



## Human Welfare and Community Action Commission

### AGENDA

Wednesday, May 21, 2025  
6:30 PM  
2180 Milvia Street  
Berkeley, CA 94704

#### Preliminary Matters

1. Roll Call
2. Agenda Approval
3. Public Comment

#### Update/Action Items

*The Commission may take action related to any subject listed on the agenda, except where noted.*

#### **Berkeley Community Action Agency Board Business**

4. Approve minutes from the 4/16/2025 regular meeting (Attachment A) – All
5. Review City of Berkeley funded agency program and financial reports (Attachment B)  
—Staff
  - a. Through The Looking Glass program and financial reports

#### **Other Discussion Items**

6. Review latest City Council meeting agenda
7. Announcements
8. Future Agenda Items

#### Adjournment

#### Attachments

- A. Draft Minutes of the 4/16/2025 meeting
- B. Program and financial reports from TTLG

Review City Council Meeting Agenda at City Clerk Dept. or  
<http://www.cityofberkeley.info/citycouncil>

#### Communications

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further

information. Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Housing and Community Services Department located at 2180 Milvia Street, 2nd Floor.

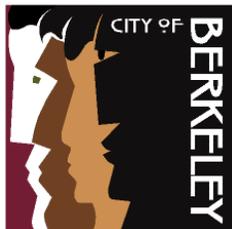
This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. **Please refrain from wearing scented products to this meeting.**

**Secretary:**

Mary-Claire Katz  
Health, Housing & Community Services Department  
510-981-5414  
[mkatz@berkeleyca.gov](mailto:mkatz@berkeleyca.gov)

**Mailing Address:**

Human Welfare and Community Action Commission  
Mary-Claire Katz, Secretary  
2180 Milvia Street, 2<sup>nd</sup> Floor  
Berkeley, CA 94704



## Human Welfare and Community Action Commission

### DRAFT MINUTES

Wednesday, April 16, 2025

6:30 PM

2180 Milvia Street  
Berkeley, CA 94704

#### Preliminary Matters

1. Roll Call  
Present: Bohn, Huchting, Lara Cruz, Lippman, Marisol, Sol.  
Absent: None.  
Quorum: 4 (Attended: 6).  
Staff Present: Mary-Claire Katz, Kat Larrowe.  
Public Present: None.
2. Agenda Approval  
No changes.
3. Public Comment  
None.

#### Update/Action Items

*The Commission may take action related to any subject listed on the agenda, except where noted.*

#### **Berkeley Community Action Agency Board Business**

4. Approve minutes from the 3/19/2025 regular meeting (Attachment A) – All  
**Action:** M/S/C (Lara Cruz/Sol) to approve the minutes from the 3/19/25 regular meeting.  
**Vote:** Ayes – Bohn, Huchting, Lara Cruz, Lippman, Marisol, Sol. Noes –None; Abstain – None; Absent – None.
5. Community Services Block Grant Community Action Plan and Community Needs Assessment memo (Attachment B) – Staff  
**No action taken.**
6. Review City of Berkeley funded agency program and financial reports (Attachment C) — Staff
  - a. Family Violence Law Center program and financial reports  
**No action taken.**

#### **Other Discussion Items**

7. Discussion and possible action to schedule a special meeting– All  
**No action taken.**
8. Discussion and possible action on 2025 commission goal setting – Lara Cruz  
**No action taken.**
9. Community agency site visit – Staff  
**No action taken.**

10. Review latest City Council meeting agenda

**No action taken.**

11. Announcements

**No action taken.**

12. Future Agenda Items

**No action taken.**

**Adjournment**

**Action:** M/S/C (Lara Cruz/Lippman) to adjourn at 8:30PM.

**Vote:** Ayes – Huchting, Lara Cruz, Lippman, Marisol, Sol. Noes –None; Abstain – None; Absent – Bohn.

**Attachments**

- A. Draft Minutes of the 3/19/2025 meeting
- B. CSBG CAP/CNA memo
- C. Program and financial reports from FVLC

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<http://www.cityofberkeley.info/citycouncil>

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[mkatz@berkeleyca.gov](mailto:mkatz@berkeleyca.gov)

**Mailing Address:**

Human Welfare and Community Action Commission  
 Mary-Claire Katz, Secretary  
 2180 Milvia Street, 2<sup>nd</sup> Floor  
 Berkeley, CA 94704



City of Berkeley Housing & Community Services Department  
 2180 Milvia Street  
 Berkeley, CA 94704  
 Contact: Community Agency RFP, [CommunityAgencyRFP@berkeleyca.gov](mailto:CommunityAgencyRFP@berkeleyca.gov) 510.981.5408

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**Program: Berkeley Parenting & Disability Project**  
 Agency: Through The Looking Glass

**City of Berkeley  
 Community Agency  
 CLIENT CHARACTERISTICS REPORT**

Contract No: 3250004€

This Report Due: **February 28, 2025**

Agency: Through The Looking Glass      Period of: **1st Half 2025**  
 Program: Berkeley Parenting & Disability Project      Prepared By: Patricia Pamintuan  
 Phone: 510-225-7556      E-mail: ppamintuan@lookingglass.org, mkirsh

**1. CLIENT SUMMARY - 1st Half**

	1st Half	FY 2025 (July 1, 2024 - Jan 30, 2025)
A. Total Clients Served by the Program (Berkeley and Non-Berkeley)	59	59
B. Total Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	56	56
C. Total Berkeley Clients Served for Whom You Were <b>NOT</b> Able to Gather Statistics on Age, Race/Ethnicity, and Income:	3	3
D. Total Berkeley Clients Served:	59	59

**2. DEMOGRAPHIC DATA**

RACE - Unduplicated Count	Previous Periods		Report Period		Year-To-Date	
	Non-Hispanic	Hispanic Ethnicity	Non-Hispanic	Hispanic Ethnicity	Non-Hispanic	Hispanic Ethnicity
<b>Single Race Categories</b>						
American Indian/Alaskan Native	0	0			0	0
Asian	0	0			0	0
Black/African American	0	0	24	4	24	4
Native Hawaiian/Pacific Islander	0	0			0	0
White	0	0	14		14	0
<b>Combined Race Categories</b>						
American Indian/Alaskan Native & White	0	0			0	0

Asian & White	0	0			ATTACHMENT B	0	0
Black/African American & White	0	0	1			1	0
American Indian/Alaskan Native & Black/African American	0	0				0	0
Other Combined Race Categories	0	0	10	6		10	6
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>49</b>	<b>10</b>		<b>49</b>	<b>10</b>
<b>TOTAL SERVED</b>	0		59			59	

**3. INCOME LEVEL**

Income Level - Unduplicated Count	Previous Periods	This Period	FY 2025 (July 1, 2024 - Jan 30, 2025)
Poverty	0	20	<b>20</b>
Poverty to 30% of AMI (Ex. Low)	0	24	<b>24</b>
31-50% of AMI (Low)	0	3	<b>3</b>
51-80% of AMI (Moderate)	0		<b>0</b>
Above 80% of AMI	0	12	<b>12</b>
<b>TOTALS</b>	<b>0</b>	<b>59</b>	<b>59</b>

[View AMI Table](#)

**4. AGE**

Age - Unduplicated Count	Previous Periods	This Period	FY 2025 (July 1, 2024 - Jan 30, 2025)
Under 5	0	8	<b>8</b>
5-12	0	9	<b>9</b>
13-17	0	13	<b>13</b>
18-24	0	5	<b>5</b>
25-34	0	0	<b>0</b>
35-44	0	13	<b>13</b>
45-54	0	5	<b>5</b>
55-64	0	3	<b>3</b>
65+	0	3	<b>3</b>
<b>TOTALS</b>	<b>0</b>	<b>59</b>	<b>59</b>

**5. OTHER CHARACTERISTICS**

Other Characteristics - Unduplicated Count	Previous Periods	This Period	FY 2025 (July 1, 2024 - Jan 30, 2025)
Female	0	31	<b>31</b>
Male	0	27	<b>27</b>
Other	0	1	<b>1</b>
Disabled	0	13	<b>13</b>

Homeless	0	0	0
Chronically Homeless	0	0	0
Female Head of Household	0	9	9

**6. SERVICE MEASURES**

		Annual Goal	1st Half	2nd Half	Served Year-to-Date FY 2025	Projected vs Actual
<b>Disability Services</b>						
Service Measures	UOS: Projected	Projected New Participants	UOS: New Participants	Continuing New Participants	UOS: Total	% New Participants
1 Client Sessions	988	70	410	57	410	57 41% 81%

**Service Measure Definitions:**

Client Sessions	988	70	Client Sessions accessed previously inaccessible services	56
Client Sessions			Client Sessions demonstrate improved functioning	56
Client Sessions			Client Sessions Participants achieved enhanced skills or knowledge	56
Client Sessions	Participant home-based visits = 20 participants x 40 visits x 1 hours = 800 UOS. Occupational therapy and child development services = 9 participants x 12 weeks x 1 hour = 108 UOS. Parenting Groups = 10 participants x 8 weeks x 1 hour = 80 UOS.			

**1st Half Narrative**

We are on track to meet our goal for total number of clients served and projected UOS. In the later part of this first half of the year, we also transitioned to a new digital database. Updating data and procedures/policy in combination with troubleshooting issues has been challenging, especially as we continue to provide services using a combination of funding sources to meet the needs of the complicated families we serve. For our Parenting & Disability program specifically, 57 clients (14 households) were enrolled with 13 members reporting a disabilities or medical conditions that impact daily lives. One household discontinued services early on, but many continue to receive services. We also hosted our fall parenting group with two more groups (English and Spanish) planned for spring.

You have 203 characters left.

**7. OUTCOMES**

Outcomes	Annual Goal	1st Half Achieved Outcome	2nd Half Achieved Outcome	Achieved Outcome FY 2025 (July 1,	% Achieved Outcome of Annual Goal	% Achieved Outcome of Total Served

				2024 - Jan 30, 2025)		
1	Clients accessed previously inaccessible services	56	<input type="text"/>	0	0%	0%
1	Clients demonstrate improved functioning	56	<input type="text"/>	0	0%	0%
1	Participants achieved enhanced skills or knowledge	56	<input type="text"/>	0	0%	0%

**1st Half Narrative**

The staff who serve these families bring specialized knowledge and often have personal and/or close family experiences with living with disability, which makes our services uniquely accessible. Most of the families served have multiple stressors and trauma issues in addition to disabilities. Therefore progress on skills and functioning tends to be gradual. The outcomes for improved functioning and enhanced skills and knowledge, as well as the survey, will be reported on in the end-of-year report since we are continuing to serve client families. We will also report on survey feedback for all parenting groups at the end of the year with the conclusion of our spring parenting groups.

You have 310 characters left.

**Upload Attachments: (Up to 10 documents can be attached)**

[Click here to go to the Upload Documents page](#) (Your report will be saved)

**8. PROGRAM SATISFACTION SURVEY**

Question		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Does Not Apply	I Do Not Understand This Question	Total Number of responses
1. I am satisfied with the services I have received from this program.	This Period	<input type="text"/>	0						
	Prior Periods								0
	Total	0	0	0	0	0	0	0	0
	% of Total								
2. This program's staff treated me with respect.	This Period	<input type="text"/>	0						
	Prior Periods								0
	Total	0	0	0	0	0	0	0	0
	% of Total								
3. This program helped me make progress towards my goals.	This Period	<input type="text"/>	0						
	Prior Periods								0
	Total	0	0	0	0	0	0	0	0
	% of Total								
4. This program met my needs.	This Period	<input type="text"/>	0						
	Prior Periods								0
	Total	0	0	0	0	0	0	0	0
	% of Total								

Additional Questions:									
5. As a direct result of participating in the program I have an increased understanding of community resources and supports.	This Period								0
	Prior Periods								0
	Total	0	0	0	0	0	0	0	0
	% of Total								
6. As a direct result of participating in the program I have enhanced skills and/or knowledge.	This Period								0
	Prior Periods								0
	Total	0	0	0	0	0	0	0	0
	% of Total								
7. Additional comments from consumers completing the survey									

**Select any additional questions (10 Max)**

- As a direct result of participating in the program I have what I need to maintain my independence.
- As a direct result of participating in the program my overall health and wellness has improved.
- As a direct result of participating in the program I have what I need to remain housed.
- As a direct result of participating in this program my housing situation has improved.
- As a direct result of participating in the program I have an increased understanding of community resources and supports.
- As a direct result of participating in the program I have enhanced skills and/or knowledge.
- As a direct result of participating in the program I have what I need to achieve my educational goals.
- As a direct result of participating in the program I have what I need to reach my employment goals.
- As a direct result of participating in the program I feel more connected to my community.
- As a direct result of participating in the program I feel less isolated.
- As a direct result of participating in the program my legal rights have been protected.
- As a direct result of participating in the program I am better able to take care of my own needs.
- As a direct result of participating in this program I feel more financially secure.
- As a direct result of participating in the program,
- I certify that the City of Berkeley has approved this question as written**

Report Submitted by: Patricia Pamintuan Date: 05/01/2025

Accepted by: Mary-Claire Katz Date: 05/01/2025

Report modified by:

Initially submitted: Apr 3, 2025 - 15:08:12

City Data Services - San Mateo, CA  
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**CITY OF BERKELEY  
COMMUNITY AGENCY STATEMENT OF EXPENSE  
01/01/2025 TO 03/31/2025**

*Note: Any variation from the Approved Budget exceeding ten percent (10%) requires a Budget Modification Form.*

Agency Name: [Through The Looking Glass](#) Contract #: [32500048](#)  
 Program Name: [Berkeley Parenting & Disability Project](#) PO #: [22001208](#)  
 Funding Source : General Fund

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Total Expenditure	Budget Balance
Supervisor	<a href="#">Maria Less</a>	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$1,000.00
Family Clinician (Bilingual, Spanish)	<a href="#">Ana Aviles</a>	\$2,500.00	\$1,268.20	\$0.00	\$0.00		\$1,268.20	\$1,231.80
Family Clinician 1	<a href="#">Abigail Laniel</a>	\$3,500.00	\$6,860.27	\$3,089.82	\$0.00		\$9,950.09	-\$6,450.09
Family Clinician 2	<a href="#">Elizabeth Yartzev/Anicha Miller-Malloy (OT)</a>	\$500.00	\$125.32	\$0.00	\$0.00		\$125.32	\$374.68
Parent Group Facilitator	<a href="#">Donna White</a>	\$1,500.00	\$611.19	\$1,208.94	\$0.00		\$1,820.13	-\$320.13
Child Development Director, Supervisor	<a href="#">Stacy Frauwirth</a>	\$1,000.00	\$73.94	\$21.41	\$0.00		\$95.35	\$904.65
OT, Supervisor (Bilingual, Spanish)	<a href="#">Sharon Bergmann</a>	\$1,500.00	\$303.25	\$0.00	\$0.00		\$303.25	\$1,196.75
OT (Occupational Therapist)	<a href="#">MaryAnn Miller</a>	\$500.00	\$0.00	\$529.56	\$0.00		\$529.56	-\$29.56
Program Coordinator 1	<a href="#">Patricia Pamintuan</a>	\$800.00	\$0.00	\$0.00	\$0.00		\$0.00	\$800.00
Program Coordinator 2	<a href="#">Iliana Belky Escobar</a>	\$1,000.00	\$189.02	\$201.07	\$0.00		\$390.09	\$609.91
Developmental Specialist	<a href="#">Clay Hays</a>	\$1,000.00	\$1,355.40	\$118.84	\$0.00		\$1,474.24	-\$474.24
Family Clinician 3	<a href="#">Christopher George</a>	\$2,500.00	\$1,079.68	\$1,187.76	\$0.00		\$2,267.44	\$232.56
Family Clinician 4	<a href="#">Noraini De Rook</a>	\$1,500.00	\$586.11	\$0.00	\$0.00		\$586.11	\$913.89
Family Clinician 5	<a href="#">Jessica Cordeiro</a>	\$1,000.00	\$161.25	\$1,400.44	\$0.00		\$1,561.69	-\$561.69
Doctoral Intern 1	<a href="#">Samantha Ma/Marcus Ehrlich</a>	\$1,000.00	\$160.71	\$160.71	\$0.00		\$321.42	\$678.58
Doctoral Intern 2	<a href="#">Meghan Chun/Karina</a>	\$1,000.00	\$204.49	\$732.17	\$0.00		\$936.66	\$63.34

	Williams							
Doctoral Intern 3	Nina Caton Banda	\$1,000.00		\$2,941.29	\$0.00		\$2,941.29	-\$1,941.29
Taxes/Benefits		\$5,472.00	\$3,066.24	\$1,259.59	\$0.00		\$4,325.83	\$1,146.17
Rent		\$1,800.00	\$645.86	\$0.00	\$0.00		\$645.86	\$1,154.14
Utilities		\$346.00	\$0.00	\$0.00	\$0.00		\$0.00	\$346.00
Insurance		\$400.00	\$447.23	\$478.41	\$0.00		\$925.64	-\$525.64
Communications		\$500.00	\$138.14	\$118.74	\$0.00		\$256.88	\$243.12
Office Supplies		\$300.00	\$353.81	\$255.00	\$0.00		\$608.81	-\$308.81
Transportation		\$200.00	\$0.00	\$0.00	\$0.00		\$0.00	\$200.00
Indirect Costs		\$3,182.00	\$1,950.41	\$1,715.73	\$0.00		\$3,666.14	-\$484.14
<b>TOTAL</b>		<b>\$35,000.00</b>	<b>\$19,580.52</b>	<b>\$15,419.48</b>	<b>\$0.00</b>		<b>\$35,000.00</b>	<b>\$-0.00</b>

Advances Received \$0.00  
 Underspent/(Overspent) (-\$35,000.00)

**Total Current Year (FY 2025) Allocation**

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Total Expenditure	Budget Balance
Child Development Director, Supervisor	Stacy Frauwirth	\$1,000.00	\$73.94	\$21.41	\$0.00		\$95.35	\$904.65
Communications		\$500.00	\$138.14	\$118.74	\$0.00		\$256.88	\$243.12
Developmental Specialist	Clay Hays	\$1,000.00	\$1,355.40	\$118.84	\$0.00		\$1,474.24	-\$474.24
Doctoral Intern 1	Samantha Ma/Marcus Ehrlich	\$1,000.00	\$160.71	\$160.71	\$0.00		\$321.42	\$678.58
Doctoral Intern 2	Meghan Chun/Karina Williams	\$1,000.00	\$204.49	\$732.17	\$0.00		\$936.66	\$63.34
Doctoral Intern 3	Nina Caton Banda	\$1,000.00		\$2,941.29	\$0.00		\$2,941.29	-\$1,941.29
Family Clinician (Bilingual, Spanish)	Ana Aviles	\$2,500.00	\$1,268.20	\$0.00	\$0.00		\$1,268.20	\$1,231.80
Family Clinician 1	Abigail Laniel	\$3,500.00	\$6,860.27	\$3,089.82	\$0.00		\$9,950.09	-\$6,450.09
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Insurance		\$400.00	\$447.23	\$478.41	\$0.00		\$925.64	-\$525.64
OT (Occupational Therapist)	MaryAnn Miller	\$500.00	\$0.00	\$529.56	\$0.00		\$529.56	-\$29.56
OT, Supervisor (Bilingual, Spanish)	Sharon Bergmann	\$1,500.00	\$303.25	\$0.00	\$0.00		\$303.25	\$1,196.75
Office Supplies		\$300.00	\$353.81	\$255.00	\$0.00		\$608.81	-\$308.81
Parent Group Facilitator	Donna White	\$1,500.00	\$611.19	\$1,208.94	\$0.00		\$1,820.13	-\$320.13
Program Coordinator 1	Patricia Pamintuan	\$800.00	\$0.00	\$0.00	\$0.00		\$0.00	\$800.00
Program Coordinator 2	Iliana Belky Escobar	\$1,000.00	\$189.02	\$201.07	\$0.00		\$390.09	\$609.91
Rent		\$1,800.00	\$645.86	\$0.00	\$0.00		\$645.86	\$1,154.14
Supervisor	Maria Less	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$1,000.00
Taxes/Benefits		\$5,472.00	\$3,066.24	\$1,259.59	\$0.00		\$4,325.83	\$1,146.17
Transportation		\$200.00	\$0.00	\$0.00	\$0.00		\$0.00	\$200.00
Utilities		\$346.00	\$0.00	\$0.00	\$0.00		\$0.00	\$346.00
<b>TOTAL</b>		<b>\$35,000.00</b>	<b>\$19,580.52</b>	<b>\$15,419.48</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>	<b>\$0.00</b>

**Total Carryover (FY 2024) Allocation**

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Total Expenditure	Budget Balance
							\$0.00	\$0.00
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Explain any staffing changes and/or spending anomalies that do not require a budget modification at this time:

Upload of Resumes for New Staff (required):

- Expenditures reported in this statement are in accordance with our contract agreement and are taken from our books of account which are supported by source documentation.
- All federal and state taxes withheld from employees for this reporting period were remitted to the appropriate government agencies. Furthermore, the employer's share or contributions for Social Security, Medicare, Unemployment and State Disability insurance, and any related government contribution required were remitted as well.

Prepared By: [Robert Kihanya](#)

Email: [rkihanya@lookingglass.org](mailto:rkihanya@lookingglass.org)

Date: 05/02/2025

Authorized By: [Megan Kirshbaum](#)

Email: [mkirshbaum@lookingglass.org](mailto:mkirshbaum@lookingglass.org)

Name of Authorized Signatory with Signature on File

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<b>Approved By:</b>		<b>Examined By:</b>		<b>Approved By:</b>	
Mary-Claire Katz	05/05/2025				
Project Manager	Date	CSA Fiscal Unit	Date	CSA Fiscal Unit	Date

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Initially submitted: May 2, 2025 - 16:29:40