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## Coastside Victims Fund Protocol

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### I. Introduction

On January 23, 2023, a mass shooting occurred in the City of Half Moon Bay and the County of San Mateo when a shooter attacked individuals at two nurseries. The shooter killed seven people, critically injured one person, caused psychological injuries and trauma to dozens of other persons present and the Half Moon Bay, California community as a whole.

Following best practices and national guidelines learned over years of mass casualty crimes, the Half Moon Bay City Council voted to approve an executive order on February 7, 2023, that a Coastside Victims Fund be established and jointly operated by Mavericks Community Foundation (MCF) and San Mateo Credit Union (SMCU) Community Fund. The executive order also stipulated that an Oversight Committee be formed to guide developing protocols for the distribution of financial assistance to those most seriously affected by the tragic events on January 23, 2023, shootings. The Oversight Committee has developed this distribution protocol which outlines the distribution criteria, process and timeline. The protocol has been developed following best practices used with other victim compensation funds across the country.

### II. Funding

The payments from the SMCU Community Fund are to be distributed based on severity of the injury to the victims from the shooting. We need a sentence here about who will be assisting victims with the application. The proposed prioritization of distribution categories is described below.

It is important to note that the amounts for each of the following categories depends upon the following: 1) The balance of the Coastside Victims Fund at the time distributions are made; 2) the receipt of data regarding the nature and the number of injuries; 3) completion of the review of all claims; and 4) review by the Oversight Committee and update to the SMCU Community Fund board.

### III. Proposed Prioritization of Eligible Victims

- Category A: Individuals who were severely injured (hospitalized for multiple weeks returning home with a disability) or whose family member was killed.
- Category B: Individuals who were present at the time of the shootings and witnessed the event but suffered no physical injury.

- Category C: Individuals who were not present, but whose primary residence was at one of the two locations where the shootings took place and were displaced. The spouse of the shooter will also be included in this category.

The distribution amounts are based on the percentages shown in the table below.

Category	Grant Amount
Category A	up to 70% of donations received
Category B	up to 20% of donations received
Category C	up to 10% of donations received

#### IV. Required Documentation

- Death certificate (Category A)
- A hospital letter or discharge papers that confirms a victim was admitted to the hospital on January 23, 2023, and identifies the date they were released (Category A)
- A basic claim form filed for a deceased victim will require the spouse’s signature if the deceased individual was married at the time of death. In cases where the victim was not married, distributions will follow the intestacy statutes in the state where the victim resided. For spouses or next of kin who reside outside of the area or United States, a money transfer service will be utilized, such as Wise, Zelle or Bill.com.

#### V. Proposed Process for Distributions

A completed Coastside Victims Fund basic claim form will be necessary before making any distributions to eligible victims. Only one claim form will be completed for each eligible victim. The Oversight Committee will review all claim information and vote to approve distributions.

Members of the Oversight Committee include the following individuals:

- Amber Stariha, Co-chair Oversight Committee, Executive Director, Mavericks Community Foundation
- Suzanne Knowlton, Co-chair Oversight Committee, SMCU Community Fund Board of Directors
- Veronica Mazariegos-Anastassiou, Board Member, Puente de la Costa Sur
- Cynthia Choi, Co-Executive Director, Chinese for Affirmative Action
- Paola Bautista, Board Member, VictimsFirst
- Don Horsley, San Mateo County Board of Supervisors, District 3 (retired)

All donations for the Coastside Victims Fund will be held in a designated account at the San Mateo Credit Union. The SMCU Community Fund and Mavericks Community Foundation are waiving all support fees and administration costs.

The San Mateo Credit Union (on behalf of the SMCU Community Fund) will receive approved distribution recommendations and claim information and process payments in the form of a personal check or electronic fund transfer depending on the residence of the intended beneficiaries from the Coastside Victims Fund.

An approved “Coastside Victims Fund Award Letter” will be provided to each beneficiary along with payment. The letter will be held on file and jointly signed by San Mateo Credit Union and Mavericks Community Foundation. The letter will include both organizations’ logos.

A full independent review of the Coastside Victims Fund will be conducted by an independent audit firm as part of the SMCU Community Fund independent annual audit. The results of the audit will be made available to claimants, donors and the general public.

## **VI. Outreach**

The Final Protocol and the basic claim form will be shared with all known victims and made available on the [www.coastsidevictimsfund.org](http://www.coastsidevictimsfund.org) website and the [www.mcf.org](http://www.mcf.org) and [www.smcu.org](http://www.smcu.org) websites beginning March 31, 2023. Email requests for copies of the final documents should be made to [info@coastsidevictimsfund.org](mailto:info@coastsidevictimsfund.org).

At least two victim support meetings will be held at a convenient location with district attorney staff who are already providing case management services to victims and their families. A bilingual and bicultural representative from the City’s Economic Vitality and Community Services Department, Self Help for the Elderly and Coastside Hope will also be at these meetings as they have established trust and rapport with the victims and can communicate with the victims in their primary language (Mandarin and Chinese). The purpose of the meetings will be to provide victims with “hands-on” support to complete the basic claim form and required documentation. If victims do not want to be part of a group meeting, individual support will be provided to them directly.

## **VII. Timeline**

March 31, 2023. The draft protocol will be shared with all known victims, families and interested parties and on the Fund website [www.coastsidevictimsfund.org](http://www.coastsidevictimsfund.org).

**July 2023. Disbursement.** Given that short-term disbursements have already been made through other entities, the Coastside Victims Fund will make one disbursement at the end of July to provide victims with longer-term support to assist with ongoing financial needs.