

SAN PABLO ANNUAL COMMUNITY GRANT PROGRAM FY 2018-19 FINANCIAL REPORT



Please provide a brief description of how the FY 2018-19 grant was used including program events and any activities that were implemented. Use the following questions as a guideline to complete this report. You may include no more than four (4) additional pages to this report. **Only one (1) set is required as staff will make necessary copies. DO NOT INCLUDE ANY CONFIDENTIAL INFORMATION, (e.g. Social Security Numbers, Bank Account, etc.) THIS IS A PUBLIC DOCUMENT**

I. CONTACT INFORMATION

| | | |
|--|---|---|
| Agency Name | Wayfinder Family Services (previously named Junior Blind) | |
| Street Address | 2430 Road 20, #B112 | |
| City/State/Zip Code | San Pablo, CA 94806 | |
| Phone/Fax/Email | phone: (510) 234-4984 / fax: (510) 234-4986/ email: PMaffei@wayfinderfamily.org | |
| Contact Person/Title | Patti Maffei, Regional Director | |
| Community Activity/Event Name | Hatlen Center for the Blind, a program of Wayfinder Family Services | |
| Date of Event(s) | July 1, 2018 - June 30, 2019 (year-round program) | |
| Amount of grant funding received: | \$ 7,500 | |
| Amount of grant funding spent: | \$ 7,500 | |
| Summary of sponsored event participants | Age range: __ 18 and older ____ # of San Pablo Residents: 25 | |
| | Target # of people served: 25 | Actual # of people served: 25 |
| | Target goal: 25 | Actual goal: 25 |
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II. PROGRAM AND EVENT INFORMATION

The Annual San Pablo Community Foundation Grant program is intended to focus on grant awards that promote any of the recommended activities, policies or programs identified in the recently adopted ***City of San Pablo Childhood Obesity Prevention Task Force: Community Action Plan*** adopted by the San Pablo City Council on April 21, 2014. A copy of this plan may be referenced from the City's website (www.SanPabloCA.gov), under the "City Council" Department webpage. Please describe where and how your program or event falls in one or more categories:

In alignment with SPCF grant program's obesity prevention initiative, Hatlen Center instructors taught students healthy meal prepping and cooking. Also, students participated in a Walking Club and recreational activities such as hiking, skiing, kayaking, goal ball and rock climbing to increase their physical health, build their self-esteem and engage in a healthier lifestyle.

The grant awards should also focus on enhancing or promoting any of the "***Major Policy Goals and/or Strategic Policy Initiative***" identified under the ***San Pablo Adopted FY 2018-21 Priority Workplan Update***, effective November 1, 2017. A copy of this plan may be referenced from the City's website (www.SanPabloCA.gov), under the "City Council" Department webpage. Please describe where and how your program or event falls in one or more categories:

Our Hatlen Center program falls into the City's priority workplan focus area of "Youth Services." We are the only program in the country to teach blind, visually impaired or multi-disabled youth how to safely and independently live on their own, cook their own healthy food and safely navigate their environments using a white cane or public transportation to meet real-life needs and goals.

Please provide a description of the program(s), event(s) and/activity, including date(s). If you were not able to complete or achieve the goals outlined on your grant application please provide a brief explanation:

From July 1, 2018-February 28, 2019, our highly trained Hatlen Center instructors provided 6,300 hours of one-on-one and group instruction to students in the following core areas: Assistive Technology, Braille, Financial Management, Pre-Vocational/Vocational Studies, Living Skills (cooking, cleaning, shopping for groceries and care of clothing), Orientation and Mobility (white cane travel, route planning and accessing public transportation) and recreation (including physical fitness).

Due to space constraints, the grant outcomes we achieved thus far are stated below.

Please provide financial information on how the grant funds were used and the number of San Pablo residents the program/event/activity serviced (requirement of at least 75% San Pablo Residents)

\$5,500 of the grant award was spent on Hatlen Center instructors' salaries and \$2,000 was spent on program supplies. Grant outcomes achieved from July 1, 2018-February 28, 2019 consisted of the following: Nine students graduated from the program and we anticipate that five additional students will graduate by June 30, 2019. Upon graduation, seven of the nine graduating students (78%) completed the program with a rating of "5" on a 5-point scale measuring Independent Living Skills or had an average increase of 2.0 points on the 5-point scale measuring Independent Living Skills. The two students who did not reach the goal have other significant disabilities, however we were still pleased with their growth. Additionally, within 12 months of graduation, 100% of graduates moved into an independent living situation and/or became employed or enrolled in a continuing education program/employment training program.

III. PROGRAM/EVENT ATTACHMENTS

Please include any applicable supplemental documents not limited to: financial spreadsheet, revenues vs. expenses, invoices, stories, program agenda, etc. (Limited to **ONLY** four (4) pages – size 8 1/2" x 11" – single sheets)

- ☒ Page 1 description Revenue versus Expenses Financial Report for the period of July 1, 2018 - February 28, 2019
- ☒ Page 2 description Hatlen Center graduate testimonial: Jeshua
- ☒ Page 3 description Sample Curriculum
- ☒ Page 4 description Hatlen Center student testimonial: Ivan

IV. ADDITIONAL SUPPORT

Please list any in-kind donations provided (printing, promotional items, education materials) by any other organizations:

In December 2018, the Alhambra Christmas tree farm in Martinez donated a Christmas tree to The Hatlen Center.

V. ADDITIONAL COMMENTS

Please share with us any additional comments:

Because of the generosity of philanthropic partners like the City of San Pablo/San Pablo Community Foundation, our Hatlen Center for the Blind program has been able to empower hundreds of youth ages 18 and older who are blind, visually impaired or multi-disabled to reach their greatest potential. Approximately 99% of Hatlen Center students are low-income and many have developmental and physical disabilities co-occurring with their vision loss. We thank the City of San Pablo/San Pablo Community Foundation for its loyal support of our students over the years. Wayfinder Family Services looks forward to continuing this rewarding partnership.

VI. SIGNATURE

Patricia Maffei, Executive Director of Northern and Central California Services

Name & Title



4/1/2019

Authorized Signature & Date

Please mail this * financial report and * supporting documents to the address below. Document must be received in the City Manager's Office (postmarks NOT accepted) by Monday, April 1, 2019 at 6:00pm.

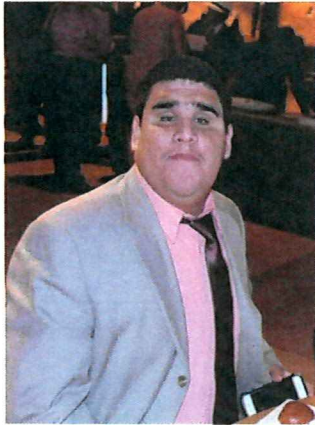
- o Reporting criteria – single side document – 8 1/2" x 11"
 - ❖ 3 Page Financial Report
 - ❖ 4 additional pages – Program/Event Attachments (if applicable)

**City of San Pablo
City Manager's Department, Bldg. 1
13831 San Pablo Avenue
San Pablo, CA 94806
c/o FY 18-19 San Pablo Community Grant Program**

WAYFINDER FAMILY SERVICES (previously named Junior Blind)
The Hatlen Center for the Blind (a Program of Wayfinder Family Services)

| | FY 18-19 Approved Budget (July 1, 2018-June 30, 2019) | Actuals as of February 28, 2019 | San Pablo Annual Community Grant Award |
|------------------------------------|--|--|---|
| REVENUES | | | |
| Public Funding | \$788,298 | \$509,853 | |
| Private Funding | \$79,874 | \$26,149 | \$7,500 |
| Total Revenues | \$868,172 | \$536,002 | \$7,500 |
| EXPENSES | | | |
| Salaries of staff | \$464,636 | \$306,518 | \$5,500 |
| Employee Benefits | \$89,944 | \$63,749 | |
| Payroll Taxes | \$35,545 | \$23,176 | |
| Professional Fees | \$7,738 | \$3,794 | |
| Supplies | \$10,820 | \$6,842 | \$2,000 |
| Telephone | \$6,315 | \$5,134 | |
| Postage & Shipping | \$525 | \$804 | |
| Utilities | \$2,500 | \$1,391 | |
| Rent | \$81,160 | \$60,359 | |
| Maintenance - Building & Equipment | \$5,460 | \$1,330 | |
| Printing & Publications | \$200 | \$296 | |
| Transportation | \$8,535 | \$4,774 | |
| Program Transportation & Lodging | \$600 | \$545 | |
| Public Education | \$19,293 | \$13,019 | |
| Management/Overhead | \$77,171 | \$52,075 | |
| Training, Dues & Subscriptions | \$6,950 | \$3,894 | |
| Insurance, Taxes & Licenses | \$8,333 | \$6,045 | |
| Food Contract | \$250 | \$34 | |
| Recreation | \$5,000 | \$2,999 | |
| Other Expenses | \$37,198 | \$29,064 | |
| Total Expenses | \$868,173 | \$585,842 | \$7,500 |

Ivan's Testimonial



I was born with Retinopathy of Prematurity and only have some light perception. I came from a family that sheltered me and felt that they should do anything and everything for me. I found out about The Hatlen Center from some previous students and I knew I could benefit greatly from being in this program. Before I started the program at The Hatlen Center, I did not do any of my own cooking or cleaning and I could only pour myself a bowl of cereal. I had never independently managed my finances or followed a budget.

From day one at The Hatlen Center, I knew I had made the right decision in coming here. I made friends quickly and right away began paying my rent and bills. In the coming weeks, I learned how to shop for my own groceries. I also started with simple recipes like cooking pulled pork in the slow cooker. Now, after completing The Hatlen Center program, I can follow recipes and I'm cooking all my meals independently. Before I came to Hatlen, I didn't have any experience with cleaning and did not even know how to clean a counter. Now I know how to keep my home clean—from cleaning the kitchen, bathroom, floors and surfaces, to tidying up my room and living room.

In learning about financial management at The Hatlen Center, I learned about the importance of paying my bills on time and created and followed a budget. I had a lot of fun in my assistive technology classes at Hatlen. I knew a lot about assistive technology before I came, but the classes at The Hatlen Center gave me the opportunity to get first-hand experience with a variety of equipment and to find out what I really like.

I had received previous instruction in Orientation and Mobility before I came to The Hatlen Center, but I always had a fear of traveling on my own. Being in the program motivated me to go to different places and gave me more opportunities to practice traveling independently. When you have more opportunities to travel and you become more curious about different places in your community, your fear lessens. I always knew my instructors at The Hatlen Center were there to help me navigate new places.

Another big thing I did while at The Hatlen Center was take a math course through Contra Costa College. My financial management instructor at The Hatlen Center guided me as I filled out the college application, applied for financial aid and signed up for Disabled Student's Programs and Services (DSPS). DSPS helped me get accommodations for class, such as providing my textbook in electronic and braille forms. By taking this math course, I felt accomplished because I was able to independently travel on the bus to class. I plan on continuing to attend college after graduating from The Hatlen Center to accomplish my goal of becoming a Sound Engineer. The entire year I had spent at The Hatlen Center was a positive experience for me. I would recommend this program to anyone with a visual impairment who wants to learn how to live independently.

Jeshua's Testimonial



Throughout my childhood, my participation in various activities relied heavily on the visual assistance of my family, friends, peers and school faculty. I struggled with finding a balance with being comfortable with my visual impairment and trying to fit in with my peers. In college, I struggled early on and I began to understand the importance of self-advocacy as well as being comfortable and confident in my skills and abilities. While I graduated from San Jose State University with a bachelor's degree in both Communication Studies and Sociology and was equipped with the intellectual tools to begin looking for work, I felt I still needed to improve the necessary skills for living independently. At this time in my life, I had a basic knowledge

of how to use public transportation, of some homecare skills such as using a laundry machine, but had very poor skills in cooking and financial management.

During the year I was in The Hatlen Center, I became more confident in my traveling skills through learning to understand traffic patterns, learning to plan routes and understanding how various transportation agencies work. I improved my skills in the kitchen and learned to prepare a variety of dishes including sushi and a mixed berry pie. I learned nonvisual techniques for housecleaning and taking care of clothing, both of which have been extremely helpful.

Through the financial management portion of the program, I gained a better understanding of setting monthly budgets for myself, taking into consideration my needs such as rent and groceries, as well as setting aside money. Additionally, I excelled in my assistive technology classes. I became more familiar with how to efficiently use screen readers and how these tools can be helpful in performing actions such as writing reports or setting up spreadsheets. My success was made possible due to the dedicated Hatlen Center instructors.

Even after I graduated from The Hatlen Center, program staff still worked to help me achieve success. One of my Hatlen Center technology instructors made me aware of a job opening at the Center for Independent Living. He felt that my success and interest during the technology classes made me a great candidate for the position. Staff then worked with me on my resume and interviewing skills. I applied for the position and have been working with the organization for the past year.

Sample Curriculum for Two Different Students

| Student A | Mon | Tues | Wed | Thurs | Fri |
|-----------|---------------------------------------|--|---|-----------------------------------|--------------------------------------|
| 9am | Indep Living Skills: Cleaning Home | Class at Contra Costa College | Orientation & Mobility: Travel to San Francisco | Class at Contra Costa College | |
| 10am | | | | | Braille |
| 11am | | | | | |
| 12pm | Lunch | Lunch | | Lunch | Lunch |
| 1pm | Braille | Assistive Technology | | Financial Management | Group Class: Earthquake Safety |
| 1:45pm | Typing | | | | |
| | | | | | |
| 2:30pm | Financial Management | Independent Living Skills: Care of Clothing | | | Walking Club |
| | | Pre-Vocational or Vocational Studies | Book Club | | |
| 3:15pm | Orientation & Mobility | | | | |
| 4pm | | | | Evening Recreation Activity | |

| Student B | Mon | Tues | Wed | Thurs | Fri |
|-----------|---------------------------------------|--|-----------------------------------|---|---------------------------|
| 9am | Indep Living Skills: Cleaning Home | Group Class: Recreational Activity | Work Experience | Independent Living Skills Assistive Technology | Orientation & Mobility |
| 10am | | | | | |
| 11am | | | | | |
| 12pm | Lunch | Lunch | Lunch | Lunch | Lunch |
| 1pm | | Independent Living Skills: Cooking | Book Club | Typing | Typing |
| 1:45pm | | | | | |
| | | | | | |
| 2:30pm | Financial Management | | Braille | Walking Club | Assistive Technology |
| 3:15pm | Assistive Technology | Pre-Vocational or Vocational Studies | Financial Management | | |
| | | | Evening Recreation Activity | | |
| 4pm | | | | | |