MEMORANDUM

To: Kristina Alfaro, Administrative Services Director

From: Phil Koen, Member, Finance Commission

Date: November 3, 2026

Re: Audit objectives and scope for the review of Town grants to the Los Gatos Anti-Racism Coalition (LGARC)

cc: Chris Constantin, Town Manager; Ashby Monk, Chair, Finance Commission

Purpose

This memo proposes the audit objectives and scope needed to restore public trust in the Town's rental assistance grants to LGARC. Its aim is to reach agreement on that scope before the auditor's work begins.

Agreement is needed now for two reasons. First, it is unclear what the "agreed-upon procedures" review referred to in the Town Manager's October 27, 2026 memorandum will cover. Second, no audit plan has been presented to the Council or the Finance Commission.

Why the scope must be agreed in advance

In an agreed-upon procedures engagement, the auditor performs only the procedures the Town specifies and reports what it found. It gives no opinion, and it does not look beyond those procedures. The list of procedures is therefore the audit. If the list is narrow, the result will be narrow, however carefully the work is done.

What has been described so far is narrow:

- **Not every grant year.** Finance is to confirm that the FY 2024-25 and FY 2025-26 grant reports were submitted and accepted. FY 2023-24 is not mentioned.
- **IRS filings only.** The referral to the auditor concerns potential discrepancies involving IRS filings. LGARC files the Form 990-N e-Postcard, which reports only its name, address, EIN, principal officer and that its gross receipts are normally $50,000 or less. It contains no financial figures, so reviewing it cannot show how grant funds were spent.

Public trust in the program has been eroded by what the Town has done and failed to do. A review whose scope the public cannot see, and which covers selected years or issues, will not restore it. The Town also has a legal obligation: the California Constitution prohibits gifts of public funds (art. XVI, § 6), and each LGARC agreement gives the Town the right to examine LGARC's records and to recover funds not used as agreed.

This falls within the Finance Commission's duties under Town Code § 2.50.225, with staff support under § 2.50.205(e).

Audit objectives

The audit should determine whether LGARC fully complied with each grant contract. For every grant year, it should reach five conclusions:

1. **Recipient eligibility.** Every rental assistance payment went to an eligible Los Gatos household, as the agreement and LGARC's proposal require.
2. **Complete accounting.** All grant funds are accounted for, from the Town's payment to final disbursement, and the actual payee of every payment is known.
3. **True financial filings.** LGARC's state and federal filings are true and correct.
4. **Truthful governance.** The governance LGARC described in its grant reports to the Town is accurate.
5. **Other contract terms.** LGARC complied with every other term of each agreement.

Form of the engagement

A list of findings without a conclusion will not settle the question. The engagement should be a compliance examination that ends in the auditor's opinion on whether LGARC complied with each agreement. If the Town keeps the agreed-upon procedures format, each finding should at least state, by grant year, whether the result shows compliance or noncompliance.

Proposed scope

Grant years. Every LGARC grant contract: FY 2023-24, FY 2024-25 and FY 2025-26.

Size of the audit. The work is limited. Across three grant years, LGARC directly administered $34,500 of Town grant funds and reports assisting 37 households in 40 payments:

Grant year	Grant received	Households assisted	Payments	Rental assistance paid	Returned to Town
FY 2023-24	$12,000	23 (22 in payment record)	25	$12,000	$0
FY 2024-25	$12,500	8	9	$7,376	$4,613.03
FY 2025-26	$10,000	6	6	$10,000	$0
Total	**$34,500**	**37**	**40**	**$29,376**	**$4,613.03**

Sources: LGARC's final grant reports and payment schedules. The FY 2023-24 report states $11,922.38 of rental assistance; its checks total $12,000. The FY 2024-25 report states $7,886.97 spent, $100 more than its itemized payments and expenses. In FY 2025-26, the Town paid LGARC $20,000; the table shows only the $10,000 LGARC paid out directly, since it passed the other $10,000 to St. Vincent de Paul. Each LGARC amount that year is the grant's share of a larger payment. Reconciling these differences is part of the audit.

Records. LGARC's bank statements for all accounts from inception; cancelled checks and transfer records; case files; bylaws, board rosters and minutes; and all state and federal filings, including any amendments. Recipient identities can be protected: the auditor, not the public, needs to see the case files.

Access to records. Each agreement requires LGARC to keep its records and make them available to the Town. A refusal to produce any record the auditor requests, including the names of its directors, should be reported as noncompliance with the agreement, and the Town should withhold further funds and consider recovery.

Procedures by objective:

1. Recipient eligibility. Audit every case file, not a sample. Confirm that each file is complete as LGARC described it to the Town. Its FY 2023-24 report states that every case requires personal identification, a lease and documents corroborating the applicant's circumstances. For every payment, confirm from the file the recipient's identity; a lease in incorporated Los Gatos in force on the payment date; documented need meeting LGARC's stated criteria; approval by the process LGARC described; and that the recipient is not a director, officer, case manager or relative of one.

2. Complete accounting and who was actually paid. Trace each Town payment into LGARC's accounts and every disbursement out, including the $10,000 transferred to St. Vincent de Paul in FY 2025-26. Reconcile each final report to the bank records. Establish where funds were held before they were spent, and, where a payment combined grant and other funds, the source of each part.

For every payment, identify the actual payee from the cancelled check (front and endorsement) or the Zelle or bank transfer record, including the receiving account holder's name. LGARC has paid some assistance to landlords and some directly to recipients.

- **Paid to a landlord or property manager:** confirm the payee is the lessor named on the lease and is not a director, officer, case manager or relative of one. Confirm the payment with the landlord in writing and match it to the tenant's rent ledger.
- **Paid to the recipient:** obtain evidence that the money was applied to rent, such as the landlord's receipt or ledger showing the payment credited, and confirm it with the landlord in writing. A payment to a recipient that cannot be traced to rent should be reported as unsupported.

3. True financial filings. For each year, reconcile total cash receipts in LGARC's bank records to the revenue reported on its state and federal filings, and identify the source of every receipt: Town grants, other grants, donations, and any loans or advances. Reconcile each RRF-1, CT-TR-1 and Form 990-series filing to the bank records and the Town's payments. Determine what the $12,169.47 reported in 2023 as officer and director compensation and as accounts payable was, and whether the answer to RRF-1 Part B, Question 1 was true. Determine whether the Town's 2023 payment was reported, and whether LGARC qualified to file a 990-N for 2025, when its revenue exceeded $50,000.

4. Truthful governance. LGARC's grant reports say each payment is approved by a vote: a three-fifths majority of its Board in FY 2023-24, and five of eight voting members, including volunteers who are not directors, in FY 2024-25. LGARC has not disclosed who sits on its Board. Identify the directors, officers and voting members for each year, confirm from the minutes that every payment was approved as described and by whom, and identify any relationship between those approving payments and the recipients.

5. Other contract terms. Test each agreement's remaining terms, including:

- **Grant period:** every payment fell within it. As filed, six FY 2024-25 payments are dated before that grant began.

- **Payment limits:** amounts stayed within the per-case limits LGARC described. Its FY 2023-24 report states assistance of up to $500 per case; FY 2024-25 payments ran as high as $1,676.
- **Changes in scope:** any use of funds other than as described in LGARC's proposal had the Town's prior written consent, as each agreement requires.
- **Committed outputs:** households served against the number LGARC committed to. LGARC committed to 22 in FY 2024-25 and reported 8.
- **Reporting:** each report was filed on time and contained the documentation the agreement requires.

Related reviews. Two matters outside LGARC's own records should be reviewed alongside the audit:

- **Transfer to St. Vincent de Paul.** Determine whether LGARC's transfer of $10,000 to St. Vincent de Paul in FY 2025-26 complied with the Council's August 19, 2025 action, which allocated $20,000 for rental assistance administered with St. Vincent de Paul and LGARC and did not specify how it would be divided. The review should establish who decided the division and on what authority, and whether the Town gave the prior written consent the agreement requires before LGARC delegated performance to another organization, and who gave it. This review does not extend to St. Vincent de Paul's own records.
- **Town administration.** Document, for each grant year, the date the Town paid each grant, what the Town received and accepted, who accepted each report, and how the FY 2024-25 refund was calculated, so that gaps in oversight can be corrected.

Reporting. Findings by grant year and by objective, stating whether LGARC complied and whether the agreement's repayment clause applies. If at any point the auditor finds indications of false statements or misuse of funds, it should report them immediately to Finance and the Town Attorney rather than waiting for the final report.

Public review of the results

The audit results must be made public. Under the October 27 memorandum, staff would evaluate the findings, give LGARC an opportunity to respond, and bring to the Council only issues that require Council action. The results should instead follow the same procedure the Town uses for its annual financial audit: the auditor's report goes first to the Finance Commission, which reviews it at a public meeting and makes recommendations to the Town Council. The Council then considers the report and the Commission's recommendations, including any recovery of funds under the agreements.

Independence of the audit

The Library Director, Ryan Baker, administered the Community Grant Program and was responsible for overseeing these grants. He has also commented publicly on LGARC's reporting. An audit of LGARC's grants is necessarily a review of how they were administered, and it should not be overseen by the person whose work it examines. I ask that he not take part, and that Finance direct the audit and receive the findings.

The audit firm should have no relationship with LGARC, its officers or the staff who administered the program. The Town should state who engages the firm, the estimated cost and the expected completion date, so the Commission can schedule its review.

Requested next steps

1. Share the auditor's engagement letter and current list of procedures with the Finance Commission.
2. Confirm in writing whether the Town agrees with the objectives and scope above, and identify any differences.
3. Place the agreed scope before the Commission before the auditor's work begins.
4. Have Finance direct the audit, without the Library Director's participation.
5. Withhold FY 2026-27 funds to LGARC until the audit is complete.
6. Make the audit report public and present it first to the Finance Commission, which will review it and make recommendations to the Town Council, as with the Town's annual audit.

I would appreciate your response before the Commission's November 9 meeting.

Report: Audit Documentation for Grant FY 2023-2024

Los Gatos Anti-Racism Coalition

Section 1.1 - Line-by-Line Expenditures

For comprehensibility and convenience, we provide a table below to summarize the use of grant funds during the period July 1, 2023 through June 30, 2024. All records that include the phrase "(Payment [number] of [number])" indicate a household served multiple times during the grant period. Records that do not include this phrase indicate a household that was served exactly once during the grant period.

Date	Grant Fund Expenditure	Grant Funds Used	Image Available on Page #
1/10/2024	Recipient 1	$500	4
1/26/2024	Recipient 2	$250	5
1/27/2024	Recipient 3 (Payment 1 of 2)	$500	6
1/28/2024	Recipient 4	$500	7
2/5/2024	Recipient 5 (Payment 1 of 2)	$500	8
2/6/2024	Recipient 6	$500	9
2/8/2024	Recipient 7	$500	10
2/14/2024	Recipient 8	$500	11
2/20/2024	Recipient 9	$500	12
2/21/2024	Recipient 10	$500	13
2/23/2024	Recipient 11	$500	14
2/23/2024	Recipient 12	$500	15
2/24/2024	Recipient 3 (Payment 2 of 2)	$500	16
2/27/2024	Recipient 13	$500	17

Date	Grant Fund Expenditure	Grant Funds Used	Image Available on Page #
2/29/2024	Recipient 14	$500	18
2/29/2024	Recipient 5 (Payment 2 of 2)	$500	19
3/6/2024	Recipient 15	$500	20
3/13/2024	Recipient 16	$500	21
3/20/2024	Recipient 17	$500	22
3/20/2024	Recipient 18	$500	24
3/26/2024	Recipient 19	$500	24
3/31/2024	Recipient 9 (Payment 2 of 2)	$500	25
4/29/2024	Recipient 20	$500	26
5/04/2024	Recipient 21	$500	27
5/24/2024	Recipient 22	$250	28
Total Grant Funds Spent			$12,000

Section 1.2 - Disclosures Regarding Produced Documentation

To comply with the instructions provided to us regarding the production of all back-up documentation, the Los Gatos Anti-Racism Coalition ("LGARC") has been requested to provide copies of all receipts, invoices, or other records or documents supporting each expenditure, which are provided in Section 1.3.

LGARC provides the following disclosures:

1. To ensure that we are best able to establish trust with applicants to rental assistance resources, both LGARC and SVdP have policies that prohibit them from releasing specific information about applicants without their explicit consent. These policies are standard in agencies that administer financial resources, often requiring a Statement of Information or another form of consent from clients prior to divulging sensitive information. We redact all personally identifying information relating to rental assistance that could be used to discern the precise identities of program recipients, including, but not limited to, program recipient names, landlord information, and specific addresses. Nevertheless, recognizing that entirely redacted records are not particularly informative, we provide an approximate location regarding the households served by providing a nearby street of the residence.

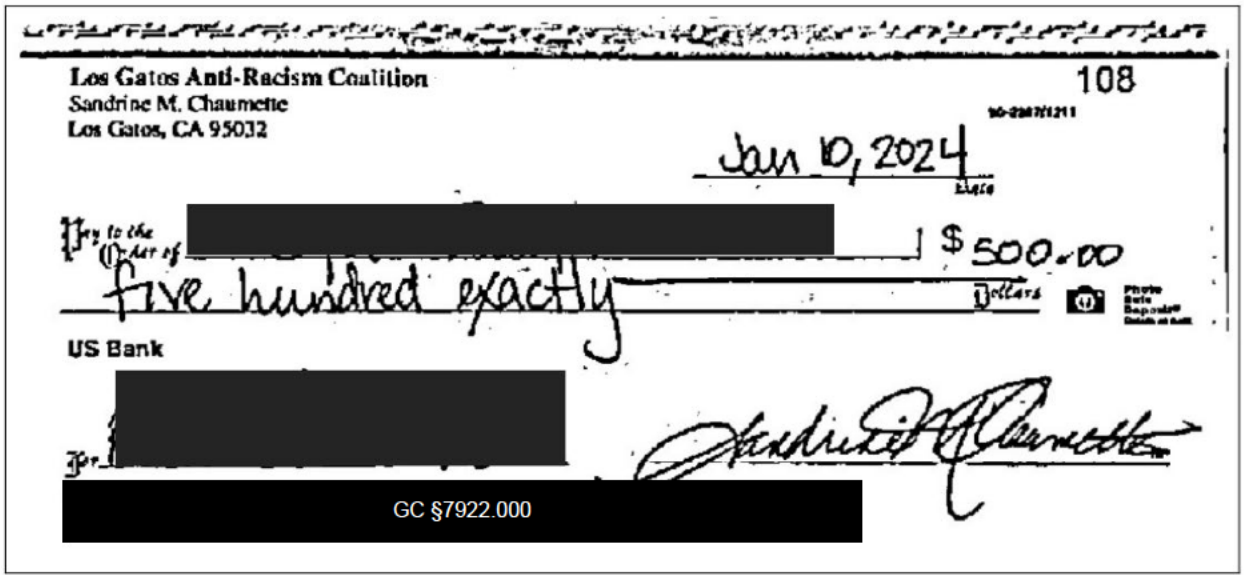
2. LGARC's original grant application allocated $500 for promotional materials (flyers, tape, white-out, and envelopes) to raise awareness of our rental assistance program, which was almost brand new at the time we had applied for grant funding. By the end of the grant cycle, LGARC provided over $13,000 in rental assistance during the grant cycle, exceeding the full $12,000 grant awarded to us; because rental assistance disbursements alone consumed the entire grant, no grant funds were used for promotional materials.

3. LGARC's application for this grant states that it intends to disburse rental assistance by "directly transferring money to the applicant's bank account," aiming to establish a program as tenant-friendly as possible. Zelle was the primary vehicle for these direct transfers. However, banks do not store individual Zelle receipts after twelve months. Prior to filing this report, Jeff Suzuki visited US Bank, which hosts our checking account, to procure these individual records. The representative at the bank stated that longer-term records were only available in the form of monthly bank statements, which should provide the necessary records for approval. Therefore, the Zelle records produced for this report are images of the relevant segments of our bank statements that record these transactions under the section "Other Withdrawals."

4. Any and all further inquiries regarding the materials herein may be directed to the LGARC's official email address for its rental assistance program: rentalassistance@lgarc.org. Inquiries regarding SVdP's use of grants funds may also be sent to this email address, which will be subsequently forwarded to those who operate the rental assistance program at SVdP.

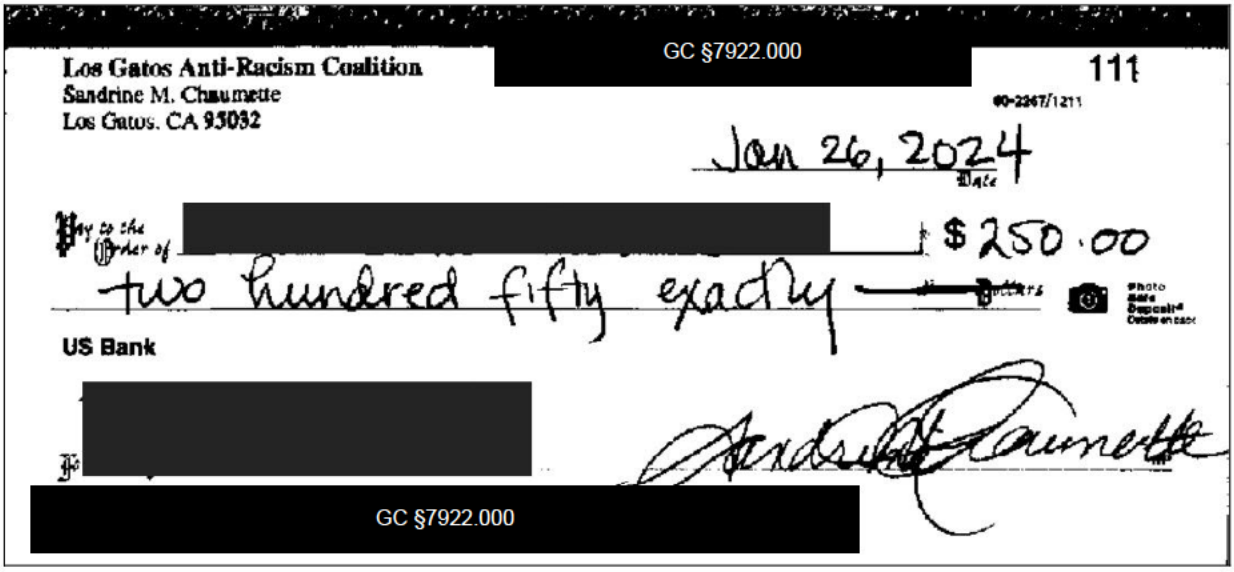
Section 1.3 - Records of Expenditures

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #1



Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Pollard Road.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #2



Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Lark Avenue.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #3



Date	Description of Transaction	Ref Number	Amount
[redacted]			
Jan 29	Zelle Instant On 01/27/24	PMT To [redacted] PMT ID=USBI9PYirxW9	500.00-
Jan 29	Zelle Instant On 01/28/24	PMT To [redacted] PMT ID=USBEUpvirQ2b	500.00-
[redacted]			

Above is an extracted image from our January 2024 bank statement under “Other Withdrawals.” This statement shows two Zelle transfers with non-grant-related transactions redacted.

The first of these two unredacted records documents the funds delivered to Rental Assistance Recipient #3.

Additional Context	Description
Approximate Street of Recipient’s Residence	A street accessible from Summit Road.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #4



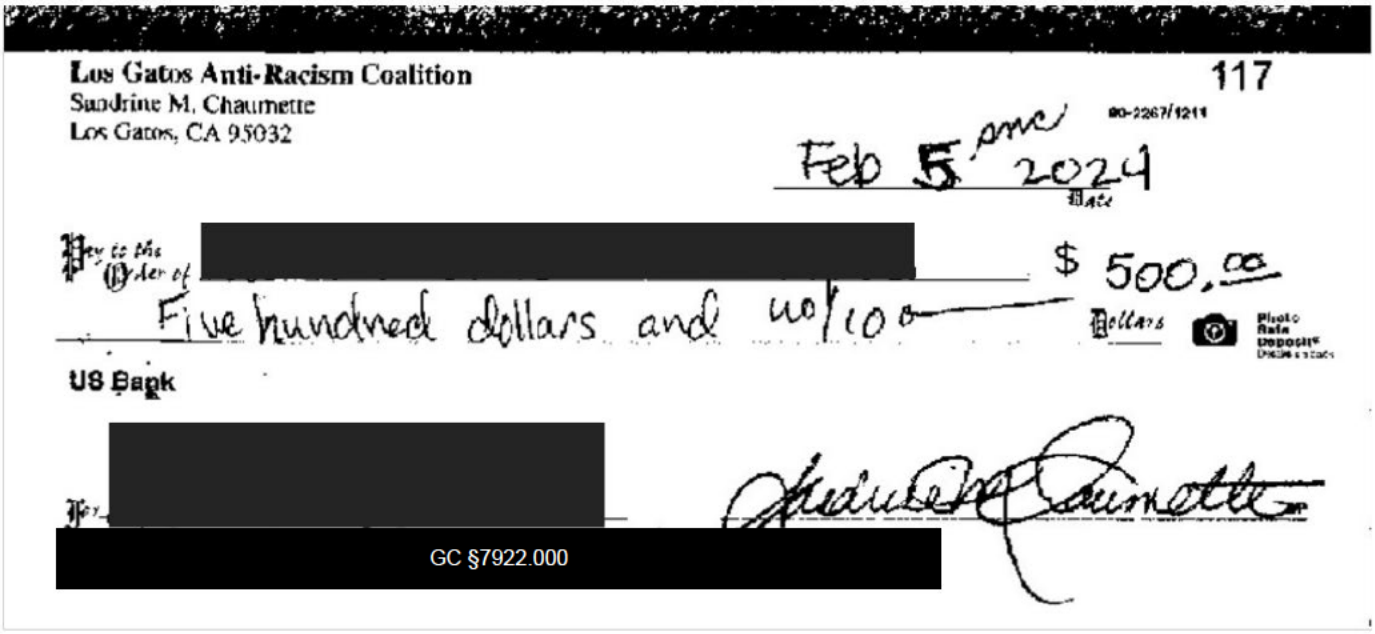
Date	Description of Transaction		Ref Number	Amount
[redacted]				
Jan 29	Zelle Instant On 01/27/24	PMT To [redacted] PMT ID=USBI9PYirxW9		500.00-
Jan 29	Zelle Instant On 01/28/24	PMT To [redacted] PMT ID=USBEUpvirQ2b		500.00-
[redacted]				

Above is an extracted image from our January 2024 bank statement under “Other Withdrawals.” This statement shows two Zelle transfers with non-grant-related transactions redacted.

The second of these two unredacted records documents the funds delivered to Rental Assistance Recipient #4.

Additional Context	Description
Approximate Street of Recipient’s Residence	A street accessible from Los Gatos Boulevard.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #5


Los Gatos Anti-Racism Coalition
Sandrine M. Chaumette
Los Gatos, CA 95032

117

80-2267/1211

Feb 5 one 2024
Date

Pay to the Order of [redacted] $ 500.00

Five hundred dollars and no/100 Dollars

Photo Safe Deposit

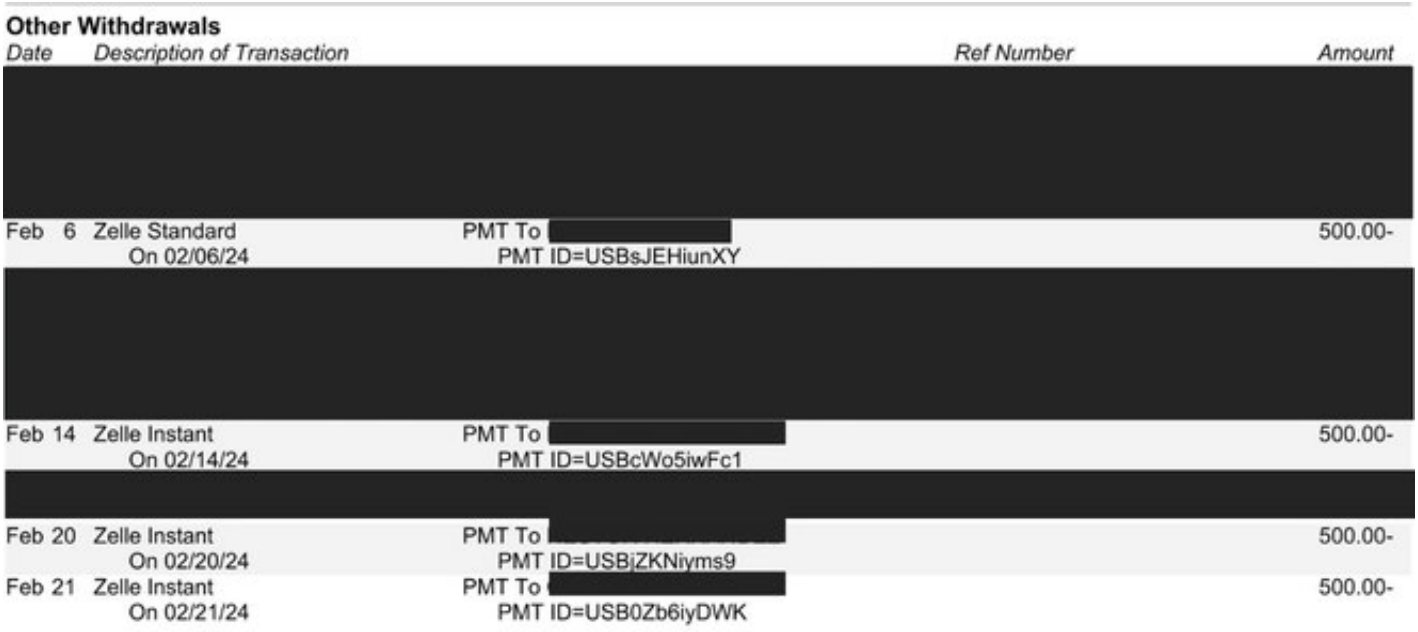
US Bank

For [redacted]

GC §7922.000

Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Los Gatos Boulevard.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #6



Other Withdrawals

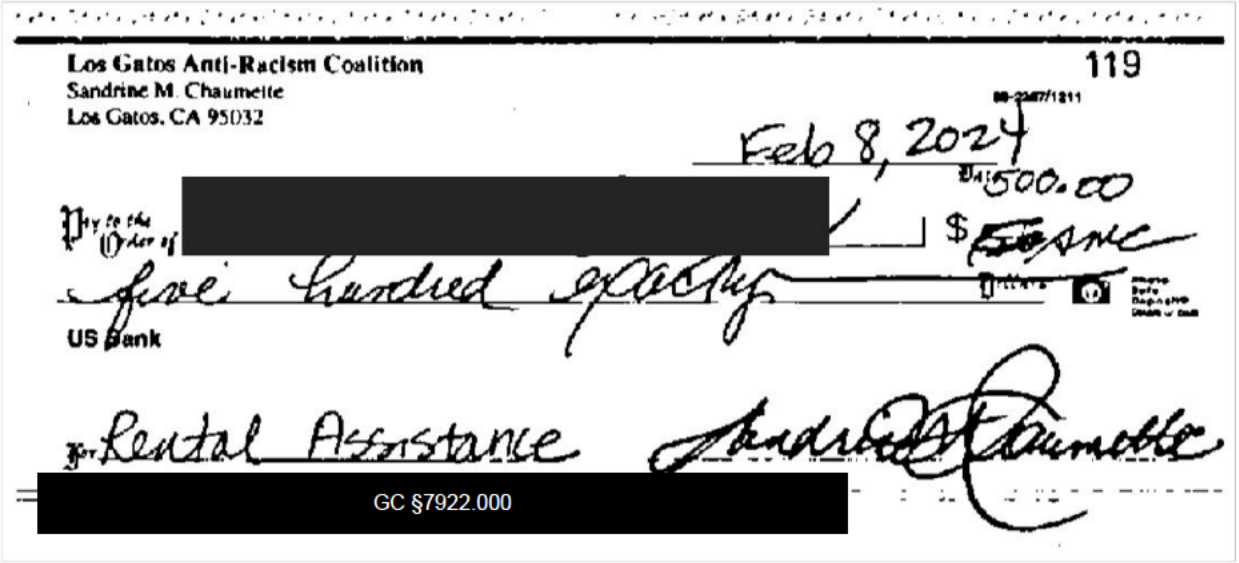
Date	*Description of Transaction*		*Ref Number*	*Amount*
[redacted]				
Feb 6	Zelle Standard On 02/06/24	PMT To [redacted] PMT ID=USBsJEHiunXY		500.00-
[redacted]				
Feb 14	Zelle Instant On 02/14/24	PMT To [redacted] PMT ID=USBcWo5iwFc1		500.00-
[redacted]				
Feb 20	Zelle Instant On 02/20/24	PMT To [redacted] PMT ID=USBjZKNiyms9		500.00-
Feb 21	Zelle Instant On 02/21/24	PMT To [redacted] PMT ID=USB0Zb6iyDWK		500.00-

Above is an extracted image from our February 2024 bank statement under “Other Withdrawals.” This statement shows four Zelle transfers with non-grant-related transactions redacted.

The first of the unredacted records documents the funds delivered to Rental Assistance Recipient #6.

Additional Context	Description
Approximate Street of Recipient’s Residence	A street accessible from University Avenue.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #7


Los Gatos Anti-Racism Coalition
Sandrine M. Chaumette
Los Gatos, CA 95032

119

Feb 8, 2024

$500.00

Pay to the Order of [redacted]

$ [redacted]

five hundred exactly

US Bank

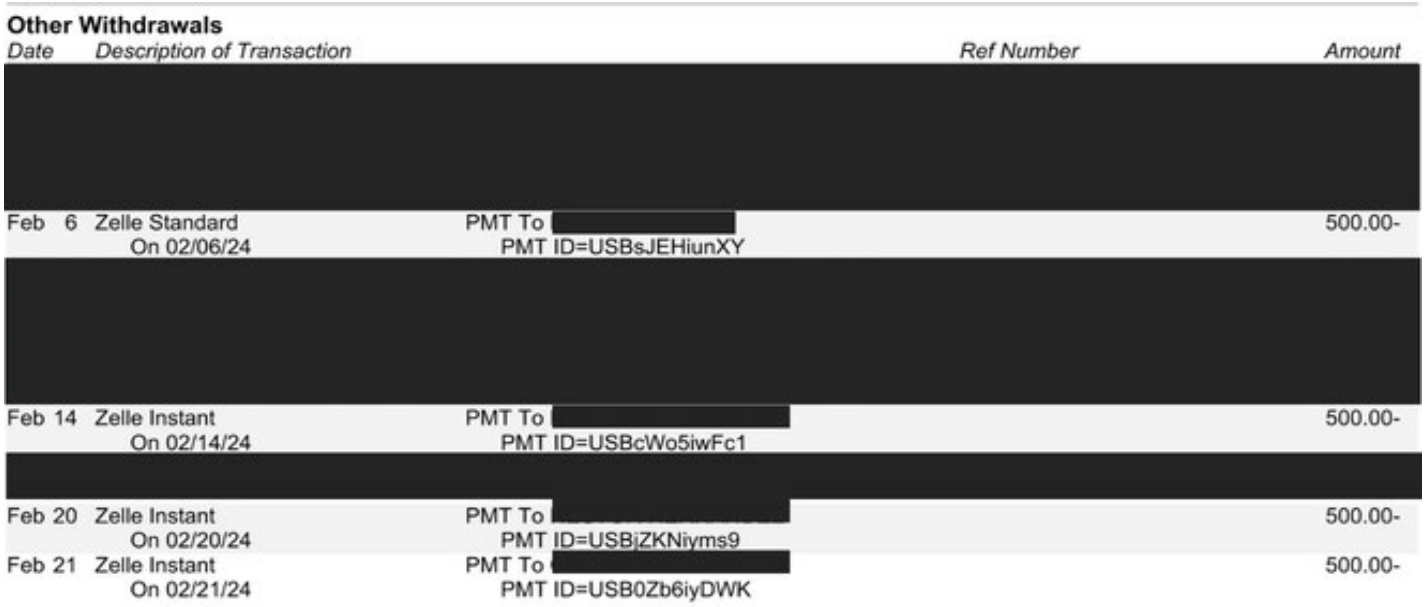
for Rental Assistance

Sandrine M. Chaumette

[redacted] GC §7922.000

Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Los Gatos Boulevard.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #8



Other Withdrawals

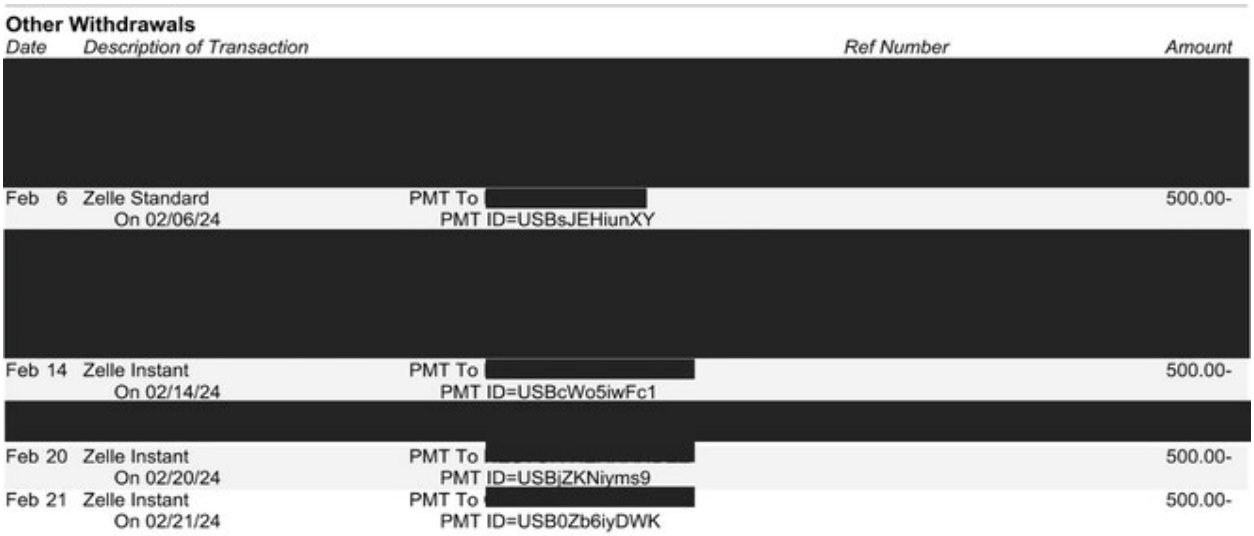
Date	*Description of Transaction*		*Ref Number*	*Amount*
[redacted]				
Feb 6	Zelle Standard On 02/06/24	PMT To [redacted] PMT ID=USBsJEHiunXY		500.00-
[redacted]				
Feb 14	Zelle Instant On 02/14/24	PMT To [redacted] PMT ID=USBcWo5iwFc1		500.00-
[redacted]				
Feb 20	Zelle Instant On 02/20/24	PMT To [redacted] PMT ID=USBjZKNiyms9		500.00-
Feb 21	Zelle Instant On 02/21/24	PMT To [redacted] PMT ID=USB0Zb6iyDWK		500.00-

Above is an extracted image from our February 2024 bank statement under “Other Withdrawals.” This statement shows four Zelle transfers with non-grant-related transactions redacted.

The second of the unredacted records in this statement documents the funds delivered to Rental Assistance Recipient #8.

Additional Context	**Description**
Approximate Street of Recipient’s Residence	A street accessible from Lark Avenue.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #9



Other Withdrawals

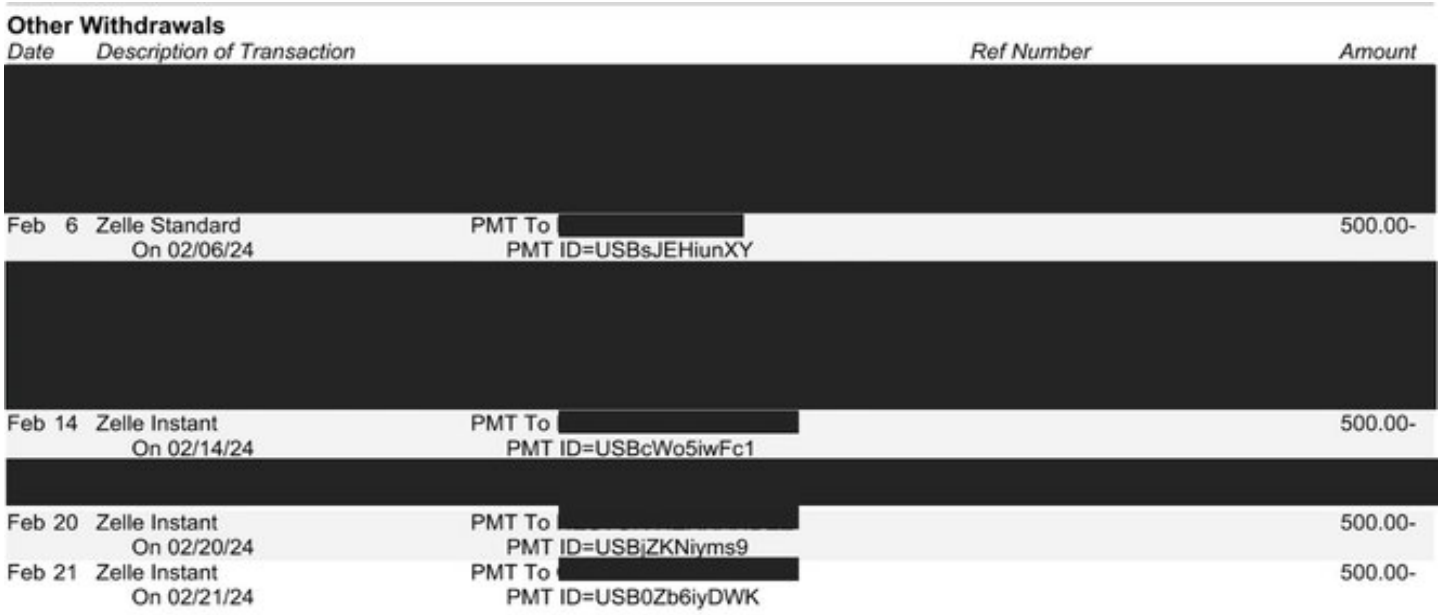
Date	*Description of Transaction*		*Ref Number*	*Amount*
[redacted]				
Feb 6	Zelle Standard On 02/06/24	PMT To [redacted] PMT ID=USBsJEHiunXY		500.00-
[redacted]				
Feb 14	Zelle Instant On 02/14/24	PMT To [redacted] PMT ID=USBcWo5iwFc1		500.00-
[redacted]				
Feb 20	Zelle Instant On 02/20/24	PMT To [redacted] PMT ID=USBjZKNiyms9		500.00-
Feb 21	Zelle Instant On 02/21/24	PMT To [redacted] PMT ID=USB0Zb6iyDWK		500.00-

Above is an extracted image from our February 2024 bank statement under “Other Withdrawals.” This statement shows four Zelle transfers with non-grant-related transactions redacted.

The fourth of the unredacted records in this statement documents the funds delivered to Rental Assistance Recipient #9.

Additional Context	Description
Approximate Street of Recipient’s Residence	A street accessible from University Avenue.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #10



Other Withdrawals

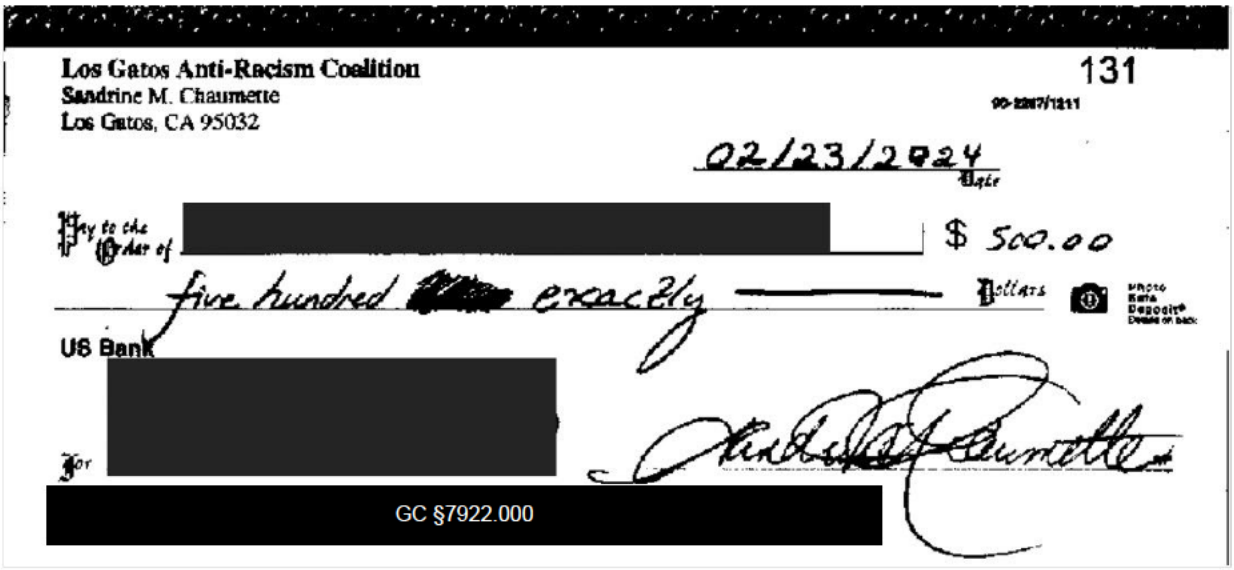
Date	*Description of Transaction*		*Ref Number*	*Amount*
[redacted]				
Feb 6	Zelle Standard On 02/06/24	PMT To [redacted] PMT ID=USBsJEHiunXY		500.00-
[redacted]				
Feb 14	Zelle Instant On 02/14/24	PMT To [redacted] PMT ID=USBcWo5iwFc1		500.00-
[redacted]				
Feb 20	Zelle Instant On 02/20/24	PMT To [redacted] PMT ID=USBjZKNiyms9		500.00-
Feb 21	Zelle Instant On 02/21/24	PMT To [redacted] PMT ID=USB0Zb6iyDWK		500.00-

Above is an extracted image from our February 2024 bank statement under “Other Withdrawals.” This statement shows four Zelle transfers with non-grant-related transactions redacted.

The third of the unredacted records in this statement documents the funds delivered to Rental Assistance Recipient #10.

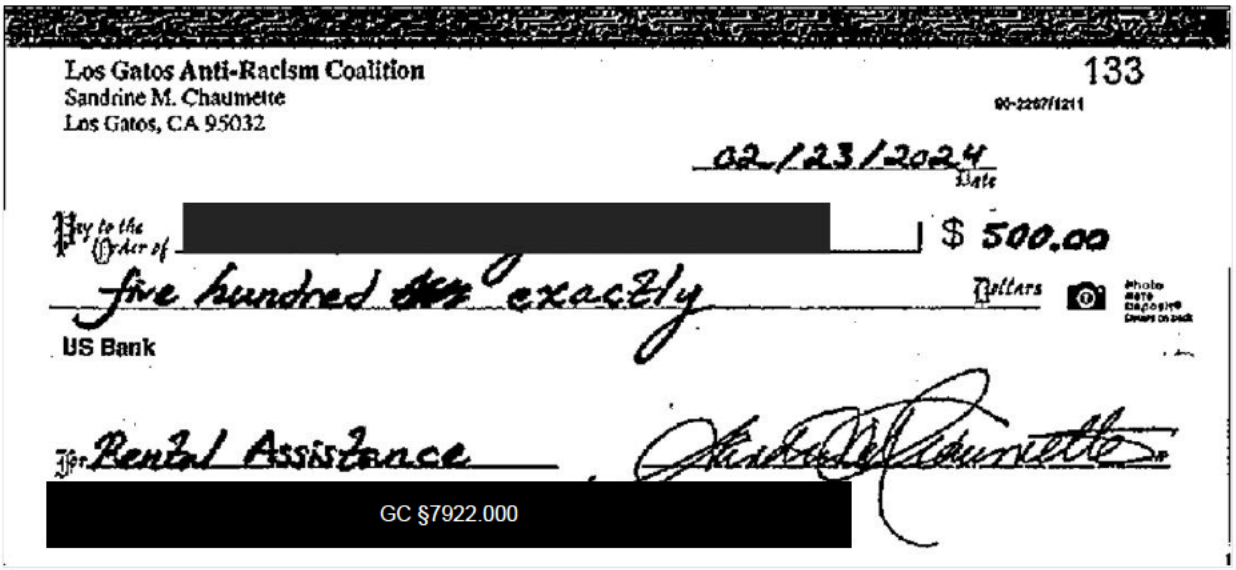
Additional Context	Description
Approximate Street of Recipient’s Residence	A street accessible from Los Gatos Boulevard.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #11



Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Lark Avenue.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #12



Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from University Avenue.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #3 (Payment 2 of 2)

U.S. Bank National Association **Account Number** GC §7922.000

Other Withdrawals (continued)

Date	*Description of Transaction*		*Ref Number*	*Amount*
Feb 26	Zelle Instant On 02/24/24	PMT To [redacted] PMT ID=USBm5WOizvpa		500.00-
Feb 27	Zelle Instant On 02/27/24	PMT To [redacted] PMT ID=USBzQ6eiAmsk		500.00-
Feb 29	Zelle Instant On 02/29/24	PMT To [redacted] PMT ID=USBylDdiAVqx		500.00-

Above is an extracted image from our February 2024 bank statement under "Other Withdrawals." This statement shows three Zelle transfers. The first of the unredacted records in this statement documents the funds delivered to Rental Assistance Recipient #3, the second time we provided rental assistance for this applicant.

Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Summit Road.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #13

U.S. Bank National Association **Account Number** GC §7922.000

Other Withdrawals (continued)

Date	*Description of Transaction*		*Ref Number*	*Amount*
Feb 26	Zelle Instant On 02/24/24	PMT To [redacted] PMT ID=USBm5WOizvpa		500.00-
Feb 27	Zelle Instant On 02/27/24	PMT To [redacted] PMT ID=USBzQ6eiAmsk		500.00-
Feb 29	Zelle Instant On 02/29/24	PMT To [redacted] PMT ID=USBylDdiAVqx		500.00-

Above is an extracted image from our February 2024 bank statement under "Other Withdrawals." This statement shows three Zelle transfers. The second of the unredacted records in this statement documents the funds delivered to Rental Assistance Recipient #13.

Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Blossom Hill Road.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #14

U.S. Bank National Association **Account Number** GC §7922.000

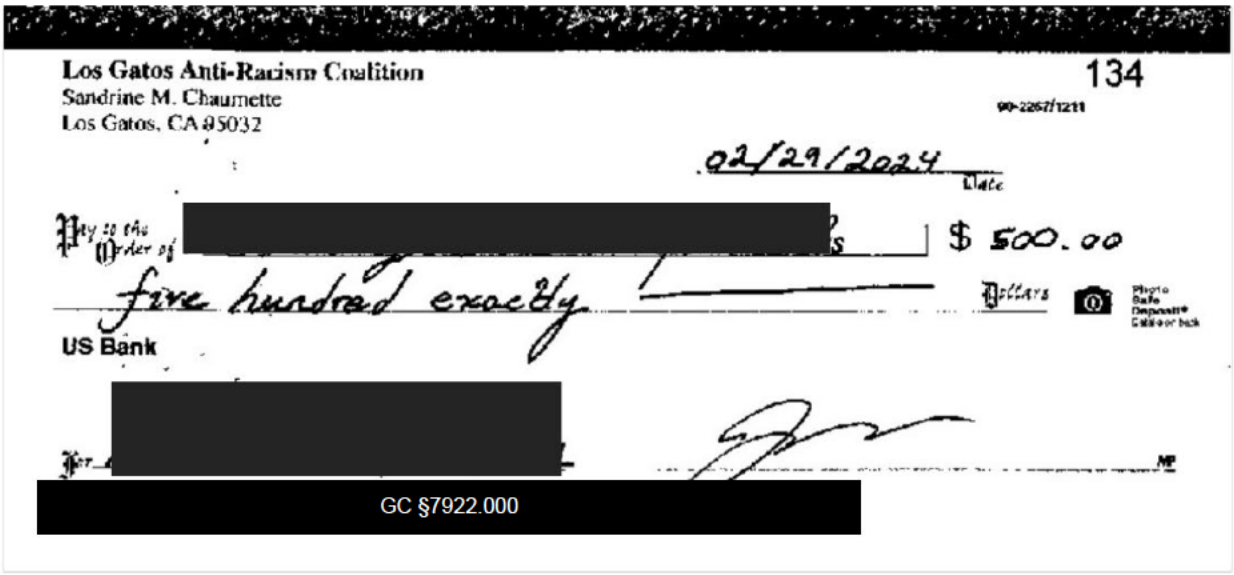
Other Withdrawals (continued)

Date	*Description of Transaction*		*Ref Number*	*Amount*
Feb 26	Zelle Instant On 02/24/24	PMT To [redacted] PMT ID=USBm5WOizvpa		500.00-
Feb 27	Zelle Instant On 02/27/24	PMT To [redacted] PMT ID=USBzQ6eiAmsk		500.00-
Feb 29	Zelle Instant On 02/29/24	PMT To [redacted] PMT ID=USByIDdiAVqx		500.00-

Above is an extracted image from our February 2024 bank statement under "Other Withdrawals." This statement shows three Zelle transfers. The third of the unredacted records in this statement documents the funds delivered to Rental Assistance Recipient #14.

Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Knowles Drive.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
***Rental Assistance* Recipient #5 (Payment 2 of 2)**


Los Gatos Anti-Racism Coalition
Sandrine M. Chaumette
Los Gatos, CA 95032

134

02/29/2024
Date

Pay to the Order of [redacted] $ 500.00

five hundred exactly Dollars

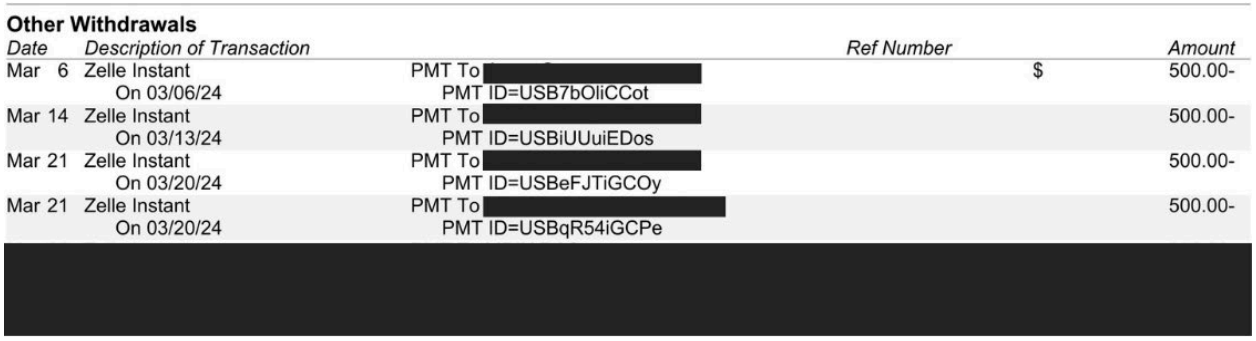
US Bank

[redacted]

GC §7922.000

Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Los Gatos Boulevard.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
***Rental Assistance* Recipient #15**



Other Withdrawals

Date	*Description of Transaction*		*Ref Number*		*Amount*
Mar 6	Zelle Instant On 03/06/24	PMT To [redacted] PMT ID=USB7bOliCCot		$	500.00-
Mar 14	Zelle Instant On 03/13/24	PMT To [redacted] PMT ID=USBiUUuiEDos			500.00-
Mar 21	Zelle Instant On 03/20/24	PMT To [redacted] PMT ID=USBeFJTiGCOy			500.00-
Mar 21	Zelle Instant On 03/20/24	PMT To [redacted] PMT ID=USBqR54iGCPe			500.00-

Above is an extracted image from our March 2024 bank statement under “Other Withdrawals.” This statement shows four Zelle transfers. The first of the unredacted records in this statement documents the funds delivered to Rental Assistance Recipient #15.

Additional Context	Description
Approximate Street of Recipient’s Residence	A street accessible from Lark Avenue.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
***Rental Assistance* Recipient #16**

Other Withdrawals

Date	*Description of Transaction*		*Ref Number*		*Amount*
Mar 6	Zelle Instant On 03/06/24	PMT To [redacted] PMT ID=USB7bOliCCot		$	500.00-
Mar 14	Zelle Instant On 03/13/24	PMT To [redacted] PMT ID=USBiUUuiEDos			500.00-
Mar 21	Zelle Instant On 03/20/24	PMT To [redacted] PMT ID=USBeFJTiGCOy			500.00-
Mar 21	Zelle Instant On 03/20/24	PMT To [redacted] PMT ID=USBqR54iGCPe			500.00-

[redacted]

Above is an extracted image from our March 2024 bank statement under “Other Withdrawals.” This statement shows four Zelle transfers.

The second of the unredacted records in this statement documents the funds delivered to Rental Assistance Recipient #16.

Additional Context	Description
Approximate Street of Recipient’s Residence	A street accessible from Summit Road.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #17

Other Withdrawals

Date	*Description of Transaction*		*Ref Number*		*Amount*
Mar 6	Zelle Instant On 03/06/24	PMT To [redacted] PMT ID=USB7bOliCCot		$	500.00-
Mar 14	Zelle Instant On 03/13/24	PMT To [redacted] PMT ID=USBiUUuiEDos			500.00-
Mar 21	Zelle Instant On 03/20/24	PMT To [redacted] PMT ID=USBeFJTiGCOy			500.00-
Mar 21	Zelle Instant On 03/20/24	PMT To [redacted] PMT ID=USBqR54iGCPe			500.00-

[redacted]

Above is an extracted image from our March 2024 bank statement under “Other Withdrawals.” This statement shows four Zelle transfers.

The third of the unredacted records in this statement documents the funds delivered to Rental Assistance Recipient #17.

Additional Context	Description
Approximate Street of Recipient’s Residence	A street accessible from University Avenue.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #18

Other Withdrawals

Date	*Description of Transaction*		*Ref Number*		*Amount*
Mar 6	Zelle Instant On 03/06/24	PMT To [redacted] PMT ID=USB7bOliCCot		$	500.00-
Mar 14	Zelle Instant On 03/13/24	PMT To [redacted] PMT ID=USBiUUuiEDos			500.00-
Mar 21	Zelle Instant On 03/20/24	PMT To [redacted] PMT ID=USBeFJTiGCOy			500.00-
Mar 21	Zelle Instant On 03/20/24	PMT To [redacted] PMT ID=USBqR54iGCPe			500.00-

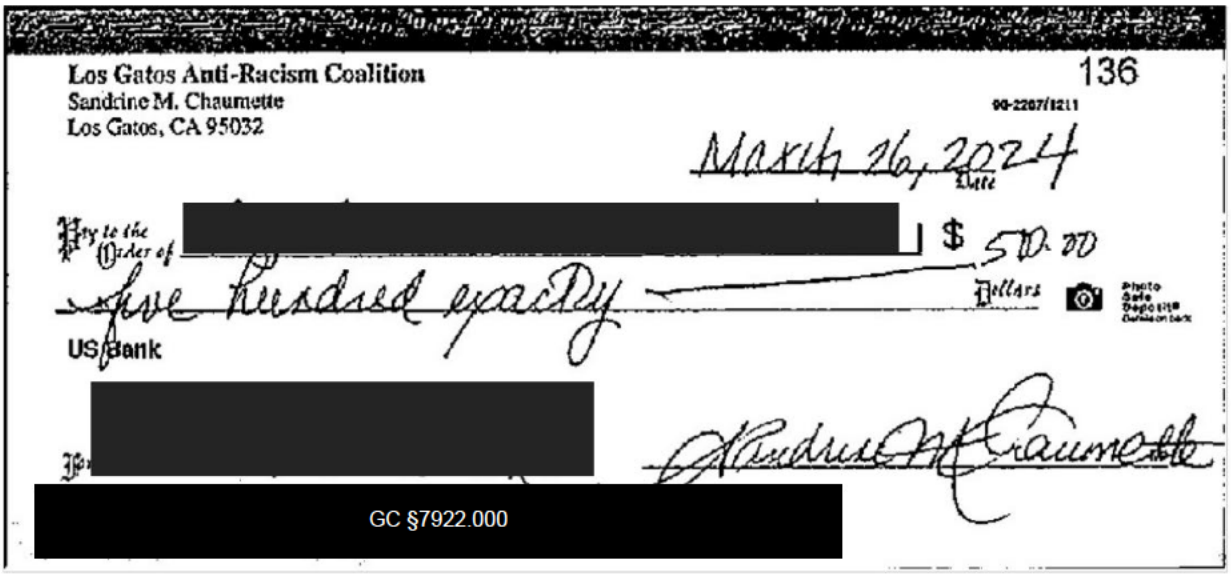
[redacted]

Above is an extracted image from our March 2024 bank statement under “Other Withdrawals.” This statement shows four Zelle transfers.

The fourth of the unredacted records in this statement documents the funds delivered to Rental Assistance Recipient #18.

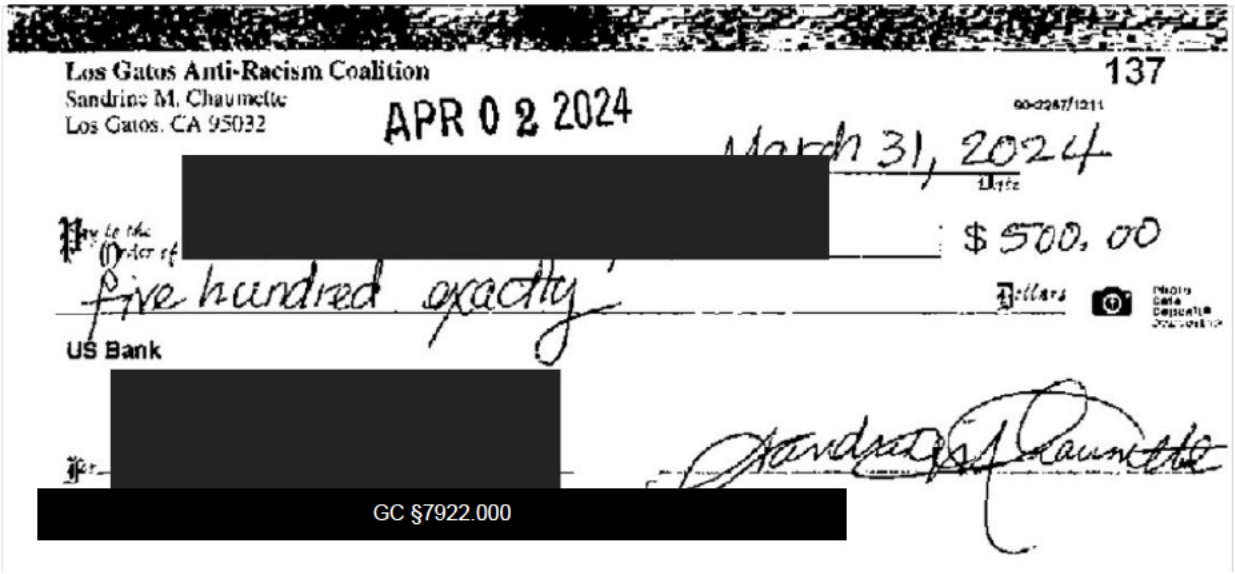
Additional Context	Description
Approximate Street of Recipient’s Residence	A street accessible from University Avenue.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #19



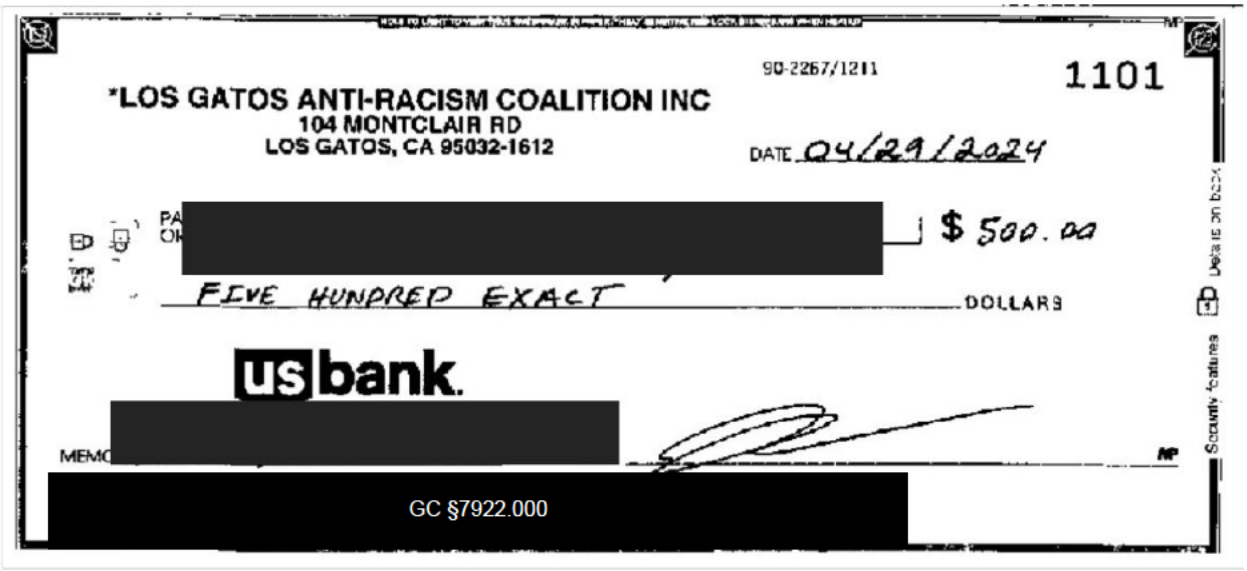
Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Wedgewood Avenue.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #9 (Payment 2 of 2)



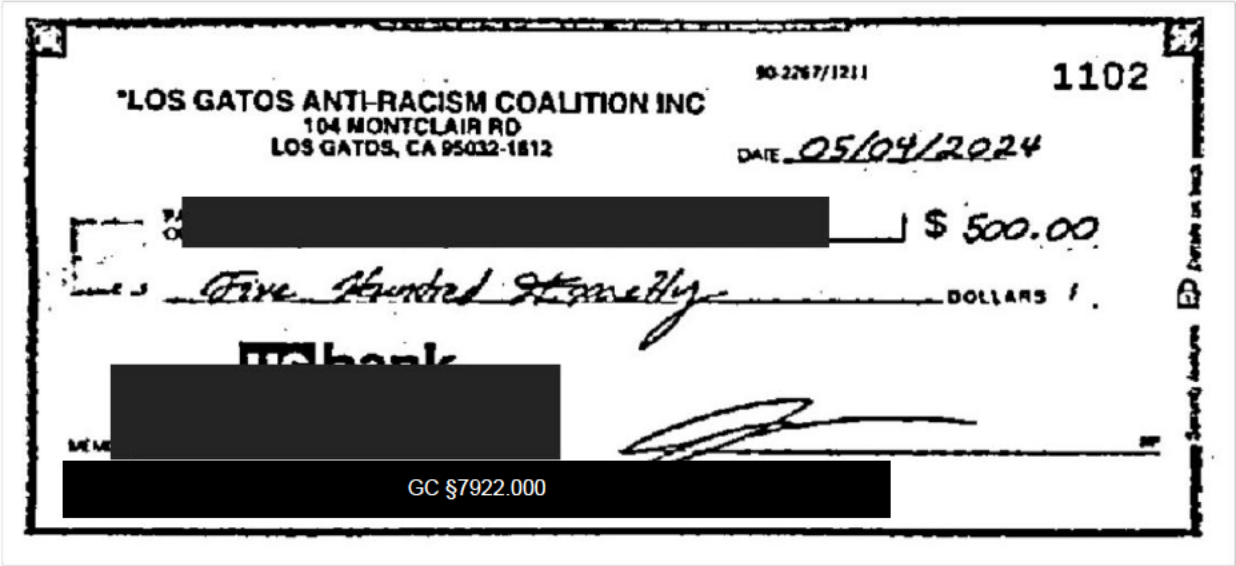
Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Knowles Drive.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #20



Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Los Gatos Boulevard.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #21



Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Los Gatos Boulevard.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #22



Other Withdrawals

Date	*Description of Transaction*		*Ref Number*		*Amount*
May 24	Zelle Instant On 05/24/24	PMT To [redacted] PMT ID=USBsvMbiZ1fx		$	500.00-

Above is an extracted image from our May 2024 bank statement under “Other Withdrawals,” which shows the rental assistance given to Recipient #22.

Note that while the table provided in Section 1.1 stated that the amount of grant funds used was $250. The above record shows that the total amount of rental assistance provided by LGARC was $500.

Additional Context	**Description**
Approximate Street of Recipient’s Residence	A street accessible from Los Gatos Boulevard.

Redaction Log

Reason	Page (# of occurrences)	Description
GC §7922.000	**4** (1) **5** (2) **8** (1) **10** (1) **14** (1) **15** (1) **16** (1) **17** (1) **18** (1) **19** (1) **24** (1) **25** (1) **26** (1) **27** (1)	Government Code §7922.000 The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record. The email associated with the release of these documents will contain the reason(s) for redaction.

Report: Audit Documentation for Grant FY 2024-2025

Los Gatos Anti-Racism Coalition

Section 1.1 - Line-by-Line Expenditures

For comprehensibility and convenience, we, the Los Gatos Anti-Racism Coalition, provide two tables below to summarize the use of grant funds during the period June 30, 2024 through July 2025. All records that include the phrase "(Payment [number] of [number])" indicate a household served multiple times during the grant period. Records that do not include this phrase indicate a household that was served exactly once during the grant period.

These grant funds were spent on two categories: [1] expenses associated with administering our rental assistance program, including the rental assistance transfers and postage and [2] other expenses, including printed promotional materials to spread community awareness and survey incentives to understand the impact of the rental assistance provided during the previous grant cycle.

The two tables summarizing these two categories of spending are provided on the next page.

Table 1: Grant Fund Use - Rental Assistance Expenditures

Date	Grant Fund Expenditure	Grant Funds Used	Image Available on Page #
9/10/2024	Recipient 1	$500	5
9/12/2024	Recipient 2	$500	6
1/17/2025	Recipient 3	$500	7
1/31/2025	Recipient 4	$500	8
2/7/2025	Recipient 5 (Payment 1 of 2)	$600	9
3/5/2025	Recipient 6	$1,000	10
4/2/2025	Recipient 5 (Payment 2 of 2)	$1,676	11
4/21/2025	Recipient 7	$800	12
5/29/2025	Recipient 8	$1,300	13
6/17/2025	Postage Stamps	$17	14
Grant Funds Spent (Rental Assistance)			$7,393.00

Table 2: Rental Assistance Grant Fund Usage - Other Expenses

Date	Grant Fund Expenditure	Grant Funds Used	Image Available on Page #
7/31/2024	Rental Assistance Reports	$120.00	15-16
3/26/2025	Survey Respondent Payment 1	$23.95	17-18
3/31/2025	Survey Respondent Payment 2	$20.00	19
4/18/2025	Survey Respondent Payment 3	$20.00	20
5/6/2025	Survey Respondent Payment 4	$20.00	21
5/6/2025	Survey Respondent Payment 5	$20.00	22
5/14/2025	Rental Assistance Flyers	$270.00	23-24
Grant Funds Spent - Other Expenses			$493.95
Total Grant Funds Spent (Including Table 1 & 2)			$7,886.95

Section 1.2 - Disclaimers Regarding Produced Documentation

To comply with the instructions provided to us regarding the production of all back-up documentation, the Los Gatos Anti-Racism Coalition ("LGARC") has been requested to provide copies of all receipts, invoices, or other records or documents supporting each expenditure, which are provided in Section 1.3.

LGARC provides the following disclosure:

1. To ensure that we are best able to establish trust with applicants to rental assistance resources, both LGARC and SVdP have policies that prohibit them from releasing specific information about applicants without their explicit consent. These policies are standard in agencies that administer financial resources, often requiring a Statement of Information or another form of consent from clients prior to divulging sensitive information. We redact all personally identifying information relating to rental assistance that could be used to discern the precise identities of program recipients, including, but not limited to, program recipient names, landlord information, and specific addresses. Nevertheless, recognizing that entirely redacted records are not particularly informative, we provide an approximate location regarding the households served by providing a nearby street of the residence.

2. The full grant amount of $12,500 was not spent during this period, primarily for the reasons stated in our filed grant report in 2024-2025: [1] lost connections due to employee attrition at other non-profit organizations who referred applicants to our program in the previous year and [2] early adherence to our policy that individual rental assistance applications should be for a maximum of $500, a policy that was amended when the flow of applications arrived at a pace lower than the previous grant cycle. We anticipated a higher number of applicants than we received this cycle, since we used all of our grant funds with this maximum in place during the previous cycle. On July 30, 2025, these unspent grant funds were returned to the Town of Los Gatos via a check delivered in person to the Library Director, Ryan Baker, at the Los Gatos Library. This check was cashed on August 27, 2025.

3. LGARC's application for this grant states that it intends to disburse rental assistance by "directly transferring money to the applicant's bank account," aiming to establish a program as tenant-friendly as possible. Zelle was the primary vehicle for these direct transfers. However, banks do not store individual Zelle receipts after twelve months. Prior to filing this report, Jeff Suzuki visited US Bank, which hosts our checking account, to procure these individual records. The representative at the bank stated that longer-term

records were only available in the form of monthly bank statements, which should provide the necessary records for approval. Therefore, the rental assistance Zelle records produced for this report are images of the relevant segments of our bank statements that record these transactions under the section "Other Withdrawals."

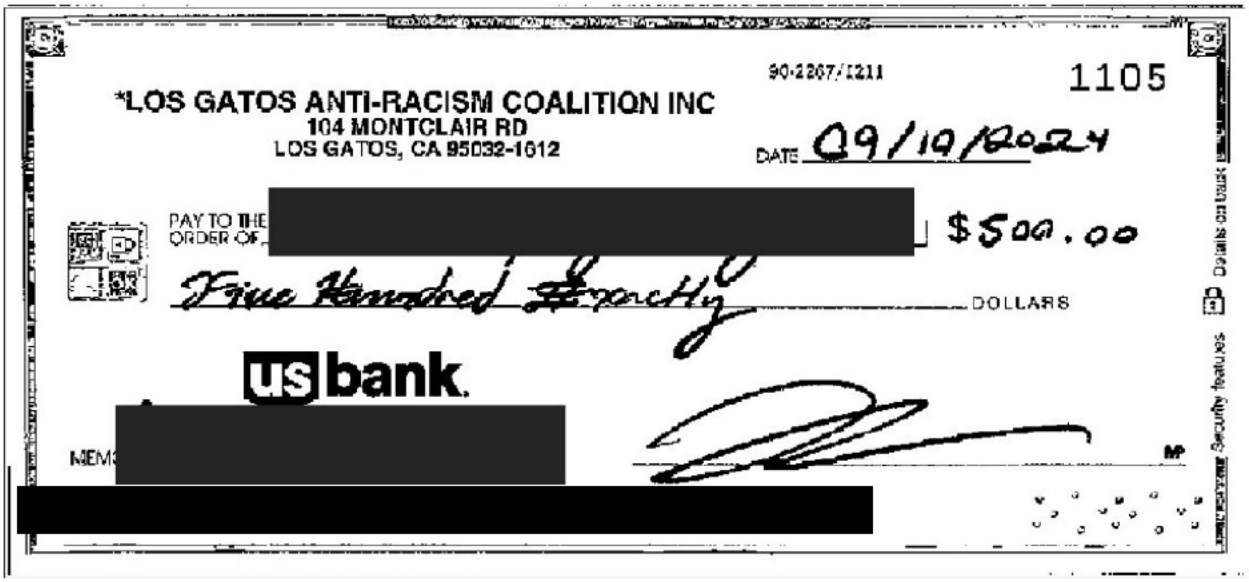
4. As noted in our grant application, a portion of these grant funds were dedicated to conduct a survey using survey incentives. We emailed previous applicants of the program to provide updates on their general situation. This survey was sent out to previous applicants of the rental assistance program in Los Gatos. To compensate these survey respondents for their time and effort and to incentivize responses, we offered to send $20 via the following channels: a Zelle payment, a digital Visa gift card, or a physical Visa gift card. Alternatively, survey respondents were also given the choice to refuse the survey incentive. There were 5 respondents from the 2023-2024 grant cycle, and all had chosen a form of payment. 4 of them requested a direct Zelle transfer. 1 requested a physical gift mailed to their address. These Zelle receipts provided from these surveys come from the *Transaction* tab of the website, as opposed to our bank statements. Unlike for rental assistance cases, these Zelle transactions were saved when they were sent out.[1]

5. Any and all further inquiries regarding the materials herein may be directed to the LGARC's official email address for its rental assistance program: rentalassistance@lgarc.org.

Section 1.3 - Records of Expenditures

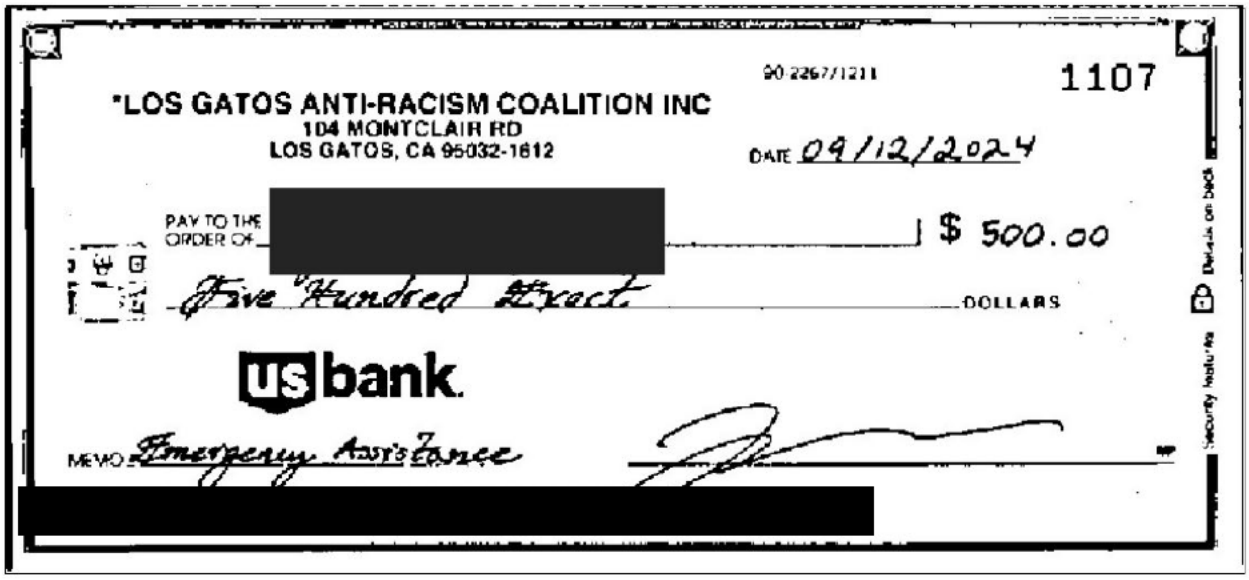
Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #1

[1] The difference in the record types for Zelle transfers (i.e., bank statements and transaction images) lies in the fact that individuals involved in administering the survey and the case managers of the program were distinct. Besides Jeff Suzuki, one other case manager had access to the LGARC bank account and could verify for themselves that rental assistance was delivered to the applicant. Meanwhile, the primary volunteer responsible for administering the survey did not have access to this bank account. As a result, Jeff Suzuki stored these images as visual proof to the survey administrator that the Zelle survey incentive was sent out.



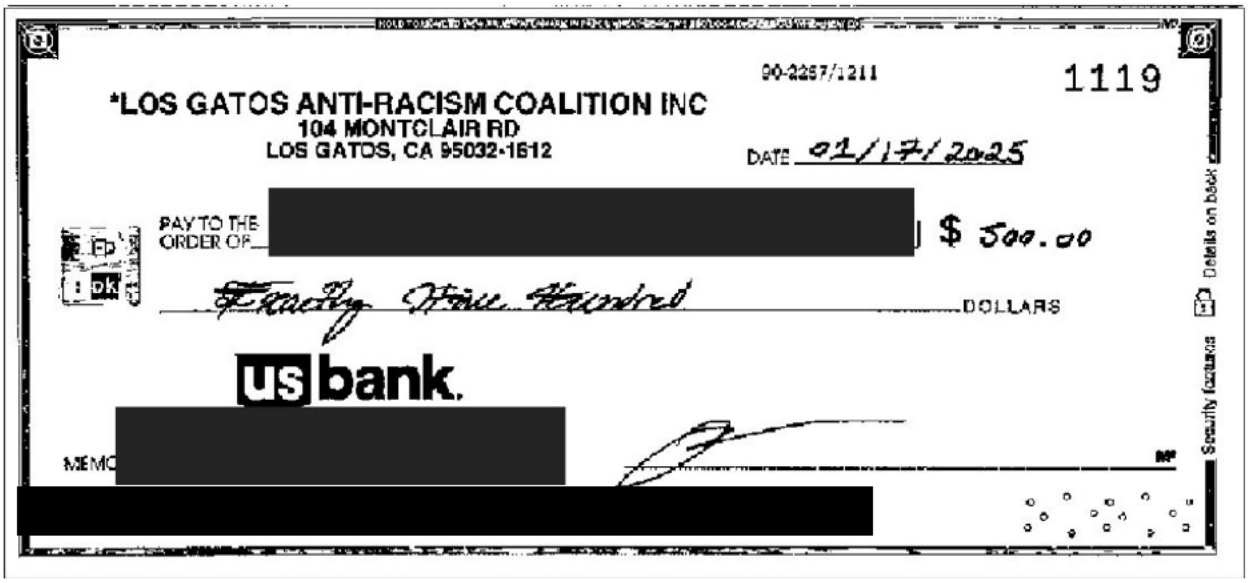
Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Los Gatos Almaden Road.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #2



Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Los Gatos Boulevard.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #3



Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from University Avenue.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #4



Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Main Street.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #5 (Payment 1 of 2)

Feb 10	Zelle Instant On 02/07/25	PMT To [redacted] PMT ID=USBGIxHn4EH2	600.00-

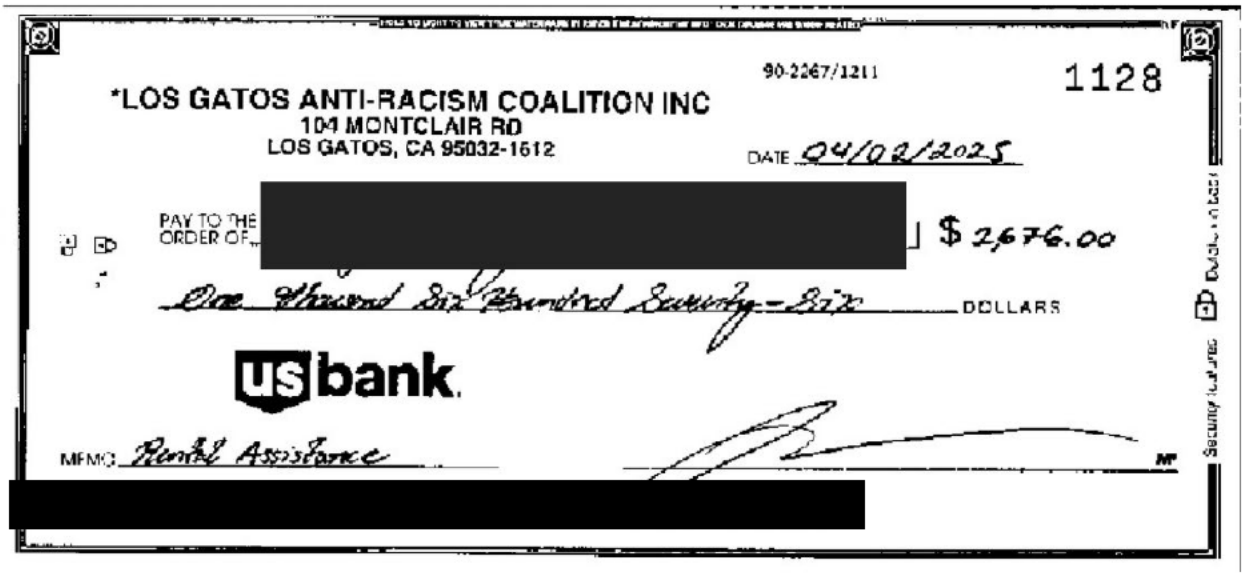
Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Los Gatos Boulevard.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #6



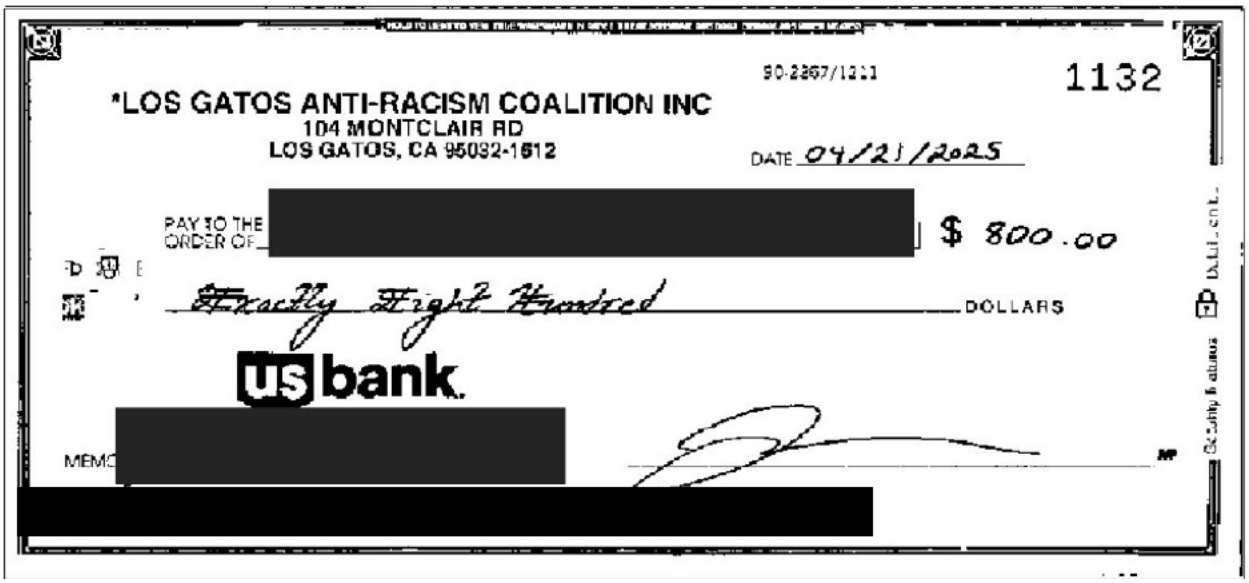
Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Los Gatos Boulevard.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #5 (Payment 2 of 2)



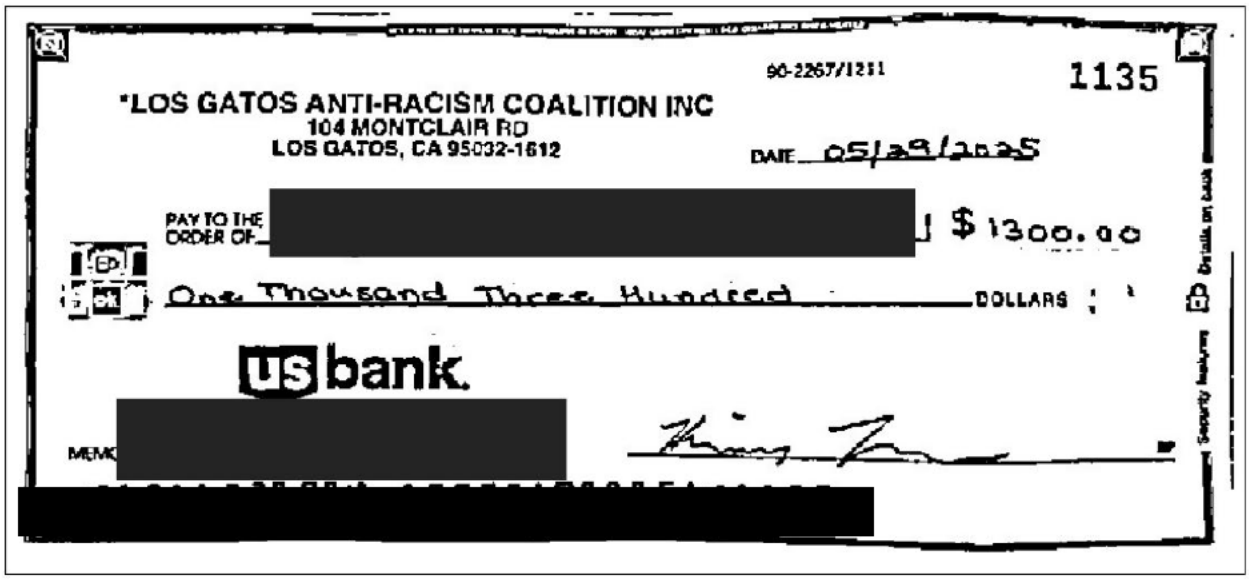
Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Los Gatos Boulevard.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #7



Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Summit Road.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #8



Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from University Avenue.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance: Postage Stamps

Below is a receipt for 20 stamps ordered from the United States Postal Service.

UNITED STATES POSTAL SERVICE®

EMERYVILLE
1585 62ND ST
EMERYVILLE, CA 94608-2039
www.usps.com

06/17/2025 09:16 AM

Product	Qty	Unit Price	Price
SP Brst Cncr	20	$0.85	$17.00

Grand Total: $17.00

Credit Card Remit $17.00
Card Name: VISA
Account #: XXXXXXXXXXXX1315
Approval #: 010322
Transaction #: 289
AID: A0000000980840 Contactless
AL: US DEBIT

TO REPORT AN ISSUE
Visit https://emailus.usps.com

A portion of this sale is a contribution.
The fair market value of the postage portion of the indicated stamps equals the First-Class postage rate.

PREVIEW YOUR MAIL AND PACKAGES
Sign up for FREE at
https://informeddelivery.usps.com

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

Customer Service
1-800-ASK-USPS
Agents do not have any additional information other than what is provided on USPS.com.

Tell us about your experience.
Go to: https://postalexperience.com/pos?mt=9
or call 1-800-410-7420.

UFN: 055518-0013
Receipt #: 840-59450092-1-7244875-1
Clerk: 01

Privacy Act Statement: Your information will be used to provide you with an electronic receipt for your purchase transaction via email. Collection is authorized by 39 USC 401, 403, and 404. Providing the information is voluntary, but if not provided, we will be unable to process your request to receive an electronic receipt. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service (service providers); to process servers; to domestic government agencies if needed as part of their duties; and to a foreign government agency for violations and alleged violations of law. For more information on our privacy policies visit www.usps.com/privacypolicy.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Reports Receipt

Below is an email exchange that documents an order from Canva, a company that enables users to design materials on their website and purchase physical copies. Below is an email chain documenting an expense made to order 10 copies of an impact report of the Los Gatos Anti-Racism Coalition's Rental Assistance Program from 2023-2024.[2] A digital version of this report is available at https://lgarc.org/rental-assistance/, bottom of the page.

The sender of this email, who prefers to remain anonymous, is a volunteer of the Los Gatos Anti-Racism Coalition. In this email exchange, they offer to pay for these 10 copies out-of-pocket. Nevertheless, this volunteer was reimbursed from LGARC's bank account.

Part 1 of 1: Rental Assistance Reports Receipt

[redacted] Wed, Jul 31, 2024 at 9:12 AM
To: antiracism.lg@gmail.com

Here you go! Per my note in Slack, I'm happy to just pay for these, but if we have dedicated funds for printing to spend down and want to use the $120 towards more discretionary stuff, I'm also fine getting reimbursed and contributing the $120 to another part of the program that is less directly funded.

---------- Forwarded message ---------
From: [redacted]
Date: Wed, Jul 31, 2024 at 9:08 AM
Subject: Fwd: Your Canva invoice
To: [redacted]

---------- Forwarded message ---------
From: **Canva** <no-reply@canva.com>
Date: Wed, Jul 31, 2024 at 9:05 AM
Subject: Your Canva invoice
To: [redacted]



Your invoice

Thank you for your purchase! Your invoice details are below.

INVOICE	DATE OF ISSUE
04229-50032973	Jul 31, 2024

[2] Since our program was approximately 1 year old, starting in June 2023, our program remained unknown to many residents in Los Gatos and organizations operating in the town. These reports were used to provide background on our program to organizations in Los Gatos and prominent individuals who had connections to organizations specializing in social work.

Part 1 of 2: Rental Assistance Reports Receipt

BRAND ID	BILLED TO
[redacted]	

Details

ITEM		AMOUNT
Print items		$120.00
Shipping		$0.00
	Charged:	**$120.00**

View details | View all invoices



Did you know?

A bolt of lightning is five times hotter than the sun.

You're receiving this email because you have a Canva account. This email is not a marketing or promotional email. That is why this email does not contain an unsubscribe link. You will receive this email even if you have unsubscribed from Canva's marketing emails.

Canva

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Survey Respondent Payment #1

Survey respondent requested a Vanilla gift card, a type of cash-equivalent Visa gift card, as their chosen survey incentive. The survey administrator, a volunteer with the Los Gatos Anti-Racism Coalition, paid for this gift card receipt out of pocket and was subsequently reimbursed.

Fwd: Your Vanilla Gift Order Is On Its Way 006453127

[redacted] Wed, May 14, 2025 at 6:41 PM

Here is the gift card receipt!

[redacted]

---------- Forwarded message ---------
From: **VanillaGift.com** <noreply@orders.vanillagift.com>
Date: Wed, Mar 26, 2025 at 11:01 AM
Subject: Your Vanilla Gift Order Is On Its Way 006453127
[redacted]

Vanilla gift

Your Vanilla Gift Order Is On Its Way

Hello [redacted]

We have emailed your Vanilla Gift Card **order #006453127.**

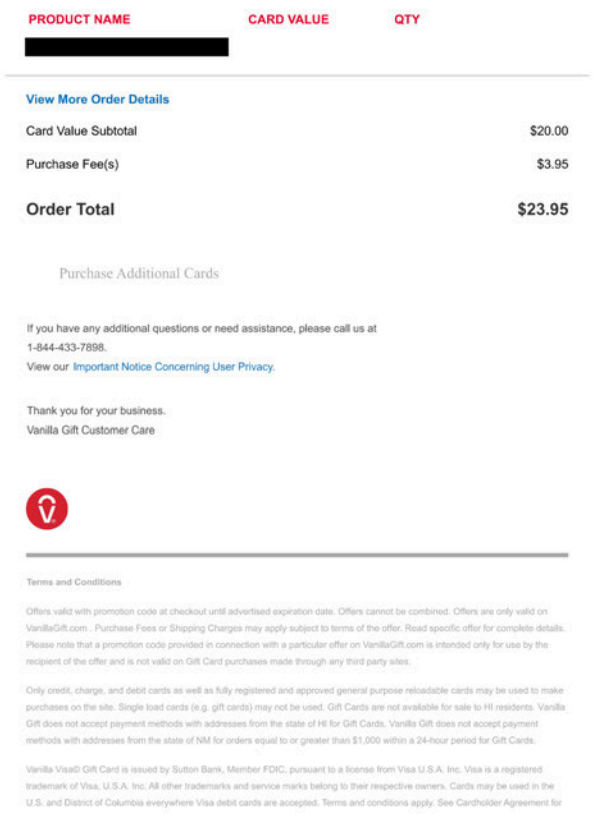
Have the recipient check their spam or junk folder and allow up to **24 hours** for the email to arrive.

Need to edit, change, or resend the recipient's eGift email? Change/Resend Email

PRODUCT NAME	CARD VALUE	QTY
	$20.00	1

Thanks Angled eGift Card
By E-Mail

Email Recipient:



PRODUCT NAME CARD VALUE QTY

[redacted]

View More Order Details

Card Value Subtotal	$20.00
Purchase Fee(s)	$3.95
Order Total	**$23.95**

Purchase Additional Cards

If you have any additional questions or need assistance, please call us at 1-844-433-7898.
View our Important Notice Concerning User Privacy.

Thank you for your business.
Vanilla Gift Customer Care

Terms and Conditions

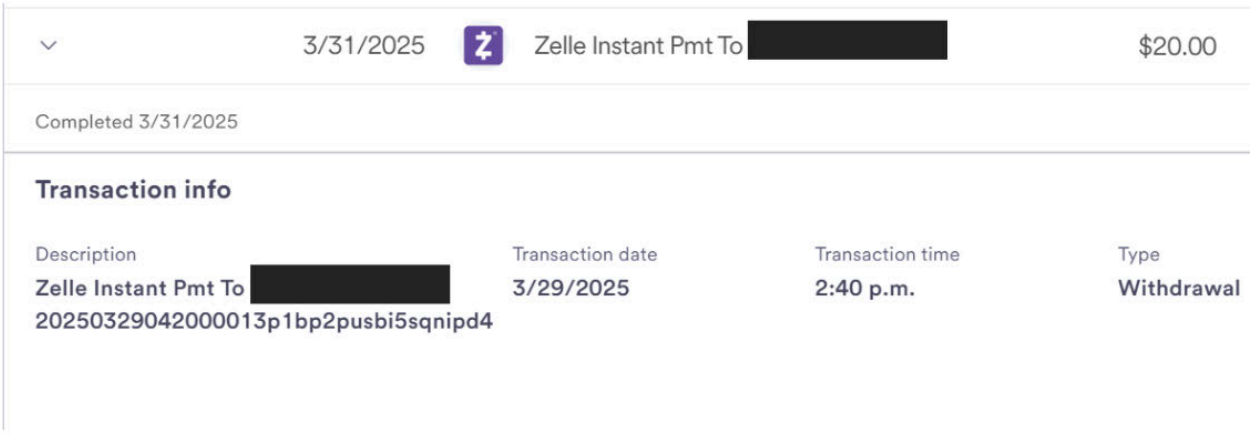
Offers valid with promotion code at checkout until advertised expiration date. Offers cannot be combined. Offers are only valid on VanillaGift.com . Purchase Fees or Shipping Charges may apply subject to terms of the offer. Read specific offer for complete details. Please note that a promotion code provided in connection with a particular offer on VanillaGift.com is intended only for use by the recipient of the offer and is not valid on Gift Card purchases made through any third party sites.

Only credit, charge, and debit cards as well as fully registered and approved general purpose reloadable cards may be used to make purchases on the site. Single load cards (e.g. gift cards) may not be used. Gift Cards are not available for sale to HI residents. Vanilla Gift does not accept payment methods with addresses from the state of HI for Gift Cards. Vanilla Gift does not accept payment methods with addresses from the state of NM for orders equal to or greater than $1,000 within a 24-hour period for Gift Cards.

Vanilla Visa® Gift Card is issued by Sutton Bank, Member FDIC, pursuant to a license from Visa U.S.A. Inc. Visa is a registered trademark of Visa, U.S.A. Inc. All other trademarks and service marks belong to their respective owners. Cards may be used in the U.S. and District of Columbia everywhere Visa debit cards are accepted. Terms and conditions apply. See Cardholder Agreement for

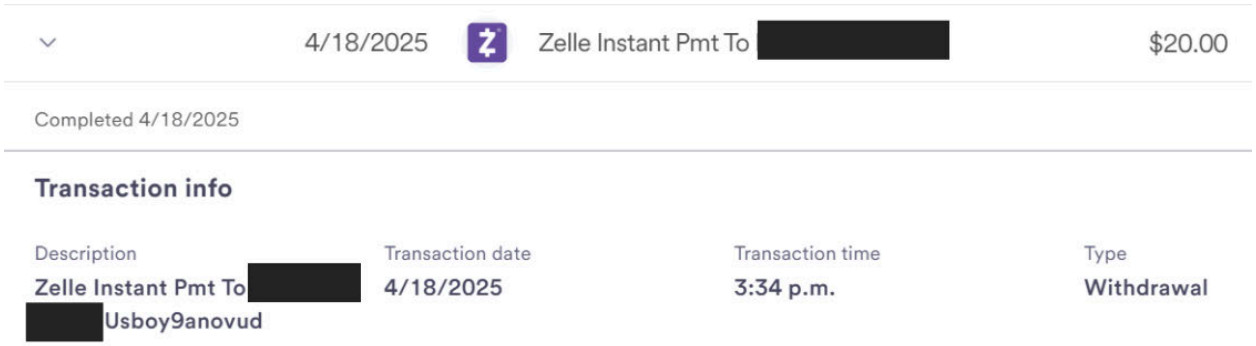
Additional Context	Description
Rental Assistance Recipient Identifier	Respondent is Recipient 18 from FY 2023-2024.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance: Survey Respondent Payment #2



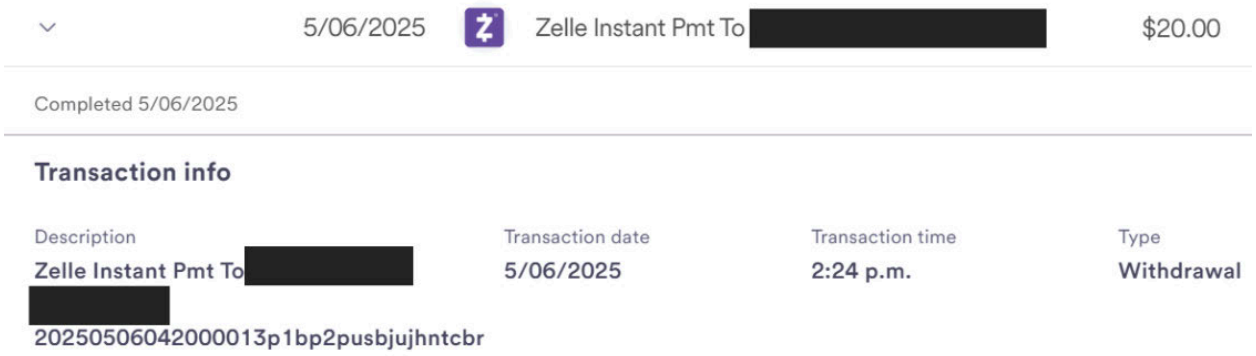
Additional Context	Description
Survey Respondent Identity	Respondent is associated with Recipient 7 from the FY 2023-2024 grant cycle, present in our audit report for 2023-2024.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance: Survey Respondent Payment #3



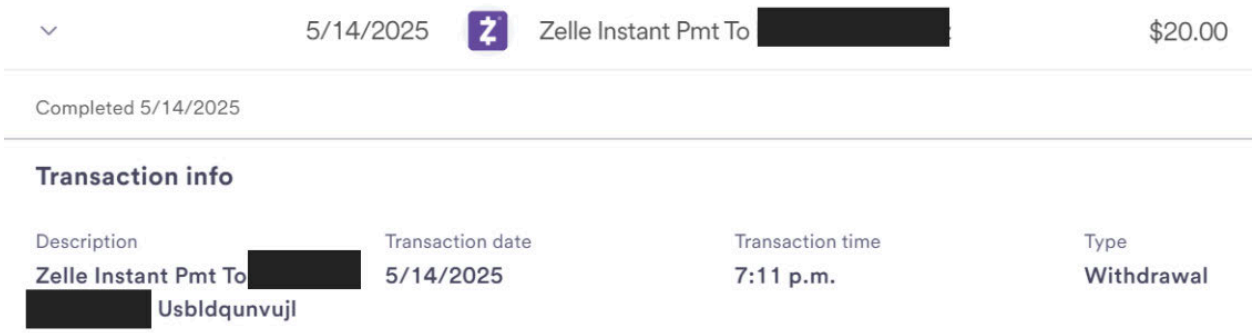
Additional Context	Description
Rental Assistance Respondent	Respondent is Recipient 14 from FY 2023-2024, from the FY 2023-2024 grant cycle, present in our audit report for 2023-2024.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance: Survey Respondent Payment #4



Additional Context	Description
Rental Assistance Recipient Identifier	Respondent is Recipient 2 from FY 2023-2024, from the FY 2023-2024 grant cycle, present in our audit report for 2023-2024.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance: Survey Respondent Payment #5



Additional Context	Description
Rental Assistance Recipient Identifier	Respondent is Recipient 9 from FY 2023-2024, from the FY 2023-2024 grant cycle, present in our audit report for 2023-2024.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Flyers

Below is the receipt for an order of 1,000 flyers from Canva to spread information about the Los Gatos Anti-Racism Coalition's rental assistance program. The shipping address "Ste 100 663 Blossom Hill Rd, Los Gatos, California…" is a branch of Fedex, where the flyers were picked up.

Canva

Tax Invoice

Invoice Date
May 12, 2025

Invoice no.
04515-14346716

To
Jeffrey Suzuki
[redacted]

Shipping Address
[redacted]
Los Gatos
California 95032
United States

Print items

1000 Trifolds iAGnTC-ckJU May 12, 2025	US$270.00

Shipping fee	Free
Total	US$270.00
Includes tax	US$22.86
Total charged	US$270.00

Please retain for your records.
Canva US Inc.
3212 E. Cesar Chavez Street, Building 1, Suite 1300 Austin Texas 78702 United States
Copyright © 2025 Canva US Inc.. All rights reserved.

For informative purposes, the design of these flyers is shown below:

Volunteers distributed these flyers to organizations across Los Gatos, such as the Los Gatos Library and faith buildings in Los Gatos, for public display.



Redaction Log

Reason	Page (# of occurrences)	Description
GC §7922.000	**23** (2)	Government Code §7922.000 The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record. The email associated with the release of these documents will contain the reason(s) for redaction.

TOWN OF LOS GATOS
COMMUNITY GRANTS REPORT

Instructions

1. This report must be submitted to the Town of Los Gatos by July 31 of the fiscal year in which the grant was received.
2. Any unused grant funding must be returned to the Town of Los Gatos.
3. Final report will be submitted to Ryan Baker, Library Director, via a submission link. For questions, please email rbaker@losgatosca.gov

Grantee Information

Organization:	Los Gatos Anti-Racism Coalition ("LGARC")
Mailing Address:	55 Tait Avenue, Los Gatos, CA 95030
Program Coordinator:	Jeffrey Suzuki
Contact Email:	antiracism.lg@gmail.com
Contact Phone:	GC §7922.000

Program Information

Program Title:	Rental Assistance for Los Gatos Residents
Date/s of Program:	July 1, 2025 - June 30, 2026
Total Program Attendance:	8 Recipient Households
Number of Los Gatos Residents participating:	18 Recipient Individuals

Budget

Total Grant Funds Awarded:	$20,000
Total Grant Funds Spent:	$20,000

Itemize all grant fund expenditures (use additional pages as needed):	**Amount**
See "Appendix: Financial Documentation" after EXHIBIT B	
Total	$20,000

Program Summary

Please provide an overview of the program as it was implemented during the grant period:

The introduction of Sustaining Grants in 2025 necessitated the appointment of an individual organization to receive rental assistance resources. After deliberations between the Los Gatos Anti-Racism Coalition ("LGARC") and Saint Vincent de Paul Los Gatos Conference ("SVdP"), it was decided between the organizations that the Los Gatos Anti-Racism Coalition would receive the sustaining grant.

Recognizing the benefits of increased service coverage in Los Gatos and work capacity to administer cases, the LGARC agreed to disburse $10,000, one-half of these grant funds, to SVdP. This arrangement was confirmed as acceptable by the Library Director, Ryan Baker. This $10,000 was disbursed from LGARC's bank account to SVdP's bank account in two $5,000 payments.

Administration of LGARC's rental assistance program is a five-step process:

1. We receive an email or a call directly from an applicant—who might have found us through a flier, our website, or word of mouth—or from another organization referring an applicant to us. After a request for assistance has been established, the case is assigned to a case manager in the Coalition. There are currently five case managers: the president of the Coalition, a board member, and three volunteers. Our organization accepts applications from all ethnic and racial backgrounds with the understanding that preventing homelessness is anti-racist. The ongoing housing crisis threatens the socioeconomic, ethnic, and racial diversity of our neighborhoods.

2. The case manager confirms the applicant's eligibility for rental assistance by discussing their situation and needs, then requests documents to verify their identity and circumstances. Every case requires personal identification (e.g. driver's license, passport, or birth certificate), a lease, relevant income statements, and documents to corroborate the applicant's circumstances. As an example, if an applicant reports to have suffered an expensive medical emergency that caused them to be unable to pay their rent, we ask for (1) their personal identification document, (2) their lease, (3) their recent bank statements if they have a bank account, and (4) receipts of their medical expenses. To ensure prompt response times, LGARC case managers frequently manage their cases on both weekdays and weekends.

3. Upon receiving the requested documents from the applicant, the LGARC Board of Directors and case managers review the application. There are 6 members total which constitute the voting team. During the voting process, members of the voting team frequently request that the case manager return to the applicant with additional clarification questions and document requests. This review process usually takes 1-2 days, barring additional information requests from the applicant.

4. After reviewing the application with all documents and correspondence, the board and its case managers vote to approve or deny the case. Once the voting team has cast 4 votes of approval, the case manager is allowed to notify the applicant that rental assistance is on the way.

5. In the event that the Board approves the application, the case manager informs the applicant of the approval, and begins to coordinate the payment process. LGARC's standard operating procedure is to direct payment to the recipient's landlord directly when the applicant has rent arrears. LGARC occasionally elects to disburse funds to the applicant directly if a payment to their landlord poses potential risk to the applicant, one prominent risk being potential to the applicant and landlord's relationship if the landlord is unaware that their tenant is experiencing financial instability.

SVdP's rental assistance program has a similar process to that of the LGARC program, primary differences lying in [1] the individuals involved between the two organizations, since the organization's memberships are entirely independent (i.e. the organizations do not have any overlapping membership) and [2] the Saint Vincent de Paul Los Gatos Conference has a team of 12 members that review rental assistance applications, where 4 votes of approval are necessary to provide rental assistance.

Program Summary cont.

Please tell us about the population that this program served and any direct impacts that your organization observed as a result of the program:

Combined, the LGARC and SVdP provided $20,000 of rental assistance to 8 households.

Strictly under the purview of the grant, the Los Gatos Anti-Racism Coalition provided a total of $10,000 to 6 households in Los Gatos. It is worth noting that LGARC provided resources additional to the funds provided by this grant. Outside of these grant funds, LGARC provided an additional $13,630 to 7 other households in Los Gatos.

Strictly under the purview of the grant, SVdP provided a total of $10,000 to 2 households in Los Gatos. Outside of the grant, SVdP provided an additional $1,642 to these households. The Saint Vincent de Paul Los Gatos Conference is also providing rental assistance in excess of the Los Gatos Grant funding amounts and is in need of the additional Grant funding from the Town of Los Gatos.

All of the recipients were either unemployed and seeking work, suffering from a medical emergency, or experiencing a short-term financial emergency due to lost income or benefits. During this period, we provided support to seniors, families with children, and individuals in desperate situations. Frequently, these households experienced a combination of those circumstances; for example, some lost wages because they developed a medical condition and needed to take leave from work.

To provide a more in-depth example, one of LGARC's recipients was a U.S. Citizen immigrant of color who experienced a string of terrible luck. In the few months before she had applied to LGARC's Rental Assistance Program, her old apartment in San Francisco burned down in a residential fire, she was laid off from her work, and she went through a costly separation from her partner. Verification of her documents indicated that all of the elements of her story were credible. We even researched her old apartment unit, which had indeed burned down.

As a result of these compounding factors, she had fallen behind on rent. Beyond her circumstances, she was clearly a highly intelligent, well-organized, and driven person. She repeatedly stated her intention to find work as soon as possible. She simply needed time and resources to stabilize her situation and pay her rent. We elected to approve her rental assistance application.

She responded: "Wow, thank you SO MUCH!! I am grateful beyond words! This is such timely news & really will go a long way in helping me to get back on my feet. It is such a relief to hear this incredible news, and I really appreciate you all going above and beyond to help me!"

Recipients, themselves, feel this program fills a long-standing gap in housing support. Another recipient shared the following feedback regarding LGARC's Rental Assistance Program: "I got behind with rent due to illness and other challenges in life. I am very grateful to receive the assistance from the organization. This allowed myself to be relieved of the stress brought on by being behind in my rent. I could focus completely on healing and getting back on track in my household."

These testimonials demonstrate the need in our community that these grant funds allow us to address. The collaboration between LGARC and SVdP is essential for both organizations to maximize the benefit to our community members and ensure that we are reaching those recipients with the highest level of need.

These grant funds are essential to ensure that both organizations are able to maximize their positive impact, providing levels of assistance that would otherwise be financially prohibitive for our organization. To provide an example from LGARC specifically, before the introduction of grants dedicated to rental assistance from the Town of Los Gatos, the maximum amount of rental assistance that a Los Gatos resident would be able to receive from LGARC was $500. In fact, this $500 limit remains largely in most of Santa Clara County. Considering that applicants with eviction notices usually have $1,500 to $2,500 in rent arrears, $500 is substantial, but ultimately insufficient to entirely remove the risk of eviction. Because the Town of Los Gatos has invested resources into rental assistance, LGARC is often able fund cases to remove the risk of eviction entirely by paying the entirety of an applicant's arrears, decreasing an applicant's chance of becoming unhoused to zero in the short-term.

Program Summary cont.

Please provide any additional statistics that you feel would highlight your program:

As noted on the first page, both programs combined provided rental assistance to 8 households composed of 18 individuals. Since our rental assistance programs operate on a household level, accepting one application per household, demographic statistics of the program recipients are given below on a household level:

25% (2/8) of applicant households were Black.
50% (4/8) of applicant households were White.
25% (2/8) of applicant households were Latino/a/x.

75% (6/8) of the applicants who served as direct points of contact were identified as Female on their identification document. All of these households were either one-member households or households headed by a single mother.
25% (2/8) of the applicants who served as direct points of contact were identified as Male on their identification document. One of these households was headed by a single father, the other being an elderly individual who had incurred substantial medical expenses.

Signatures

I certify that the information provided in this report is true and correct to the best of my knowledge.

Event Coordinator:	Jeffrey Suzuki	Date: 07/31/2026
(Name Printed): Jeffrey Suzuki		
Organization's Director:	Jeffrey Suzuki	Date: 07/31/2026
(Name Printed): Jeffrey Suzuki		

Appendix: Financial Documentation

Section 1.1 - Line-by-Line Expenditures

Below are three tables that capture all grant-related expenses on a transaction level. Tables 1 and 2 provide line-by-line expenses regarding LGARC's and SVdP's rental assistance programs, respectively. As noted in the written part of our report, each "Recipient" is a household. With the exception of SVdP's disbursements, each record for each item corresponds to a distinct individual page in Section 1.3, provided by the right-most column of each table.

Table 1: Los Gatos Anti-Racism Coalition Grant Expenditures for Rental Assistance

Payment Dated	Grant Fund Item	Grant Funds Used	Note	Image Available on Page #
11/9/2025	Rental Assistance Recipient #1	$1,000	Check image associated with this item shows that the amount noted on the check exceeds grant funds used. To cover the remaining expenses related to this application, LGARC employed funds from a one-time grant provided by Santa Clara County, which enabled LGARC to provide a maximum of $1,000 rental assistance per resident of District 5.	5
11/15/2025	Rental Assistance Recipient #2	$1,500	See note above.	6
12/27/2025	Rental Assistance Recipient #3	$1,295	See note above.	7
4/30/2026	Rental Assistance Recipient #4	$2,000	See note above.	8
5/27/2026	Rental Assistance Recipient #5	$2,000	See note above.	9
6/17/2026	Rental Assistance Recipient #6	$2,205	See note above. $130 additional dollars were drawn from other sources, including donations.	10

(Continuation of Table 1) LGARC Total from Previous Page	$10,000

Table 2: Saint Vincent de Paul Los Gatos Conference Grant Expenditures for Rental Assistance

Payment Dated	Grant Fund Item	Grant Funds Used	Note	Image Available on Page #
8/19/2025	Rental Assistance Recipient #1, Payment 1	$2,980.00	Original check shows $4,622.50, which exceeds the grant funds used. To fund the remainder of this application, other sources of funding were used.	11
3/4/2026	Rental Assistance Recipient #1, Payment 2	$4,350.00	This represents the second payment made to the same household as on 8/19/2025.	
4/1/2026	Rental Assistance Recipient #2	$2,670.00	N/A	
SVdP Total				$10,000

Table 3: Transfers from LGARC to SVdP

Date	Sender	Recipient	Funds Transferred	Image Available on Page #
2/20/2026	LGARC	SVdP	$5,000	12
2/20/2026	LGARC	SVdP	$5,000	13

Section 1.2 - Disclosures Regarding Produced Documentation

To comply with the instructions provided to us regarding the production of a report, LGARC has been requested to provide copies of all receipts, invoices, or other records or documents supporting each expenditure, which are provided in Section 1.3. LGARC provides the following disclosures:

1. To ensure that we are best able to establish trust with applicants to rental assistance resources, both LGARC and SVdP have policies that prohibit them from releasing specific information about applicants without their explicit consent. These policies are often standard in agencies that administer financial resources, often requiring a Statement of Information from clients prior to divulging sensitive information. We redact all personally identifying information relating to rental assistance that could be used to discern the precise identities of program recipients, including, but not limited to, program recipient names, landlord information, and specific addresses. Nevertheless, recognizing that entirely redacted records are not particularly informative, we provide approximate information regarding the households served, such as nearby streets and general circumstances experienced by the program recipients.

2. As stated in our original grant application, LGARC occasionally transmits its rental assistance electronically. Usually, these payments are conducted via the financial service Zelle, either to the landlord or property manager. More specifically, the record for LGARC's Rental Assistance Recipient #3 includes the receipt for a Zelle payment directly to the applicant, due to the applicant's fear that our rental assistance would damage their relationship with their landlord. As noted in our Exhibit B, we collect and verify documents, such as leases, personal identification, bank statements, and pay stubs, from all applicants to ensure that their case is credible.

3. Some of LGARC's checks list "104 Montclair Rd, Los Gatos, CA 95032" as LGARC's address. Others list a zip code "95032" in Los Gatos along with the name of our former treasurer. This is our former legal business address. These checks have outdated information about our current location. These checks come from our pre-printed check stock, and Jeff Suzuki serves as the live and authorized signatory for all checks included in this report. Per internal policy, we continued using this stock rather than waste resources, since the checks remained valid for deposit. Mailed envelopes used our correct current address as the return address, and these checks have been cashed without issue; we're procuring updated check stock for next year.

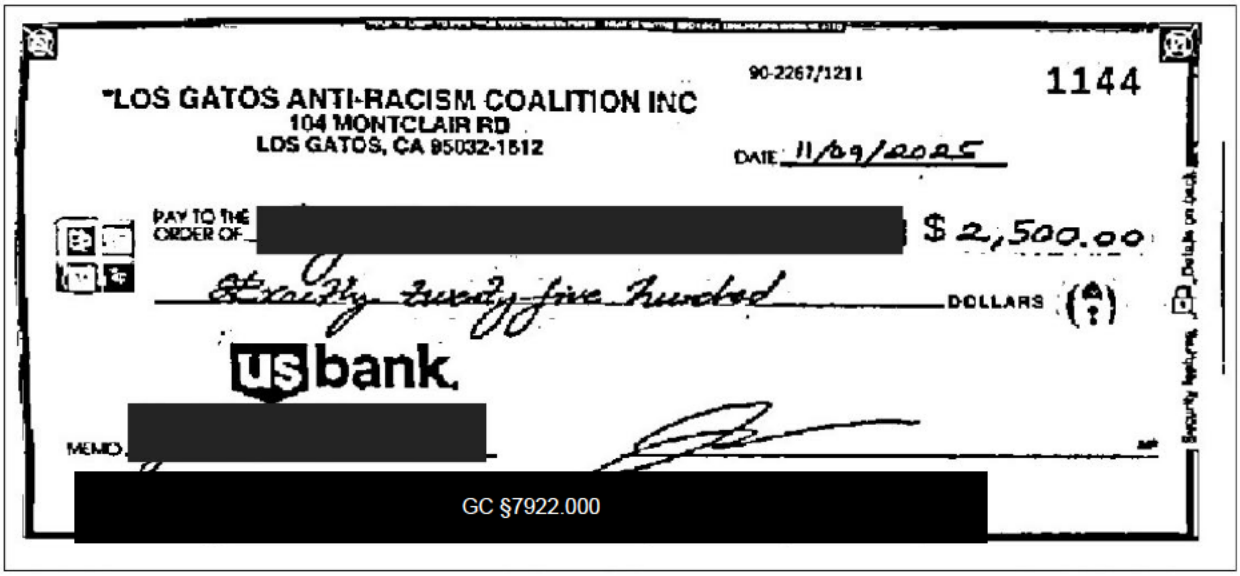
4. SVdP did not provide LGARC with images of the records for individual financial transactions prior to the deadline on July 31st, 2026. Rather, SVdP provided a spreadsheet output by Wells Fargo, which shows the transactions relevant to the use of these grant funds. We are willing to coordinate with SVdP to provide these individual receipts in a follow-up report if deemed necessary.

5. Any and all further inquiries regarding the materials herein may be directed to the LGARC's official email address for its rental assistance program: rentalassistance@lgarc.org. Inquiries regarding SVdP's use of grants funds may also be sent to this email address, which will be subsequently forwarded to those who operate the rental assistance program at SVdP.

Section 1.3 - Records of Expenditures

Below are the individual receipts, invoices, or other records or documents mentioned in the tables of Section 1.1.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance: Rental Assistance Recipient #1



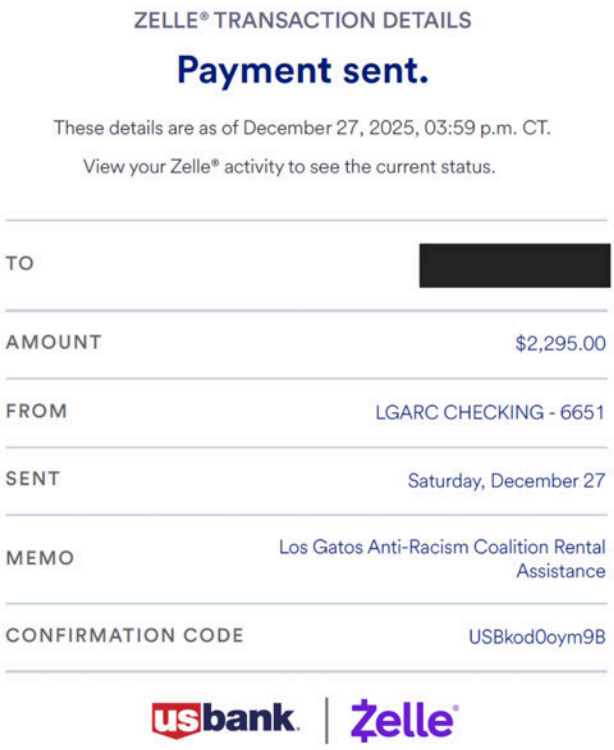
Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from University Ave.
Circumstances Faced by Applicant	Single parent. Owed substantial money in child support, which hasn't been received. Has eviction notice. Emergency expenses from car damage.
LGARC Payment Directed to	Applicant's Landlord/Property Management

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance: Rental Assistance Recipient #2



Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Los Gatos Blvd.
Circumstances Faced by Applicant	Elderly individual who lives alone. Medical emergency. Has rent arrears.
LGARC Payment Directed to	Applicant's Landlord/Property Management

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance: Rental Assistance Recipient #3



ZELLE® TRANSACTION DETAILS

Payment sent.

These details are as of December 27, 2025, 03:59 p.m. CT.

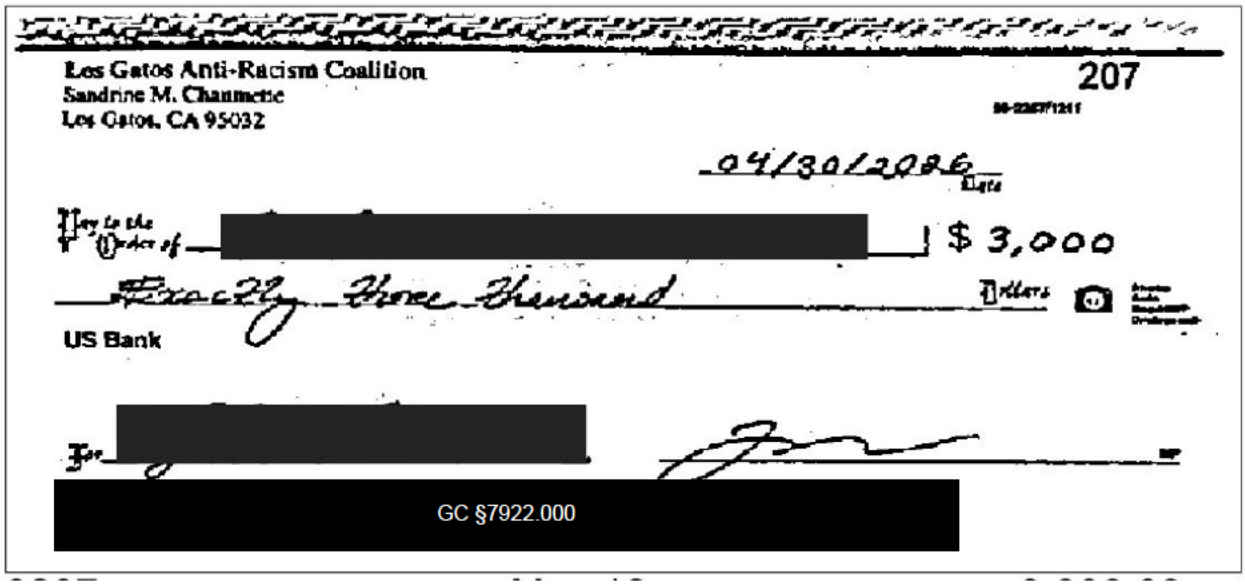
View your Zelle® activity to see the current status.

TO	[redacted]
AMOUNT	$2,295.00
FROM	LGARC CHECKING - 6651
SENT	Saturday, December 27
MEMO	Los Gatos Anti-Racism Coalition Rental Assistance
CONFIRMATION CODE	USBkod0oym9B

usbank | Zelle

Additional Context	Description
Approximate Street of Recipient's Residence	Hernandez Avenue.
Circumstances Faced by Applicant	Individual recently terminated from job. Emergency expenses. Has rent arrears.
LGARC Payment Directed to	Applicant.

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #4


Los Gatos Anti-Racism Coalition
Sandrine M. Chaumette
Los Gatos, CA 95032

207

04/30/2026
Date

Pay to the Order of [redacted] $ 3,000

Exactly Three Thousand Dollars

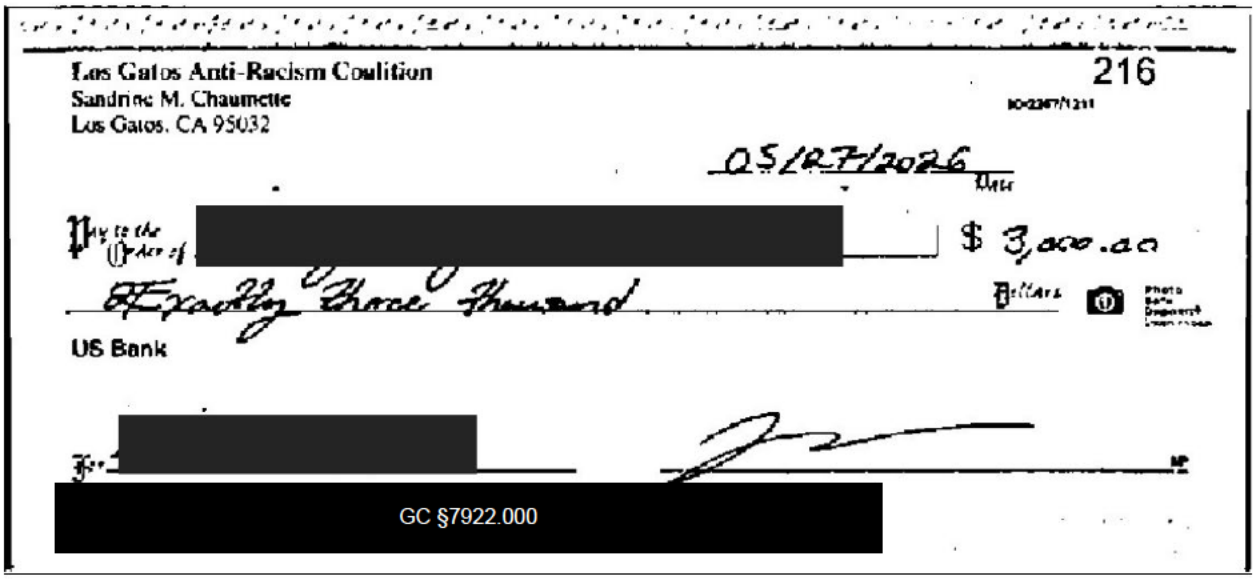
US Bank

For [redacted]

GC §7922.000

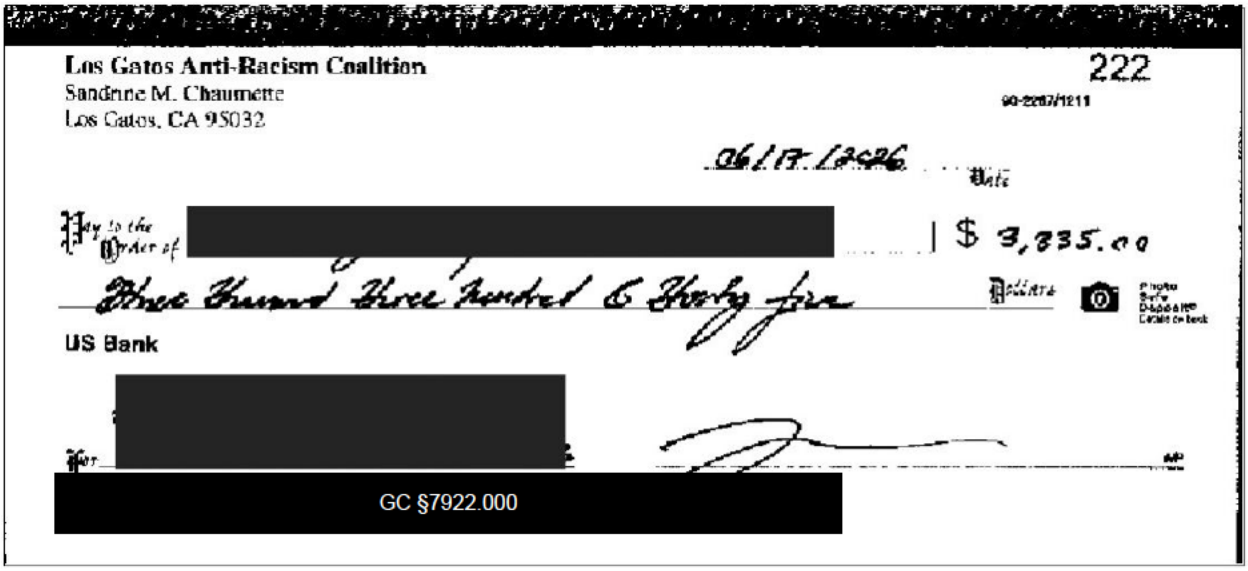
Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Wedgewood Ave.
Circumstances Faced by Applicant	Single parent. Lost wages due to attending to a child's medical condition. Has rent arrears and is behind on utility payments.
LGARC Payment Directed to	Applicant's Landlord/Property Management

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance:
Rental Assistance Recipient #5



Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Los Gatos Blvd.
Circumstances Faced by Applicant	Elderly individual recovering from health issues. Increased medical demand placed increased demand on fixed income. Eviction notice.
LGARC Payment Directed to	Applicant's Landlord/Property Management

Los Gatos Anti-Racism Coalition Grant Expenditure for Rental Assistance: Rental Assistance Recipient #6


Los Gatos Anti-Racism Coalition
Sandrine M. Chaumette
Los Gatos, CA 95032

222

06/17/2026

Pay to the Order of [redacted] $ 3,335.00

Three Thousand Three Hundred & Thirty-five Dollars

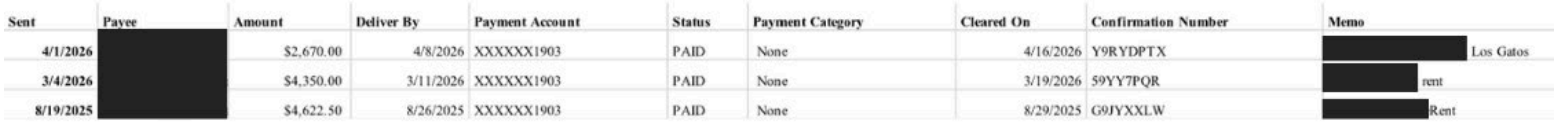
US Bank

For [redacted]

GC §7922.000

Additional Context	Description
Approximate Street of Recipient's Residence	A street accessible from Los Gatos Blvd.
Circumstances Faced by Applicant	Elderly individual experiencing health issues, preventing short-term employment. Eviction notice.
LGARC Payment Directed to	Applicant's Landlord/Property Management

Saint Vincent de Paul Los Gatos Conference Grant Expenditures for Rental Assistance
Records Produced
Personally Identifying Information Redacted



Sent	Payee	Amount	Deliver By	Payment Account	Status	Payment Category	Cleared On	Confirmation Number	Memo
4/1/2026	[redacted]	$2,670.00	4/8/2026	XXXXXX1903	PAID	None	4/16/2026	Y9RYDPTX	[redacted] Los Gatos
3/4/2026	[redacted]	$4,350.00	3/11/2026	XXXXXX1903	PAID	None	3/19/2026	59YY7PQR	[redacted] rent
8/19/2025	[redacted]	$4,622.50	8/26/2025	XXXXXX1903	PAID	None	8/29/2025	G9JYXXLW	[redacted] Rent

Above is an image of a spreadsheet provided by SVdP, described as “Wells Fargo Bank record for the rent payments.”

The first record corresponds to Grant Item “Rental Assistance Recipient #1, Payment 1”.
The second record corresponds to Grant Item “Rental Assistance Recipient #1, Payment 2”.
The third record corresponds to Grant Item “Rental Assistance Recipient #2”.

Transfers from LGARC to SVdP

Transfer 1 of 2: $5,000 from LGARC to SVdP
Receipt from LGARC Bank Activity



Zelle Transfer to Society of St Vincent De Paul

$5,000.00

Posted
Zelle Standard Pmt To Society Of St Vincent De Paul
Usbe6v3rijoc

Transaction info

Date
2/20/2026

Time
11:53 pm

Last 4 digits of card used
6651

Type
Withdrawal

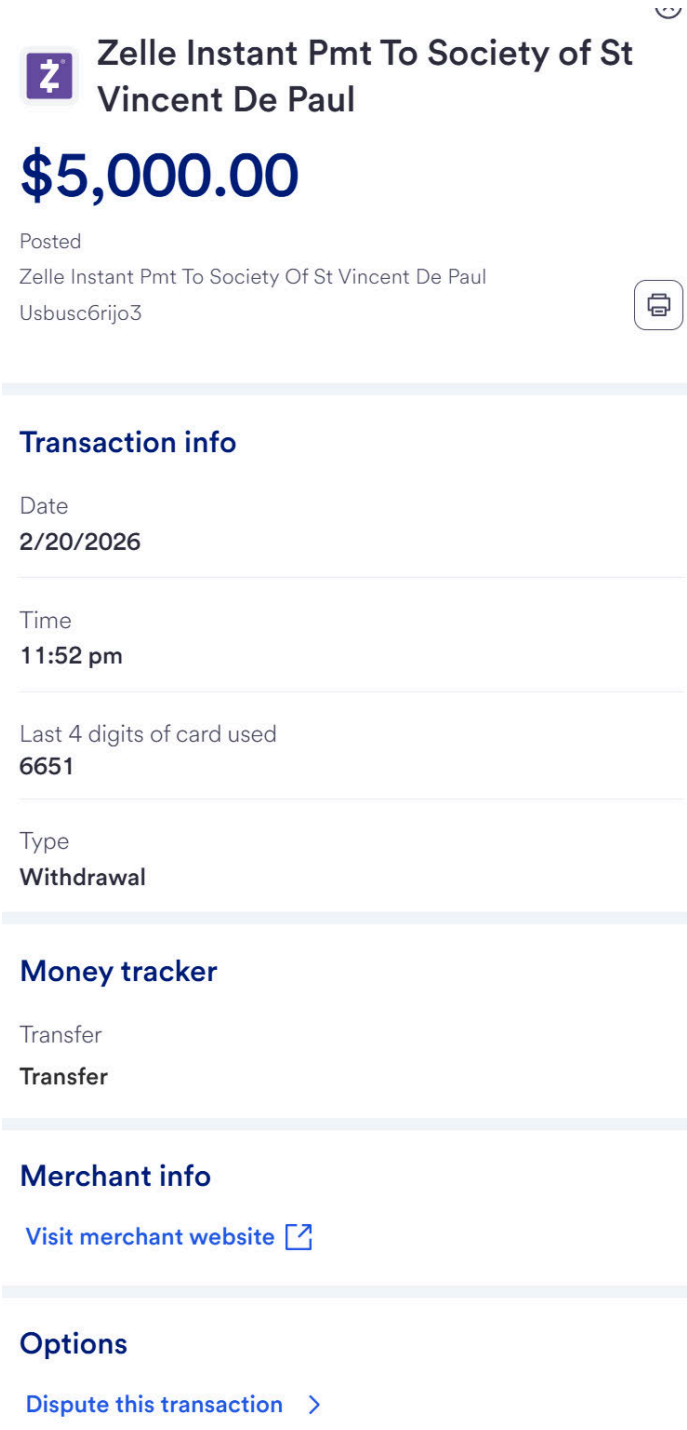
Money tracker

Transfer
Transfer

Options

Dispute this transaction >

Transfer 2 of 2: $5,000 from LGARC to SVdP
Receipt from LGARC Bank Activity
Bank Transfer Limits Necessitated Dividing the Transfer into Two Parts



Zelle Instant Pmt To Society of St Vincent De Paul

$5,000.00

Posted
Zelle Instant Pmt To Society Of St Vincent De Paul
Usbusc6rijo3

Transaction info

Date
2/20/2026

Time
11:52 pm

Last 4 digits of card used
6651

Type
Withdrawal

Money tracker

Transfer
Transfer

Merchant info

Visit merchant website

Options

Dispute this transaction >

Redaction Log

Reason	Page (# of occurrences)	Description
GC §7922.000	**1** (1)	Government Code §7922.000 The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record. The email associated with the release of these documents will contain the reason(s) for redaction.

Redaction Log

Reason	Page (# of occurrences)	Description
GC §7922.000	**9** (1) **10** (1) **12** (1) **13** (1) **14** (1)	Government Code §7922.000 The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record. The email associated with the release of these documents will contain the reason(s) for redaction.

TOWN OF LOS GATOS
COMMUNITY GRANTS REPORT

Instructions

1. This report must be submitted to the Town of Los Gatos by August 1, 2024.
2. Any unused grant funding must be returned to the Town of Los Gatos.
3. Submit final report to:
   Town Manager's Office
   Attn: Community Grants
   110 E. Main St, Los Gatos, CA 95030

Grantee Information

Organization:	Los Gatos Anti-Racism Coalition
Mailing Address:	55 Tait Avenue, Los Gatos, California
Program Coordinator:	Jeffrey Suzuki
Contact Email:	antiracism.lg@gmail.com
Contact Phone:	GC §7922.000

Program Information

Program Title:	Rental Assistance for Low-Income Residents
Date/s of Program:	10/01/2023 to 6/30/2024
Total Program Attendance:	N/A
Number of Los Gatos Residents participating:	23 Recipient Households (estimate: 34 to 70 individuals)

Budget

Total Grant Funds Awarded:	$12,000
Total Grant Funds Spent:	$12,000

Itemize all grant fund expenditures (use additional pages as needed):	**Amount**
Promotional Materials	$58.97
Shipping Costs for Checks	$18.65
Rental Assistance Delivered	$11,922.38
Total	$12,000

Program Summary

Please provide an overview of the program as it was implemented during the grant period:

The administration of our rental assistance program is a five-step process:

1. We receive an email directly from an applicant—who found us through a flier, our website, or word of mouth—or from another organization referring an applicant to us. The two primary organizations that refer applicants to the Coalition are West Valley Community Services and St. Vincent de Paul (SVdP) at St. Mary of the Immaculate Conception. After a request for assistance has been established, the case is assigned to a case manager in the Coalition. There are currently two case managers: the president of the Coalition and one other board member. Our organization accepts applications from all ethnic and racial groups.

2. The case manager vets the applicant by discussing their situation and needs, then requests documents to verify their circumstances and identity. Every case requires personal identification (e.g. driver' s license, passport, or birth certificate), a lease, and documents to corroborate the applicant's circumstances. As an example, if an applicant claims to have suffered an expensive medical emergency, we ask for (1) their personal identification document, (2) their lease, (3) their recent bank statements if they have a bank account, and (4) a receipt of the medical expense.

3. Case managers are responsible for following up with applicants twice every two weeks to procure the requested documents. If the applicant is unresponsive, their case is considered timed-out and there is no vote on their case. Upon receiving these documents, the Board of the Los Gatos Anti-Racism Coalition reviews the application. For any given case, this document review stage is concluded within 1-2 days.

4. After document review, the board votes to approve or deny the case. A three-fifths majority or more is required to approve the application and transfer the funds to the applicant.

5. In the event of an approval, the case manager informs the applicant that their application has been approved by the board and asks if the applicant would prefer to receive their funds in the form of an electronic Zelle payment or a mailed check. The Coalition provides up to $500 of assistance per case based on the recipient's needs. Some applications were denied on the basis of insufficient need for assistance (i.e., not at-risk of losing their housing). In those instances, the case manager informs the applicant that the case has been denied and notifies them of other resources they may be interested in.

In addition to these efforts, the Los Gatos Anti-Racism Coalition printed and distributed fliers to nearby faith organizations, the Los Gatos Library, and those who had potential references.

Program Summary cont.

Please tell us about the population that this program served and any direct impacts that your organization observed as a result of the program:

The Coalition's Rental Assistance Program has issued financial aid to 23 households of the Town of Los Gatos in 27 cases over the past year. All funds awarded from this grant went to keeping community members and families housed. A quarter of the households we served had actually received pay-or-quit notices or court summons for eviction prior to disbursement. After providing support, the Coalition has only encountered two confirmed cases of recipients being forced out of their homes.

Though the other renters supported by this program may not have been given explicit notice, all of them were at the precipice of housing security. Roughly 70% of recipients were unemployed when they contacted The Coalition, and over 96% of recipients were at risk of losing their homes due to unforeseen shifts in their financial circumstances (e.g, emergency medical costs, raises in rent, pay cuts). We have distributed aid to individuals with debilitating chronic medical conditions and seniors struggling to re-enter the workforce. Some simply find themselves with emergency car expenses that place them at risk. Our board has seen the loss of a loved one incur extraordinary expenses that jeopardized an applicant's tenancy.

Recipients, themselves, feel this program fills a long-standing gap in housing support. As one anonymous grantee phrased it, "It literally was the last resort I had. I was 20 days late on my rent for the month of May...when Disability ended for me, I had nothing to fall back…This helped me from being evicted from my home that I've lived at for five years and kept me from being on the streets. I am truly grateful."

Of the 23 recipients we served this year, 2 were confirmed to be evicted after receiving assistance from the Coalition. To our knowledge, both of these individuals were able to secure housing elsewhere shortly afterward, citing that the assistance made it easier for them to transition to new housing. We have had difficulty following up with recipients, likely due to having highly busy or stressful lives. Because this was the first year of our rental assistance program, we focused on building out our application and approval system and ensuring each recipient demonstrated need. This coming year, we will focus on growing our ability to measure long-term success by improving our ability to follow up with recipients even after this grant cycle has ended.

While there is some uncertainty regarding outcomes, there are strong reasons to believe that most, if not all, of the remaining 21 recipients remain housed. First, recipients, except for those who had received two rounds of assistance, were not told that there was no more assistance available for them. Therefore, if a recipient was on the verge of eviction again, they would have been incentivized to reach out to us for additional assistance. Of these 21 recipients who did not have confirmed evictions, 2 did reach out again, but we were compelled to deny their applications as we had exhausted our grant money and needed to prioritize first-time recipients at that time. Given all of this information, we estimate that ~82-91% of the 23 recipients have remained housed after receiving assistance.

Program Summary cont.

Program Summary cont.

Please provide any additional statistics that you feel would highlight your program:

According to the last official US Census in 2020, roughly two-thirds of Los Gatos is white, less than 10% is Latino/x, and less than 1% is black. Comparatively, around 30% of the Los Gatos residents we served were white, 43% were Latino/x, 23% were Black, and 4% were Middle Eastern.

These statistics corroborate our understanding that housing insecurity disproportionately impacts people of color and that providing rental assistance is crucial to diversity, equity, and inclusion in our community.

Additionally, the median age of recipients was 55 years old. Approximately two-thirds of the recipients were women.

Signatures

I certify that the information provided in this report is true and correct to the best of my knowledge.

Event Coordinator:		Date: 07/31/2024
(Name Printed): Jeffrey Suzuki		
Organization's Director:		Date: 07/31/2024
(Name Printed): Jeffrey Suzuki		

Redaction Log

Reason	Page (# of occurrences)	Description
GC §7922.000	**1** (1)	Government Code §7922.000 The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record. The email associated with the release of these documents will contain the reason(s) for redaction.

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TOWN OF LOS GATOS
GRANT AGREEMENT

Summary:

The Town of Los Gatos ("Town") has awarded a grant to **Los Gatos Anti-Racism Coalition** ("Grantee") in the total amount not to exceed **$12,000** for the period from **July 1, 2023** to **June 30, 2024.** This letter ("Agreement") sets forth the terms and conditions of the grant award.

Payment Terms and Use of Funds:

Grantee must accept the terms of this Agreement prior to disbursement of grant funds. Grant disbursement to the Grantee shall be made after receipt of the grant claim form and the countersigned original of this Agreement. Please submit award claim and signed copy of this agreement to: Town of Los Gatos, Town Manager's Office, Attention: Community Grants, 110 E. Main Street, Los Gatos, CA 95030.

Grant funds shall be used exclusively to support the project(s) as set forth in the Grantee's proposal, which is attached as Exhibit A and incorporated by reference, with the exception of funding for print or community outreach proposals. Any use of funds for a purpose other than that described in the Grantee's original proposal requires the Town's prior written consent.

Unused Funds:

At the conclusion of the grant period, Grantee agrees to return any unexpended or unaccounted for funds to the Town. Grantee agrees to return all disbursed funds if (1) grant funds have not been used for their intended purpose, or (2) have been used inconsistently with the terms of this Agreement, or (3) if the activities or outputs funded by the grant are materially incomplete by the end of the grant period, as determined by the Town in its sole discretion.

No Pledge:

This Agreement shall not be interpreted to create any pledge or any commitment by the Town to make any further grants or contributions to Grantee or any other person or entity for this or any other project.

Reporting and Records:

Grantee agrees to deliver to the office of the Town Clerk a final written report and video presentation in the form attached as Exhibit B to this Agreement by August 1, 2024 (one month after the date the agreement ends). The written report must include copies of completed contracts, paid invoices, timecards, payroll check register report, cash receipts, vouchers, cancelled checks, bank statements and/or other official documentation to show the Town how the grant funds were expended. This documentation shall explain how each expense is related to the approved purpose of the grant. The final written report is a publicly accessible document.

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Original receipts and invoices must be maintained by Grantee for five years and shall be made available to the Town upon request. Grantee agrees to maintain adequate financial records consistent with generally accepted accounting practices, and to retain such records for at least five years after the conclusion of the grant period. The Town may monitor and conduct an evaluation of the Grantee's operation to ensure compliance with this Agreement.

Grantee will provide a minimum of one site visit or project observation at a mutually agreed upon time during the grant period to a Town staff representative. An interim check-in by phone, video meeting or email may also by requested at any time during the grant period by either the Town or the Grantee.

Publicity Acknowledgement:

Grantee will acknowledge the Town's support in any publications or materials related to the project, as follows: "Supported in part by a grant from the Town of Los Gatos". Grantee agrees that The Town may include information about the Grantee and its activities in its own reports and publications and may distribute such information to third parties.

No Agency:

Grantee is solely responsible for the results of its services, compliance with the terms of this Agreement, and for all activities supported by the grant. Nothing in this Agreement creates a partnership, agency, joint venture, employment, or any other type of relationship between the Grantee and the Town. The Grantee shall not represent itself as an agent of the Town for any purpose and has no authority to bind the Town in any manner whatsoever.

No Lobbying:

Grantee confirms that the grant funds will not be used for the purpose of lobbying, carrying on propaganda or otherwise attempting to influence legislation as defined by the United States Internal Revenue Code of 1986.

No Assignment:

Grantee may not assign this Agreement or delegate performance of the terms of this Agreement or of the project to any other person or entity without the prior written consent of the Town.

Indemnity:

Grantee agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Town, its elected and appointed officials, employees, and agents, from any and all claims, injury, liabilities, losses and expenses (including attorney's fees) directly, indirectly wholly or partially arising from or in connection with any act or omission of Grantee, its employees or agents, in applying for or accepting the grant, in expending or applying grant funds, or in carrying out the project as set forth in the proposal. Grantee shall defend Town, its elected and appointed officials, employees, and agents, against any such claims.

Compliance with Law:

Grantee shall comply with and cause all its contractors and employees, if any, to comply with all

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applicable federal, state and local laws, ordinances, codes, regulations.

Contact and Notices:

All notices, reports, or other correspondences related to this Agreement shall be sent to the following Addresses:

TOWN
Town of Los Gatos
Town Manager's Office
Attn: Community Grants
110 E. Main St
Los Gatos, CA 95030

GRANTEE
The Los Gatos Anti-Racism Coalition
GC §7922.000
Los Gatos CA 95032

Agreement and Authority:

Grantee acknowledges and agrees that this Agreement represents the entire agreement between the Grantee and the Town with respect to the subject matter addressed herein. The terms of this Agreement may be modified only by writing signed by duly authorized representatives of both parties. The person(s) signing this Agreement on behalf of the Grantee represents and warrants to the Town that they have the requisite legal authority and power to execute this Agreement, and to bind Grantee to the obligations contained herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first herein above set forth.

TOWN OF LOS GATOS

DocuSigned by:
Laurel Prevetti
853FEEA2EB39470...
Laurel Prevetti, Town Manager — Date: 9/22/2023

The Los Gatos Anti-Racism Coalition

DocuSigned by:
0CC7B947ADE740F...
Signature of grant representative — Date: 9/18/2023

Jeffrey Suzuki
Printed name of grant representative

President of Los Gatos Anti-Racism Coalition
Title of grant representative

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APPROVED AS TO FORM:

DocuSigned by:
Gabrielle Whelan
EFD6738A5534428...

Gabrielle Whelan, Town Attorney

9/20/2023
Date

Attest:

DocuSigned by:
Wendy Wood
BF0EBCBE2C214F8...

Wendy Wood, Town Clerk

Exhibits:
A. Grantee's original proposal
B. Final Grant Report Template

Los Gatos Grant Agreement.Los Gatos Anti Racism Coalition

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Community Grant Certification and Claim Form

Grant funds issued to:

Organization Name: The Los Gatos Anti-Racism Coalition

Mailing Address: GC §7922.000 Los Gatos CA 95032

Grant Award Amount: $12,000.00

Title of Grant Project: Rental Assistance for Low-Income Residents of Los Gatos

GRANT CERTIFICATION AND CLAIM:

I certify that I am a duly authorized representative of the applicant organization and that the funds will only be used for the project/service as described in our organization's original grant application. Any funds not expended by June 30, 2024 must be returned to the Town.

Any changes to the scope of the project must be communicated to and approved by the Town.

All advertising or marketing for the funded project/service must contain the byline "Supported in part by a grant from the Town of Los Gatos"

A final grant report, expenditure report, and video presentation must be submitted by July 31, 2024.

By: DocuSigned by: 0CC7B947ADE740F... Printed Name: Jeffrey Suzuki

(Signature of authorized representative)

Title: President of Los Gatos Anti-Racism Coalition Date: 9/18/2023

For office use only:

Payment amount: $12,000. Account Number: 2102-67701

Invoice # _____ PO # _____

DocuSign Envelope ID: 7D808A72-9EB3-4006-86B7-D10206D530EC

#26

COMPLETE

Collector:	Web Link 2 (Web Link)
Started:	Monday, July 24, 2023 8:54:53 AM
Last Modified:	Monday, July 24, 2023 8:57:04 AM
Time Spent:	00:02:10
IP Address:	73.252.213.157

Page 1: Deadline for submission: Monday, July 24th at 5:00 p.m. Application guidelines and rules:

Q1

Please provide your contact information

Name of coordinator for this proposal	**Jeffrey Suzuki**
Name of organization	**The Los Gatos Anti-Racism Coalition**
Address	GC §7922.000
City/Town	**Los Gatos**
State/Province	**CA**
ZIP/Postal Code	**95030**
Email Address	GC §7922.000
Phone Number	

Q2

Organization's EIN#

88-3215057

Q3

Title of your proposal

Rental Assistance for Low-Income Residents of Los Gatos

Q4

Amount of grant funding requested (up to $12,000)

$12,000

DocuSign Envelope ID: 7D808A72-9EB3-4006-86B7-D10206D530EC

Q5

Please provide a concise one sentence overview of your proposed program (i.e. what will you be spending the money on, for whom, and why?)

The Los Gatos Anti-Racism Coalition will provide financial support to low-income renters on the verge of eviction to prevent homelessness and preserve the socioeconomic diversity of the town.

Q6

Briefly describe how this project fits within the goals and mission of your organization.

The Los Gatos Anti-Racism Coalition (LG ARC) is a local nonprofit that works to combat racism by uniting the community to build a Los Gatos that is welcoming and accessible to all. One of the ways in which the coalition advances racial justice is through our existing rental assistance program that distributes financial aid to residents of Los Gatos and the greater Bay Area. Los Gatos is an expensive community, making it challenging to afford to live here. This is often particularly true for community members of color who have faced institutional and structural challenges before and during their lives. LG ARC has found that housing and racism are inextricably linked, and therefore that supporting residents struggling to afford to pay rent in our area is an effective and crucial way to combat racism.

Provided below is a news article recently published about our rental assistance program:
https://www.mercurynews.com/2023/06/25/los-gatos-based-coalition-creates-rental-assistance-program/

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Q7

Fully describe your proposed program, what you intend to deliver, and how you plan to accomplish it.(Make sure to also include how the need for the program was identified; the target audience and number of people that will participate; the direct benefit to the Los Gatos community)

The start of a person's homelessness often begins with being short a few hundred dollars. A University of California San Francisco study that surveyed homeless people across the state found that 70% of those surveyed believed a monthly payment of $300-$500 would have prevented their homelessness.

Our program will provide $300-500 of rental assistance to Los Gatos residents who find themselves short this sum, totalling 24 to 40 families, potentially totalling over a hundred individuals. Unlike our current rental assistance program, the money provided through this grant will be exclusively used to support Los Gatos residents.

If selected for this funding, a small proportion of the grant funds we receive will be used to spread awareness of this program via flyers and local newspapers. The remainder will be used to provide direct rental assistance. Applicants will provide documented proof of income/unemployment, potential non-routine expenses, and/or substantial increases in rent.

Three members of the Los Gatos Anti-Racism Coalition, including its president, will check each of these applications. In the event of approval, we will either deliver a check or directly transfer money to the applicant's bank account.

This program will directly benefit the Los Gatos community in three main ways. First, the program will prevent some additional homelessness. Out of all of the families assisted, if even one individual is prevented from becoming unhoused in Los Gatos, $12,000 is a very efficient investment. Homeless individuals are often present for years if not decades, which is accompanied by extensive police oversight and other social services expenses.

Secondly, families who would have otherwise been financially forced out of the community are able to stay in Los Gatos. Preserving the existing economic diversity not only aligns with the town's priority for DEI, but is practical economically and socially. The people we plan to serve will likely be service workers, caretakers, and other working class members of our community. Every worker who leaves Los Gatos is an additional expense to businesses that rely on them, an additional effort to find a replacement. Attrition is a consistent complaint of businesses in Los Gatos.

Lastly, the reputation of the town will improve in the eyes of surrounding municipalities. It is evident that the county pays close attention to the actions of Los Gatos and its organizations and tailors its actions accordingly. For example, Santa Clara County matched Los Gatos' financial commitment to aid the unhoused after our budget was raised to $50,000. Any additional goodwill improves our position to receive the support we require from the county.

Q8

What is your project timeline?

We will distribute the funds from the time of receiving funds to June 30, 2024.

On a practical level, our program will continue until we run out of funds. We may run additional fundraisers of our own to prevent this from happening.

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Q9

Please give a breakdown of your program budget. If additional funding is needed to cover the full cost of the proposal, please identify what sources of funding will be covering those additional costs.

Promotional costs (including printing and materials) - $500
Rental assistance to low-income residents - $11,500

Note that LGARC has no labor costs, as it is a volunteer-run organization.

Q10

How will you evaluate the success of the program?

The number of people who are able to stabilize their financial situation will be our metric of success. We will periodically reach out to those we have supported to see if additional assistance is required and evaluate the success of our program.

As we will provide between $300-500 to each qualifying family, our goal will be to support a minimum of 24 and a maximum of 40 families, totalling as many as 100 or so individuals.

We will also evaluate the success of our program using qualitative data gathered through testimonials of recipients of the funding. We will measure our success based on recipients' experiences navigating the rental assistance application, how effective the funding was in stabilizing their lives, and whether they feel the program was helpful.

Q11

Please articulate how your proposal and/or the mission of your organization aligns with the Town of Los Gatos commitment to Equity, Diversity, and Inclusion.

This program will provide direct support to the most vulnerable members of our community. In our existing program, all but one of the applications we have received have been from people who have suffered a catastrophic injury or health problem, such as a bone break or cancer. They have all been people of color, even though our program accepts applications from all races. By providing support, we've effectively given more time for a person to consolidate their fragile situation.

Additionally, we should note that the community has become less socioeconomically diverse over time. A few decades ago, Los Gatos was a fairly accessible town to those with working class incomes. But today, this is no longer the case. As rents continue to rise, more working families will be displaced. By keeping at least some of these families in our community through providing financial assistance, we will have prevented the exclusion that would have otherwise happened.

The Town of Los Gatos has firmly committed to prioritizing DEI. A faithful execution of this priority would include direct action to prevent the further displacement of our low-income residents. The Los Gatos Anti-Racism Coalition was founded as a non-profit organization for this very purpose and, therefore, is positioned to provide this direct action.

Q12 **Diversity, Equity, and Inclusion Efforts**

Does your project align with one of the following 2023-2025 Council strategic priorities?

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TOWN OF LOS GATOS
COMMUNITY GRANTS REPORT

Instructions

1. This report must be submitted to the Town of Los Gatos by August 1, 2024.
2. Any unused grant funding must be returned to the Town of Los Gatos.
3. Submit final report to:
   Town Manager's Office
   Attn: Community Grants
   110 E. Main St, Los Gatos, CA 95030

Grantee Information

Organization:	
Mailing Address:	
Program Coordinator:	
Contact Email:	
Contact Phone:	

Program Information

Program Title:	
Date/s of Program:	
Total Program Attendance:	
Number of Los Gatos Residents participating:	

Budget

Total Grant Funds Awarded:	
Total Grant Funds Spent:	

Itemize all grant fund expenditures (use additional pages as needed):	**Amount**
Total	

EXHIBIT B

DocuSign Envelope ID: 7D808A72-9EB3-4006-86B7-D10206D530EC

Program Summary
Please provide an overview of the program as it was implemented during the grant period:

DocuSign Envelope ID: 7D808A72-9EB3-4006-86B7-D10206D530EC

Program Summary cont.
Please tell us about the population that this program served and any direct impacts that your organization observed as a result of the program:

DocuSign Envelope ID: 7D808A72-9EB3-4006-86B7-D10206D530EC

Program Summary cont.

Program Summary cont.
Please provide any additional statistics that you feel would highlight your program:

Signatures		
I certify that the information provided in this report is true and correct to the best of my knowledge.		
Event Coordinator:		Date:
(Name Printed):		
Organization's Director:		Date:
(Name Printed):		

Redaction Log

Reason	Page (# of occurrences)	Description
GC §7922.000	**6** (2) **5** (1) **3** (1)	Government Code §7922.000 The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record. The email associated with the release of these documents will contain the reason(s) for redaction.

TOWN OF LOS GATOS
COMMUNITY GRANTS REPORT
FY2024-25

Instructions

1. This report must be submitted to the Town of Los Gatos by July 31, 2025.
2. Any unused grant funding must be returned to the Town of Los Gatos.
3. Final report will be submitted to Ryan Baker, Library Director, via a submission link. For questions, please email rbaker@losgatosca.gov

Grantee Information

Organization:	Los Gatos Anti-Racism Coalition
Mailing Address:	55 Tait Avenue, Los Gatos, CA, 95030
Program Coordinator:	Jeffrey Suzuki
Contact Email:	antiracism.lg@gmail.com
Contact Phone:	GC §7922.000

Program Information

Program Title:	Rental Assistance
Date/s of Program:	July 1st, 2024 - June 30th, 2025
Total Program Attendance:	8 household receipients
Number of Los Gatos Residents participating:	12 individual recipients

Budget

Total Grant Funds Awarded:	$12,500
Total Grant Funds Spent:	$7,886.97

Itemize all grant fund expenditures (use additional pages as needed):	**Amount**
09-06-2024: Rental Assistance Payment 1	$500
09-12-2024: Rental Assistance Payment 2	$500
01-18-2025: Rental Assistance Payment 3	$500
01-23-2024: Rental Assistance Payment 4	$500
02-05-2024: Rental Assistance Payment 5	$600
03-02-2024: Rental Assistance Payment 6	$1,000
04-02-2024: Rental Assistance Payment 7	$1,676
04-21-2024: Rental Assistance Payment 8	$800
05-30-2024: Rental Assistance Payment 9	$1,300
Total	See Final Page

Program Summary

Please provide an overview of the program as it was implemented during the grant period:

Administration of our rental assistance program is a five-step process:

1. We receive an email directly from an applicant—who found us through a flier, our website, or word of mouth—or from another organization referring an applicant to us. After a request for assistance has been established, the case is assigned to a case manager in the Coalition. There are currently volunteer five case managers: the president of the Coalition, a board member, and three volunteers.

2. Our organization accepts applications from all ethnic and racial groups. After assigning an vets the applicant by discussing their situation and needs, then requests documents to verify their circumstances and identity. Every case requires personal identification (e.g. driver's license, passport, or birth certificate), a lease, relevant income statements, and documents to corroborate the applicant's circumstances. As an example, if an applicant claims to have suffered an expensive medical emergency, we ask for (1) their personal identification document, (2) their lease, (3) their recent bank statements if they have a bank account, and (4) a receipt of the medical expense.

3. Upon receiving these documents, the Board of the Los Gatos Anti-Racism Coalition and its case managers review the application. Case evaluation takes 1-2 days.

4. After document review, the board and the Coalition's case managers vote to approve or deny the case. Taken together, there are 8 voting members, and 5 votes are required for a case to be approved.

5. IIn the event of an approval, the case manager informs the applicant that their application has been approved by the board. We usually pay the recipient's property management when the applicant has rent arrears, although we occasionally choose to pay the applicant directly if circumstances necessitate it. Some applications were denied on the basis of insufficient need for assistance (i.e., not at-risk of losing their housing). In those instances, the case manager informs the applicant that the case has been denied and notifies them of other resources they may be of use to them.

In addition to assisting applicants, the Coalition used a small portion of the Community Grant funds to print and distribute flyers and reports to nearby faith organizations, the Los Gatos Library, and other organizations that may know of residents that need rental assistance.

Finally, in March 2025, the Coalition conducted a survey of applicants from the Community Grant period of 2023-2024. We wanted to answer the all-important question: "did people in our program remain housed after we helped them?" We provided a monetary incentive of $20 to complete the survey. During this period, Los Gatos provided rental assistance to 23 recipient households. Out of a total of 23 recipients, 5 responded. To summarize, 4 of the 5 respondents remained housed. Respondents that remained housed generally stated that the rental assistance they had received and the speed at which they received it was a critical factor for them to avoid their eviction, one respondent saying "Your help with rent was a life saver at that time. We had many issues and this generosity allowed our family to stay in our rental." If the survey respondents are representative of all 23 recipients of the program, this prevention rate of 80% is very high for a $500 rent subsidy. Considering that the cost of homelessness to society can range from tens of thousands to over a hundred thousand per person per year, the results indicate that such a subsidy is a highly cost-effective way to keep people in our community housed.

Program Summary cont.

Please tell us about the population that this program served and any direct impacts that your organization observed as a result of the program:

For our rental assistance program, we provided a total of $7,376 to 8 households in Los Gatos and another $510.97 on other expenses. In accordance with the grant's requirements, the Los Gatos Anti-Racism Coalition returned $4,613.03 to the Town of Los Gatos, representing the unspent funds provided through the grant program.

Recipients were a median age of 54 years old; the youngest was 34 and the oldest was 67 years old. 6 of the recipients were people of color of Latino/x, Black, and Asian descent, while 2 were white.

All of the recipients were either unemployed and seeking work, suffering from a medical emergency, or experiencing a short-term financial emergency on a fixed income. During this period, we helped seniors, families with children, and individuals in desperate situations.

Recipients, themselves, feel this program fills a long-standing gap in housing support. As one anonymous recipient shared: “It literally was the last resort I had. I was 20 days late on my rent for the month of May...when Disability ended for me, I had nothing to fall back…This helped me from being evicted from my home that I’ve lived at for five years And kept me from being on the streets. I am truly grateful.”

The Coalition processed applications with a high sense of urgency. One of our strongest beliefs is that those on the verge of eviction not only need resources, but resources quickly. Since the start of this program, our rental assistance team has dedicated its mornings, work lunches, nights, and weekends, working long and hard at a moment’s notice. Our speed has not gone unnoticed by program recipients. A single mother seeking work who received assistance shared: “At first I was nervous to reach out. But then once I was in touch with the person who took my case on, I felt like I was heard. Nigel [a case manager of the Coalition] was kind & understanding. I initially assumed the process would take a very long time. However, Nigel helped to process my application & case extremely fast. I am beyond grateful.”

For our rental assistance program, we provided a total of $7,376 to 8 households in Los Gatos. There are two primary reasons why we did not spend the full $12,500 this year:

1. Employee attrition at other non-profit organizations. A substantial share of rental assistance recipients were referred to the Los Gatos Anti-Racism Coalition through other non-profit organizations specializing in community support. However, almost all of these connections made from 2023 through 2024 had left their positions, leaving the Coalition with fewer applicants from Los Gatos. We are currently in the process of strengthening our partnerships with these organizations and their new personnel.
2. Program structure. The Los Gatos Anti-Racism Coalition nominally offers up to $500 in rapid rental assistance to families on the verge of eviction. Our grant application states that we are able to provide additional funds if necessary. In the opening months of the grant period, the Los Gatos Anti-Racism Coalition abided by this $500 maximum, anticipating a similar number of applicants as the previous year. However, as it became clear with time that there were fewer referrals due to the aforementioned employee attrition, the Los Gatos Anti-Racism Coalition began to pay rent arrears in full when applicants had eviction notices as permitted in our grant application. Hypothetically, if the Los Gatos Anti-Racism Coalition were to go back in time and paid the full rent arrears of the exact same set of recipients, it would have spent well over $12,500 on rental assistance. This point is especially instructive–if provided with another grant with $12,500, the Los Gatos Anti-Racism Coalition would increase its assistance amount per applicant earlier in the grant cycle.

Program Summary cont.

Program Summary cont.

Please provide any additional statistics that you feel would highlight your program:

Signatures

I certify that the information provided in this report is true and correct to the best of my knowledge.

Event Coordinator:	Jeffrey Suzuki	Date: July 31, 2025
(Name Printed): Jeffrey Suzuki		
Organization's Director:	Jeffrey Suzuki	Date: July 31, 2025
(Name Printed): Jeffrey Suzuki		

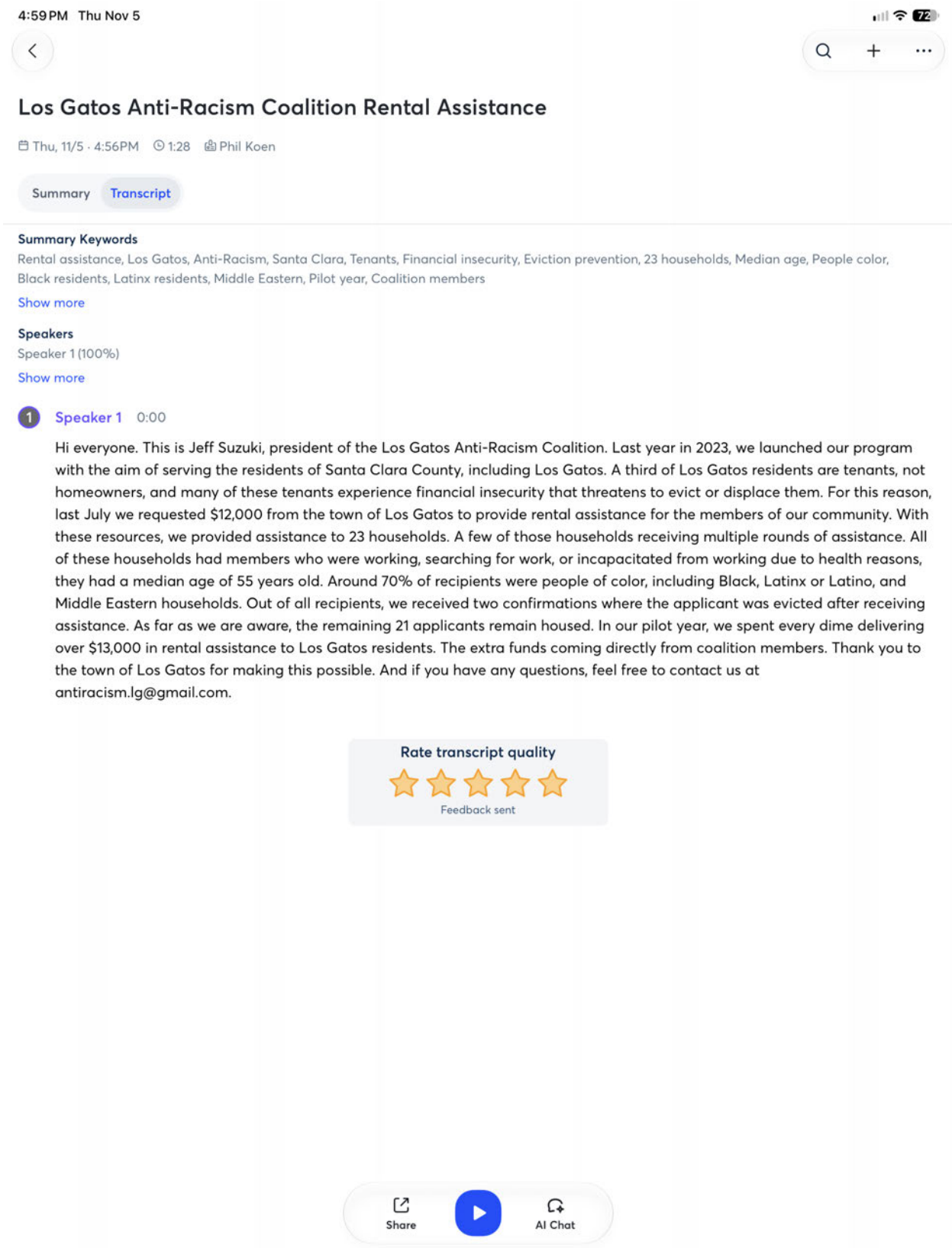
Additional Expenses	**Amount**
Rental Assistance Survey Payments	$103.97
Rental Assistance Public Awareness Materials (e.g. Reports, Flyers)	$290.00
Postage	$17.00
Total, Including Items on the First Page	$7,886.97

Redaction Log

Reason	Page (# of occurrences)	Description
GC §7922.000	**1** (1)	Government Code §7922.000 The agency shall justify withholding any record by demonstrating that the record in question is exempt under express provisions of this chapter or that on the facts of the particular case the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record. The email associated with the release of these documents will contain the reason(s) for redaction.

From: Phil Koen
To: Wendy Wood; Kristina Alfaro; Chris Constantin
Cc: Gabrielle Whelan
Subject: Transcription of FY23/24 LGARC Video
Date: Friday, November 6, 2026 7:01:16 AM
Attachments: IMG_0802.PNG

[EXTERNAL SENDER]
Please distribute to the FC for the upcoming FC meeting



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