Latinos and high needs seniors with bilingual service navigation, case management, home visitation and mental health screenings and therapy. Through our partnership with Mentis, we are able to provide a high level of mental health service expertise to very isolated people.
- ***Adventist Health St Helena*** is a vital partner to help our senior clients manage chronic illnesses. Adventist Health provides educational programs and provides instructors for numerous wellness classes. This year, the ***St. Helena Hospital Foundation*** renewed their financial support for our Tai Chi senior exercise classes and will offer bi-monthly health screenings.
- ***Napa County In-Home Support Services*** is helping Rianda House to expand the existing caregiver registry by providing local recruitment and on-site orientation and training in English and Spanish for potential providers. Because there are very few local housing options for skilled assisted living, the need for trained caregivers dramatically increases each year as the senior population in the County grows, making this a critical program in St. Helena.

We continually continuously expand our partnerships and in-house program offerings through our leadership of the UpValley Senior Collaborative (UVSC), one of our intentional strategies for involving the community in our work. The UVSC works to identify needs, leverage resources and create new training and support programs that meet the specific needs of UpValley seniors. Rianda House coordinates and facilitates monthly meetings attended by 15 partner agencies and community leaders, including Napa County Health & Human Services, Molly's Angels, Collabria Care, UpValley Family Center, St. Helena Hospital, Mentis and Supervisor Diane Dillon.

Last year, in response to the multiple PSPS events and wildfire threats, St. Helena Firewise leader and the Community Organizations Active in Disaster (COAD) Director joined the UVSC. Key 2020 agenda items will include emergency preparedness for vulnerable and isolated seniors, Census 2020 outreach for hard to count residences, effective transportation options and expanding the Meals On Wheels program.

Rianda House enjoys strong, consistent, unrestricted operating support from the local community is reflected in our community's enthusiastic response to the Rally4Rianda, fundraising appeals and calls for volunteers. In 2019, our local community donated $135,000 and countless volunteer hours to support Rianda House programs, demonstrating great community pride and celebration of our older neighbors. We are grateful to the City of St. Helena for their active partnership in 2019 with this popular community event held at Lyman Park which attracted 150+ attendees of all ages. In addition, Rianda House is supported by the community in the following ways:

- 74 volunteers support the organization as greeters, program presenters, program committee members, vineyard committee members, gardeners, outreach ambassadors and Board members.
- Local churches, including Grace Episcopal, St. Helena Presbyterian, St. Helena Methodist and Seventh-Day Adventist churches, offer funding and space in their buildings for classes and help with outreach.
- Local healthcare professionals offer classes, lectures and screenings in partnership with Rianda House and help with outreach to patients.
- Service clubs, including Soroptimists, Odd Fellows and Kiwanis support the Center through fundraising, facility improvements and special projects.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

During this grant 2020-2021 grant period, Rianda House we will serve approximately 1,000 seniors, including 600 residents of St. Helena, who make over 10,900 visits to Rianda House programming each year. Approximately 70% of Rianda House clients are women, and 17% live below the Elder Economic Index for Napa County.

Seniors who live in rural areas like St. Helena are particularly vulnerable to isolation – from their community, from resources and from opportunities to contribute and engage. Feelings of loneliness and isolation can lead to serious consequences for older adults, including cognitive decline and risk of dementia, long-term illness, depression, high blood pressure and poor diet. At the same time, stigma keeps many seniors from reaching out to get the help they need. Having lived most of their lives independently, many seniors find it hard to ask for help or don't know how to even begin.

There is no question that all generations of older adults need opportunities to socialize, to volunteer, to improve their health and wellness, to find resources and connect with the larger community. Keeping our older generation healthy and well by providing robust programming through Rianda House will create a healthier community for generations to come.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Rianda House is immensely grateful to have received funding from the City of St. Helena since 2008, which has allowed us to provide consistent programming to the community and to leverage other grants by demonstrating local support for our work. Between 2015-2018, the City of St. Helena has awarded Rianda House a Community Enrichment Grants in the amount of $5,000 to 10,000. **This year, Rianda House respectfully requests that the City of St. Helena consider renewing their 2019 Programmatic Grant award level of $30,000 to continue the city's substantial investment in local seniors.**

City of St. Helena funding will be applied to Rianda House's local work in St. Helena. Rianda House expends 85% of its total operating budget of $543,00 in St. Helena, including programming, services, facility and administrative costs. Additional funding for programming in Calistoga and makes up the balance (15%) of Rianda House's annual budget, is funded by Auction Napa Valley private donations, St. Helena Hospital Foundation and the City of Calistoga through their Enrichment Grant.

Should the City of St. Helena not fund or partially fund this program grant request of $30,000, Rianda House will continue to work diligently to access other funding sources to make up for any budget shortfall. Currently, Rianda House is working to enhance fundraising strategies by increasing the number of donors who contribute annually, developing a systematic cultivation process for major donors, and exploring additional collaborative grant funding sources. However, as noted above, **a significant investment by the City of St. Helena will greatly increase our ability to leverage other funding sources to support St. Helena seniors.**

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed, please attach a separate sheet.*

Description	Amount
Program Manager - Salary	11,000
Operations Manager - Salary	10,000
Counseling Annex – Monthly Rental	7,800
Magnolia Room – Special Event Rental (4 events)	1,200
Total Grant Request	30,000

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Julie Spencer

Signature Julie Spencer

Title Executive Director

Date 2.14.2020

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

DEPARTMENT OF THE TREASURY

Date: OCT 13 2005

GUNILDA RIANDA SENIOR CENTER
ASSOCIATION
1475 MAIN ST
ST HELENA, CA 94574-1813

Employer Identification Number:
20-2411077
DLN:
17053266017005
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
DECEMBER 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
YES
Effective Date of Exemption:
FEBRUARY 3, 2005
Contribution Deductibility:
YES
Advance Ruling Ending Date:
DECEMBER 31, 2009

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. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

GUNILDA RIANDA SENIOR CENTER

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

Sincerely,

Lois G. Lerner

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)

Letter 1045 (DO/CG)

Rianda House Senior Activity Center 2.12.2020

Prior Year Actuals Current Year Budget

	Actuals - 2019	Annual Budget - 2020
Ordinary Income/Expense		
Income		
4000 · Contributions and Gifts		
4005 · General Donation	34,816.21	20,000
4010 · Direct Appeal Revenue	34,600.00	20,000
4015 · Board Contributions	26,839.35	12,000
4020 · Grants and Foundations	173,000.00	198,000
4030 · Planned Giving	8,430.59	3,500
4035 · Pledges	91,768.00	50,000
4040 · Recycling	3,344.00	2,500
Total 4000 · Contributions and Gifts	372,798.15	306,000
4100 · Fundraising Events & Campaigns		
4110 · Fundraising Events - Other	21,005.00	18,000
4125 · Annual Fundraising Event	123,249.24	130,000
4140 · Brick Inscription	300.00	500
Total 4100 · Fundraising Events & Campaigns	144,554.24	148,500
4200 · Program Revenue		
4205 · Arts & Lectures	2,594.75	2,000
4210 · Programs	16,846.24	15,000
Total 4200 · Program Revenue	19,440.99	17,000
4300 · Miscellaneous Income		
4305 · Dividend Income & Capital Gains	17,807.82	8,000
4310 · Interest Income	6,108.81	2,500
4315 · Rent	1,320.00	1,000
Total 4300 · Miscellaneous Income (interest)	25,236.63	11,500
Total Income	562,030.01	483,000
Cost of Goods Sold		
5100 · Special Events & Campaign Costs		
5110 · Fundraising Events - other	4,791.98	2,800
5125 · Annual Fundraising Event	28,253.05	29,000
5150 · Brick inscription	186.45	200
Total 5100 · Special Events & Campaign Costs	33,231.48	32,000
Total COGS	33,231.48	32,000
Gross Profit	528,798.53	451,000
Expense		
6000 · Program Expense		
6100 · Direct Program Expense	10,396.61	8,000
6200 · Instruction	1,200.00	15,000
6350 · Counseling Annex - Rent	7,150.00	7,800
6400 · Salaries- Programing	105,746.78	116,040
6450 · Payroll Expenses - Programing	9,633.72	12,760
6500 · Community Outreach	3,792.42	2,000
6600 · Reporting and Evaluations	2,509.60	2,200

Rianda House Senior Activity Center 2.12.2020

Prior Year Actuals Current Year Budget

6700 · Printing/Postage - Calendar	6,123.31	6,000
6750 · Marketing	7,993.72	10,000
6800 · Supplies		
6805 · Hospitality	2,665.75	2,000
6810 · House supplies	2,500.80	2,200
6815 · Subscriptions - newspapers/mag	427.99	300
Total 6800 · Supplies	5,594.54	4,500
6900 · Occupancy		
6905 · Janitorial Services	3,600.00	4,500
6910 · Repairs & Maintenance	5,354.42	6,600
6915 · Facility Improvements	6,249.25	5,000
6920 · Landscaping	0.00	500
6925 · Utilities	7,824.29	8,000
6930 · Pest Control	225.00	300
6935 · Trash Removal	927.72	1,000
6945 · Depreciation Expense	37,847.00	35,000
Total 6900 · Occupancy	62,027.68	60,900
Total 6000 · Program Expense	222,168.38	245,200
7000 · Management/General		
7100 · Salaries - Management	44,666.96	65,540
7150 · Payroll Expenses - Management	6,658.01	11,142
7200 · Professional		
7205 · Accounting / Tax prep	6,485.00	6,400
7210 · Computer - IT Services	19,265.63	16,000
7215 · Outside Service	2,750.00	2,000
Total 7200 · Professional	28,500.63	24,400
7300 · Meeting Expense	423.32	1,000
7400 · Meals & Entertainment	1,428.36	1,000
7500 · Travel	806.98	1,000
7550 · Retirement Admin. Fees	1,680.00	2,000
7555 · 401-K Employer Match	7,358.50	7,485
7600 · Insurance		
7605 · Health insurance	12,954.00	12,000
7606 · Health Insurance - Stipend	12,000.04	18,000
7610 · Liability insurance	10,427.26	10,000
7615 · Workman's Comp	2,511.76	6,000
Total 7600 · Insurance	37,893.06	46,000
7700 · Office Expense		
7705 · Postage	160.55	450
7710 · Telephone	4,112.41	4,000
7715 · Copier Lease	7,356.04	6,700
7720 · Office Supplies	2,003.33	2,500
7730 · Satellite Office Expense	2,762.99	
7735 · Satellite Office - Rent	13,000.00	23,400
Total 7700 · Office Expense	29,395.32	37,050

Rianda House Senior Activity Center 2.12.2020

Prior Year Actuals Current Year Budget

7800 · Electronic Communication	6,725.53	5,500	
7900 · Other Management Expenses			
7910 · Bank Charges	1,326.98	500	
7912 · Investment Advisory Fees	2,799.95	3,000	
7915 · Compliance fees & registration	331.28	600	
7920 · Continuing Education	250.00	1,750	
7925 · Dues-Subscriptions-Membership	504.00	500	
Total 7900 · Other Management Expenses	5,212.21	6,350	
Total 7000 · Management/General	170,748.88	208,967	
8000 · Fundraising Expenses			
8050 · Salaries - Fundraising	44,666.70	65,540	
8055 · Payroll Expenses - Fundraising	3,550.00	5,893	
8100 · Direct Appeal Expenditures	13,681.82	5,000	
8200 · Direct Board Appeal Expense	0.00	1,000	
8400 · Grant & Fund Development	3,000.00	8,000	
8500 · Consulting	1,150.00	1,500	
8600 · Fundraising Admin	4,181.87	1,500	
Total 8000 · Fundraising Expenses	70,230.39	88,433	
9400 · Temporarily Restricted Projects			
9700 · Vineyard Group Restricted Funds	400.00	400	
Total 9400 · Temporarily Restricted Projects	400.00	400	
Total Expense	463,547.65	543,000	
Net Ordinary Income	65,250.88	-92,000	*

* 2020 Other Income/Expense	
Other Income	
9000 · Other Income	
9350 · Board Allocated Funds	92,000
Total 9000 · Other Income	92,000
Total Other Income	0
Net Other Income	0

** NOTE: This 2020 Operating Budget reflects a deficit situation. Incurring a budget deficit is the result of an informed decision by the Board to allocate required funds using Board reserves (if not funded otherwise through 2020 grants and fundraising efforts) to hire a new full-time Development & Engagement Manager. The new staff position will support two key Rianda House's 2019-22 Strategic Planning goals: to expand programs for underserved populations by connecting more seniors with Rianda House's wellness and enrichment programs; and significantly strengthen and increase our fundraising capacity. We anticipate, with the assistance of the new staff position, to increase fundraising sufficiently to fully fund these new efforts within 12 - 24 months.

Rianda House

Rianda House - Grant History

January 1, 2019 through February 10, 2020

	Date	Name	Amount
4000 · Contributions and Gifts			
4020 · Grants and Foundations			
	01/16/2019	St. Helena Hospital Foundation	5,000.00
	04/17/2019	The California Wellness Foundation	10,000.00
	06/19/2019	City of St Helena	10,000.00
	07/24/2019	The Carpy Family Foundation	5,000.00
	09/19/2019	The Haven Seventh-day Adventist Church	1,000.00
	10/16/2019	The Crescent Porter Hale Foundation	5,000.00
	10/25/2019	The Riedl Foundation	500.00
	11/06/2019	Wing-Fish Family	5,000.00
	11/20/2019	The Prairie Foundation	35,000.00
	12/03/2019	Napa Valley Vintners	90,000.00
	12/18/2019	Thacher, John and Carrie	1,000.00
	12/23/2019	Clegg, Robert	500.00
	12/23/2019	Napa Fund	5,000.00
	01/22/2020	Napa Valley Community Foundation	1,000.00
	02/12/2020	St. Helena Hospital Foundation	5,000.00
	02/12/2020	Up Valley Family Centers of Napa County	5,000.00
Total 4020 · Grants and Foundations			184,000.00
Total 4000 · Contributions and Gifts			184,000.00
TOTAL			**184,000.00**

Attachment 24

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	St. Helena Farmers' Market
Organization Mailing Address:	St. Helena Farmers' Market, P.O. Box 70, St. Helena, CA 945
Organization Contact Person (Name/Title):	Ed Smith, Market Manager
Organization Contact Email:	edsmith@sthelenafarmersmkt.org
Organization Contact Telephone:	707-486-2662
Organization Website:	Sthelenafarmersmkt.org
Federal Tax ID Number and Status:	Federal Tax ID #35-2367794 | 501(c)(3) Non-Profit Organization
How long has your organization been in operation?	34 Years

Project Category:

☑ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	St. Helena Farmers' Market (SHFM)-Market Match Program
Address of Project:	St. Helena Farmers' Market, P.O. Box 70, St. Helena, CA 94574
Requested Grant Amount:	$ 5,600
Matching Funds:	$ 0
TOTAL Project Cost:	$ 5,600

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Market Match/Qualified low-income St. Helena Residents	$5000
Staff Hours	$500
Promotional Materials/translation, printing, material, supplies	$100

Total Grant Request $5,600

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Edward Smith Signature _____

Title Market Manager Date 1-28-20

City of St. Helena Non-Profit Grant Application

Fiscal Year 2020-2021

1. **Describe how your project ties to the City's Goals, Mission/Vision Statement?**

   Food insecurity continues to be a real and present problem in the St. Helena community. The St. Helena Farmers' Market is an essential component to maintaining our town's small-town character, while facilitating community engagement and encouraging an environmentally sustainable community by supporting diversity in agriculture. The goal of the St. Helena Farmers' Market (SHFM)- Market Match Program is to create greater access to healthy food choices for St. Helena's low-income population, thereby providing a direct impact on public health for our residents.

   The St. Helena Farmers' Market is a California Certified Farmers' Market committed to supporting our local farmers and providing a place for the community to find, connect and learn about the finest farm-fresh and sustainably grown produce, direct from the source. As a 501(c)3 charitable organization, we are also committed to educating our consumers, the preservation of our natural environment and to sharing our space with other non-profits to promote their causes.

2. **Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2020. Please provide a timeline for your Project.**

   The SHFM Market Match will incentivize the existing Cal-Fresh Supplemental Nutrition Assistance Program (SNAP) benefits in which food stamps are distributed to low-income Californians on Electronic Benefit Transfer (EBT) cards. Market Match grant funds provide EBT shoppers with matched funds to increase their purchasing power of healthy foods at St. Helena Farmers' Market. During our weekly markets we operate a market information booth staffed with volunteers who process CalFresh/EBT transactions and provide superior customer service to inform shoppers and make them feel welcome.

   In partnership with the St. Helena Up-Valley Family Center, the SHFM has been able to expand our outreach to low income residents of St. Helena. By working together, the SHFM is now able to directly reach residents of St. Helena who are most in need and will benefit directly from the opportunity to access and purchase healthy food and produce from our grower vendors. Tokens are distributed to qualified low-income residents of St. Helena on a monthly basis during our market season (May-October) to be redeemable for the purchase of produce and food items from qualified grower vendors at the SHFM in accordance with the Cal Fresh SNAP guidelines. As part of the qualification procedure, recipients will have to establish income levels consistent with

the Cal Fresh income guidelines and residency in St. Helena, both of which will be verified by the St Helena Up-Valley Family Center. Like the EBT cards, the tokens are then processed and recorded through the market information booth.

During the 2019 market season, the SHFM was successfully able to increase the use of this Market Match Program. EBT Market Match redemption increased by 49% from the previous season, due in large part to our earlier marketing efforts to the greater community. In 2019 the St. Helena Up-Valley Family Center processed 42 applications on behalf of the SHFM thereby providing direct assistance to low income residents of St. Helena. Our total outreach during the 2019 market season totals $1613 in funds used exclusively for fresh produce and healthy food items available at the market. All indications lead us to believe the use of the SHFM Market Match Program will continue to increase in 2020. Moreover, attendance from low-income families was consistent throughout the season, which in turn provides our greater community access to our cooking demonstrations, lecture series, produce tastings, art projects, children's educational programing, including bilingual story time, all of which are free throughout our season. Not only does the SHFM Market Match Program directly assist with food insecurity and access to healthy food, but it is also an essential tool in providing access to the entire St. Helena community to all that our market has to offer. With a successful 2019 season behind us, we anticipate continued growth of the Market Match Program and hope to secure the funds necessary to provide continued support to the low-income residents of our community. As the SHFM enters our 34th year, our market will be open every Friday, 7:30am-12pm, May through October. The funds received from this grant will serve low income St. Helena residents and CalFresh EBT recipients in the community during our market season in both 2020 through June, 2021.

3. **Describe the community support for your Project.**

The 2020 season of St. Helena Farmers' Market will mark 34 years of service to the St. Helena community. Our market operates every Friday at Crane Park from May through October with participation of residents, local business, local government and partnering fellow non-profits. The SHFM Market Match Program acts to build community by bringing more people of all incomes into our Farmers' Market. This program also stimulates the local food economy and agricultural diversity while supporting public health and food security.

   a. **What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?**

      Since we received our first non-profit grant from the city of St. Helena in 2018 extensive time and effort has been invested to coordinate with all relevant Napa

County officials, including the Health & Human Services Agency of Napa County and CalFresh Analysts to better understand how best to serve and access CalFresh SNAP beneficiaries in our community. Our marketing and outreach include local non-profits, like the St. Helena Up-Valley Family Center, Clinic Ole and Rianda House as well as local churches, low income housing facilities, and local food pantries. The collaborative efforts of the SHFM and these organizations continues today. Now that a strong foundation of promotional outreach, marketing materials and activities have been achieved these last two years, these efforts will not require further funds. SHFM looks forward to the opportunity to continue to maximize this investment by direct outreach to low-income St. Helena residents and EBT beneficiaries to address food insecurity and nutritional assistance in our community.

b. What roles are they playing and how collaborative is the Project?

SHFM Market Match Program's marketing efforts would continue to target and work in coordination with Up-Valley Family Centers, local churches, Olé Health Clinic, Schools, food pantries, and low-income housing projects in St. Helena. Napa County officials will continue to assist in promoting the St. Helena Farmers' Market Match program directly to EBT recipients in the St. Helena community.

c. What other support exists for your Project?

As St. Helena is a small town, our population prohibits the SHFM from qualifying for other CalFresh/EBT market match programs or grants. However, food insecurity and income disparity are both equally present in our St. Helena community. Funds from this grant will provide essential assistance in addressing these needs and will allow the SHFM to continue collaborating with a wide range of community organizations, county services and local non-profits.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

This program will connect low-income consumers living in St. Helena with increased access to healthy food by promoting the purchase and consumption of local produce among low-income beneficiaries. This program will also benefit and support our market's growers (all small-scale local farmers) with increased sales for their farm products.

5. **If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**

SHFM has not received funding from any other Napa County government agencies or foundations.

Funding from the City of St. Helena, by way of this grant, will directly benefit CalFresh/EBT recipients in our community as well as low-income residents of St. Helena by providing access to healthy food choices, assist in addressing food insecurity in our community and encourage economic diversity at St. Helena Farmers' Market.

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

DEPARTMENT OF THE TREASURY

Date: **MAR 18 2010**

Employer Identification Number:
35-2367794
DLN:
17053212322049
Contact Person:
MARGARITA D BARRAGAN ID# 95118
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31 Public
Charity Status: **170(5) (1) (A) (vi)**

ST HELENA FARMERS MARKET
C/O ED SMITH
PO BOX 70
ST HELENA, CA 94574-0070

Effective Date of Exemption:
March 11, 2010
Contribution Deducibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

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

Letter 947 (DO/CG)

St. Helena Farmers Market
Market Match Expenses Reimbursed by Grant
May 1, 2019 through December 31, 2019

Type	Date	Name	Memo	Debit	Credit
Deposit	06/07/2019		Up Valley tokens	213.00	
Deposit	06/14/2019		EBT Matching Funds	60.00	
Deposit	06/26/2019		EBT Matching Funds	40.00	
Deposit	06/28/2019		Up Valley tokens	2.00	
Check	06/30/2019	Julie Schmidt	Market Match Accounting	50.00	
Deposit	07/05/2019		Up Valley tokens	75.00	
Deposit	07/12/2019		Up Valley tokens	29.00	
Deposit	07/19/2019		EBT Matching Funds	20.00	
Deposit	07/19/2019		Up Valley tokens	2.00	
Deposit	07/26/2019		EBT Matching Funds	70.00	
Check	08/01/2019	Julie Schmidt	Market Match Accounting	25.00	
Deposit	08/02/2019		Up Valley tokens	201.00	
Deposit	08/09/2019		Up Valley tokens	27.00	
Deposit	08/16/2019		Reimbursement from Grant		365.00
Deposit	08/23/2019		EBT Matching Funds	50.00	
Deposit	08/23/2019		Up Valley tokens	39.00	
Deposit	08/30/2019		EBT Matching Funds	30.00	
Check	09/01/2019	Julie Schmidt	Market Match Accounting	25.00	
Deposit	09/06/2019		Up Valley tokens	64.00	
Deposit	09/13/2019		EBT Matching Funds	35.00	
Deposit	09/13/2019		Up Valley tokens	57.00	
Deposit	09/20/2019		Up Valley tokens	76.00	
Deposit	09/27/2019		Up Valley tokens	118.00	
Check	10/01/2019	Julie Schmidt	Market Match Accounting	25.00	
Deposit	10/04/2019		EBT Matching Funds	15.00	
Deposit	10/04/2019		Up Valley tokens	306.00	
Deposit	10/11/2019		EBT Matching Funds	30.00	
Deposit	10/11/2019		Up Valley tokens	5.00	
Deposit	10/18/2019		Up Valley tokens	36.00	
Deposit	10/25/2019		Up Valley tokens	13.00	
Check	11/01/2019	Julie Schmidt	Market Match Accounting	50.00	
Deposit	12/12/2019		Reimbursement from Grant		1,423.00
				1,788.00	**1,788.00**

SHFM
2019 Actual - 2020 Budget

	2019 Actual	2020 Budget
Income		
4010 · Farmers' Market Sales		
4012 · Books	121.94	200.00
4013 · General store	9,253.58	8,000.00
4014 · Stall fees	40,443.40	41,120.00
4016 · Yearly Vendor dues	2,850.00	2,600.00
4018 · Education space & service fee	13,986.19	10,000.00
Total 4010 · Farmers' Market Sales	66,655.11	61,920.00
4120 · Fundraiser		
4122 · Movie	5,155.99	7,500.00
4125 · Other	531.50	550.00
Total 4120 · Fundraiser	5,687.49	8,050.00
Total Income	72,342.60	69,970.00
Cost of Goods Sold		
5000 · Cost of Merchandise Sold		
5040 · Books	79.04	130.00
5060 · General Store	6,029.88	5,250.00
Total 5000 · Cost of Merchandise Sold	6,108.92	5,380.00
5100 · Merchant Fees	1,149.38	1,150.00
Total COGS	7,258.30	6,530.00
Gross Profit	65,084.30	63,440.00
Expense		
6000 · Direct Operating Expenses		
6020 · Advertising/Promotion	1,296.73	885.00
6030 · Automobile Expense	620.00	600.00
6050 · Equipment	50.00	750.00
6120 · Bank Service Charges	22.40	25.00
6160 · Dues and Filing Fees	2,328.00	2,200.00
6180 · Insurance		
6182 - D&O Insurance	577.00	600.00
6185 · Liability Insurance	1,093.87	1,100.00
6190 · Workers Comp Insurance	1,434.81	2,000.00
Total 6180 · Insurance	3,105.68	3,700.00
6230 · Licenses and Permits	431.20	650.00
6250 · Postage and Delivery	152.50	175.00
6270 · Professional Fees		
6271 · Accounting	5,354.10	4,600.00
Total 6270 · Professional Fees	5,354.10	4,600.00
6340 · Telephone	631.08	750.00
6560 · Payroll Expenses		
6562 · Contractor	330.00	0.00
6564 · Payroll Processing	125.00	125.00
6566 · Payroll taxes	3,923.17	3,446.00
6568 · Wages	36,766.50	37,438.00

SHFM
2019 Actual - 2020 Budget

	2019 Actual	2020 Budget
6569 · Bonus	5,239.00	0.00
Total 6560 · Payroll Expenses	46,383.67	41,009.00
6770 · Supplies		
6772 · Market	634.26	300.00
6774 · Office	487.86	350.00
Total 6770 · Supplies	1,122.12	650.00
Total 6000 · Direct Operating Expenses	61,497.48	55,994.00
6800 · Indirect Operating Expenses		
6060 · Fundraiser expenses		
6064 · Movie	359.46	750.00
6065 · Other	149.76	150.00
Total 6060 · Fundraiser expenses	509.22	900.00
6070 · Market entertainment	2,398.00	2,700.00
6100 · Marketing		
6101 · Web (site & newsletter)	581.87	400.00
6105 · Vendor Appreciation	431.73	600.00
6109 · General	18.00	50.00
6110 · Promotional	1,146.80	1,200.00
Total 6100 · Marketing	2,178.40	2,250.00
6345 · Meals	145.00	250.00
6350 · Travel		
6356 · Travel	0.00	0.00
Total 6350 · Travel	0.00	0.00
6400 · Gifts	202.84	200.00
Total 6800 · Indirect Operating Expenses	5,433.46	6,300.00
6850 · Miscellaneous	203.57	0.00
Total Expense	67,134.51	62,294.00
Net Ordinary Income	-2,050.21	1,146.00
Other Income/Expense		
Other Expense		
7080 · Taxes		
7084 · State	800.00	800.00
Total 7080 · Taxes	800.00	800.00
Total Other Expense	800.00	800.00
Net Other Income	-800.00	-800.00
Net Income	**-2,850.21**	**346.00**

UPVALLEY
FAMILY CENTERS

January 24, 2020

Nonprofit Grant Program
City of St. Helena
1480 Main Street
St. Helena, CA 94574

RE: St. Helena Farmer's Market Grant Application

Dear Grant Review Committee:

The UpValley Family Centers of Napa County is pleased to write this letter acknowledging our partnership with the St. Helena Farmer's Market. Last year, we collaborated with St. Helena Farmer's Market to provide funds (tokens) to low-income families in order to increase their access to healthy, fresh food. Families who were connected through our office redeemed a total of $1,263 in tokens at the Farmer's Market as a result of that grant.

We look forward to partnering with the St. Helena Farmer's Market again this year. It is a program that is addressing a critical issue - food insecurity – and is increasing families' access to nutritious food. This letter confirms that we commit to partner by accepting applications of low-income residents at our office in St. Helena and distributing tokens on behalf of the St. Helena Farmer's Market in accordance with the St. Helena Farmer's Market Match program guidelines. We hope that you will renew grant funding for this important program.

Sincerely,

Jenny Ocón, MSW
Executive Director

Attachment 25

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	St. Helena Little League
Organization Mailing Address:	P.O. Box 241
Organization Contact Person (Name/Title):	Hugh Davies / Board Member
Organization Contact Email:	hdavies@schramsberg.com
Organization Contact Telephone:	(707) 974-8072
Organization Website:	www.sthll.org
Federal Tax ID Number and Status:	94-6126932
How long has your organization been in operation?	6/1/1965

Project Category:

☑ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	St. Helena Little League Uniforms & Equipment
Address of Project:	P.O. Box 241, St. Helena, CA 94574
Requested Grant Amount:	10,000.00
Matching Funds:	10,000.00
TOTAL Project Cost:	20,000.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
Uniforms (Hats, Jerseys, Socks, Belts)	5,000.00
Equipment (Bats, Balls, Catcher Gear, Helmets, Tees, Gloves, Umpire Gear)	5,000.00
Total Grant Request	10,000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Hugh Davies Signature _____

Title Board Member Date 2/12/2020

Application Questions - *Please answer the following questions on a separate sheet.*
1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

The City of St. Helena's support of this St. Helena Little League project ties very well to several of the goals established in the City's Mission Statement. The 55-year old Little League program helps connect St. Helena and its residents to its historic, small-town character. The SHLL program helps the city fulfill its goal of providing recreational services and facilities for its children and their parents. This is a fantastic program that brings together people from all parts of town and the surrounding community. The city's support of this project request will also help the city strengthen its partnership with a local community non-profit entity, in this case the St. Helena Little League.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

The Little League motto is "Character, Courage & Loyalty" and in the 51 years that St Helena Little League has been a part of this community, these qualities have been imbued in thousands of children who have participated in its baseball and softball programs. Our goal each season is to provide an environment where skill-building and competition meets sportsmanship and teamwork. These goals are emphasized through annual coaching clinics for the all-volunteer coaches of our baseball and softball divisions where the development and encouragement of all players is emphasized, through Board member player advocates who ensure the children's best interests are prioritized over winning, and in strict adherence to fair play game time minimums. Additionally, Little League ensures that every interested player who lives within our district boundaries and attends an evaluation is guaranteed placement on a team through age 12.

Our primary need is help in offsetting the cost of the League's Uniform and Equipment program. For 2020, we are fielding over 200 players in Juniors, Intermediate, Majors, Minors, Super Rookies and Coach Pitch Baseball as well as Majors and Minors Softball teams. Our estimated expenditure totals $20,000 with approximately $8,000 for uniform needs and $12,000 for equipment needs. Uniform costs include hats, jerseys, belts and socks for players. Our volunteer coaches cover the costs of their own jersey and hat. Equipment costs include bats, balls, catcher gear, helmets, batting tees, gloves, and umpire gear.

3. Describe the community support for your Project.
a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
b. What roles are they playing and how collaborative is the Project?
c. What other support exists for your Project?

St Helena Little League is comprised of 15 Board members who volunteer their time and personal resources to meet the League's yearly needs. As an all-volunteer organization, we

are dependent on parent-volunteers to manage and coach teams, score-keep/pitch-count/scoreboard games, umpire games, run the Snack Shack and meet LL safety requirements.

The bulk of our financial need is the annual cost of the maintenance and refurbishment of the Crane Park fields. The fields are leased to the League for 6 months of the year, during which time the League supplies the man power and approximately $10,000 to support their seasonal maintenance needs, including mowing, edging, gopher abatement, grandstand painting, weeding, lining fields, cutting pitcher mounds and material needs such as sand, cinder, Snack Shack upkeep, etc. We have recently added many yards of sand to the outfield to level it out as much as possible. Just 2 months ago it would have been a danger to play any sport on the outfield with the extreme unevenness of the surface due to neglect of gopher abatement in the off-season. Further, the League's families, as well as PUC and high school students earning community service hours, all chip in on an annual work-day. Throughout the season, the league pays a maintenance crew to mow, fix sprinklers and line the fields for games.

We understand that some of the costs detailed above are considered a capital expenditure and are therefore outside the eligibility requirements for this particular grant request but wanted to highlight the financial commitment that the St Helena Little League makes each year to create and maintain a beautiful and safe field environment for our children – and the children of visiting teams during regular season play from Calistoga, American Canyon, Suisun, and Yountville.

Additionally, the League each year seeks local sponsors whose contributions help to cover some of the uniform and equipment expenses. Please note the attached list of SHLL sponsors.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

A truly great small town is defined by many things, including its commitment to the very things that make it *big*, such as quality schools, thoughtful neighbors, thriving local businesses & well-maintained parks. A town-based Little League which allows the children of our town to play, compete, learn and grow without the burden of travelling to Napa or Santa Rosa during the school week so they can still ride their bikes to practice or games and be home in time to enjoy dinner with their family and finish homework at a reasonable hour is a gift that many parents in our town have given to the children of St Helena by sustaining St Helena Little League through the years. It's difficult to quantify the impact of roughly 50 years x ~200 players/year plus sponsoring businesses proudly posting team plaques, dads mowing in the rain on a Saturday morning, extended family coming in from out of town to catch a game, a grandfather doing a "fly-

by" in his own bi-plane on Opening Day, visiting All Stars tournament competitors complimenting aloud the beautiful park where their children are competing, and adults who played in SHLL as children returning to cheer on games speaks to the true impact Little League both directly and indirectly exerts on citizens within and outside of our town.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

St Helena Little League used funds from the 2018/19 Grant Awards cycle to purchase uniforms and equipment.

SHLL List of Grant Funding

Significant funding comes from sponsorships of the Crane Park outfield panels, scoreboards and teams. In this past year, 90 local sponsors have raised over $38,000 for us.

Sign sponsors
55 Degrees
94574 Brand
A&W
Amici Cellars
American Legion Post No. 199
Britton Tree Service
Brown's Auto Parts
Buehler Vineyards
Cakebread Cellars
Carl's Body Shop
Casa Piena
Charles Krug Winery
Clif Bar
Coombs & Dunlap LLP
Darrell Quirici DDS
David W. Kerr CPA
Delta Consulting and Engineering
Ebersole Construction
First American Title
Fulton Body Shop
Gott's Roadside
Harold Smith & Son
Herdell Printing
Hollywood & Vine Cellars
Kind Cellars
Kiwanis Club of St. Helena
Long Meadow Ranch/Farmstead
Malloy, Imrie & Vasconi Insurance
Natalie Cooperage
Napa Soap Company
Napa Valley Masonic Lodge
Napa Valley Petroleum
Napascapes
Ogletree Welding
OK Tire
Patrick Fetzer CPA
Raymond Vineyards
Reidy Law Group

Regusci
Rombauer Vineyards
Schramsvberg Vineyards
St. Helena Appliance Service
St. Helena Hospital
St. Helena Optometry
St. Helena Police Officers Foundation
St. Helena Wine Center
Steve's Hardware
Sunshine Foods
Trinchero Family Estate
Upper Valley Disposal
Urban Wine Brokers
Villa Corona
Wine Country Cases
Rui Bastos Amoro
Cook
St. Helena Cyclery
Adam's Street Shipping
Catherine Dann
Tri-County Benefits
Elyse Winery
Safe Harbor
Lisa Toller
Forman Vineyards
Engel & Volker
Water Connections
York & York Attorneys

Team Sponsors
Herdell Printing
Buehler Vineyards
Wine Country Inn
American Legion
Central Valley
Steve's Hardware X 2
Darrell Quirici DDS
Soroptimist St. Helena
St. Helena Optometry
SH Police Officers Assoc.
Zumwalt Ford
Sutter Home
Harold Smith & Sons
Decker Vineyard Mgmt.
Elyse Winery
Gott's Roadside
Reidy Law Group
A&W
Dickerson, Peterson & Fogarty

P 9410

See other side for instructions

STATE OF CALIFORNIA
OFFICE OF THE ATTORNEY GENERAL
REGISTRY OF CHARITABLE TRUSTS
P. O. Box 13447
SACRAMENTO, CALIFORNIA 95813

REGISTRATION FORM

1. Official name and mailing address of organization:
Napa Valley Little League
c/o Dale Brown
1336 D Oak Avenue
St. Helena, California 94574

Federal Employer Identification Number
94-6126932

2. Names and addresses of all trustees or directors and officers (attach list if necessary):
Bob Kyle, President
1480 Main Street
St. Helena, California 94754

Dale M. Brown, Secretary/Treasurer
1336 D Oak Avenue
St. Helena, California 94574

3. Attach a statement fully describing the activities in which the organization expects to engage, including the standards, criteria, procedures or other means adopted or planned for carrying out the activities, the anticipated sources of revenue and the nature of contemplated expenditures. (A copy of the material submitted with the application for Federal or State tax exemption will normally provide this information.) If the organization is based outside California, comment fully on the extent of activities in California and how the California activities relate to total activities. In addition, list all funds, property and other assets held or expected to be held in California.

4. a) If assets (funds, property, etc.) have been received, enter the date first received. prior to 1974. Financial statements for past accounting periods may be required. See instructions on everse.

b) If assets (funds, property, etc.) have not been received, enter the date when such receipts are first expected. _____.

5. Annual accounting period adopted: Fiscal year ending _____, or calendar year [x].

6. a) Corporations - Furnish a copy of the Articles of Incorporation. If incorporated outside California, enter the date the corporation qualified through the California Secretary of State's Office to conduct activities in California. _____

b) Unincorporated Entities - Furnish a copy of the instrument creating the organization.

c) All - Furnish a copy of the Federal Exemption Determination Letter.

X Dale M. Brown — Secretary/Treasurer
Signature — Title

1336 D Oak Avenue, St. Helena, California 94574
Address

March 29, 1985 — (707) 963-9494
Date — Telephone Number

Registration No. CT 57138
Date of Registration 4/10/85
For Registry use only

CT-1 (5-77)

8:18 PM
02/12/20
Accrual Basis

Napa Valley Little League
Profit & Loss
September 2019 through August 2020

	Sep '19 - Aug 20	
Ordinary Income/Expense		
Income		
Donations		500.00
Miscellaneous Income		90.00
Registration Fees		8,169.66
Sponsorship		
Uniforms	5,700.00	
Outfield Signs	32,600.00	
Total Sponsorship		38,300.00
Total Income		47,059.66
Gross Profit		47,059.66
Expense		
Accounting		100.00
Charter & District Assessments		1,951.96
Fees & Taxes		46.30
Maintenance & Repairs		332.13
Printing & Reproduction		566.46
Uniforms & Equipment		117.81
Utilities		622.01
Total Expense		3,736.67
Net Ordinary Income		43,322.99
Other Income/Expense		
Other Income		
Other Income		4.07
Total Other Income		4.07
Other Expense		
Other Expenses		
Repairs-Big Projects		
2019 Renovation Project	3,202.50	
Repairs-Big Projects - Other	1,750.00	
Total Repairs-Big Projects	4,952.50	
Total Other Expenses		4,952.50
Total Other Expense		4,952.50
Net Other Income		-4,948.43
Net Income		**38,374.56**

02/27/19
Accrual Basis

[illegible]

Profit & Loss Budget Overview

September 1, 2018 through February 27, 2019

	TOTAL
	Sep 1, '18 - Feb 27, 19
Ordinary Income/Expense	
Income	
Donations	0.00
Returns & Allowances	0.00
Campaign Income	0.00
Contributions Income	
Ardis Herdell Memorial Funds	0.00
Restricted	0.00
Rusty Quirici Memorial Funds	0.00
Unrestricted	0.00
Contributions Income - Other	0.00
Total Contributions Income	0.00
Fundraising	
Fundraising Income	0.00
xFundraising Expenses	-1,050.49
Fundraising - Other	0.00
Total Fundraising	-1,050.49
Interest Income	0.00
Membership Dues	0.00
Miscellaneous Income	0.00
Private Contributions	0.00
Program Fees	0.00
Registration Fees	25,198.56
Sponsorship	
2018 Vinyl Sign Sponsorship	0.00
Uniforms	4,428.57
Outfield Signs	28,800.00
Sponsorship - Other	0.00
Total Sponsorship	33,228.57
Concession Income	
Concession Income	0.00
xConcession Expenses	0.00
Concession Income - Other	30.94
Total Concession Income	30.94
Total Income	57,407.58
Cost of Goods Sold	
Apparel	0.00
Cost of Goods Sold	0.00
Concession Stand Expense	
Merchandise	
SHLL shirts & hats	
Merchandise	0.00
SHLL shirts & hats - Other	0.00
Total SHLL shirts & hats	0.00

02/27/19
Accrual Basis

Profit & Loss Budget Overview

September 1, 2018 through February 27, 2019

	TOTAL
	Sep 1, '18 - Feb 27, 19
Merchandise - Other	0.00
Total Merchandise	0.00
Concession Repairs (Minor)	0.00
Concession Stand Goods	0.00
Concession Stand Labor	0.00
Concession Stand Expense - Other	0.00
Total Concession Stand Expense	0.00
Total COGS	0.00
Gross Profit	57,407.58
Expense	
Accounting	0.00
Field Rental	0.00
ATV Registration	0.00
Reconciliation Discrepancies	0.00
Advertising	0.00
Awards & Gifts	0.00
Bad Debt Expense	0.00
Bank Service Charges	0.00
Charter & District Assessments	1,861.16
Contributions	0.00
Credit card charges	0.00
Dues and Subscriptions	40.00
Equipment Rental	0.00
Fees & Taxes	10.00
Finance Charge	0.00
Insurance	0.00
Licenses and Permits	0.00
Maintenance & Repairs	704.76
Meetings	0.00
Miscellaneous	0.00
Payroll Expenses	0.00
Photographers	0.00
Player Assessments	0.00
Postage and Delivery	49.00
Printing & Reproduction	82.59
Safety	0.00
Storage	0.00
Supplies	0.00
suspense	0.00
Telephone	0.00
Tournaments	0.00
Umpires	6,000.00
Uniforms & Equipment	5,019.10
Utilities	1,249.03

02/27/19
Accrual Basis

Profit & Loss Budget Overview
September 1, 2018 through February 27, 2019

	TOTAL
	Sep 1, '18 - Feb 27, 19
Web Site	0.00
Workshops & Clinics	2,000.00
Total Expense	17,015.64
Net Ordinary Income	40,391.94
Other Income/Expense	
Other Income	
Other Income	6.42
Total Other Income	6.42
Other Expense	
Repairs - Small Misc	0.00
Transfer	0.00
Other Expenses	
Repairs-Big Projects	
Picnic Benches	0.00
Bull Pens	636.43
Rusy Quirici Memorial Benches	0.00
Snack Shack	0.00
Infields	0.00
Grandstands	0.00
Repairs-Big Projects - Other	0.00
Total Repairs-Big Projects	636.43
Other Expenses - Other	0.00
Total Other Expenses	636.43
Total Other Expense	636.43
Net Other Income	-630.01
Net Income	39,761.93

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name: St. Helena Preschool For All Inc.
Organization Mailing Address: 465 Main St. St. Helena, 94574
Organization Contact Person (Name/Title): Julio Olguin / Executive Director
Organization Contact Email: julio@shpreschoolforall.org
Organization Contact Telephone: (707) 967-2800
Organization Website: www.shpreschoolforall.org
Federal Tax ID Number and Status: 46-4214921
How long has your organization been in operation? 2010

Project Category:

☒ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☐ **Community Enrichment Grant** - Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name: St. Helena Preschool For All Scholarships
Address of Project: 465 Main St. St Helena, CA 94574
Requested Grant Amount: $ 30,000.00
Matching Funds: $ —
TOTAL Project Cost: $ 340,000.00

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

We work with 5 preschools, on average it cost:
(Part-time scholarship: 12 months (3 days per week, 3-4 hours per day: $5,400)
(Full-time scholarship: 12 months (5 days per week, 6 hours per day: $10,800)

3.5 students tuition scholarships (part-time)	$18,900.
1 student tuition scholarship (full-time)	$10,800.

Total Grant Request $29,700.

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Julio Olguin Signature

Title Executive Director Date 2-10-2020

ST. HELENA PRESCHOOL FOR ALL INC

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

Our program strongly aligns with the City's mission to continue to be family friendly and diverse. St. Helena Preschool for All, ("SHPFA") directly impacts low- income families in St. Helena who cannot afford a preschool program for their child, with the majority being immigrants, children of immigrants, and English –language learners. Since the program began in 2010 we have provided 157 scholarships, which include the 27 children and families enrolled this year. Even with our program in place there were 10 children who entered Kindergarten in the district without any preschool experience in 2019. The need for early childhood education opportunities and support from our program continues to be critical in the community in order for more families to want to stay in St. Helena and raise their children here. Our program helps the preschools be more diverse as the majority of children in our program are Latino, and since our partnership with the five local preschools the directors have reported that students and families have had opportunities to learn more about each other's culture and children have built strong friendships. Our program is creating a more diverse preschool culture that reflects the St. Helena Unified School District student demographic, 50% Latino, 50% Anglo.

SHPFA and the city of St. Helena are both dedicated to serving the needs and desires of our citizens, by both organizations working together to ensure that these families are given the opportunity to access to early childhood education programs than we will increase their readiness to enter Kindergarten and Transitional Kindergarten better preparing them to be successful students. Our program works with parents of children who are receiving a scholarship by providing a parent education component, this year the Upvalley Family Center is facilitating the TripleP program, (Positive Parenting Program). We believe that by providing this opportunity parents will have additional support, strategies, and new parenting skills to support their children at home. Our program prepares and encourages our parents to become involved in their child's learning, this had led to our parents becoming more active at the St. Helena Unified District schools and having a stronger connection with our community.

Finally the strengthening of partnerships within the non-profit and public sector is critical and can have a tremendous positive impact not only on children, but their families too. Our organization has made a strong effort this past year to build partnerships in the community. We feel that by having these partnerships our families will be more inclined to connect and build relationships with these local organizations. SHPFA and the City of St. Helena are both dedicated to serving the needs and desires of the citizens and by partnering with the city to provide this critical service for families we will build a stronger community and families who will be more encouraged to be a part of the community through other opportunities which will create a more inclusive and stronger bond among it's residents.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

St. Helena Preschool for All, Inc. ("SHPFA") is a non-profit corporation dedicated to providing all children in St. Helena an opportunity to experience preschool and succeed. To that end, SHPFA provides scholarships for underserved children in the St. Helena community ages 3 and 4- years old, to attend a preschool at one of five local participating preschools. Since 2010, 157 children have attended preschool through a SHPFA scholarship. Initially our program provided scholarships to 4-year old students only. This

will be our fourth-year that our program has continued to provide scholarships to 3 and 4-year olds, thereby enabling students to experience two- years of preschool before they enter Kindergarten. Our mission is to continue to provide an early childhood education experience for all those in need.

Goal 1: Continue to provide extended coverage to our families: includes longer hours, more days, and preschool through the summer.

In February 2019 our program expanded the hours and days of care provided at four of our participating preschools, previously we were providing 3-5 days of preschool and 3-4hours per day. Our families voiced the need for more hours and days, as many of our families require both parents to work in order to continue to live in St. Helena. We were able to begin to provide 5 days a week and offer 6 hours per day.

We also found that many parents continue to work through the summer and still require the preschool coverage and so for the first time this summer we provided the opportunity for additional coverage options for families to continue in their preschool through the summer. Our organization was supportive in making this shift under the condition that we would be able to sustain this coverage moving forward, which is why we are determined to continue to raise funding for future families who may also need this opportunity.

Goal 2: Continue to provide quality Parent Education programs.

Our program also works with the parents of participating families to involve them in the process and educate them in enriching their children's educational experience through monthly educational classes and speakers. Our organization feels very strongly about helping our parents become better parents by providing different educational options, through our programs parents learn new strategies, tools, and information to help them support and become more involved in their child's journey. Some of programs include the Latino Literacy Project, a program that focuses on the importance of literacy through bilingual and culturally relevant books, Triple P (Positive Parenting Program) which teaches families alternative strategies and tools to parent in a positive way, both classes are done in Spanish, and lastly parents can attend Educational speakers presented by the St. Helena Unified School District. As members of a preschool community parents develop a better relationship and understanding of their wider community, participate in new activities with their preschool aged children, and meet other families preparing for Kindergarten. We want to continue to provide these and other educational programs that our parents may benefit from during their time in our program.

Goal 3: Continue to provide opportunities for families to participate in community family activities.

Our organization is very proud of the work we have done to allow families to have the opportunity to be more involved in community activities. Our intention was to provide these activities for our families to become closer as members of our program through these experiences, which would help build the cohesion and support system for the future. This group of children will enter Kindergarten together and hopefully continue their educational journeys in the future and so having this support system we believe will benefit everyone. We have been able to provide two Christmas parties in collaboration with Nimbus Arts in which families celebrated and did art activities together. We have taken our families to trips to the Children's

Museum of Sonoma & Connolly Ranch. This past summer we also offered swim lessons through the St. Helena Unified School District pool & student lifeguards to every family member in our program. Finally in partnership with the St. Helena Parks & Recreation department we offered our children the opportunity to participate in: soccer, karate, gymnastics camp, and adventure day camp all free of costs. We would like to continue to provide our families with these opportunities, as we believe that it will also build a stronger connection to the St. Helena community.

Our program is currently raising funding for the upcoming 2020-2021 scholarships and additional cost to sustain the increased number of days, hours, summer program, and family activities for the 27 children currently in the program. The additional costs for these hours, days, and summer program have more than doubled our spending over the past year. We expect for our enrollment to continue to grow in the upcoming years as we continue to expand the services available to our families. The cost of living in St. Helena continues to increase forcing both parents to work, which leaves many families depending on our program. Our ability to provide these extra days, hours, and summer preschool is crucial in better serving the working families in St. Helena in the future. SHPFA would like to be able to financially sustain these changes in our programming on a permanent basis. New Families have until May 4, 2020 to apply for a scholarship, with their children beginning preschool in September 2020. If we were to receive a grant from the City of St. Helena it would be a tremendous help to sustain this level of programming for all families who qualify.

3. Describe the community support for your Project.

a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

Five local preschools, Little Backpacks Preschool, Mila's Preschool and Childcare, St. Helena Cooperative Nursery School, Sun & Stars Montessori School, Wee Care Childcare, partner with SHPFA to provide a preschool education to our students. Many of these preschools provide their own scholarships and other financial support to our students.

In 2019 the Roger J. Trinchero Family Foundation began to support our program and was instrumental in allowing our program to begin to expand and grow with the additional days, hours, summer coverage, and family activities. The St. Helena Unified School District has also continued to support us through use of their facilities, parent educational speakers, and funding for scholarships.

During the first three years of our program, SHPFA was administered by the UpValley Family Center. In 2014 our organization became a non-profit and set up its Board of Directors and Executive Director to administer the program, the UpValley Family Center has continued to support our program by providing community members information and referring families, this year they began providing a parent education component for our Spanish speaking families.

The Restaurant at Meadowood and St. Helena Rotary Club has provided significant financial support to SHPFA for the past three years. The City of St. Helena, Napa Valley Community Foundation, Soroptimist Club have also supported for the last few years. We participated in the 2019 Napa Valley Give!Guide, an online donation campaign that supports 46 local non-profits.

Over the years we have worked with Clinic Olé, St. Helena Public Library, Stonebridge and Hunt Avenue Apartments. This summer we collaborated with the St. Helena Parks and Recreation department to provide opportunities to many of our families to be involved in a community activity, and finally our community has played a key role in the success of our project.

b. What roles are they playing and how collaborative is the Project?

The program has been able to sustain itself in the last few years because of the support of the St. Helena community, organizations, and businesses. Each plays a critical role in the success of the program.

The Roger J. Trinchero Family Foundation & St. Helena Unified School District, have been the principal organizations providing financial support to the program, the District for the past 7 years and the Roger J. Trinchero Family Foundation for the last two years. The support that we have recently received by Roger and his foundation has really allowed our organization to begin to develop and expand much of the new programming that we feel will best support our families living in St. Helena. The role the District plays in our project aside from the funding is the use of facilities and some administrative staff. The Superintendent Marylou Wilson and St. Helena Primary School principal Tamara Sanguinetti sit on the Board of Directors, as do two members of the Board of Trustees. We feel that this partnership with the District is vital in the future success of our students and family as we continue to prepare both students and parents for a successful transition into the public school system.

The role of our preschools is very important to our program. Since the beginning our participating preschools have opened up their doors and provided spaces in their preschools for our children. Since then we have created a very close relationship with our preschools, and feel that they are the foundation of our program. They play a huge role, as they are responsible for getting our students ready academically and most importantly emotionally. (Little Backpacks Preschool, Mila's Preschool, St.Helena Cooperative Nursery School, Sun & Stars Montessori, and Wee Care Childcare)

The role of our community has allowed for our program to be better known and accessible to our families. The Up Valley Family Center, Clinic Olé, St. Helena Public Library, Stonebridge Apartments, and Hunt Avenue Apartments, have all been organizations that we have worked closely with for outreach of our organization. We have continued to use these organizations in order to reach those families who may benefit from our program. All of our materials and information are available through these locations.

The community plays a very key role in the financial support of our program. Every year we continue to add to our growing list of donors. Many individual community members donate to SHPFA in order to invest in early childhood education. We also continue to get donations from our local businesses each year. The last three years the Restaurant at Meadowood has selected our organization as the beneficiary for their annual "12 days of Christmas" dinner event, and has also provided gifts for our families during the holiday season. Another important role the community plays is raising awareness of our program. Community members, organizations, and parents in the program help make our program accessible to all the families in need in the community.

The role of local organizations has been crucial to our success because of the financial support, community awareness including their members and supporters. Many local organizations have also helped organize fundraising events with the proceeds going to our organization. We have worked very closely with the International Women's Soroptimist group, as our families volunteer at their yearly dinner and in return they donate to our program. We have worked with St. Helena Rotary Club the past four years as

they organize an annual fundraiser with all proceeds going to SHPFA. The Restaurant at Meadowood also selected our non-profit for the third year in a row as the beneficiary from the "Twelve days of Christmas" event, in which we receive 10% of proceeds. We participated in the 2019 Napa Valley Give!Guide for the past four years, an online donation campaign that supports 46 local non-profits which allowed for more community awareness and new donors.

c. What other support exists for your Project?

Along with the organizations and community behind this project, we also have the support of the 10 board of directors, and the 27 families who are receiving the scholarships, and 130 alumni families; through our program outreach we have developed a more diverse and larger network of supporters each year that continues to grow.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

This project will directly impact the children and families of St. Helena who will be receiving the scholarships. For many children, preschool is their first experience in a structured setting with teachers and groups of children. These childhood experiences will prepare the children to enter Kindergarten, and also help foster their physical, emotional, social, and cognitive development. The parents also benefit from their participation in the program. As members of a preschool community, parents attend monthly educational meetings, and parenting programs and develop a better relationship and understanding of their wider community, participate in new activities with their preschool aged children, and meet other families preparing for Kindergarten. The preschools also provide parents with valuable information and strategies for supporting their children's learning and development at home.

SHPFA directly impacts low- income families in St. Helena who cannot afford a preschool program for their child, with the majority being immigrants, children of immigrants, and English –language learners. We also have seen more families who could be considered middle class applying and requesting assistance. Since the program began in 2010 we have provided 157 scholarships, which include the 27 children and families enrolled this year. Even with our program in place there were 10 children who entered Kindergarten in the district without any preschool experience in 2019. This is why we have redoubled our outreach efforts to make sure all eligible families know about us. Our goal for the 2020-2021 school year is to place between 20-25 children in one our partnering preschools. On average it costs $5,400 to a fund a part-time scholarship (3days per week, 3-4hours per day) or $10,800 for a full-time (5days per week, 6 hours per day) for twelve months of preschool. In addition to providing the preschool experience to our children, we are also providing parents the opportunity to work, educate themselves, or take care of younger siblings with the sense of stability and piece of mind. With the current high costs of living in St. Helena we have many more working families with both parents working and struggling to continue to be residents of this amazing town, we ask that the City of St. Helena join us in helping out these families in need!

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

We have not received funding from any Napa County government agencies in the past two years. If we were to receive funding from the city of St. Helena it would directly go to the scholarships for the

children in the 2020-2021 school year. The funding from the City of St. Helena will specifically benefit St. Helena residents because one of the eligibility requirements for receiving the scholarship is that the family must live in St. Helena, and have a financial need. We are very proud to be helping fill this need in our community and continue to be a resource for opportunity and awareness of early childhood education.

State of California
Franchise Tax Board
PO BOX 1286
Rancho Cordova CA 95741-1286

ST. HELENA PRESCHOOL FOR ALL, INC.
485 MAIN ST
ST. HELENA CA 94574

Date: 08.15.15
Case: 26610579700750133
Case Unit: 26610579700750136
In reply refer to: 760:MQD:F120

Regarding:	Tax-Exempt Status
Organization's Name:	St. Helena Preschool For All, Inc.
CCN:	3609463
Purpose:	Charitable
R&TC Section:	23701d
Form of Organization:	Affirmation Incorporated
Accounting Period Ending:	12/31
Tax-Exempt Status Effective:	10/02/2013

Exempt Acknowledgement Letter

We have received your federal determination letter that shows tax exemption under Internal Revenue Code (IRC) Section 501(c)(3).

Under California law, Revenue and Taxation Code (R&TC) Section 23701 provides that an organization is exempt from taxes imposed under Part 11 upon submission of the federal determination letter approving the organization's tax exempt status.

Generally, the effective date of an organization's California tax-exempt status is the same date as the federal tax-exempt status.

To retain tax-exempt status, the organization must be organized and operating for nonprofit purposes within the provisions of the above R&TC section. An inactive organization is not entitled to tax-exempt status.

In order for us to determine any effect on the tax exempt status, the organization must immediately report to us any change in:

- Operation
- Character
- Purpose
- Name
- Address

For filing requirements, refer to FTB Pub.1068, *Exempt Organizations - Filing Requirements and Filing Fees*. Go to **ftb.ca.gov** and search for **1068**.

This exemption is for state franchise or income tax purposes only. For information regarding sales tax exemption, contact the State Board of Equalization at 800.400.7115 or go to their website at **boe.ca.gov**.

Marcos Q. Diez Jr
Telephone: 916.845.4171
Fax: 916.843.2525

cc: Cynthia P Smith

St. Helena Preschool for All
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	Jul '18 - Jun 19	Jul '18 - Jun 192
	Actual	Budget
Income		
Direct Public Support		
Community Donations	104,519.57	100,000.00
Corporate Donations	0.00	0.00
Grant Funding	436,000.00	440,000.00
Herb Lamb Memorial	93.60	0.00
Parent Fundraising	3,736.00	4,000.00
Total Direct Public Support	544,349.17	544,000.00
Program Income		
Parent Cash Contributions	2,690.00	2,800.00
SHUSD Contribution	30,000.00	30,000.00
Total Program Income	32,690.00	32,800.00
Total Income	577,039.17	576,800.00
Gross Profit	577,039.17	576,800.00
Expense		
Business Expenses		
Bank Charges	0.00	50.00
Business License/Reg Fees	50.00	100.00
Furniture Expense	0.00	0.00
Office Supplies	0.00	50.00
PayPal Service Fees	29.30	50.00
Payroll Processing Fee	0.00	0.00
Postage	0.00	0.00
Website Domain	155.40	200.00
Website Host	0.00	0.00
Total Business Expenses	234.70	450.00
Contract Services		
Accounting Fees	504.99	600.00
Business Plan Consulting	3,000.00	3,000.00
Consultant Services	0.00	0.00
Executive Director	29,168.00	25,376.00
Legal Fees	0.00	0.00
Photographer	0.00	0.00
Website Development	0.00	0.00
Total Contract Services	32,672.99	28,976.00
Director Expenses	232.20	500.00
Employee Expenses		
Cash in lieu of Benefits	0.00	0.00
Cell Phone Reimbursement	0.00	0.00
Executive Director Salary	0.00	0.00
Mileage Reimbursement	0.00	0.00
Total Employee Expenses	0.00	0.00
Family Activites		

St. Helena Preschool for All
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	Jul '18 - Jun 19	Jul '18 - Jun 192
	Actual	Budget
Total Scholarships	105,491.00	114,000.00
Student Scholarship Funds		
Jaime Rubio Scholarship Fund	0.00	1,000.00
Total Student Scholarship Funds	0.00	1,000.00
Summer Activities	0.00	0.00
Suspense Account	0.00	0.00
Total Expense	149,158.75	157,176.00
Net Ordinary Income	427,880.42	419,624.00
Net Income	**427,880.42**	**419,624.00**

St. Helena Preschool for All
Budget Comparison

	Prior Year 2018/2019 Budget	Current Year 2019/2020 Budget	Increase/(decrease)
Income			
Direct Public Support			
Community Donations	100,000.00	50,000.00	
Corporate Donations	0.00	7,500.00	
Grant Funding	440,000.00	200,000.00	
Parent Fundraising	4,000.00	3,500.00	
Total Direct Public Support	544,000.00	261,000.00	(283,000.00)
Program Income			
Parent Cash Contributions	2,800.00	3,500.00	
SHUSD Contribution	30,000.00	30,000.00	
Total Program Income	32,800.00	33,500.00	700.00
Savings Income - Certificate of Deposit	0.00	1,000.00	1,000.00
Total Income	576,800.00	295,500.00	(281,300.00)
Gross Profit	576,800.00	295,500.00	(281,300.00)
Expense			
Business Expenses			
Bank Charges	50.00	100.00	
Business License/Reg Fees	100.00	300.00	
Furniture Expense	0.00	750.00	
Office Supplies	50.00	200.00	
PayPal Service Fees	50.00	0.00	
Payroll Processing Fee	0.00	1,008.00	
Postage	0.00	100.00	
Website Domain	200.00	156.00	
Website Host	0.00	500.00	
Total Business Expenses	450.00	3,114.00	2,664.00
Contract Services			
Accounting Fees	600.00	600.00	
Business Plan Consulting	3,000.00	0.00	
Consultant Services	0.00	4,000.00	
Executive Director	25,376.00	2,766.00	
Legal Fees	0.00	1,000.00	
Photographer	0.00	0.00	
Websit Development	0.00	0.00	
Total Contract Services	28,976.00	8,366.00	(20,610.00)
Director Expenses	500.00	0.00	
Employee Expenses			
Cash in lieu of Benefits	0.00	2,400.00	
Cell Phone Reimbursement	0.00	1,200.00	
Executive Director Salary	0.00	52,000.00	
Mileage Reimbursement	0.00	300.00	
Total Employee Expenses	0.00	55,900.00	55,900.00
Family Activites			

St. Helena Preschool for All
Budget Comparison

	2018/2019 Budget	2019/2020 Budget	Increase/(decrease)
Total Expense	157,676.00	340,419.00	182,743.00
Net Ordinary Income	419,624.00	-44,919.00	(464,543.00)

Attachment 27

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	UpValley Family Centers
Organization Mailing Address:	1440 Spring Street, St. Helena, CA 94574
Organization Contact Person (Name/Title):	Jenny Ocón, Executive Director
Organization Contact Email:	jocon@upvalleyfamilycenters.org
Organization Contact Telephone:	(707) 965-5010
Organization Website:	www.upvalleyfamilycenters.org
Federal Tax ID Number and Status:	80-0023012
How long has your organization been in operation?	20 years

Project Category:

☑ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	Community Connections & Immigration Assistance in St. Hel
Address of Project:	1440 Spring Street, St. Helena, CA 94574
Requested Grant Amount:	$30,000.00
Matching Funds:	$187,777.47
TOTAL Project Cost:	$217,777.47

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

	Amount
Family Advocate Salary	1,000.00
Immigration Program Coordinator Salary	15,000.00
St. Helena Community Liaison Salary	6,000.00
Benefits & Payroll Taxes	5,940.00
Rent & Occupancy Expenses	2,060.00
Total Grant Request	30,000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Jenny Ocón Signature _____

Title Executive Director Date 2/13/20

UPVALLEY FAMILY CENTERS
Celebrating 20 Years

City of St. Helena
Nonprofit Grant Application
Fiscal Year 2020-2021

Application Questions

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement
The proposed project contributes to the City's mission to serve the needs and desires of its citizens in several ways. The UpValley Family Centers helps to strengthen families, to improve residents' short- and long-term economic sustainability, and to facilitate social inclusion and civic participation, for and with low-income St. Helena residents. We do this by connecting low-income households with the information, resources and services they need to improve their health and well-being and enhance their ability to participate fully in the St. Helena community.

By supporting economic stability and full civic participation among low-income residents, many of who speak Spanish and identify as Latino/a, and by offering family-focused resources and services for clients of all ages, the UpValley Family Centers also supports the City's vision of being a family-friendly, diverse, and safe community.

2. Describe your project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your project.
The UpValley Family Centers requests a grant from the City of St. Helena to support our Community Connection Services, including financial stability resources, and our Immigration Application Assistance Services.

The Community Connection Services at the UpValley Family Centers provide St. Helena residents with access to information, guided referrals, other resources, and opportunities that support and promote individual and family well-being. Using a prevention-focused service model, we provide a one-stop-shop where people of all ages can access a variety of programs and assistance in English and Spanish. We partner with over 40 organizations based in Napa County and beyond to make services available through our Spring Street office here in St. Helena; our Community Connections Service is often the first point of contact for clients in search of assistance, providing a crucial pathway to accessing the resources they need to survive and thrive.

The Community Connection Service identifies each client's particular interest or need, and connects them either to the services provided by UpValley Family Centers itself, or to those provided through our office by one of our partner organizations (including mental health counseling, legal services, and health care).

Services and programs provided directly by UVFC fall into four main categories. Our Education programs include parent-child early learning playgroups, primary- and elementary school tutoring, youth mentoring, as well as ESL and other adult education. Our Economic Success programs include free tax preparation assistance, emergency aid, as well as financial coaching and other services aimed at strengthening families' economic stability. Our Family

UPVALLEY FAMILY CENTERS

City of St. Helena
Nonprofit Grant Application
Fiscal Year 2020-2021

and Senior Wellness program provides guided referrals to health and wellness resources, enrollment assistance for health insurance and government benefit programs, domestic violence support, and comprehensive case management. Our Community and Civic Engagement programs, finally, include community outreach and education efforts around voting, civil rights, and wellness (including drug prevention). In addition, UVFC provides immigration support through individual consultations, Know-Your-Rights workshops, and citizenship classes. We also offer application assistance for Naturalization and Permanent Residence or DACA renewal, provided by staff who are accredited by the US Board of Immigration Appeals.

The low-income families we serve face mounting uncertainty – including a rising cost of living and constantly changing federal policies affecting St. Helena's immigrant residents. The UpValley Family Centers provides a crucial source of support for these households by offering accurate and bilingual information, a safe space to seek out resources, a voice to advocate on their behalf – and a comprehensive suite of services and programs that address the community's most pressing needs.

We request funding in fiscal year 2021 for the following program goals:

- To serve at least 500 low-income St. Helena families, empowering them with local access to information and resources that may otherwise only be available in Napa, Santa Rosa, or elsewhere. Services provided will include (but are not limited to) guided referrals, application assistance, translation assistance, and check-free pay.
- To provide at least 25 of those families with comprehensive case management services in order to accommodate multiple intersecting needs, including financial stability.
- To provide free services to assist 50 individuals with their naturalization applications, DACA, Permanent Resident Status renewals, or general consultations. Clients seeking to obtain US citizenship will be offered free citizenship classes and/or a tutor to prepare them for their citizenship interview and exam.
- Conduct ongoing community outreach on immigration topics, distributing informational bulletins in both English and Spanish throughout the community and via social media and the web.

We plan to achieve these goals by June 30, 2021 through

- Outreach presentations about UVFC services at local preschools, schools, and service clubs;
- Door-to-door outreach at local apartment complexes;
- Tabling at community events, such as the Harvest Festival;
- Engaging community volunteers, such as our Promotoras, to spread the word about services available at UVFC;

UPVALLEY FAMILY CENTERS
Celebrating 20 Years

City of St. Helena
Nonprofit Grant Application
Fiscal Year 2020-2021

- Organizing free community events, such as our annual Día de los Muertos celebration, which celebrates the diversity of the St. Helena community and provides fun arts activities for all ages to enjoy;
- Walk-in and scheduled appointments for local families, during which our expert bilingual staff will provide information, services, and assistance at our St. Helena office;
- Collaboration and coordination with the One Napa Valley Citizenship Legal Services Initiative, which conducts outreach and legal assistance to help immigrants in Napa County know their rights, stabilize their immigration status, and gain citizenship.

Both our Community Connection and Immigration services will be ongoing throughout the year. Our Día de los Muertos event will take place in late October or early November 2020.

3. Describe the community support for your Project.

a. **What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the project?**
b. **What roles are they playing and how collaborative is the project?**
c. **What other support exists for your project?**

With a twenty-year track record of service in the upvalley community, including 15 years in St. Helena, UVFC enjoys strong support from a variety of organizations, nonprofits, and local residents. We maintain close working relationships with many direct service organizations to provide social services to local St. Helena residents. These organizations include (but are not limited to) the Boys & Girls Club, Community Health Initiative, International Institute of the Bay Area, Mentis, the Mexican Consulate, Napa County Health and Human Services, Napa Emergency Women's Services, Nimbus Arts, OLE Health, ParentsCAN, Pediatric Dental Initiative, Grace Episcopal Church, and the St. Vincent de Paul Society of the St. Helena Catholic Church. We also collaborate with the St. Helena Unified School District to coordinate student and family behavioral health counseling services, parent education workshops, and tutoring for elementary and primary school students; UVFC's youth mentors have a weekly presence on the campuses of both RLS Middle School and St. Helena High School, and as of 2020 we also maintain an office at the St. Helena Elementary School. The St. Helena Public Library and the St. Helena Police Department make referrals to UVFC for families or individuals in need of resources or assistance. We also partner with the St. Helena Police to implement a Youth Diversion Program, and with the St. Helena Library to provide free tax preparation services. Our Community Connections staff stay up-to-date on locally available resources, and continually track the stated needs of the families we serve, so that we can work to make sure that necessary services are made available in St. Helena.

Celebrating 20 Years
UPVALLEY FAMILY CENTERS

City of St. Helena
Nonprofit Grant Application
Fiscal Year 2020-2021

UVFC receives annual donations from local service clubs and faith-based organizations to support our emergency aid and holiday assistance programs, which directly serve low-income households in St. Helena. Local banks and foundations make grants to support our Volunteer Income Tax Assistance (VITA) program, which serves approximately 350 local low-income families and brings over $400,000 in refunds back to St. Helena every year. Local residents serve as volunteers for our VITA, school tutoring, and naturalization civics tutoring programs. We receive in-kind support from the Boys & Girls Club and the St. Helena Presbyterian Church, both of which provide their space for our ongoing classes and programs. We also maintain good working relationships with the apartment managers at Stonebridge and Hunts Grove Apartments, where we conduct outreach and provide occasional workshops.

4. Describe who will benefit from this project and estimate how many people this project may impact.

We plan to serve at least 500 St. Helena households, or approximately 1,000 individuals, through our Community Connections program. We plan to provide at least 50 of those individuals with free USCIS application assistance or a general consultation. We expect a majority of households and individuals served to be low-income.

The services provided by UVFC have the potential to impact more than just the clients who come into our offices. Our services aim to provide people with the resources they need to increase their wellbeing and unlock opportunities for growth – so that they can in turn help their communities grow stronger. Our parent education programs, for example, empower parents to foster greater well-being for their children, who as a result will be better prepared for academic success, and thereby have better access to a lifetime of opportunities for advancement. Our VITA tax preparation services, meanwhile, help generate refunds for our clients – refunds they will in turn spend locally, helping to boost local businesses and organizations. As such, the impact of our programs can reverberate through several generations and help strengthen the local community overall.

5. If you have received funding from other Napa County Government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

We received the following funds from Napa County Health and Human Services for FY 2019 and 2020 (July 1, 2018 to June 30, 2020):

- Mental Health Services Act Prevention & Early Intervention funds, in the amount of $150,320, for our CLARO/CLARA Youth Mentoring Programs at middle schools and high schools in St. Helena and Calistoga. This funding reaches approximately

UPVALLEY FAMILY CENTERS

City of St. Helena
Nonprofit Grant Application
Fiscal Year 2020-2021

60 junior/senior high students in St. Helena each year, with weekly mentoring groups, field trips and volunteer/civic engagement opportunities for youth.

- MediCal Administrative Activities funds, in the amount of $56,070 for Medi-Cal outreach and application facilitation up-valley. This funding allows our staff to conduct widespread outreach to St. Helena residents about the Medi-Cal program, which expanded since the Affordable Care Act was passed. It also allows us to support local St. Helena residents with completing the Medi-Cal application and support for them to access Medi-Cal covered services.

- Master Settlement Agreement funds in the amount of $127,260 for Triple P (Positive Parenting Program) implementation. This grant allows UVFC to provide St. Helena parents with children ages 0-17 with research-based parenting support services in English and Spanish. Triple P services provide parents with simple, practical strategies to help them confidently manage their child's behavior, prevent problems and build strong healthy relationships.

- Napa County Office of Education subcontracts a federal Drug Free Communities grant with UVFC in the amount of $151,196. This grant supports the UpValley Partnership for Youth and allows us to raise awareness and conduct public education in English and Spanish focused on prevention of youth substance use and abuse. The grant has enabled a broad-based coalition, including the St. Helena police department, local schools, nonprofits and faith groups to plan prevention activities in St. Helena during Red Ribbon Week, and to hold educational town hall meetings on emerging issues like vaping and the legalization of marijuana.

IRS Department of the Treasury
Internal Revenue Service

CINCINNATI OH 45999-0038

In reply refer to: 0248222270
Oct. 06, 2014 LTR 4168C 0
80-0023012 000000 00
00021055
BODC: TE

UP VALLEY FAMILY CENTERS OF NAPA
COUNTY
1500 CEDAR ST
CALISTOGA CA 94515

004824

Employer Identification Number: 80-0023012
Person to Contact: Gordon Schnur
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 14, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in February 2002.

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

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

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

0248222270
Oct. 06, 2014 LTR 4168C 0
80-0023012 000000 00
00021056

UP VALLEY FAMILY CENTERS OF NAPA
COUNTY
1500 CEDAR ST
CALISTOGA CA 94515

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

Sincerely yours,

Richard McKee

Richard McKee, Department Manager
Accounts Management Operations

UpValley Family Centers
FY20 Operating Budget
July 1, 2019 - June 30, 2020

	FY20
Ordinary Income/Expense	
Income	
RESTRICTED FOUNDATION GRANTS	
Napa Valley Community Foundation-ONVI	25,000.00
United Way Bay Area-VITA	15,000.00
Napa Valley Community Fdt-Vulnerable Comm	25,000.00
S.H. Cowell Foundation	100,000.00
Grapegrowers Foundation	20,000.00
Napa Valley CF - Workforce Development	40,000.00
Census 2020 grants	19,000.00
Miscellaneous grants	48,000.00
Prior year Restricted Foundations	388,280.00
Total · RESTRICTED FOUNDATION GRANTS	680,280.00
RESTRICTED NONPROFITS	
Mentis	6,000.00
Prior Year Restricted Nonprofit	80,000.00
Total · RESTRICTED NONPROFITS	86,000.00
RESTRICTED SERVICE GROUPS	
Rotary Clubs	1,000.00
Soroptimist - Calistoga	12,000.00
Calistoga Community Chest	5,000.00
First Presbyterian Church SH	1,000.00
Kiwanis	500.00
Other	7,000.00
Total · RESTRICTED SERVICE GROUPS	26,500.00
RESTRICTED GOVERNMENT GRANTS	
Calistoga Joint Unified School Dist (CJUSD)	
Calistoga JUSD- ESL	4,500.00
Calistoga JUSD - Mental Health	134,000.00
Calistoga JUSD - Community Sch	15,000.00
Calistoga JUSD - Restorative Just.	12,000.00
Total · Calistoga JU School District	165,500.00
City of Calistoga	
City of CA- Seniors	20,000.00
City of CA- Com. Health and Out	10,000.00
City of CA-Comm. Enrch CLARO-Se	7,000.00
City of CA-Immigration	30,000.00
City of CA- Diversion Program	25,000.00
Total . City of Calistoga	92,000.00
City of St. Helena	
City of St. Helena- Diversion	25,000.00
City of SH - Community	30,000.00
Total · City of St. Helena	55,000.00
Master Settlement Agreement/Napa Co.	65,000.00
PEI Mental Health Services Act/Napa Co.	75,160.00
Medical Admin Activities (MAA)/Napa Co.	30,000.00
St. Helena Unified School District	112,000.00
NCOE- Drug Free Communities	75,578.00
Catholic Charities/FEMA	13,895.00
CDSS-UVFC Immigration Services	80,000.00
Prior year Restricted Government	3,700.00
Total · RESTRICTED GOVERNMENT GRANTS	767,833.00
RESTRICTED CORPORATE GRANTS	
Banks	4,000.00
Adventist Health St. Helena	13,000.00
Local business	5,000.00
PG&E	10,000.00
Burbank Housing	10,000.00
Citibank	25,000.00

UpValley Family Centers
FY20 Operating Budget
July 1, 2019 - June 30, 2020

	FY20
Queen of the Valley	5,000.00
Prior Year Restricted Corporate	15,200.00
Total · RESTRICTED CORPORATE GRANTS	87,200.00
RESTRICTED INDIVIDUALS	
Restricted Individual com event	3,000.00
Restricted Individuals seniors	2,000.00
Restricted Individuals holiday and emergency	7,000.00
Restricted tutoring St. Helena	10,000.00
Prior Year Restricted Individuals	18,500.00
Total · RESTRICTED INDIVIDUALS	40,500.00
RESTRICTED NAPA FIRE	
Prior year restricted Napa Fire	10,500.00
Total · RESTRICTED NAPA FIRE	10,500.00
UNRESTRICTED GRANTS	
Auction Napa Valley/Napa Valley Vintners	400,000.00
California Wellness Foundation	10,000.00
Sidney Stern Memorial Trust	5,000.00
Total · UNRESTRICTED GRANTS	415,000.00
UNRESTRICTED SERVICE CLUBS	
Grace Church	5,000.00
St Joan of Arch	500.00
Prior Year Unrestricted Service Club	1,000.00
Total · UNRESTRICTED SERVICE CLUBS	6,500.00
UNRESTRICTED INDIVIDUALS	
Unrestricted Individuals	209,400.00
Prior Year Unrestricted Individ	128,100.00
Total · UNRESTRICTED INDIVIDUALS	337,500.00
UNRESTRICTED CORPORATE	
Unrestricted Corporate various	800.00
Prior Year Unrestricted Corporate	82,500.00
Total · UNRESTRICTED CORPORATE	83,300.00
SPECIAL EVENTS	
VIVA Napa Valley	100,000.00
Peach Festival Frogs Leap	1,000.00
Other special events	2,000.00
Total · SPECIAL EVENTS	103,000.00
In Kind Donations	
Facilities In Kind	25,335.32
Total · In Kind Donations	25,335.32
EARNED REVENUE	
EARNED REVENUE INVESTMENTS	
Interest and Dividends	36,000.00
Total · EARNED REVENUE INVESTMENTS	36,000.00
EARNED REVENUE FEES	
Check Free Pay walk in payments	200.00
PG&E walk in payments fee	200.00
PG&E CARE Enrollment Fee	20.00
Imm. Int. Fees and ESL books	1,000.00
Food tickets Dia	1,500.00
Total · EARNED REVENUE FEES	2,920.00
Total EARNED REVENUE	38,920.00
Total Income	2,708,368.32
	2,708,368.32

UPVALLEY
FAMILY CENTERS

			FY20 Approved Revised Budget
Income			
	Restricted Foundation Grants	$	791,458.33
	Restricted Non Profits Grants	$	87,625.00
	Restricted Service Groups Donations	$	20,500.00
	Restricted Government Grants	$	782,147.00
	Restricted Corporate Grants	$	121,955.00
	Restricted Individuals Donations	$	60,608.95
	Restricted Napa Fire Direct Aid	$	10,563.13
	Unrestricted Foundation Grants	$	405,000.00
	Unrestricted Service Groups Donations	$	7,000.00
	Unrestricted Individuals Donations	$	332,135.00
	Unrestricted Corporate Donations	$	105,100.00
	Special Events	$	103,000.00
	Facilities in Kind	$	25,335.32
	Earned Revenue Fees, Interests & Dividends	$	39,575.00
Total Income		**$**	**2,892,002.73**
Expense			
	Salaries & Wages	$	1,557,421.95
	Benefits package	$	230,017.51
	Workers Comp Insurance	$	7,602.00
	Payroll Taxes	$	116,385.42
	Professional Fees	$	382,487.25
	Non-Personnel Expenses	$	278,875.00
	Occupancy Expenses	$	119,418.22
	Professional Development	$	35,000.00
	Miscellaneous Expenses	$	101,845.00
	Subgrants to other organization	$	62,500.00
Total Expense		**$**	**2,891,552.35**
Net income		**$**	**450.38**

UP VALLEY FAMILY CENTERS
OF NAPA COUNTY
FINANCIAL STATEMENTS
JUNE 30, 2019 and 2018

UP VALLEY FAMILY CENTERS
OF NAPA COUNTY
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JUNE 30, 2019 and 2018

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BODEN KLEIN & SNEESBY
CERTIFIED PUBLIC ACCOUNTANTS
3005 Douglas Blvd., Ste. 115
Roseville, CA 95661
(916) 774-1040
(916) 774-1177 Fax

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Up Valley Family Centers of Napa County
St. Helena, California

Report on the Financial Statements

We have audited the accompanying financial statements of Up Valley Family Centers of Napa County (a nonprofit organization), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Up Valley Family Centers of Napa County as of June 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Boden Klein & Sneesby

BODEN KLEIN & SNEESBY
Certified Public Accountants
Roseville, California

November 4, 2019

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Statements of Financial Position
June 30, 2019 and 2018

	2019	2018
Assets		
Current assets:		
Cash and cash equivalents	$ 1,424,319	$ 1,089,128
Pledges receivable	221,175	144,803
Grants receivable	700,844	448,818
Prepaid expenses	31,444	17,216
Total current assets	2,377,782	1,699,965
Property and equipment, net	20,484	38,836
Pledges receivable, non-current	258,300	220,200
Investments	662,138	673,476
Total Assets	$ 3,318,704	$ 2,632,477
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	$ 23,263	$ 2,650
Accrued expenses	70,471	53,463
Agency funds	24,540	55,642
Total current liabilities	118,274	111,755
Net assets:		
Without donor restrictions		
Board designated reserve	744,983	673,476
Undesignated	1,160,776	1,038,384
Total without donor restrictions	1,905,759	1,711,860
With donor restrictions	1,294,671	808,862
Total net assets	3,200,430	2,520,722
Total Liabilities and Net Assets	$ 3,318,704	$ 2,632,477

See notes to financial statements.

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Statements of Activities
For the Years Ended June 30, 2019 and 2018

Net Assets Without Donor Restrictions	**2019**	**2018**
Support and Revenue:		
Grants and contributions	$ 2,041,229	$ 2,059,446
Special events	115,966	122,359
Donated facilities	25,333	25,333
Total support	2,182,528	2,207,138
Investment return, net	26,468	34,493
Earned revenue	3,234	133,635
Net assets released from restrictions	577,180	99,376
Total support and revenue without donor restrictions	2,789,410	2,474,642
Expenses:		
Program services	2,082,141	1,851,260
Fundraising	234,361	188,803
General and administrative	279,009	168,297
Total expenses	2,595,511	2,208,360
Increase in net assets without donor restrictions	193,899	266,282
Net Assets With Donor Restrictions		
Grants and contributions	1,062,989	744,277
Net assets released from restrictions	(577,180)	(99,376)
Increase in net assets with donor restrictions	485,809	644,901
Change in net assets	679,708	911,183
Net assets, beginning of year	2,520,722	1,609,539
Net assets, end of year	$ 3,200,430	$ 2,520,722

See notes to financial statements.

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Statement of Functional Expenses
For the Year Ended June 30, 2019

	Program Services	Fundraising	General and Administrative	Total
Salaries	$ 1,124,188	$ 144,110	$ 185,688	$ 1,453,986
Outside services	310,540	19,907	21,468	351,915
Employee benefits	167,219	16,133	22,565	205,917
Payroll taxes	93,455	11,766	14,697	119,918
Rent	70,707	1,574	4,672	76,953
Staff training	54,776	1,341	4,670	60,787
Emergency grants	56,493	-	-	56,493
Program materials	31,946	7,825	922	40,693
Telephone and internet	27,814	1,912	2,063	31,789
Specialized program services	22,898	1,008	-	23,906
Food for programs	18,779	533	291	19,603
Depreciation	12,236	3,058	3,058	18,352
Office expenses	14,612	1,363	1,229	17,204
Mileage	15,315	707	698	16,720
Miscellaneous	9,600	6,067	1,362	17,029
Insurance	13,161	1,381	1,885	16,427
Dues and subscriptions	13,024	1,285	532	14,841
Accounting	-	-	10,847	10,847
Direct fundraising	-	10,069	-	10,069
Workers comp insurance	7,931	761	604	9,296
Printing and copying	5,311	1,814	323	7,448
Field trips	5,284	-	-	5,284
Utilities	2,950	649	731	4,330
Janitorial	3,271	186	620	4,077
Postage and shipping	631	912	84	1,627
Total Expenses	$ 2,082,141	$ 234,361	$ 279,009	$ 2,595,511

See notes to financial statements.

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Statement of Functional Expenses
For the Year Ended June 30, 2018

	Program Services	Fundraising	General and Administrative	Total
Salaries	$ 927,779	$ 119,413	$ 111,185	$ 1,158,377
Outside services	272,897	18,747	15,719	307,363
Emergency grants	192,421	-	-	192,421
Employee benefits	127,592	6,698	9,461	143,751
Payroll taxes	79,129	10,785	10,843	100,757
Rent	50,473	1,699	1,022	53,194
Miscellaneous	18,204	9,929	689	28,822
Telephone and internet	25,856	945	699	27,500
Staff training	24,153	718	2,360	27,231
Office expenses	18,064	2,787	2,233	23,084
Program materials	20,929	968	34	21,931
Food for programs	17,830	2,136	108	20,074
Specialized program services	17,687	-	-	17,687
Depreciation	11,630	1,939	1,939	15,508
Insurance	12,093	979	(541)	12,531
Printing and copying	8,596	3,545	75	12,216
Mileage	9,890	477	677	11,044
Accounting	-		9,311	9,311
Workers comp insurance	5,150	433	575	6,158
Direct fundraising	-	4,760	-	4,760
Janitorial	3,110	184	1,002	4,296
Field trips	3,346	-	-	3,346
Postage and shipping	1,541	1,181	601	3,323
Utilities	1,906	133	155	2,194
Dues and subscriptions	984	347	150	1,481
Total Expenses	$ 1,851,260	$ 188,803	$ 168,297	$ 2,208,360

See notes to financial statements.

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Statements of Cash Flows
For the Years Ended June 30, 2019 and 2018

	2019	2018
Cash flows from operating activities:		
Cash received from grants, contributions and special events	$ 2,883,388	$ 2,454,236
Interest and dividends received	42,901	34,780
	2,926,289	2,489,016
Cash paid to vendors and employees	(2,565,000)	(2,091,856)
Net cash provided by operating activities	361,289	397,160
Cash flows from investing activities:		
Purchase of equipment	-	(21,670)
Proceeds from sale of marketable securities	283,757	76,322
Purchase of marketable securities	(309,855)	(156,333)
Net cash (used) in investing activities	(26,098)	(101,681)
Net increase in cash and equivalents	335,191	295,479
Cash and equivalents, beginning of year	1,089,128	793,649
Cash and Cash Equivalents, End of Year	$ 1,424,319	$ 1,089,128

See notes to financial statements.

(1) Organization and Significant Accounting Policies

Organization

Up Valley Family Centers of Napa County (Organization) was originally incorporated in July 2001 as a non-profit corporation. The Organization's mission is to provide guidance, support and resources in the community, in the home and for the individual, so that everyone can achieve a better life. The Organization's primary purpose is to assist in improving family access to health care and social services in Calistoga and St. Helena, California and the surrounding communities, providing youth development/mentoring, providing early learning programs for families with young children, and providing parent education. The Organization is funded primarily through local government and community grants.

Significant Accounting Policies

(a) Basis of presentation

The Organization prepares its financial statements in accordance with accounting principles generally accepted in the United States of America on the accrual basis of accounting; revenues and gains are recognized when earned, and expenses and losses are recognized when incurred. The Organization's financial statements are presented in conformity with Accounting Standards Codification (ASC) 958-205, *Not-For-Profit Entities – Presentation of Financial Statements* updated for AU 2016-14. In accordance with ASC 958, the Organization reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

(b) Cash and equivalents

The Organization considers all short-term investments with an original maturity of three months or less to be cash equivalents, unless held for long-term purposes.

(c) Investments

Investments are stated at fair market value.

(d) Property and equipment

All acquisitions of property and equipment in excess of $5,000 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is recorded using the straight-line method over lives ranging from five to forty years.

(e) Revenue recognition

Contributions are recognized in full when received or unconditionally pledged, in accordance with *ASC 958-605, Not-For-Profit Entities – Revenue Recognition*. All contributions are considered available for unrestricted use unless specifically restricted by donors for future periods or specific purposes. Donor-restricted amounts are reported as increases in net assets with donor restrictions. Net assets

with donor restrictions become unrestricted, and are reported in the statement of activities as net assets released from restrictions, when the time restrictions expire or the contributions are used for the restricted purpose.

(f) Pledges and Grants

Unconditional promises to give are recorded at their fair value. Conditional promises to give are not included as support until the conditions are substantially met.

(g) Donated Services

Donated services are recognized as contributions, if the services (a) create or enhance non-financial assets, or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization.

Volunteers have made contributions of time to the Organization's programs. These contributed services do not meet the criteria for recognition and, accordingly, are not recognized in the accompanying financial statements.

(h) Income taxes

The Organization operates as a nonprofit public benefit organization and has received exempt status under Section 501(c)(3) of the Internal Revenue Code and the California Revenue and Taxation Code section 23701(d) and has no unrelated business income tax.

The Organization adopted the accounting principles related to accounting for uncertainty in income taxes (as described under ASC 740-10), and has determined that there is no material impact on the financial statements at June 30, 2019. With some exceptions, the Organization is no longer subject to U.S. federal and state income tax examinations by tax authorities for years prior to 2015.

(i) Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(j) Functional allocation of expenses

The costs of providing program services has been summarized on a functional basis in the schedule of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Specific expenses that are readily identifiable to a single program or activity are charged directly to that program. Salaries and related expenses are allocated based on estimates of time and effort.

(k) Fair value measurements

Asset and liabilities measured at fair value are recorded in accordance with *ASC 820, Fair Value Measurement and Disclosures*, which clarifies that fair value is an exit price, representing the amount that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants. As such, fair value is a market-based measurement that should be determined based on assumptions that market participants would use in pricing an asset or liability. As a basis for considering such assumptions, ASC 820 establishes a three-tier value hierarchy, which prioritizes the inputs used in measuring fair value as follows:

Level 1 Inputs - Unadjusted quoted prices in active markets that are accessible at the measurement date for identical assets or liabilities.

Level 2 Inputs - Inputs other than quoted prices in active markets that is observable either directly or indirectly.

Level 3 Inputs - Unobservable inputs in which there is little or no market data, which require us to develop our own assumptions.

(2) Pledges and Grants Receivable

Pledges receivable are deemed collectible; therefore no allowance has been provided for. The non-current portion is due within five years.

Grants receivable are unsecured, non-interest bearing and due within one year. No allowance for uncollectible grants has been recorded for June 30, 2019 as all grants receivable are deemed collectible.

(3) Investments

The Organization's investments subject to *ASC 820, Fair Value Measurement and Disclosures*, are classified as Level 1 investments as follows:

	2019	2018
Mutual Funds:		
Bond funds	$ 178,809	$ 236,739
Equity funds	465,893	419,721
Exchange traded funds	17,436	17,016
Total	$ 662,138	$ 673,476

Net investment return consists of the following at June 30:

	2019	2018
Interest and dividends	$ 42,901	$ 34,780
Realized (loss) gain on sale of securities	(41,773)	3,689
Unrealized gain on securities	30,805	793
Advisory fees	(5,465)	(4,769)
Total	$ 26,468	$ 34,493

(4) Property and Equipment

Property and equipment consist of the following at June 30:

	2019	2018
Furniture and fixtures	$ 11,556	$ 11,556
Equipment	92,032	92,032
Website development	-	5,063
Leasehold improvements	6,708	6,708
Total	110,296	115,359
Less accumulated depreciation	(89,812)	(76,523)
Property and equipment, net	$ 20,484	$ 38,836

(5) Net Assets with Donor Restrictions

Net assets with donor restriction consist of the following at June 30:

	2019	2018
Foundation grants	$ 753,231	$ 335,000
Service group grants	-	4,100
Corporate grants	289,235	19,134
Individuals	235,213	403,388
Napa Fire	16,992	47,240
Total	$ 1,294,671	$ 808,862

(6) Board Designated Reserve

The Organization's board of directors designated an operating reserve to help ensure the Organization's long-term financial stability and position the Organization to respond to varying economic conditions and changes affecting its financial position and its ability to continuously carry out its mission. The Organization's goal is to maintain the reserve at a minimum of 3 months of operating costs up to 6 months of operating costs. At June 30, 2018, the reserve was approximately 4 months of June 30, 2019 budgeted operating costs. At June 30, 2019, the reserve is approximately 4 months of June 30, 2020 budgeted operating costs.

(7) Donated Services, Materials, and Facilities

The Organization received donated facilities with a value of $25,333 for the years ended June 30, 2019 and 2018, respectively. This amount has been included in support and revenue and rent expense in the Statement of Activities.

(8) Retirement Plans

The Organization has a 401(k) defined contribution retirement plan covering eligible employees. Eligible employees are 18 years of age or older, have one year of service, and have worked a minimum of 1,000 hours. The Organization may make elective contributions to the plan which is determined annually by management. The Organization made contributions in the amount of $13,326 and $11,239 for the years ended June 30, 2019 and 2018, respectively.

(9) Leases

The Organization leases three facilities in Calistoga. One lease is from the Calistoga Unified School District (District) for $1 annually which expires June 30, 2034. The lessor may terminate the lease at any time after the first ten years of operation. Upon termination, the District will pay to the Organization an amount based on a formula incorporating the original funds raised and the remaining useful life of the building. This payment will recognize the value of the public contributions received to construct the building used by the Organization. The remaining leases begin expiring on June 30, 2021 with monthly lease payments of $1,874.

The Organization leases two facilities under separate leases in St. Helena with both leases expiring in 2020. Monthly lease payments are $2,400.

Remaining lease payments for all leases are as follows:

Year Ending June 30,	
2020	$ 50,646
2021	22,990
2022	11,999
2023	6,088
	$ 91,723

(10) Concentration of Credit Risk

The Organization maintains bank accounts at several financial institutions. Accounts at an institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. At June 30, 2019, uninsured cash balances totaled $659,076.

The Organization holds investment securities which are exposed to various risks including interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the Organization's investment account balances and the amounts reported in the statement of financial position.

(11) Subsequent Events

Management has evaluated subsequent events through November 4, 2019, the date on which the financial statements were available to be issued. During this period, the Organization is not aware of any significant recognizable or unrecognizable subsequent events.

(12) Liquidity

The following reflects the Organization's financial assets as of the balance sheet date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date.

	2019	2018
Financial assets at June 30,	$ 3,266,776	$ 2,576,425
Contractual or donor imposed restrictions:		
Restricted by donor with time or purpose restrictions	(1,294,671)	(808,862)
Non-current pledges receivable	(258,300)	(220,200)
Financial assets available to meet cash needs for general expenditures within one year	$ 1,713,805	$ 1,547,363

The Organization is supported by restricted and unrestricted grants and contributions. Because a donor's restriction requires resources to be used in a particular manner or in a future period, the Organization must maintain sufficient resources to meet those responsibilities to its donors. Thus, financial assets may not be available for general expenditures within one year. As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

(13) Programs and Services

The following is a summary of the Organization's programs and services.

Community Engagement: Guided resource and referrals; drop-in availability; community outreach, volunteer promotoras coordination, drug and alcohol prevention and education.

Family and Senior Wellness: Counseling referrals, domestic violence assistance, health insurance applications/referrals, case management services, wellness groups and workshops, disaster preparedness, long-term disaster recovery.

Children, Youth and Schools: Parent education, family engagement, school readiness, early literacy services, parent/child playgroups, youth mentoring groups, community-schools initiative coordination.

Economic Success: Emergency grants for families in crisis, free tax preparation, financial literacy, and employment assistance.

For year ended June 30, 2018, the Organization had two additional programs which continued during the year ended June 30, 2019 but were combined with the above programs for reporting purposes.

Immigrant Integration: Outreach, education and application assistance for citizenship and other immigration benefits including US citizenship classes.

Senior Services: Guided referrals, case management, resource fairs, and educational workshops.

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Statement of Expenses by Program Area
For the Year Ended June 30, 2019

	Community Engagement	Child, Youth and Schools	Economic Success	Family and Senior Wellness	Total
Salaries	$ 294,969	$ 260,266	$ 273,572	$ 295,381	$ 1,124,188
Outside services	10,880	261,646	10,804	27,210	310,540
Employee benefits	41,093	40,755	35,804	49,567	167,219
Payroll taxes	23,471	22,435	22,986	24,563	93,455
Rent	17,262	13,649	15,780	24,016	70,707
Staff training	11,643	10,591	25,393	7,149	54,776
Emergency grants	6,980	-	34,605	14,908	56,493
Program materials	12,188	5,451	3,383	10,924	31,946
Telephone and internet	6,212	8,611	4,992	7,999	27,814
Specialized program services	4,184	3,314	15,366	34	22,898
Food for programs	4,891	3,700	4,681	5,507	18,779
Mileage	3,122	2,945	2,981	6,267	15,315
Office expenses	2,257	5,534	2,587	4,234	14,612
Insurance	4,532	3,799	3,056	1,774	13,161
Dues and subscriptions	1,024	5,000	7,000	-	13,024
Depreciation	3,059	3,059	3,059	3,059	12,236
Miscellaneous	3,529	2,466	2,013	1,592	9,600
Workers comp insurance	1,649	2,463	1,998	1,821	7,931
Printing and copying	1,926	1,416	1,240	729	5,311
Field trip	-	4,687	-	597	5,284
Janitorial	1,040	1,021	890	320	3,271
Utilities	1,147	1,022	494	287	2,950
Postage and shipping	227	7	343	54	631
Total Expenses	$ 457,285	$ 663,837	$ 473,027	$ 487,992	$ 2,082,141

See notes to financial statements.

UP VALLEY FAMILY CENTERS OF NAPA COUNTY
Statement of Expenses by Program Area
For the Year Ended June 30, 2018

	Community Connections	Education	Economic Success	Health and Wellness	Immigrant Integration	Senior Services	Total
Salaries	$ 91,677	$ 301,120	$ 209,604	$ 188,559	$ 84,541	$ 52,278	$ 927,779
Outside services	8,077	27,559	20,034	208,430	5,898	2,899	272,897
Emergency grants	-	-	183,371	522	-	8,528	192,421
Employee benefits	9,834	44,597	29,431	21,680	9,093	12,957	127,592
Payroll taxes	6,442	25,565	20,350	14,299	7,884	4,589	79,129
Rent	6,637	9,989	14,599	10,418	7,767	1,063	50,473
Miscellaneous	3,462	6,460	4,141	3,602	328	211	18,204
Telephone and internet	807	8,552	7,744	4,270	2,695	1,788	25,856
Staff training	302	7,795	4,537	10,630	802	87	24,153
Office expenses	1,457	6,280	5,740	3,760	482	345	18,064
Program materials	1,617	11,697	1,571	3,326	125	2,593	20,929
Food for programs	3,030	3,826	5,328	2,030	917	2,699	17,830
Specialized program services	175	8,065	-	9,322	125	-	17,687
Depreciation	1,938	1,939	1,938	1,938	1,939	1,938	11,630
Insurance	1,761	3,009	1,655	2,319	2,246	1,103	12,093
Printing and copying	276	1,811	1,762	4,378	317	52	8,596
Mileage	1,103	3,093	2,853	1,390	476	975	9,890
Workers comp insurance	545	2,890	358	508	537	312	5,150
Janitorial	243	1,058	769	673	367	-	3,110
Field trips	-	3,346	-	-		-	3,346
Postage and shipping	-	35	1,188	-	318	-	1,541
Utilities	67	680	480	415	264	-	1,906
Dues and subscriptions	125	154	75	345	280	5	984
Total Expenses	$ 139,575	$ 479,520	$ 517,528	$ 492,814	$ 127,401	$ 94,422	$ 1,851,260

See notes to financial statements.

UpValley Family Centers
Grant Funding
January 1, 2019 - December 31, 2019

Foundation Grants	
Kaiser Permanente	26,259.02
Napa Valley Community Foundation	215,005.84
United Way Bay Area	13,000.34
Cowell Foundation	100,000.00
St. Josephs Health Foundation	43,953.04
Latino Community Foundation	61,639.63
St. Helena Hospital Foundation	44,985.43
Rose Foundation	25,000.00
Gasser Foundation	10,000.00
Auction Napa Valley	200,000.00
Amerisource Bergen Foundation	61,232.61
The Craig and Kathryn Hall Foundation	1,000.00
Silicon Valley Community Foundation	45,000.00
Sidney Stern Memorial Trust	5,000.00
United Way of the Wine Country	23,000.00
Total Foundations	**875,075.91**
Non Profits & Service Clubs	
Mentis	2,500.00
Rotary Club CA	500.00
Soroptimist CA	12,000.00
Kiwanis	600.00
Masonic Lodge	1,000.00
Native Daughters of the Golden West	250.00
Calistoga Community Chest	6,000.00
Grace Church	5,500.00
On the Move	36.43
Red Cross	102,912.33
Federated Women of Upper Napa	100.00
St Joan of Arch Church	1,000.00
Total Non Profits & Service Clubs	**132,398.76**
Corporate Grants	
Queen of the Valley	5,000.00
St. Helena Hospital	13,000.00
Banks	38,244.09
PG&E	25,140.00
New York Life Insurance Co.	10,200.00
Local business	73,229.85
Burbank Housing	10,000.00
Trinchero Family Estates	112,500.00
The Wiseman Company	600.00
T-Mobile - in kind pre-paid phones	16,755.00
Total Corporate Grants	**304,668.94**
Government Grants	
Calistoga Junior Unified School District	187,726.72
City of Calistoga	85,000.00
City of St. Helena	22,500.00
Master Settlement Agreement	53,705.08
PEI Mental Health Services Act	78,296.44
Medical Administration Activities	31,048.40
St. Helena Unified School District	64,807.50
Napa County Office of Education	73,578.00
CA Department of Social Services	39,382.00
Catholic Charities/FEMA	32,770.13
Mexican Consulate	3,700.00
Office of Child Abuse Pr	45,463.53
EFSP Natl Board Program	8,000.00
Total Government Grants	**725,977.80**
TOTAL	**2,038,121.41**

Notes:
Accrual accounting
UVFC Fiscal year is July 1 to June 30
Includes restricted and non-restricted grants

Attachment 28

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2020/21

The annual "Non-Profit Funding Program" is designed to support local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **January 31, 2020 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	We Care Animal Rescue
Organization Mailing Address:	1345 Charter Oak Ave., St Helena
Organization Contact Person (Name/Title):	Meilssa Dobar, Executive Director
Organization Contact Email:	Melissa@wecareanimalrescue.org
Organization Contact Telephone:	(707) 963-7044
Organization Website:	wecareanimalrescue.org
Federal Tax ID Number and Status:	94-2864103 501c(3)
How long has your organization been in operation?	36 years

Project Category:

☑ **Programmatic Grant** – Projects or programs which provide support services to the residents of the City of St. Helena.

☐ **Community Enrichment Grant** – Projects which promote or benefit the St. Helena community with arts, culture or education.

Grant Request

Project Name:	General Operations of Animal Shelter and Sanctuary
Address of Project:	1345 Charter Oak Ave, St. Helena
Requested Grant Amount:	$ 20,000
Matching Funds:	$
TOTAL Project Cost:	$ 689,500

Application Questions - *Please answer the following questions on a separate sheet.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

3. Describe the community support for your Project.
   a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
   b. What roles are they playing and how collaborative is the Project?
   c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. *If additional space is needed please attach a separate sheet.*

Description	Amount
To provide 7 St Helena stray, abandoned,owner surrender cats w/ safe haven Note costs per animal vary/ we estimate $2,100 per/ animal annually	14,700.00
To provide medical support for estimated 5 St Helena owned cats Note costs range $1250-$4500 we include average	3,000.00
To provide free spay and neuter vouchers for 30 cats in St Helena	2,500.00
To provide food for local feral colonies who are responsibly managed	700.00
Total Grant Request	20,000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Melissa Dobar Signature _____

Title Executive Director Date 1/29/2020

We Care Animal Rescue
Application Questions

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

We Care Animal Rescue is a no-kill, free roaming, indoor/outdoor shelter for cats (and dogs). We are a private, non-profit organization established in 1982 - in Saint Helena. We provide a high level of medical care, loving support and socialization for our animals, including the elderly and those with special needs. Every animal in our care is promised a forever home, whether with us in our sanctuary or through adoption. **We Care's Mission is to provide rescue, shelter, compassion and care for animals that are stray, abandoned or otherwise in need.**

We propose a grant to We Care Animal Rescue in the amount of $20,000 for our general operations, and to specifically support service to Saint Helena.

We Care has provided services and assistance to animals and people in Saint Helena for 36 years. Our programs align with the City's goals, mission and vision as we also strive also to be economically sustainable, family friendly, diverse and safe; we prudently manage our finances, strive to provide excellent customer experience and service and, our priorities this year include improvement of our facility to ensure our infrastructure is safe, healthy and modern. Our other focus this coming year is to increase our medical program quality and expertise. We have hired a full time Registered Veterinary Technician (RVT), and currently have consulting and education taking place with a Shelter Veterinary expert. We are dedicated to assisting in any way we can to provide humane care and resources for the Saint Helena community.

Please note, we have closed the dog program temporarily due to facility limitations.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2021. Please provide a timeline for your Project.

As a part of our larger program, we will as always prioritize needs of the Saint Helena community to provide safe shelter for cats and support for residents. We generally intake 70 cats annually who come to us from various areas of Northern California. We have from 150-200 cats in residence at any time.

Our primary objective for this grant and as always, is to provide a humane resource for animals and people in the City of Saint Helena. Our timeline for the grant, specific to Saint Helena goals, will be June 1, 2020 – June 30, 2021 per the grant timeline. Our goals are:

- To welcome 7-10 cats into the shelter from Saint Helena who are stray; that have been abandoned, or whose owners are too elder or ill to take care of them.

  - Our average annual cost per cat is $2,100 per year including spay/ neuter, medical and medicines, food, housing, care personnel and enrichment. Of course, some animals require more extensive medical support then others.
- We will provide medical support for an estimated 5 owned Saint Helena animals estimated at $600/ animal depending on need. Most often we assist elders on fixed- incomes to provide medical care for their cats. This can range from basic wellness and vaccines, to minor surgeries and emergency care.
- We will provide spay/ neuter vouchers for up to an estimated 30 Saint Helena animals, at an estimated cost of $85/ animal. Again, these service costs can range depending on whether it is a male or female animal, weight and other health conditions, and also can include vaccines, microchips and flea treatment when needed.
- We will provide 800 lbs. or 20 bags of food to local, responsible feral colony feeders, (along with providing aforementioned spay/ neuter vouchers). Estimated cost: $35 per bag of food.
- We will provide advice and resources (from general advice to food and medical support for owned animals) to an estimated 15 residents.

We achieve these goals by providing responsive, compassionate contact with our community. We seek to understand the needs, and prioritize our local community. We staff our shelter from 6 AM to 6 PM daily; have public visiting hours Friday – Sundays from 1:00-4:00 and by appointment. We respond to phone or email messages promptly and treat each caller or guest with respect, compassion and a focus on how we can provide the best resources and help.

Earl & Oliver, 2 St. Helena kittens rescued, loved, healthy and adopted.

PS St Helena produces super cute kittens!

Based on our general data, 10% of our annual intake of cats are from the Saint Helena community. If we are ever required to hold intake for needed maintenance, capacity or illness in the shelter, we always prioritize Saint Helena community needs.

Every case and every year is different. In 2019, we brought in 11 animals from Saint Helena. While we worked with our partners at Wine Country Animal Lovers (WCAL) and the County in regards to kittens, setting a policy to not take in kittens, but to refer them to our partners while we are a primary resource for adult cats, the kitten season surged and by mid- June our partners were "full". With limited resources to provide humane care for vulnerable kittens, our intake included three sets of very sickly kittens found in private yards or at local wineries in Saint Helena.

Of the nine kittens brought to our doors this past year, four passed away. Three from illness, 1 during spay surgery. It was a heart breaking/ medical stretching year for us. We are confident that every medical intervention was provided, but kittens with poor immunity, viruses and other issues are extremely vulnerable. These kittens came in with various illnesses, anemic from fleas and in very poor shape. We expended considerable financial and human resources for them and are pleased to report four of them found homes with residents of Saint Helena. One is with us still with an adoption prospect. Another set of feral kittens was fostered by the finder and we assisted having them transferred to become loved barn cats at a local winery.

Some examples of 2019 Saint Helena intakes:

Henry!

- Henry belonged to two elder residents who were preparing to move into assisted living and were too frail to continue caring for their cat. He is safe

here until we find him a new forever home. (Please spread the word! He's extra-large, and extra-special!)

- Chance was abandoned in an apartment complex in town when his people moved without him. He is about to go to his new forever home!

3. Describe the community support for your Project. a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project? b. What roles are they playing and how collaborative is the Project? c. What other support exists for your Project?

We have been very fortunate to have the community's support. Saint Helena residents make up a large percentage of our volunteers, donors and staff. We work closely with other animal welfare organizations in the Valley including Wine Country Animal Lovers, Jameson Animal Rescue Ranch, Napa Humane and the Napa County Shelter. We are active members of Napa CART (Community Animal Response Team).

Napa Humane is our Spay/ Neuter partner. With support from the community, we provide vouchers for Spay / Neuter surgeries, vaccines, microchips and flea medications. Of the 500 vouchers we provided in 2019, just over 2% are provided to residents of Saint Helena.

We have a variety of positive partnerships in Saint Helena, from being highlighted during a production of Upstage Napa Valley, to our holiday window display at Lolo's, to our Up-Valley partnership with Give! Guide participants including Rianda House, to support from local wineries, businesses (such as Gott's, Ana's Cantina, Vasconi's) and our local newspaper.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

We Care is open to visitors Friday – Sunday from 1:00-4:00. We see an average of 400 visitors annually. Many are locals or from Napa Valley, and some are from as far-away as Canada and Japan. We believe we are a positive activity, special place to visit, a refuge for people as well as the animals we care for, and a quirky piece of Saint Helena. Visitors from out of town are delighted to see Saint Helena has a small, humane shelter – it is a special place – like Saint Helena.

We host, provide special tours to 5+ Saint Helena school or youth organizations annually. As well, local High School students visit often, sometimes doing their homework surrounded by cats in "Kitty City", and we estimate we provide volunteer opportunities for 30-50 local youth annually.

We average 17 adoptions annually to Saint Helena residents.

Whether it is an understanding ear, or that we take action, we provide a local resource for 15+ local residents annually.

Our estimated total of people this project impacts in our local community is: 600

The primary beneficiary are the animals, and this grant specifically will provide an estimated 160 animals with safe haven, medical care including spay/ neuter and food.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents. N/A

NOTES:

We have learned that we cannot help with every animal related need in the community. Our programs have historically served the community of Saint Helena as a priority, but as a small non-profit with limited resources and a primary focus on providing sanctuary for elder, sick or behaviorally difficult cats, we are limited in our scope. We aid in a variety of forms, from helping provide advice and resources to residents, to accepting stray cats or bringing in cats whose Saint Helena owners are no longer able to care for them. We do not have a field program to catch loose cats, but do provide traps and simple training for Good- Samaritans; advice and spay/ neuter vouchers when a resident will help a cat in need. Due to our facility limitations we have closed the dog program temporarily.

When dog – issues come up, for instance a stray dog living on Saint Helena streets, we have little ability to provide the service needed. Because of this, we wish to stress that a small, economical contract with an experienced animal services organization, like North Bay Animal Services who currently provide such a service to the City of Calistoga, is important for the City to consider.

We Care would be willing to discuss sub-contracting for this service. Perhaps in lieu of general grant funding. In the future, as we look to rebuild our facility, we can envision an Animal Resource Center run by We Care in Saint Helena: a 1 stop shop for field services, adoptions and support for animals and the people who love them in our community.

In the case of the "dumped" dogs this past summer, one remains on the streets. In June 2019, 5 young Border Collies were dumped here. Eventually the Police Department with the help of a local dog ranch captured them and they have been cared for and rehomed by the experienced dog handler. It turns out there was a 6th dog that currently lives on our streets! We have provided food and shelter outside of our facility for this dog who visits our site after hours and is fearful of people. We have purchased a large dog trap for the city's use but have not so far been able to develop a plan. We do not currently have the expertise to capture and humanely provide care and behavioral support to help this dog find a safe home.

We are open to utilizing a portion or the entire grant funding proposed to sub- contract for animal field services and provide support in developing a process to ensure stray dogs, which are not "easy" for our Police Department to catch, find their owners or rehome, to be humanely caught and helped. This is essential because dogs like this, who are scared of people, could potentially bite a good intentioned resident.

With the recent dumping last summer of the dogs, as well as kittens who were thrown from a moving vehicle as they drove through town, we fear Saint Helena may be viewed as a good place to dump animals. If this is a trend, and it continues, then a contract with an experienced provider is essential. Again, we would be open to subcontracting and helping in any way we can, to achieve this.

Why we are not asking for support to develop a dog program: Our facility is in need of extensive remodeling. Our current permit allows only 5 dogs, and up to 250 cats. Our dog kennels are not adequate. We have decided to use our resources to focus on cats at this time. When we are able to rebuild our facility, we will consider developing the expertise needed for a humane dog program.

Notes to financials: The report provided is from QuickBooks and is preliminary for 2019. We were prepared for a deficit this year and have developed reserves to cover the expected deficit. We are

redeveloping a fundraising program and have been very fortunate to receive significant bequests over the last 2 years to help us create an endowment as we grow our medical and shelter operations.

Grant Funding in last 12 months:

- Community Projects $5,000 restricted for Spay/ Neuter and Community Support, September 2019- September 2020.
- Anonymous Donor $1,500 Unrestricted, December 2019.
- We have been awarded a grant in 2020 from the Napa Valley Community Foundation Gotelli Fund for $20,000.

Internal Revenue Service
District Director

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: SEP 14 1998

We Care Animal Society
1345 Charter Oak
St. Helena, CA 94574-2019

Person to Contact:
Gordon Schnur
Telephone Number:
513-241-5199
Fax Number:
513-684-5936
Federal Identification Number:
94-2864103

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in February 1983 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

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

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

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

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

We Care Animal Society
94-2864103

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

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

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

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

Please direct any questions to the person identified in the letterhead above.

This letter affirms your organization's exempt status.

Sincerely,

C. Ashley Bullard

C. Ashley Bullard
District Director

We Care Animal Rescue 2020 Preliminary BUDGET	Total
Income	**$689,500**
4100 Contributions	$445,000
4104 Donations	$250,000
4106 Memorials and Honorariums	$25,000
4108 Holiday Appeal Membership	$50,000
4112 Newsletter Income	$35,000
4116 Fundraiser - Open House	$3,000
4117 Fundraiser - Other	$35,000
4120 Direct Mail	$40,000
4124 Donation Boxes	$7,000
4200 Trusts	$170,000
4232 Merrill Trust Fund	$55,000
4236 Partrick Trust	$65,000
4237 Hangman Residual	$50,000
4300 Grants	$20,000
40391 Restricted Spay-Neuter Grant	$10,000
40390 Unrestricted Grants	$10,000
4600 Investments	$50,000
4610 Interest Income - UBS	$50,000
4700 Adoptions	$4,500
4710 Cat Adoptions	$4,500
4720 Dog Adoptions	$0
6000 Shelter Expenses	**$480,575**
6100 Cats	$105,300
6124 Cat New Intake Exam/Treatment	$3,000
6125 Cat Spay/Neuter	$2,500
6126 Cat Medical Treatment (incl medicine used by vet)	$55,000
6128 Cat Medicine (used at shelter)	$12,000
6132 Cat Food	$24,000
6136 Cat Litter	$7,200
6144 Cat Burial/Cremation	$600
6190 Cat Other	$1,000
6200 Dogs	$5,450
6224 Dog New Intake Exam/Treatment	$0
6225 Dog Spay/Neuter	$0
6226 Dog Medical Treatment (incl medicine used by vet)	$2,000

6228 Dog Medicine (used at shelter)	$1,500
6232 Dog Food	$1,200
6244 Dog Burial/Cremation	$250
6290 Dog Other	$500
6300 Homeless Cats And Pets In Need Program	$15,000
6312 Homeless Traps/Relocation Cages	$0
6324 Homeless Medical Exam/Treatment	$5,500
6326 Homeless Spay/Neuter	$7,000
6332 Homeless Food	$2,500
6400 Shelter Infrastructure	$40,000
6420 Repairs & Maintenance	$10,000
6430 Shelter Supplies	$10,000
6440 Trailer Fee & Expenses	$300
6470 Walls (Adopt-a-Wall program)	$0
6480 Open House	$1,500
6493 Utilities	$15,000
6494 Property Taxes	$3,200
6500 Shelter Staff	$309,825
6510 Wages	$260,000
6518 Staff Employer Payroll Taxes	$27,000
6519 Staff Gifts	$1,500
6520 Mileage Reimbursement	$400
6524 Insurance-Workers Comp.	$20,425
6528 Employee Recruiting	$500
6600 Program Advertising	$5,000
Organizational Expenses	$208,925
7100 Organizational Compensation	$96,300
7110 ED Wages	$90,000
7114 ED Benefits	$0
7118 Org Employer Payroll Taxes	$6,300
7200 Professional Services	$48,250
7210 Accounting	$3,750
7220 Bookkeeping	$7,500
7230 Legal	$5,000
7240 Web Site	$5,000
7250 Human Resources	$15,000
7260 Office Manager	$12,000
7300 Office	$8,750
7324 Dues & Subscriptions	$2,000

7328 Equipment	$500
7337 Office Supplies	$1,500
7340 Printing/Stationery	$1,200
7341 Telephone/Internet	$2,700
7344 General Postage	$850
7400 Fees and Charges	$5,825
7407 UBS Fees	$4,500
7416 Bank Service Charge	$50
7417 Merchant Card Fees	$1,000
7433 Licenses, Permits & Fees	$175
7492 State Sales Tax	$100
7500 Insurance	$4,800
7536 Property Liability Insurance	$2,700
7550 D & O Insurance	$2,100
8000 Fundraising	$45,000
8012 Fundraising Advertising	$20,000
8020 Newsletter	$10,000
8040 Holiday Appeal	$5,000
8100 Fundraising Events	$10,000
Shelter and Organizational Expenses	$689,500
Net Operating Income	$0
Non-Ordinary / Non-Recurring	($25,120)
Total 9100 Non-Ordinary Income	$600,000
9110 Legacy and Bequest Income	$0
9131 Facility Renovation - Restricted	$600,000
9200 Non-Ordinary / Non-Recurring Expenses	$625,000
9210 HR Audit	$0
9220 Executive Director Search	$0
9230 Infrastructure	$610,000
9260 Legal Fees	$15,000
9290 Equipment	$0
9299 Reconciliation Discrepancies	$0
9500 Petty Cash	$120
Net Income	($25,120)

We Care Animal Rescue

PROFIT AND LOSS

January - December 2019

	TOTAL
Income	
4100 Contributions	
4104 Donations	47,168.63
4106 Memorials and Honorariums	13,690.00
4108 Holiday Appeal Membership	28,880.00
4112 Newsletter Income	49,093.07
4120 Direct Mail	26,005.00
4124 Donation Boxes	2,219.21
Total 4100 Contributions	**167,055.91**
4200 Trusts	
4232 Merrill Trust Fund	53,641.44
4236 Partrick Trust	81,866.09
4237 Hangman / Jitner Note	50,000.00
Total 4200 Trusts	**185,507.53**
4300 Grants	
40390 Unrestricted Grants	1,500.00
40391 Restricted Spay-Neuter Grant	5,000.00
Total 4300 Grants	**6,500.00**
4600 Investments	
4610 Interest Income - UBS	-2,887.20
Total 4600 Investments	**-2,887.20**
4700 Adoptions	750.00
Total Income	**$356,926.24**
Cost of Goods Sold	
6000 Shelter Expenses	
6100 Cats	
6124 Cat New Intake Exam/Treatment	65.58
6125 Cat Spay/Neuter	835.00
6126 Cat Vet Visits (incl medicine used by vet)	65,218.23
6128 Cat Medicine (used at shelter)	17,962.53
6132 Cat Food	32,868.66
6136 Cat Litter	7,527.72
6144 Cat Burial/Cremation	500.00
6190 Cat Other	1,456.83
Total 6100 Cats	**126,434.55**
6200 Dogs	3,634.49
6300 Homeless Cats And Pets In Need Program	1,228.99
6324 Homeless Medical Exam/Treatment	5,752.15
6326 Homeless Spay/Neuter	21,559.88
Total 6300 Homeless Cats And Pets In Need Program	**28,541.02**
6400 Shelter Infrastructure	
6420 Repairs & Maintenance	18,182.76
6424 Repair and Maintenance Supplies	2,904.48

	TOTAL
Total 6420 Repairs & Maintenance	**21,087.24**
6430 Shelter Supplies	19,676.23
6440 Trailer Fee & Expenses	140.00
6493 Utilities	20,965.59
6494 Property Taxes	-2,801.50
Total 6400 Shelter Infrastructure	**59,067.56**
6500 Shelter Staff	
6510 Wages	250,726.66
6518 Staff Employer Payroll Taxes	26,746.14
6519 Staff Gifts	277.28
6520 Mileage Reimbursement	1,500.86
6524 Insurance-Workers Comp.	14,171.03
6528 Employee Recruiting	75.00
Total 6500 Shelter Staff	**293,496.97**
Total 6000 Shelter Expenses	**511,174.59**
Total Cost of Goods Sold	**$511,174.59**
GROSS PROFIT	**$ -154,248.35**
Expenses	
7000 Organizational	
7100 Organizational Compensation	
7110 ED Wages	93,461.58
7118 Org Employer Payroll Taxes	7,583.80
Total 7100 Organizational Compensation	**101,045.38**
7200 Professional Services	
7210 Accounting	4,172.00
7220 Bookkeeping	4,971.00
7230 Legal	17,367.33
7240 Web Site	530.00
7250 Human Resources	33,747.91
7260 Office Manager	7,287.00
Total 7200 Professional Services	**68,075.24**
7300 Office	96.23
7324 Dues & Subscriptions	3,789.72
7337 Office Supplies	1,714.57
7340 Printing/Stationery	357.92
7341 Telephone/Internet	2,462.10
7344 General Postage (deleted)	1,601.92
Total 7300 Office	**10,022.46**
7400 Fees and Charges	
7407 UBS Fees	4,811.14
7416 Bank Service Charge	16.00
7433 Licenses, Permits & Fees	102.00
Total 7400 Fees and Charges	**4,929.14**
7500 Insurance	
7536 Property Liability Insurance	3,206.15
7550 D & O Insurance	1,981.19
Total 7500 Insurance	**5,187.34**
7600 Software	2,496.00

	TOTAL
Total 7000 Organizational	**191,755.56**
8000 Fundraising	
8012 Fundraising Advertising	10,673.33
8020 Newsletter	2,826.41
8040 Holiday Appeal	2,731.05
8048 Holiday Appeal Postage	242.00
Total 8040 Holiday Appeal	**2,973.05**
8100 Fundraising Events	1,292.16
Total 8000 Fundraising	**17,764.95**
Total Expenses	**$209,520.51**
NET OPERATING INCOME	**$ -363,768.86**
Other Income	
9100 Non-Ordinary Income	
9110 Legacy and Bequest Income	213,159.20
Total 9100 Non-Ordinary Income	**213,159.20**
Total Other Income	**$213,159.20**
Other Expenses	
9200 Non-Ordinary / Non-Recurring	4,750.00
9230 Infrastructure	25,495.65
9240 ED Bonus	10,000.00
9245 ED Bonus Payroll Taxes	765.00
9260 Legal or Accounting Fees	13,503.01
Total 9200 Non-Ordinary / Non-Recurring	**54,513.66**
9500 Petty Cash	335.21
Reconciliation Discrepancies	0.36
Total Other Expenses	**$54,849.23**
NET OTHER INCOME	**$158,309.97**
NET INCOME	**$ -205,458.89**

St. Helena Budget Workshop #2

May 28, 2020

Workshop Objectives

- Review of FY 2020-21 Non-Profit Funding Requests
- Review of May 14, 2020 Budget Workshop #1
- Review of Refined LRFF Forecasting Models
- Review of Water and Wastewater Funds
- General Fund Updates
- Review of Current CIP List
- Review of FY 2020-21 Chamber of Commerce Agreement

Non-Profit Grant Requests

City Council Working Group:

- Mayor Ellsworth
- Vice Mayor Dohring

Staff:

- Mark Prestwich
- Mandy Kellogg

Review – 5/14/20 Workshop

Established Budget Priorities

- Support the City's Three-Year Goals and workplan tasks
- Ensure delivery of key capital improvement projects
- Protect service levels to extent feasible
- Invest in business recovery efforts
- Utilize General Fund Reserves to stabilize services and retain employees

Review – 5/14/20 Workshop

Balanced Budget Framework – General Fund

Framework	Goal %	Goal $
Budget Reductions	40%	$2,320,000
Use of GF Reserves	30%	$1,740,000
Labor Strategies	25%	$1,450,000
New Revenue	5%	$290,000
TOTAL	**100%**	**$5,800,000**

Review – LRFF Forecasting Data

New Assumptions

- Sale of City owned assets shown as a separately identified revenue line item that is added to the General Fund balance
- Show model with line items where incremental increases can be seen (property tax, sales tax, TOT, etc.)
- Modeling without debt service
- Show separate line item for Stormdrain Repairs
- Model 2 hotels – Farmstead & Highest producing hotel based on ITF report

Water & Wastewater

FY 2019-20

- Water and Wastewater Revenues are on track
  - Water Fund – 81% of revenues through April 2020
  - Wastewater Fund – 80% of revenues through April 2020
- Short- and long-term impacts of COVID-19 are not wholly known
  - Revenues are recognized when they earned (Accrual basis)
  - Does not take into consideration any accounts that does not pay their utility bill
- Expenses – all unnecessary spending has been suspended including the elimination of travel and non-essential training and reduction of supply and equipment purchases

Water & Wastewater

FY 2019-20 – Aging Report

Aging Date	Bal 30-60	Bal 60-90	Bal 90-120	Bal Over 120	Total
5/25/2020	186	121,141	3,143	97,878	**222,348**
4/30/2020	155,548	3,183	11,781	89,992	**260,504**
Monthly Average	32,374	9,916	7,905	65,081	**115,273**

Draft FY 2020-21 Water

- Projected Revenues - $6,848,229
- Draft Expenses - $6,052,183
  - Overall Reduction in expenses from FY 2019-20 of $680,930

Draft FY 2020-21 Water

Draft Budget Reductions	$ Value
Transfer to Capital Projects*	(455,209)
Salary and Benefits	(318,744)
Services (including Training & Travel)	(44,127)
Supplies	(14,394)
Debt	(9,983)
TOTAL	**(932,935)**

*Will be dependent on the proposed budget and the net revenues will be transferred into the Water CIP to cash fund various Water CIP projects

Draft FY 2020-21 Water

Draft Water Net Position			Net Position %
Estimated Ending Fund Balance @ 6/30/20		$3,457,416	
Estimated Revenue @ 6/30/21	$6,848,229		
Estimated Expenses @ 6/30/21	($6,052,183)		
Estimated Net Position		$4,253,462	70%

Draft FY 2020-21 Wastewater

- Projected Revenues - $3,376,370
- Draft Expenses - $2,757,378
  - Overall Reduction in expenses from FY 2019-20 of $876,645

Draft FY 2020-21 Wastewater

Draft Budget Reductions	$ Value
Transfer to Capital Projects*	(604,254)
Capital	(187,212)
Services (including Training & Travel)	(90,759)
Supplies	(50,123)
Maintenance	(17,138)
Debt	(4,443)
TOTAL	**(953,529)**

*Will be dependent on the proposed budget and the net revenues will be transferred into the Wastewater CIP to cash fund various Water CIP projects

Draft FY 2020-21 Wastewater

Draft Wastewater Net Position			Net Position %
Estimated Ending Fund Balance @ 6/30/20		$2,510,214*	
Estimated Revenue @ 6/30/21	$3,376,370		
Estimated Expenses @ 6/30/21	($2,757,378)		
Estimated Net Position		$3,129,206 *,**	113%

* Balance includes $1.15 million settlement not yet transferred to the CIP fund, once this transfer is complete, the estimated net position is 72%

** Balance does not include any transfers to the CIP fund from the net income

Questions for Water and Wastewater

General Fund Updates

Revenue Update – Sales Tax

Sales Tax – March 2020	Adopted Budget March 2020	COVID-19 Revised Estimates – March 2020	Actuals March 2020
Retail Sales/Use Tax	$286,915	$179,322	$148,986
Measure D	$101,990	$63,744	$72,522
TOTAL	**$388,905**	**$243,066**	**$221,508**
		38% Reduction	**8% Lower**

General Fund - Risks

Vehicle License Fee (VLF) Funds

- Potential deferment of VLF payment by the State
  - $750,000 – Deferred Revenue

PERS

- Net Pension Liability – risk to change in discount rate

Second Wave COVID-19

- Additional $1.3 million potential loss in FY 21

Review of CIP List - Civic

Project No.	Project Title	Status	Estimated Completion
C-82	Downtown Restrooms	In Progress	FY 21
C18-83	ADA Transition Plan – Facilities	In Progress	Ongoing – 15-year plan
C19-02	Crane Park Tennis Courts	In Progress	FY 21
C19-03	Crane Park Lighting Improvements	In Progress	Construction FY 21
C20-01	Library Roof Repair	Deferred	Defer repair of pitched roof section
C20-02	Repaint Fire Station #1	Deferred	Defer until FY 22
C20-04	Baldwin Park Fence Repair	In Progress	FY 21
C20-06	Emergency Back-Up Power	In Progress	FY 21
C20-08	Public Works Corp. Yard Fuel Tank	In Progress	FY 21

Review of CIP List - Streets

Project No.	Project Title	Status	Estimated Completion
R18-81	Downtown Sidewalk Improvements	In Progress	
R19-79	Year 2 Pavement Restoration	In Progress	Complete design and defer construction to FY 22
R19-01	Stormwater Master Plan	In Progress	FY 21
R19-03	Sulphur Creek Erosion Repair	Deferred	Design and Permitting in progress. Construction FY 22
R19-04	Sulphur Creek Sediment Removal	In Progress	Continue permitting and defer construction until FY 22
R19-05	Grayson & South Crane Rehabilitation (Design Only)	In Progress	Design is in progress to be completed FY 21
R19-07	Silverado Trail Guardrail Replacement	In Progress	FY 22
R19-02	Mills Lane Storm Drain	In Progress	FY 22
R21-01 (new)	Pratt & Elmhurst Crosswalk	In Progress	FY 22

Review of CIP List - Water

Project No.	Project Title	Status	Estimated Completion
W-26	Upper York Creek Ecosystem Restoration	In Progress	FY 21
W-27	Meadowood Tank Upgrades	In Progress	FY 22
W-35	Bell Canyon Reservoir Improvements	Original Schedule	FY 22
W-80	Dwyer Road Booster Station	Original Schedule	FY 21
W-85	Bell House Valve Replacement	In Progress	Design in Progress, construction FY 22
W-86	Spring Mountain Pressure Zone	Original Schedule	FY 22
W-91	Bell Canyon Creek Inflow	In Progress	FY 21
W-93	Sludge Handling Program	In Progress	FY 21
W-101	Tank 2 Rehabilitation	In Progress	FY 21/FY 22

Review of CIP List - Water

Project No.	Project Title	Status	Estimated Completion
W-106	Pump Station Upgrades	In Progress	FY 21/FY 22
W-108	Lower Reservoir Dam Rehabilitation	In Progress	Design
W-109	Bell Canyon Intake Tower Replacement	In Progress	Design, construction FY 22
W-110	Rutherford Pump Upgrade	In Progress	Design, construction FY 22
W18-111	WTP Condition Assessment	Deferred	FY 21
W18-112	Spill Containment at Bell Creek	Deferred	Unknown
W18-113	SCADA Improvements – Rutherford & Holmes	Original Schedule	Construction FY 22
W18-114	Spill Containment at Stonebridge Wells	Deferred	Unknown
W18-115	Remove Restriction at Rutherford Pump Station	Deferred	FY 21/FY 22

Review of CIP List - Water

Project No.	Project Title	Status	Estimated Completion
W18-116	Update GID Maps of Water System	In Progress	FY 21
W18-117	Water Master Plan Update	In Progress	FY 21
W18-118	Replace Mains <6” in Diameter	Original Schedule	FY 22
W18-120	Bell Canyon Phreatic Surface Monitoring and Assessment	In Progress	FY 21
W20-01	Bell Canyon Spillway Repairs	In Progress	FY 21
W21-01 (new)	Kearney and Andrea Water Main Replacement (Design in FY 21 and Construction FY 22)	New Project	FY 21/FY 22

Review of CIP List - Wastewater

Project No.	Project Title	Status	Estimated Completion
S-52	WWTRP Upgrades Phase I	In Progress	
S-53	Reclamation Field Improvements	In Progress	Part of S-52
S-61	Pond 2 & 3 Levee	In Progress	Part of S-52
S-62	Facilities Automation	In Progress	Part of S-52
S-66	Install Replacement Well	In Progress	Part of S-52
S-67	Sludge Removal	In Progress	Part of S-52
S18-70	Replace 1% Sewer Mains Annually	In Progress	Ongoing
S18-71	Crinella Pump Station Upgrade	In Progress	Pending final design – possible defer to FY 22 dependent on revenues
S18-74	Update GIS Maps of Sewer System	In Progress	FY 21
S18-75	Sewer Master Plan	In Progress	FY 21

General Fund Updates

TOT

Additional Revenue Options

- Cost recovery based on User Fee Study
- Increased recovery of fees such as:
  - Deposit Accounts for Planning Fees (for larger projects)

Business Assistance Program

	Healdsburg	Roseville
General Fund Budget	$14 million	$158 million
Funding Available	$600,000	$1,000,000
Interest	0%	0%
Maximum	$15,000	$20,000
Repayment Terms	3-5 years	3 years
First Payment Due	5/1/21	January 2021
Guarantee Needed	No	Does not appear to have one
Funding Source	Utilizing proceeds from Measure V – a ½ cent sales tax which expires in FY 2023	Citizens' Benefit Fund (created in 1993 from the proceeds from the City's sale of its hospital property)

Business Assistance Program

Sample Criteria:

- In business by a certain date (March 1, 2020)
- Active business license
- 25 or fewer employees
- For profit organization
- In good standing (utility payments, no legal issues)
- Storefront located within City Limits
- Retail, service, and restaurant
- Hardship as a result of COVID-19

Review of Chamber Contract

Budget Priority - Investment in Business Recovery

- Phase 1 Marketing Campaign - $25,000 FY 20
- Current Contract - $210,000

Chamber Contract – Current Scope of Work

Tourism, Marketing, and Promotional Efforts

- Direct and implement a Public Relations strategy for marketing and exposure of the City of St. Helena as a high-end destination
- Direct and implement a Marketing Strategy with an overall “Visit St. Helena” message designated to benefit all businesses
- Maintain a robust, timely, and current web-site and provide a link to the City’s web-site
- Operate and staff a Welcome Center
- Produce and update as necessary various City promotional information

Chamber Contract – Current Scope of Work

Special Event Production

- $10,000 – Musical Picnic Concert Series
- $20,000 – Jingle All the Way Event
- $2,500 – Celebrate St. Helena
- $1,000 – Miscellaneous Events

Next Steps

June 9, 2020

- Review and publication of Draft FY 21 Budget
- Review CIP Projects
- Review first draft of User Fee current cost recovery
- Review of City Workplan

June 23, 2020

- LRFF Update
- Budget Adoption

Questions?

Cindy Tzafopoulos

From: Jenny Ocon <jocon@upvalleyfamilycenters.org>
Sent: Thursday, May 28, 2020 9:26 AM
To: Public Comment
Subject: [External] 4.1 consideration of nonprofit grant application funding

Dear Mayor and City Council members,

Thank you for your past support of the UpValley Family Center's work, and for your consideration of our FY21 proposal. Under the current conditions of COVID-19, we have seen significant increased demand for services by local households struggling to meet their basic needs, in particular those households that are not eligible for government relief of any sort. Over the past months, our staff has continued to operate remotely, providing emergency financial assistance, connection to health and mental health resources, and we have continued to working with local nonprofits, schools, and the City and County to address gaps. We appreciate your partnership and will continue to do everything we can to serve those who are most vulnerable in our City, not only through the City's funds but by leveraging other private dollars so we can maximize our impact.

Sincerely,
Jenny Ocon

Jenny Ocón, MSW
Executive Director
UpValley Family Centers
(707) 965-5010 ext. 200
jocon@upvalleyfamilycenters.org

UpValley Family Centers is here with and for our community: though our offices are closed, **our phone lines are open.**
If you or anyone you know is in need of assistance during this difficult time, please call us at (707) 965-5010.

Get the latest UVFC News!

Celebrating 20 Years
UPVALLEY FAMILY CENTERS

www.upvalleyfamilycenters.org

Report to the City Council
Special City Council - 28 May 2020 Budget Workshop

Agenda Section: **NEW BUSINESS:**

Subject: **Budget Workshop #2 - Review of FY 2020-21 non-profit funding requests and recommendations (separate staff report), review of Water and Wastewater Funds budget data, review of refined General fund forecasting data, and review of FY 2020-21 Chamber of Commerce Agreement.**

CEQA Determination: **Exempt**

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On May 14, 2020, the City held the first of two budget workshops planned for the development of the FY 2020-21 Budget. Given the challenging budget environment presented by the COVID-19 emergency, it will be critical this year's spending plan reinforces the Council's budget priorities, aligns with the City's Vision and Mission Statements (Attachment 1), and supports the delivery of key projects via the City's goals and workplan. The initial Budget Workshop focused on the Identification of Budget Priorities, reviewed a draft balanced budget framework, including specific expenditure reduction options, and reviewed an updated draft Long Range Financial Forecast that includes analysis of the options presented by the Infrastructure Financing Task Force.

During this meeting, City Council discussed and affirmed the following framework to guide the preparation of the FY 2020-21 draft budget document.

Budget Priorities

- Support City's Three-Year Goals and workplan tasks
- Ensure delivery of key capital improvement projects

- Protect service levels to extent feasible
- Invest in business recovery efforts
- Utilize General Fund Reserves to stabilize services and retain employees

Multi-faceted Balanced Budget Framework

A multi-faceted balanced budget framework has been developed with targeted solutions which have been influenced by an evaluation of potential budget department reductions.

Figure 1: Draft FY 2020-21 Balanced Budget Framework

Framework	Goal %	Goal $
Budget Reductions	40%	$2,320,000
Use of General Fund Reserves	30%	$1,740,000
Labor Strategies	25%	$1,450,000
New Revenue	5%	$290,000
Total	**100%**	**$5,800,000**

Long Range Financial Forecast

Five Long Range Financial Forecast (LRFF) scenarios were presented at the May 14, 2020 Budget Workshop meeting. Feedback from the City Council was to modify the scenarios to include the following:

- Sale of City owned assets shown as separately identified revenue line item which is added to the General Fund balance (instead of going directly into a CIP fund)
- Show model with more line items, where incremental increases can be seen (property tax, sales tax, TOT revenues, etc.)
- Modeling without debt service as part of the expenditures
- Include a separate line item for storm drain repairs on the expense side, including additional information if storm drains can be folded into a utility rate structure
- Model the hotels and be more realistic - model Farmstead (since furthest along) with another one of the options - model the one that produces as much or more than the other four together

Staff is currently working on these revisions and will present the LRFF document to City Council in June 2020.

DISCUSSION

Budget Workshop #2 includes: Review of FY 2020-21 non-profit funding requests and recommendations (separate staff report), review of Water and Wastewater Funds budget data, review of refined General fund forecasting data, and review of FY 2020-21 Chamber of Commerce Agreement.

Water and Wastewater Funds - FY 2019-20

Revenues

Despite the deep financial impacts to the General Fund due to COVID-19, revenues for both Water and Wastewater Funds are currently on track. The Water Fund is at 81% of its revenues and the Wastewater Fund is at 80% of its revenues through April 2020 (for water and wastewater use through April 2020). Unlike the General Fund, the Enterprise Funds (Water and Wastewater Funds) operate on a full accrual basis of accounting, where revenues are recognized when they are earned. In the case of the Enterprise Funds, this is when each account is billed bi-monthly.

As with the General Fund, both the short- and long-term implications to the Enterprise Fund revenues are not wholly known. Since revenues are recognized when they are earned, the measurement above does not take into consideration any account which does not pay their utility bill. In comparing the Aging Report (a report which shows the past due amounts on for anything over 30 days) from the same time frame last year, the City has seen an increase of 146% for accounts more than 30 days past due. Figure 2 provides the current Aging Report balances as of 05/25/20 and 4/30/20 compared to the monthly average since February 2018.

Figure 2: Enterprise Funds Aging Report

Aging Date	Bal 30-60	Bal 60-90	Bal 90-120	Bal Over 120	Total
05/25/2020	186	121,141	3,143	97,878	**222,348**
04/30/2020	155,548	3,183	11,781	89,992	**260,504**
Monthly Avg.	32,371	9,916	7,905	65,081	**115,273**

It is unknown if the increase in balance due is a result of the initial switch to a bi-monthly billing cycle, COVID-19, or a combination of the two. Another contributing factor to the higher amount on the aging report is due to the annual increase in water and wastewater rates. Only one other Aging Report comparison had similar high numbers and that was March 2018 which had an outstanding balance of $198,462.

Expenses

As with the General Fund, all unnecessary spending has been suspended including the elimination of travel and non-essential training, and reduction of supply and equipment purchases.

Water Fund - Draft FY 2020-21

Revenues

The Draft FY 2020-21 Water revenues are $6,848,229, which is a slight increase over FY 2019-20 and due to the scheduled rate increase set for November 2020.

Expenses

The Draft FY 2020-21 budget has an overall reduction of $680,930 from the FY 2019-20 Adjusted Budget. Figure 3 is a summary of the draft Water expenses by category.

Figure 3: Draft Water Expenses by Category

Description	FY 18 Actual	FY 19 Actual	FY 20 Est.	FY 21 Draft
Salaries & Benefits	1,772,047	1,892,410	1,920,150	1,601,406
Services	607,240	714,070	832,935	742,457
Supplies	1,536,779	1,649,164	1,825,811	1,781,684
Maintenance	118,437	134,107	298,054	283,660
Taxes, Insurance, & Contrib.	117,913	157,206	183,850	238,607
Debt	1,026,657	1,088,203	948,683	938,700
Capital	43,556	71,597	188,850	386,100
Transfers	1,790,769	984,805	534,779	79,570
TOTALS	**7,013,398**	**6,691,561**	**6,733,113**	**6,052,183**

The primary decreases are to salaries & benefits, services, supplies, and transfers. The decrease in salary is due to vacant positions which will not be filled in FY 2020-21, services is a reduction in non-essential training and travel, supplies is a reduction to non-essential supplies, and transfers to other funds will be determined at a later date. The total allocated for transfer to other funds will be dependent on the proposed budget. These funds are transferred into the Water CIP to cash fund various Water CIP projects.

While there are decreases in the categories listed above, there is one notable increase to the capital category. This is primarily due to Programmable Logic Controllers (PLC) Upgrades to the Water Treatment system. This is the computer equipment that controls processes for the Water Treatment Plant, such as valves and flow sensors. This equipment monitors the chemical dosages and indicates when and how much is required. The current equipment is over 20 years old and at the end of its service life. This is a proactive replacement because, if this system fails, it requires 24-hour personnel on-site until it is fixed in order to monitor and control chemical dosages. The total estimated cost of these upgrades is $200,000.

Figure 4: Draft Water Estimated Net Position

Estimated Ending Fund Balance @ 6/30/2020		$3,457,416	Net Position %
Estimated Revenue @ 6/30/2021	$6,848,229		
Estimated Expenses @ 6/30/2021**	($6,052,183)		
Estimated Net Position		$4,253,462	70%

Wastewater Funds - Draft FY 2020-21

Revenues

The Draft FY 2020-21 Wastewater revenues are $3,376,370, which is a slight increase over FY 2019-20 and due to the scheduled rate increase set for November 2020.

Expenses

The Draft FY 2020-21 budget has an overall reduction of $876,645 from the FY 2019-20 Estimated Budget. Figure 5 is a summary of the draft Wastewater expenses by category.

Figure 5: Draft Wastewater Expenses by Category

Description	FY 18 Actual	FY 19 Actual	FY 20 Est.	FY 21 Draft
Salaries & Benefits	1,296,071	1,015,063	1,307,009	1,334,355
Services	376,291	483,039	538,815	448,056
Supplies	83,011	205,070	273,173	223,050
Maintenance	84,107	72,249	232,468	215,510
Taxes, Insurance, & Contrib.	86,689	114,078	149,849	204,607
Debt	253,546	256,994	258,943	254,500
Capital	40,190	79,520	264,512	77,300
Transfers	1,367,197	870,803	604,254	-0-
TOTALS	**3,587,103**	**3,096,816**	**3,629,023**	**2,757,378**

The primary decreases are to services, capital, and transfers to Wastewater CIP fund. Service decreases are attributed to no longer needing to rent generators due to the receipt of a grant for purchase, reduction in non-essential training and travel, and a reduction in postage due to going to a bi-monthly billing cycle. Capital decreases are realized due to one time capital expenditures in FY 2019-20. Transfer to other funds will be determined at a later date. As with the Water budget, the total allocated for transfer to other funds will be dependent on the proposed budget. These funds are transferred into the Wastewater CIP to cash fund various Wastewater CIP projects.

Figure 6: Draft Wastewater Estimated Net Position

Estimated Ending Fund Balance @ 6/30/2020		$2,510,214*	Net Position %
Estimated Revenue @ 6/30/2021	$3,376,370		
Estimated Expenses @ 6/30/2021**	($2,757,378)		
Estimated Net Position		$3,129,206*, **	113%

* Balance includes $1.15 million settlement not yet transferred to the CIP fund, once this transfer is complete, the estimated net position is 72%

** Balance does not include any transfers to the CIP fund from the net income

General Fund - Updates

Summary from May 14, 2020 Budget Workshop #1

As indicated in the Background section of this staff report, a multi-faceted balanced budget framework has been developed with targeted solutions which have been influenced by an evaluation of potential budget department reductions.

Figure 7: Draft FY 2020-21 Balanced Budget Framework

Framework	Goal %	Goal $
Budget Reductions	40%	$2,320,000
Use of General Fund Reserves	30%	$1,740,000
Labor Strategies	25%	$1,450,000
New Revenue	5%	$290,000
Total	**100%**	**$5,800,000**

To date, the City has only been able to identify $609,000 in labor cost savings as a result of implementing a hiring freeze on vacant positions. No signed separation agreements have been received related to the City's Retirement Incentive Program at this time. Staff continues to work on additional strategies and will be meeting with bargaining groups next week to identify solutions.

General Fund Revenue Update

- Sales Tax - On May 26, 2020, the City received the final sales tax payment for Calendar Year (CY) 1st quarter - which includes the March 2020 sales tax information. Sales Tax revenue projections for the remainder of FY 2019-20 was estimated to be 25% of normal collection. Figure 8 provides a summary of the March 2020 adopted estimates, revised estimates, and actual received. Actual revenues are $21,588 below the revised estimates. April 2020 Sales Tax information will be received at the end of June.

Figure 8: Sales Tax March 2020

Sales Tax - March 2020	Adopted Budget March 2020	COVID-19 Revised Estimates March 2020	Actual March 2020
Retail Sales/Use Tax	$286,915	$179,322	$148,986
Measure D	$101,990	$63,744	$72,522
Total	**$388,905**	**$243,066**	**$221,508**

Revenue Options

As indicated in the FY 2020-21 Balanced Budget Framework, one strategy for the budget is new revenues. Increasing cost recovery is a revenue option that can be deployed.

- Cost recovery based on User Fee Study - To assist with General Fund cost recovery, the City is under contract with Willdan to complete a Cost Allocation Plan (completed) and User Fees Study. Information from Departments, which

drives the User Fee Study, has been received and Willdan is completing its final analysis. Updating the current User Fees will allow additional General Fund revenues to be realized. It is anticipated a draft report will be brought to City Council in June for policy discussion and direction for fee recovery.

- Increased recovery of fees such as:
  - Tennis Court Fees
  - Deposit Accounts for Planning Fees (for larger projects)

Risks to the General Fund Budget

As stated previously, the short- and long-term financial impacts of COVID-19 are still unknown at this time and remain fluid. Below is a list of identified risks to the FY 2020-21 draft budget revenues.

Vehicle License Fee (VLF) Funds

On May 14, 2020, Governor Newsom released the May Revision of the State of California Budget. This revision presents a much different picture then the January 2020 budget which estimated a $5.6 billion surplus for the 2020-21 fiscal year. Compared to the January forecast, State General Fund revenues are projected to decline over $41 billion. This revenue drop, combined with increased costs in health and human service programs and the added costs to address COVID-19, leads to a projected State budget deficit of approximately $54 billion. In order to fill the gap, the May Revision outlines several actions which need to be taken to have a balanced approach to closing the budget gap.

One aspect of note in the Governor's May Revise relates to funding for school districts and the potential affect on Napa County local governments. The May Revise includes a reduction in school funding, which could shift all Napa County school districts to basic-aid. If this shift occurs, the mechanism the County of Napa previously used to collect VLF fees will be removed. The State Constitution requires a portion of VLF be allocated to cities, counties, and special districts. While the funding would still be required to be paid, there may be a delay in this payment under the May 2020 State Budget Revise. Collectively, this is estimated to total $35 million throughout Napa County, with a reduction of approximately $750,000 to the City of St. Helena. This amount, it is presumed, would be paid back to the City within one to two years. On May 22, 2020, Supervisor Dillon, Chair, Napa County Board of Supervisors, sent a letter to Senator Dodd and Assembly Member Aguiar-Curry outlining the devastating budget implications regarding VLF funds for Napa County and its cities and town (Attachment 2). This letter provides a solution to ensure funding owed from the State will be received in a timely manner. Staff will continue to monitor this issue.

PERS

- Net Pension Liability - CalPERS pension costs continue to rise and, pre-COVID-19, were projected to double, reaching an average of 15.8% of General Fund budgets by FY 2024-25. CalPERS continually reassesses the employer contribution and, based on market returns and other factors, rates can be increased or decreased annually; however, there is much sensitivity of the

proportionate share of the net pension liability when changes in the discount rate occur. The fiscal implications of COVID-19 to the CalPERS contribution rate will be better understood after the close of FY 2019-20 which signals the net return/losses on investments for the 12-month period ending June 30, 2020. At this time CalPERS will look at the Market Value of Assets of the plan or pool and compare it to the accrued liability of that plan or pool. If losses have occurred in FY 2019-20, it is possible the discount rate will be adjusted. The City would realize financial impacts associated with a change in the discount rate in FY 2022-23. For context, a 1% decrease in the discount rate would add an estimated $6 million to the City's $11.5 million unfunded accrued liability (UAL) as reported in the June 30, 2019 Comprehensive Annual Financial Report (CAFR). A 1% decrease would change the UAL to $17.3 million and the additional $6 million would then have to be repaid over a 20 year period which would add, on average, and additional $510,000 per year to the UAL payment.

- Additional Pension Contribution Amount (15 year amortization) - As a follow-up to the discussion at the May 14, 2020 Budget Workshop, additional information was received from the Chief Actuary at GovInvest regarding Additional Discretionary Payments (ADPs) made to CalPERS. The City Council, via Resolution No. 2019-154, affirmed its commitment to make additional lump sum contributions annually to the CalPERS UAL to emulate a 15-year amortization schedule. Staff was able to confirm that any ADPs are not absorbed into the gains/losses, but instead the ADP reduces the UAL, dollar for dollar. Because any ADPs made to CalPERS would be invested in the same way and earn the same rate of return as all CalPERS assets, if there is a negative rate of return the UAL will continue to fluctuate which could affect the ADP contributed. For example, if a $100,000 ADP was made in FY 20, the UAL balance would decrease by the same amount $100,000. If at the end of FY 20 there is a -7% rate of return, the ADP amount contributed would have a net result of $93,000. Likewise if there is a 7% rate of return, the ADP amount contributed would have a net result of $107,000 to the UAL. Based on initial Council feedback, staff is planning to maintain the City's 15-year pension ADP as other available budget solutions allow the Council to meet its targeted $2.32 million goal for budget reductions.

General Fund Revenues

Business Assistance

On May 26, 2020, the City Council discussed potential interest in a business assistance loan program. Direction was provided to survey business interest in such a program and return to the Council with possible program parameters and criteria. Any General Fund appropriation for a business assistance loan program will require adjustments to targeted budget solutions. For example, an appropriation of $100,000 could be offset by additional budget reductions, labor strategies, use of additional General Fund reserves, or implementation of a revenue strategy.

Key Capital Improvement Projects (CIP)

As stated in the Budget Priorities listed in the Background Section, the City Council has affirmed their commitment to ensuring the delivery of key capital improvement projects as much as possible during the COVID-19 recession. With the reduction of General Fund revenues as well as other vital revenues such as Gas Taxes and Measure T, certain CIP projects will need to be deferred while other projects continue to move forward. The draft FY 2020-21 CIP project list was presented to the Planning Commission on May 19, 2020 (Attachment 3). It was determined by the Planning Commission that the FY 2020-21 CIP is in conformance with the General Plan. Only projects scheduled for design/construction in FY 2020-21 were presented to the Planning Commission.

Of the projects included, several are being deferred because of reduced funding due to COVID-19 revenue losses. Figure 7 presents the Draft CIP list. Additional details including total costs and funding sources will be presented to City Council in June 2020 for approval.

Figure 9: Draft FY 2020-21 CIP List

Project No.	Project Title	Status	Estimated Completion
CIVIC			
C-82	Downtown Restrooms	In Progress	FY 21
C18-83	ADA Transition Plan - Facilities	In Progress	Ongoing - 15 year plan
C19-02	Rehabilitate Crane Park Tennis Courts	In Progress	FY 21
C19-03	Crane Park Lighting Improvements	In Progress	Construction FY 21
C20-01	Library Roof Repair	Deferred	Defer repair of pitched roof section until FY 22
C20-02	Repaint Fire Station #1	Deferred	Defer until FY 22
C20-04	Baldwin Park Fence Repair	In Progress	FY 21
C20-06	Emergency Back-Up Power	In Progress	FY 21
C20-08	Public Works Corp. Yard Fuel Tank	In Progress	FY 21
STREETS			
R18-81	Downtown Sidewalk Improvements	In Progress	
R19-79	Year 2 Pavement Restoration	In Progress	Complete design and defer construction to FY 22
R19-01	Stormwater Master Plan	In Progress	FY 21

R19-03	Sulphur Creek Erosion Repair	In Progress	Design and permitting in progress. Construction FY 21
R19-04	Sulphur Creek Sediment Removal	Deferred	Continue permitting and defer construction until FY 22
R19-05	Grayson and South Crane Rehabilitation (Design Only)	In Progress	Design is in progress to be completed FY 21
R19-07	Silverado Trail Guardrail Replacement	In Progress	FY 22
R20-02	Mills Lane Storm Drain	In Progress	FY 22
R21-01 (new)	Pratt and Elmhurst Crosswalk Improvements on Main Street/Hwy 29	In Progress	FY 22
WASTEWATER			
S-52	WWTRP Upgrades Phase 1	In Progress	
S-53	Reclamation Field Improvements		Part of S-52
S-61	Pond 2 & 3 Levee		Part of S-52
S-62	Facilities Automation		Part of S-52
S-66	Install Replacement Well		Part of S-52
S-67	Sludge Removal		Part of S-52
S18-70	Replace 1% Sewer Mains Annually	In Progress	Ongoing
S18-71	Crinella Pump Station Upgrade	In Progress	Pending final design - possibly defer to FY 22 dependent on revenues
S18-74	Update GIS Maps of Sewer System	In Progress	FY 21
S18-75	Sewer Master Plan	In Progress	FY 21
WATER			
W-26	Upper York Creek Ecosystem Restoration	In Progress	FY 21
W-27	Meadowood Tank Upgrades	In Progress	FY 22
W-35	Bell Canyon Reservoir Improvements	Original Schedule	FY 22
W-80	Dwyer Road Booster Station	Original	FY 21

		Schedule	
W-85	Bell House Valve Replacement	In Progress	Design in Progress. Construction FY 22
W-86	Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)	Original Schedule	FY 22
W-91	Bell Canyon Creek Inflow	In Progress	FY 21
W-93	Sludge Handling Program	Original Schedule	FY 21
W-101	Tank 2 Rehabilitation	In Progress	FY 21/FY 22
W-106	Pump Station Upgrades	In Progress	FY 21/FY 22
W-108	Lower Reservoir Dam Rehabilitation	In Progress	Design
W-109	Bell Canyon Intake Tower Replacement	In Progress	Design. Construction FY 22
W-110	Rutherford Pump Upgrade	In Progress	Design. Construction FY 22
W18-111	WTP Condition Assessment	Deferred	Defer design to FY 21
W18-112	Spill Containment at Bell Creek	Deferred	Unknown
W18-113	SCADA Improvements - Rutherford & Holmes	Original Schedule	Construction FY 22
W18-114	Spill Containment at the Stonebridge Wells	Deferred	Unknown
W18-115	Remove Restriction at Rutherford Pump Station	Deferred	Defer to FY 21/FY 22
W18-116	Update GIS Maps of Water System	In Progress	FY 21
W18-117	Water Master Plan Update	In Progress	FY 21
W18-118	Replace Mains<6" in Diameter	Original Schedule	FY 22
W18-120	Bell Canyon Phreatic Surface Monitoring and Assessment	In Progress	FY 21
W20-01	Bell Canyon Spillway Repairs	In Progress	FY 21
W21-01 (new)	Kearney and Andrea Water Main Replacment (Design in FY 21 and Construction in FY 22)	New Project	FY 21/FY22

Chamber of Commerce Contract

The City of St. Helena has contracted with the St. Helena Chamber of Commerce for marketing and promotional services. The current Marketing and Promotional Services Agreement expires on June 30, 2020. At the Budget Workshop held on May 14, 2020,

five Budget Priorities were established to guide the budget preparation and allocation of resources. One of the stated priorities is to invest in business recovery efforts and the City Council has already invested $25,000 to participate in a Phase 1 marketing campaign with the City of Calistoga and Town of Yountville this summer.

The Chamber of Commerce agreement proactively markets the City of St. Helena, downtown merchants, and Chamber members to promote tourism and local businesses by implementing an effective marketing and promotional strategy designed to maintain and generate increased transient occupancy tax and sales tax revenues to the City's General Fund, thereby directly contributing to the quality of life for local residents through the funding of core town services. Therefore, it is recommended the City continue investment in Chamber services.

The compensation for the current Agreement is $210,000 and encompasses a variety of areas. Below is a summary of the current scope of work. Staff is seeking feedback from City Council on the current scope, contract cost, and any recommendations to further assist in business recovery.

Tourism, Marketing, and Promotional Efforts

1. Direct and implement a Public Relations strategy which can include retaining a public relations professional to assist in the marketing and exposure of the City of St. Helena as a high-end destination.
2. Direct and implement a Marketing Strategy with an overall "Visit St. Helena" message designated to directly and indirectly benefit all businesses in and around St. Helena.
3. Maintain a robust, timely and current web-site and provide a link to the City web-site. The site should be mobile friendly and easy to navigate.
4. Operate and staff a Welcome Center on a daily basis. Hours of operation shall generally be 9:00 a.m. to 5:00 p.m. weekdays, 10:00 a.m. to at least 2:00 p.m. weekends, except for holidays and Chamber staffed Special Events. Chamber may reduce weekend hours during January – May.
5. Produce and update as necessary various City promotional information such as but not limited to a walking map of St. Helena and other such information.

Special Events Production

Special Events Productions are to be held in St. Helena and generally available to the community with no entrance fee but may include nominal costs for special activities, and food and beverages. The Chamber will use its best efforts to provide support and assistance to the following community activities and in the following amounts, including but not limited to:

1. $10,000 – Musical Picnic Concert Series
2. $20,000 – Jingle All the Way Event
3. $ 2,500 – Celebrate St. Helena
4. $ 1,000 – Miscellaneous Events

FISCAL IMPACT

Fiscal impacts are described throughout the report.

RECOMMENDED ACTION

Budget Workshop #2 - Review of FY 2020-21 non-profit funding requests and recommendations (separate staff report), review of Water and Wastewater Funds budget data, review of refined General fund forecasting data, and review of FY 2020-21 Chamber of Commerce Agreement.

ATTACHMENTS

Attachment 1 - Vision and Mission Statement
Attachment 2 - VLF Implications
Attachment 3 - 2020-21 CIP List

City of St. Helena

Vision Statement

The City of St. Helena will strive to be economically sustainable, and continue to be family-friendly, diverse and safe community which prudently manages its financial and human resources, continues to upkeep and improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and embraces and retains its historic, small-town character, beautiful natural environment and high quality of life.

Mission Statement

The City of St. Helena is dedicated to serving the needs and desires of our citizens by:

- Maintaining and improving our short and long-term economic sustainability
- Offering excellent professional services to all customers
- Establishing, improving and maintaining City infrastructure
- Maintaining and encouraging an environmentally sustainable community
- Preserving and embracing the historic, small-town, rural character of St Helena.
- Expanding and improving recreational services and facilities and cultural opportunities
- Encouraging a wide range of innovative, well-designed housing available for residents of all ages and income levels
- Facilitating full civic participation and ongoing communication
- Strengthening partnerships with the private, non-profit and public sectors

Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.

A Tradition of Stewardship
A Commitment to Service

Board of Supervisors

1195 Third St.
Suite 310
Napa, CA 94559
www.countyofnapa.org

Main: (707) 253-4421
Fax: (707) 253-4176

Diane Dillon
Chair

May 22, 2020
(via email)

The Honorable Bill Dodd
State Capitol, Room 4032
Sacramento, CA 95814

The Honorable Cecilia Aguiar-Curry
State Capitol, Room 5144
Sacramento, CA 95814

RE: Devastating budget implications regarding VLF funds for Napa County and its cities and town

Dear Senator Dodd and Assembly Member Aguiar-Curry,

On behalf of the Napa County Board of Supervisors, I write to raise a very serious budgetary issue that has the potential to decimate the County and city/town budgets. In addition to the budget shortfalls caused by the ongoing COVID-19 pandemic, we believe without legislative action in the upcoming budget negotiations, collectively Napa County, its cities and town will lose close to $35 million in revenues. This is due to the implications of becoming a complete basic aid county for school funding purposes with no mechanism to pay for the Vehicle License Fee (VLF) swap. It is imperative that the State Legislature and Department of Finance address this issue in the 2020-2021 budget and future budget years. We are asking for your immediate attention on this very urgent issue, especially as budget negotiations are about to commence.

Implications of NVUSD becoming a basic aid school district
Napa County's school districts, with the exception of Napa Valley Unified School District (NVUSD), have historically been basic aid districts – property taxes exceed the district's Local Control Funding Formula (LCFF) limit and thus do not receive State General Funds to meet the minimum revenue limit established by the State. In the Governor's 2020 May Budget Revise, however, NVUSD's revenue limit is projected to decrease significantly, making them a basic aid district – something that we had projected to occur no sooner than fiscal year 2022-2023. By doing so, it effectively removed the ability to use property taxes from school districts that are non-basic aid to pay for the VLF swap – resulting in a potential $35 million revenue loss for the County and cities/town, collectively.

If Educational Revenue Augmentation Fund (ERAF) monies do not cover the "payment" of the VLF Swap to local governments, local governments are required to pull property taxes allocated to non-basic aid

Brad Wagenknecht District 1 | **Ryan Gregory** District 2 | **Diane Dillon** District 3 | **Alfredo Pedroza** District 4 | **Belia Ramos** District 5

schools back to fund the Swap and the State General fund backfills the ERAF and property tax owed to the school district – in our case, NVUSD.

Napa is in a very unique situation.
The amount of VLF Swap owed by the State to the local governments in Napa County exceeds what is available in the ERAF Fund. Because of the reduction in LCFF funding included in the May Revise, all school districts in Napa County will be fully funded by local property taxes in fiscal year 2020-2021 therefore, there is no mechanism in place for the State to "pay" the VLF owed except through the budget process. In prior years, the $35 million would be budgeted as increased K-12 funding, so this is not technically an increase in appropriation rather a shifting from one line item to another.

Impact to Napa County and its cities/town
The impact to all local governments in Napa County is expected to be in excess of $35 million. For the City of Napa, alone, it is approximately $9 million in addition to the current budget shortfalls projected due to COVID-19. If there is no mechanism for the State to "pay" VLF funds, local governments will lose revenue which will result in reductions to services countywide, including additional layoffs as already proposed by some local governments. Further, the State will be deficient in meeting their annual funding obligation.

Solution
The Department of Finance must create a mechanism to meet their funding obligation. This should be done through a line item in the Fiscal Year 2020-2021 Budget to ensure Napa County, City of Napa, City of American Canyon, City of St. Helena, City of Calistoga, and the Town of Yountville receive funding owed from the State in a timely manner. The County and our cities/town, simply, cannot absorb this revenue loss as we continue to address COVID-19 pandemic.

If you have any questions, please contact Paul Yoder or Karen Lange at 916 – 446 – 4656.

Sincerely,

Diane Dillon

Diane Dillon
Chair, Napa County Board of Supervisors

cc: Members, Napa County Board of Supervisors
Minh Tran, Napa County Executive Officer
Tracy Schulze, Napa County Auditor-Controller
Bob Minahen, Napa County Treasurer-Tax Collector
Mayors of the Cities and Town of Napa County
City Managers of the Cities and Town of Napa County
Paul Yoder & Karen Lange, Shaw, Yoder, Antwih, Schmelzer, and Lange
California State Association of Counties
Rural County Representatives of California

FISCAL YEAR 2020-2021 CAPITAL IMPROVEMENT PROGRAM

Number	Name	Description	General Plan Policy and Goals
Civic Projects (Buildings and Parks)			
C-82	Downtown Restrooms	Construct public restrooms in parking lot on Money Way	LU6.D Public Facilities, Install community amenities
C18-83	ADA Transition Plan - Facilities	ADA upgrades to existing City public facilities	LU6.1 & PR1.2 High quality City public facilities & accessible parks to all residents
C19-01	Lyman Park Improvements	Rehabilitate the existing park	PR4.4 & PR4.5 Ensure that all parks and recreational facilities are attractive, safe, and well-maintained & Prioritize park improvements
C19-02	Rehabilitate Crane Park Tennis Courts	Rehabilitate the existing tennis courts at Crane Park	PR4.4 Ensure that all parks and recreational facilities are attractive, safe, and well-maintained
C19-03	Crane Park Lighting Improvements	Retrofit existing park lights fixtures and upgrades to electrical equipment.	PR4.4 Ensure that all parks and recreational facilities are attractive, safe, and well-maintained with adequate lighting
C20-01	Library Roof Repair	Replace the Library roof	4.4 Maintain high standard of quality for facilities and infrastructure
C20-02	Repaint Fire Station #1	Repaint the Fire Station	4.4 Maintain high standard of quality for facilities and infrastructure
C20-04	Baldwin Park Fence Repair	Remove and replace fence as needed	PR4.4 Ensure that all parks and recreational facilities are attractive, safe, and well-maintained
C20-06	Emergency Back-up Power	The project will provide for the purchase and installation of emergency generator power to the Library, Madrone Knoll Pump Station, Stonebridge Wells, and Flood Control Project site	9.4 & PS6.1 Maintain High Levels of Public Health and Safety & Ensure that City emergency procedures are adequate
C20-08	Public Works Corporation Yard Fuel Tank	The project will provide for dual gas/diesel fuel tanks at the Corporation Yard	9.4 & PS6.1 Maintain High Levels of Public Health and Safety & Ensure that City emergency procedures are adequate
Streets Projects (including stormwater)			
R18-81	Downtown Sidewalk Improvements	This is a sidewalk improvement project funded by One Bay Area Grant II program and local funds. The project will replace sidewalks, trees, and implement traffic calming devices on Main Street between Mitchell Drive and Pine Street.	5.6 & CR2.5 Safe and Well-Maintained Circulation System & Improve the pedestrian experience through streetscape enhancements, focusing improvements where there is the greatest need, and by orienting development toward the street.

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Number	Name	Description	General Plan Policy and Goals
R19-79	Year 2 Pavement Restoration	Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, microsurface and overlay). Curb ramp upgrades may be part of projects as needed.	CR4.1 Ensure adequate maintenance of transportation facilities such as streets, sidewalks, and multi-use paths.
R19-01	Stormwater Master Plan	The Stormwater Master Plan will not only update the 2000 document, but will be integrated with the Water Master Plan and the Stormwater Master Plan which will include recommendations for system improvements, replacement and estimated project costs.	PF3.D Update the City's Stormwater Master Plan to include changes and upgrades since the last plan and to help streamline the approval process
R19-03	Sulphur Creek Erosion Repair	This project will implement bank repairs that were caused during the 16/17 storm year and identified in the 2017 Flood Control Project post-construction monitoring and reporting year. The repairs will be made utilizing funds from the Flood Control Project adaptive management program.	PF3.4 & PS5.6 Consider efforts to prevent risk to structures and property along Sulphur Creek & maintain protocols and funding for the regular inspection and maintenance of flood control facilities in the city
R19-04	Sulphur Creek Sediment Removal	This project will remove sediment build-up in Sulphur Creek beneath the bridge structure at Valley View and the City owned creek section in front of the City Public Works Corporation Yard on Charter Oak. The City plans to coordinate permitting and work efforts with private landowners along Sulphur Creek between the Valley View bridge and the City Corporation Yard.	PF3.4 & PS5.6 Consider efforts to prevent risk to structures and property along Sulphur Creek & maintain protocols and funding for the regular inspection and maintenance of flood control facilities in the city
R19-05	Grayson and South Crane Rehabilitation (Design Only)	This project will reconstruct Grayson and South Crane Avenues. Accessibility improvements to sidewalks and curb ramps will be included as part of the project whenever applicable.	CR4.1 Ensure adequate maintenance of transportation facilities such as streets, sidewalks, and multi-use paths.
R19-07	Silverado Trail Guardrail Replacement	Replace guardrail and pavement markings/striping on Silverado Trail within the City limits.	CR4.1 Ensure adequate maintenance of transportation facilities such as streets, sidewalks, and multi-use paths.
R20-02	Mills Lane Storm Drain	Install new storm drain along Mills Lane that outfalls to the Napa River	OS3.2 Reduce stormwater runoff in developed areas to protect water quality in creeks.

Number	Name	Description	General Plan Policy and Goals
R21-01	Pratt and Elmhurst Crosswalk Improvements on Main Street/Highway 29	This project will upgrade curb ramps as well as improve crosswalk markings and signage.	CR2.F Improve street crossings and gaps in the sidewalk system through development review and capital improvement projects
Wastewater Projects			
S-52	WWTRP Upgrades Phase 1	Feasibility study, workplan and Phase 1 improvements as required by CDO Regional Board Order R2-2016-0004	PF2.B Continue wastewater treatment system upgrades
S-53	Reclamation Field Improvements	Improve irrigation system at wastewater reclamation field	LU6.1 & PF1.S Provide high-quality wastewater systems & provide for capital needs of wastewater systems.
S-61	Pond 2 & 3 Levee	Repair levees around Ponds 2 and 3	LU6.1 & PF1.S Provide high-quality wastewater systems & provide for capital needs of wastewater systems.
S-62	Facilities Automation: Supervisory, Control and Data Acquisition System (SCADA)	Integrate system controls with SCADA to monitor and control plant and/or equipment	LU6.1 & PF1.S Provide high-quality wastewater systems & provide for capital needs of wastewater systems.
S-66	Install Replacement Well	Install replacement well at wastewater treatment facility to serve employees	LU6.1 & PF1.S Provide high-quality wastewater systems & provide for capital needs of wastewater systems.
S-67	Sludge Removal	Remove sludge in Ponds 1 and 2	LU6.1 & PF1.S Provide high-quality wastewater systems & provide for capital needs of wastewater systems.
S18-70	Replace 1% Sewer Mains Annually	Replacement of City sewer mains	PF2.D & PF2.4 Reduce sewer system inflow and infiltration through repair and replacement of sewer pipes and protection from inflow sources & & Increase sewer collection system efficiency by ensuring proper maintenance of sewer pipes
S18-71	Crinella Pump Station Upgrade	Update the structure and pumping systems as well as including a filter system to control odors	LU6.1 & PF1.S Provide high-quality wastewater systems & provide for capital needs of wastewater systems.
Number	**Name**	**Description**	**General Plan Policy and Goals**

S18-74	Update GIS Maps of Sewer System	Update the current GIS Maps of the City sewer system	LU6.1 & PF2.4 Provide high-quality wastewater systems & Increase sewer collection system efficiency by ensuring proper maintenance of sewer pipes
S18-75	Sewer Master Plan	Estimate sewer collection capacity, the age and capability of the existing collection system; including recommendations for system improvements, replacement and estimated project costs	LU6.1, PF2.1 & PF2.4 Provide high-quality wastewater systems, ensure adequate sewage treatment capacity at the City treatment plant to meet the needs of population growth & Increase sewer collection system efficiency by ensuring proper maintenance of sewer pipes
Water Projects			
W-26	Upper York Creek Ecosystem Restoration	Remove Upper York Creek Dam, improve fish passage, and revegetate	OS1.A & OS1.Q Protection, restoration, and enhancement of creek corridors & carry out the removal of the Upper Dam on York Creek sufficient to allow the passage of fish
W-27	Meadowood Tank Upgrades	Replace three existing water tanks and upgrade water delivery systems	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W-80	Dwyer Road Booster Station	Contribute a fair share to a project to construct a booster station that will increase water system pressure	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W-85	Bell House Valve Replacement	Replace the bell house valve at the base of the Bell Canyon dam per the requirements of the Division of Safety of Dams	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W-86	Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)	Upgrade pressure zone pumps on Spring Mountain Road, piping that feed Holmes Tanks, and emergency back-up power	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W-91	Bell Canyon Creek Inflow	Install device to measure inflow from Bell Canyon Creek into Bell Canyon Reservoir	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.

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Number	Name	Description	General Plan Policy and Goals
W-101	Tank 2 Rehabilitation	Rehabilitate Tank 2	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W-106	Pump Station Upgrades	Upgrade existing pump stations with back-up power in the event of a power outage as required by the State Department of Health.	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W-108	Lower Reservoir Dam Rehabilitation	Replace valves and perform geotechnical investigation as required by Division of Dam Safety	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W-109	Bell Canyon Intake Tower Replacement	Replace intake tower at Bell Canyon Reservoir	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W-110	Rutherford Pump Upgrade	Upgrade electrical equipment and install a permanent structure	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W18-112	Spill Containment at Bell Creek	Develop spill containment at the chemical building located at the base of the Bell Canyon Dam	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W18-114	Spill Containment at the Stonebridge Wells	Develop spill containment at the chemical building located adjacent to the Stonebridge Wells	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W18-115	Remove Restriction at Rutherford Pump Station	This project will locate and remove the restriction(s) in order to maximize water delivery	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W18-117	Water Master Plan Update	Update the 2006 comprehensive study and identify recommendations for system improvements, replacement and estimated project costs	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W18-119	Bell Canyon Phreatic Surface Monitoring and Assessment	A new requirement of the Division of Dam Safety as a direct result of the 2017 Oroville Dam incident	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.

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Number	Name	Description	General Plan Policy and Goals
W18-120	Bell Canyon Spillway Stability Assessment	A new requirement of the Division of Dam Safety as a direct result of the 2017 Oroville Dam incident. Work will include a reconnaissance-level assessment of the spillway reviewing the geologic, structural or performance issues that could jeopardize its ability during a flood event.	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W20-01	Bell Canyon Spillway Repairs	Make repairs to the spillway based on the initial spillway assessment completed in 2018.	LU6.1 & PF1.S Provide high-quality water systems & provide for capital needs of water systems.
W21-01	Kearney and Andrea Water Main Replacement (Design in FY 20/21 and construction in FY 21/22)	The 4” water main on Kearney between Hillview Place and Adams Street needs to be replaced as well as the main on Andrea from Kearney to Oak Avenue.	PF1.S & PF1.B Provide for capital needs of water systems & replace undersized water mains