

Pilot Project Proposal

Mobility & Transportation Access Initiative

for

JN Notary & Professional Services

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JN NOTARY & PROFESSIONAL SERVICES

Mobility & Transportation Access Initiative Project Summary

ORGANIZATION OVERVIEW

JN Notary & Professional Services is a minority woman-owned San Francisco business committed to providing exceptional notarial, administrative, and community-centered support services throughout the Bay Area. In partnership with JN Outreach Foundation and several community organizations, we provide compassionate and accessible services to seniors, individuals with disabilities, underserved populations, and working families.

In addition to professional notarial services, our organization currently provides transportation assistance, document review and drafting, form completion assistance, bill pay support, accountability coaching, life coaching, and wellness support services that help community members maintain independence, stability, and access to essential resources.

COMMUNITY NEED

Many underserved communities throughout San Francisco continue to face transportation inequities, mobility limitations, social isolation, and difficulty accessing essential services. Seniors and individuals with disabilities are especially impacted by limited transportation access often contributes to missed appointments, delayed services, increased isolation, and reduced participation in community worship, and wellness activities.

Currently, many of our service options are being provided using a personal vehicle, which significantly limits transportation capacity and the number of residents who can be served safely and efficiently.

PROJECT OVERVIEW

JN Notary & Professional Services is seeking grant funding, sponsorship support, charitable donations, or vehicle partnership/ sponsorship opportunities to purchase a reliable passenger van, minivan, or ideally an electric vehicle to support our expanding transportation and outreach services throughout San Francisco and surrounding communities.

This initiative is designed to improve transportation accessibility, strengthen community engagement, reduce isolation, and increase access to essential services for underserved residents.

PROJECT GOALS

The addition of a community service vehicle would:

- Increase transportation capacity by approximately 50%
- Improve access to medical appointments, pharmacies, grocery stores, and banking institutions outside of Bayview

- Support transportation needs for seniors and individuals with disabilities
- Provide transportation support for youth participating in afterschool and enrichment programs
- Strengthen community wellness and neighborhood engagement
- Create flexible employment opportunities for local community members
- Expand transportation services beyond the Bayview area into surrounding San Francisco neighborhoods

Unlike some existing transportation services that charge standard rider fees and maintain limited service areas, our program is designed to provide flexible transportation assistance throughout San Francisco using a sliding-scale fee structure based on financial need and accessibility barriers.

TARGET SERVICE AREAS

Services will support residents throughout the following areas:

Bayview Hunters Point, Sunnysdale, Dogpatch, Potrero Hill, Mission District, Fillmore, Pacific Heights, Sunset District, South San Francisco, Pacifica, Richmond, and El Sobrante.

FINANCIAL REQUEST

JN Notary & Professional Services is currently seeking \$10,000–\$20,000 to purchase a reliable used passenger van or minivan to support community transportation services.

Ideally, we would like to obtain a newer or electric vehicle to improve long-term reliability, reduce maintenance costs, and support environmentally sustainable transportation efforts within San Francisco communities.

JN Outreach Foundation may serve as the nonprofit fiscal sponsor for eligible charitable contributions related to this initiative.

EXPECTED COMMUNITY IMPACT

This initiative is expected to:

- improve transportation accessibility,
- reduce social isolation,
- increase senior wellness and engagement,
- improve access to healthcare and essential services,
- strengthen family and neighborhood stability,
- and expand community outreach efforts throughout San Francisco.

PROJECT OPERATIONAL READINESS

JN Notary & Professional Services is uniquely positioned to implement this initiative due to its existing mobile service infrastructure, established client base, trusted community relationships, flexible scheduling systems, and ongoing partnerships with faith-based and community organizations throughout San Francisco. Transportation support services are already being informally provided on a limited scale; therefore, funding would allow the organization to immediately expand and formalize an existing community need rather than create a new program from the ground up.

JN NOTARY & PROFESSIONAL SERVICES

MOBILITY & TRANSPORTATION ACCESS INITIATIVE PROJECT PROPOSAL

OPENING STATEMENT

JN Notary & Professional Services is a local minority woman-owned business whose mission is to provide exceptional notarial services when and where they are needed most, as reflected through our 5-Star Reviews on Google & Yelp. We offer 24/7 easy scheduling access for onsite service appointments at one of our two safe, clean, comfortable, and convenient San Francisco locations. For an additional yet affordable fee, a mobile appointment can be booked for a designated location such as office, home, business, hospital, school, college, assisted living facilities, senior residences, and nursing homes by calling or texting 415-444-6622. We also acknowledge that emergencies and urgent service needs can arise outside of traditional business hours; therefore, limited after-hours and weekend support services are available when scheduling permits. These service options enable clients to have documents notarized promptly, at their convenience, and without stress. During every client interaction, we demonstrate professionalism, patience, confidentiality, flexibility, organization, exceptional customer service, and attention to detail. JN Notary & Professional Services works in collaboration with JN Outreach Foundation, a nonprofit multi-purpose human services organization to offer community members an opportunity to tap into quality resources and services that will create and build a strong foundation based on self-preservation, self-improvement, accountability, and positive contact with other diverse members of the community. Through consistent community engagement, professionalism, and relationship-building, we have developed trusted connections within faith-based institutions, neighborhood organizations, and underserved communities throughout San Francisco.

We believe accountability, stability, and positive community engagement are essential to building stronger individuals, families, and neighborhoods. In order to create lasting change within our communities, we the people must promote balance, accountability, and healthy perspectives that encourage long-term growth and stability.

LEGAL ENTITY

JN Notary & Professional Services is a for-profit organization that provides quality, impactful, and community-centered professional services and consultations.

EXISTING CLIENT BASE

JN Notary & Professional Services currently serves a diverse client base throughout San Francisco and surrounding communities. Existing clients include white-collar and blue-collar professionals, seniors, contractors, funeral homes, hospitals, construction companies, law firms, banking institutions, insurance companies, care facilities, individuals with disabilities, working families, and various members of the general public.

Our existing relationships within both the professional and community sectors demonstrate our ability to build trust, maintain professionalism, and consistently provide reliable mobile and community-centered services across diverse populations.

BUSINESS SUMMARY

We are aware that underserved communities are filled with individuals and families who are experiencing financial hardship, mobility barriers, housing instability, fixed incomes, re-entry challenges, or limited access to supportive services. We also know that there are many resources available, yet many times people find it difficult to ask for assistance, locate services, or meet eligibility requirements, or navigate perceived social barriers. Unfortunately, many community members miss out on valuable resources due to the following factors: pride, trust, confidentiality issues, fear of the unknown, and judgment. Our overall objective is to meet the need, make the connection, and provide support to all participants and those within their circle. One of the ways we give back to the community is by ensuring that our services remain affordable and accessible to everyone. We set up a discount program that we can offer upon expressed need to community members if they truly are experiencing financial hardship with regard to paying for Notary service.

SERVICES & PARTNERSHIPS

JN Notary & Professional Services is committed to providing compassionate, community-centered administrative and support services to seniors, individuals with disabilities, underserved populations, and working families throughout San Francisco and surrounding communities. Through collaborative partnerships with Evergreen Baptist Church (Bayview), Rosa Parks Elementary School (Fillmore), JN Outreach Foundation (Bayview), Garfield Afterschool Program (Mission), and APRI (Bayview), we connect community members with practical resources and supportive services that promote stability, accessibility, independence, and overall wellness.

Our services include limited transportation assistance, mobile document review and drafting, form completion assistance, bill organization and support, accountability coaching, life coaching, and

resource navigation. We also assist clients with accessing medical appointments, pharmacies, grocery stores, banking institutions, Worship services, wellness programs, and other essential services that help individuals maintain independence and quality of life. We also recognize that many seniors and individuals with disabilities require flexible scheduling accommodations due to medical appointments, mobility concerns, caregiver availability, or changing health conditions. For this reason, we strive to provide responsive and adaptable scheduling whenever possible. These services are currently being provided on a limited scale through existing staff capacity, community partnerships, and personal transportation resources.

We are committed to providing culturally competent services that respect the diverse backgrounds, lived experiences, communication styles, and needs of the communities we serve. A significant portion of our work focuses on supporting seniors and individuals with mobility challenges by providing patient, respectful, and compassionate service in both office and mobile settings. We strive to create a safe, welcoming, and nonjudgmental environment where clients feel valued, supported, and empowered.

PROJECT VISION

As our organization continues to grow, our vision is to expand these services throughout San Francisco, including but not limited to the Bayview and Portola communities. Our long-term goal is to establish additional service locations that provide practical, human-centered solutions to the unmet needs within underserved communities. We are committed to strengthening family unity, increasing access to supportive resources, and improving neighborhoods one household at a time.

Currently, our ability to serve the community is limited by transportation capacity, as services are being conducted using a personal vehicle. To increase our impact, we are seeking vehicle sponsorship and or funding to purchase a used minivan, passenger van, or ideally an electric vehicle that will support our expanding transportation and outreach efforts.

PROJECT GOAL & COMMUNITY IMPACT

As our organization continues to grow, JN Notary & Professional Services seeks funding to purchase a reliable used minivan, passenger van, or ideally an electric vehicle to expand transportation and outreach services throughout San Francisco and neighboring communities.

Currently, many of our mobility and transportation services are being conducted using a personal vehicle, which limits transportation capacity and reduces the number of individuals we can serve safely and efficiently. Additional seating and storage space are necessary to accommodate clients

with mobility challenges, wheelchairs, walkers, or medical equipment. The addition of a community service vehicle would significantly improve transportation accessibility for seniors, individuals with disabilities, working families, and youth participating in afterschool and enrichment programs.

Based on current client requests, community referrals, and existing transportation assistance needs, we anticipate immediate utilization of the transportation program upon implementation.

EXPECTED OUTCOMES

This initiative is expected to:

- increase transportation capacity by approximately 50%,
- improve access to healthcare, pharmacies, grocery stores, banking institutions, and community programs,
- reduce social isolation among seniors and mobility-limited residents,
- strengthen family stability and community engagement,
- support youth transportation needs,
- create flexible employment opportunities for local community members,
- provide 60–80 transportation trips monthly,
- serve approximately 25-30 riders from our current client base,
- support increased community engagement such as worship participation among seniors and mobility-limited residents,
- and economic activity within the Bayview corridor by improving transportation access for residents and visitors.

Unlike transportation programs with fixed rider fees and limited service areas, our initiative is designed to provide more flexible transportation assistance throughout San Francisco using a sliding-scale fee structure based on financial need and accessibility barriers.

By expanding transportation access and supportive services, we aim to improve community wellness, strengthen neighborhood connections, and increase access to essential resources for underserved residents throughout the San Francisco Bay Area.

PROGRAM EVALUATION

Program effectiveness will be evaluated through:

- transportation trip tracking,
- rider participation numbers,
- client feedback,
- repeat service usage,
- and community engagement outcomes during the first 12 months of implementation.

Evaluation data will help determine future program growth, service improvements, and long-term sustainability opportunities.

PROJECT TARGET SERVICE AREAS

- San Francisco County to include Bayview, Sunnydale, Dog Patch, Cortland, Potrero Hill, Fillmore, Lakeview, Pacific Heights, and the Mission District.
- San Mateo County to include Daly City, South San Francisco and Pacifica.
- Contra Costa County to include Richmond and El Sobrante.

TARGET POPULATION FOR PROJECT

Seniors, individuals with disabilities, historically underserved populations, and working families throughout San Francisco and surrounding communities.

COMMUNITY REFERRAL SOURCES

- Faith-based organizations
- Senior referrals
- Existing client referrals
- Community partnerships
- Word-of-mouth referrals
- Schools and outreach programs

PROJECT OPERATIONAL READINESS

JN Notary & Professional Services is uniquely positioned to implement this initiative due to its existing mobile service infrastructure, established client base, trusted community relationships,

flexible scheduling systems, and ongoing partnerships with faith-based and community organizations throughout San Francisco. Transportation support services are already being informally provided on a limited scale; therefore, funding would allow the organization to immediately expand and formalize an existing community need rather than create a new program from the ground up.

Currently, clients are able to access the mobility services by calling 415-444-6622, via the weblink: JNNOTARY.COM/shuttle or by scanning the QR Code below:



JN Notary & Professional Services is committed to maintaining appropriate insurance coverage, driver screening procedures, and operational policies necessary to support safe transportation services.

Drivers and transportation support staff will follow established scheduling, safety, documentation, and client communication procedures and will participate in mandatory driver safety and transportation protocol training to help ensure safe, reliable, and professional services.

COMMUNITY ACCOUNTABILITY & SAFETY

JN Notary & Professional Services is committed to maintaining safe, professional, and accountable transportation operations. Transportation services will be coordinated through documented scheduling procedures, client intake forms, transportation logs, safety protocols, and communication systems designed to promote reliability, professionalism, and client well-being. Drivers and support personnel will be expected to maintain professionalism, confidentiality, and respectful engagement during all client interactions.

Transportation records and client information will be maintained in a confidential and organized manner consistent with organizational privacy and documentation procedures.

PROJECT FINANCIAL REQUEST

To achieve this goal, JN Notary and Professional Services is seeking grant funding or charitable donations in the amount of \$10,000–\$20,000 to purchase a reliable used minivan or passenger van.

JN Notary & Professional Services will operate the transportation program in collaboration with JN Outreach Foundation, which may serve as the nonprofit fiscal sponsor for eligible charitable contributions.

Ideally, we would like to obtain a newer or electric vehicle to minimize maintenance costs, improve long-term reliability, and support sustainable transportation initiatives; however, additional funding support would allow the organization to pursue a more sustainable and environmentally friendly transportation option.

Obtaining a newer or electric vehicle would further support environmental sustainability and support eco-friendly transportation efforts within San Francisco. An electric vehicle would provide a zero-emission transportation option, helping reduce pollution and contributing to healthier neighborhoods for the families and seniors we serve. This initiative may also create opportunities for partnership and support from environmentally focused organizations such as Green Business Innovators and Greenopia.

PROJECT BUDGET

Note: Budget estimates are based on current regional vehicle market pricing and anticipated first-year operational expenses.

Expense	Estimated Cost
Used Minivan/Passenger Van	\$14,000
Insurance & Registration	\$1,500
Vehicle Maintenance Reserve	\$1,500
Accessibility/Safety Equipment	\$1,000
Fuel/Charging Support	\$2,000
Total Estimated Budget	\$20,000

BUDGET NARRATIVE

The proposed project budget of approximately \$20,000 will support the purchase, preparation, and initial operational implementation of a community transportation vehicle to expand mobility and accessibility services throughout San Francisco and surrounding communities.

Vehicle Purchase — \$14,000

The largest portion of the budget will support the purchase of a reliable used minivan or passenger van capable of safely transporting seniors, individuals with disabilities, youth participants, and community members requiring mobility assistance. A larger vehicle is necessary to accommodate additional seating, mobility devices, walkers, wheelchairs, groceries, and medical equipment while improving overall transportation efficiency and service capacity.

Insurance & Registration — \$1,500

Funding will support required vehicle registration, licensing, and insurance coverage necessary to legally and safely operate transportation services within California. Maintaining appropriate insurance coverage is critical to ensuring client safety, organizational compliance, and responsible transportation operations.

Vehicle Maintenance Reserve — \$1,500

A maintenance reserve is included to support preventative maintenance, oil changes, tire replacement, routine servicing, minor repairs, and unexpected maintenance needs during the first year of operation. Establishing a maintenance reserve will help ensure consistent and uninterrupted transportation services.

Accessibility & Safety Equipment — \$1,000

Funds will support the purchase of basic accessibility and safety-related equipment such as first aid kits, vehicle safety supplies, phone mounts, sanitation materials, reflective safety equipment, emergency preparedness supplies, and mobility assistance support items that improve rider safety and comfort.

Fuel / Charging Support — \$2,000

Transportation services will require ongoing fuel support or electric charging costs depending on the type of vehicle acquired. Funding allocated for fuel and charging expenses will help ensure reliable transportation services during the program's initial implementation phase while the organization continues developing long-term sustainability strategies.

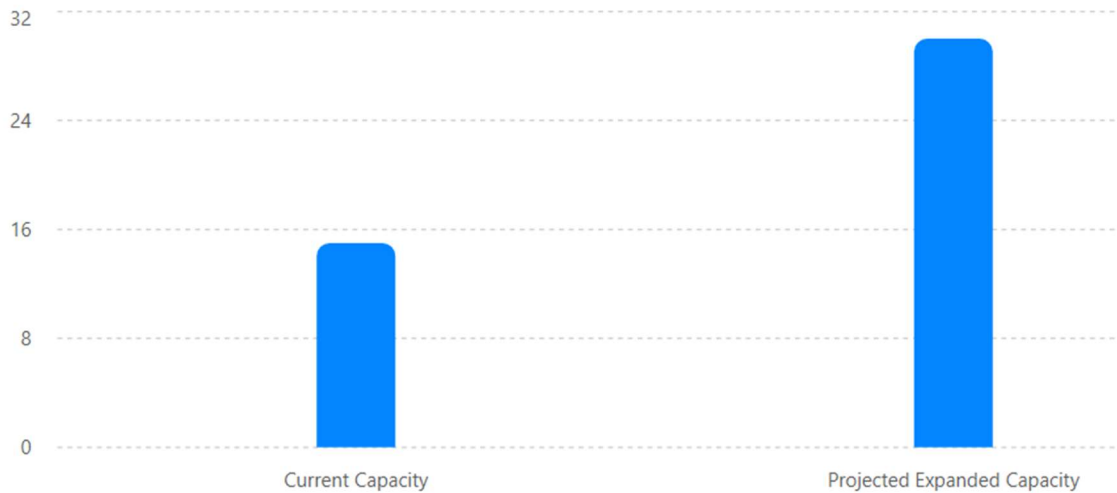
LONG-TERM SUSTAINABILITY

Long-term sustainability for the initiative will be supported through a combination of sliding-scale transportation fees, existing business revenue, community partnerships, sponsorships, referral relationships, repeat client usage, and future grant opportunities.

This funding opportunity will allow JN Notary & Professional Services to immediately expand an already existing community need and increase transportation accessibility, community wellness, and essential service access for underserved populations throughout San Francisco.

Projected Transportation Capacity Growth

Estimated increase in transportation service capacity after vehicle acquisition.



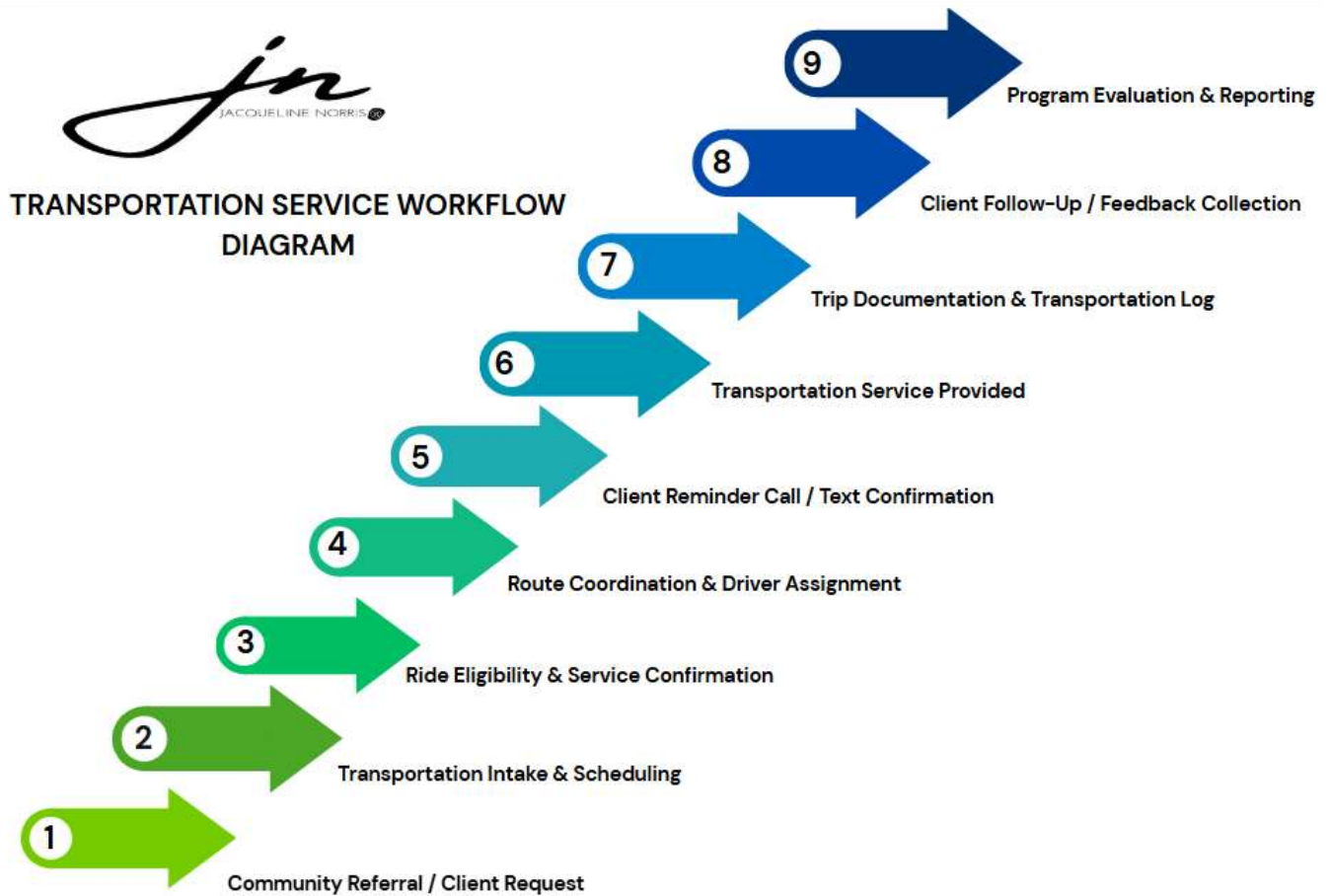
Note: Based on projected first-year operational estimates.

IMPLEMENTATION TIMELINE

Upon funding approval, JN Notary & Professional Services anticipates acquiring and preparing the vehicle for service within approximately 30–60 days. During this time, the organization will finalize insurance coverage, complete vehicle registration requirements, coordinate scheduling logistics, and expand transportation outreach efforts through existing community partnerships and referral networks.

Initial transportation services are expected to begin immediately following vehicle readiness and program coordination.

TRANSPORTATION SERVICE WORKFLOW



EXISTING COMMUNITY ACTIVITIES & COMMUNITY ENGAGEMENT

JN Notary & Professional Services, in collaboration with JN Outreach Foundation and community partners, has consistently provided community-centered support services throughout San Francisco, particularly within Bayview Hunters Point and surrounding underserved communities. Existing community engagement and supportive service activities currently include:

Section 1 — Existing Direct Activities

1. Monday–Friday school pickup and drop-off assistance for approximately five children (age 6-11 years of age) participants.
2. Monday–Friday afterschool transportation support for approximately five to six children (age 6-11 years of age) participating in enrichment and afterschool programs.
3. Weekly Sunday worship transportation services for two seniors and two adults.

4. As-needed transportation support for weekend worship and faith-based community activities for approximately three seniors.
5. Transportation assistance for medical appointments, laboratory visits, and wellness-related appointments for approximately three senior clients twice monthly.
6. Monthly bill pay organization and assistance services for approximately five seniors.
7. Grocery pickup, delivery, drop-off, and shipping assistance for approximately four seniors.
8. Preparation and delivery of spiritual care packets and wellness encouragement materials for approximately five seniors twice monthly.
9. Administrative support services, including invoice preparation, document assistance, and organizational support, for a senior small business owner.

Section 2 — Ongoing Support Services

10. Mobile notary services for seniors, hospitals, care facilities, and mobility-limited individuals.
11. Administrative support services including document review, form completion assistance, bill pay support, resource navigation, wellness support, accountability coaching, and life coaching services for community members experiencing hardship.
12. Supportive services that encourage faith-based engagement, worship participation, and community connection among seniors and mobility-limited residents.
13. Ongoing collaboration with local schools, churches, nonprofits, and afterschool programs to support community accessibility, family stability, and neighborhood engagement.

These services are currently being provided through existing staff capacity, community partnerships, flexible scheduling systems, and limited personal transportation resources. The consistent demand for these services demonstrates an ongoing and growing need for expanded community mobility and transportation support throughout the communities we serve.

CLOSING STATEMENT

JN Notary & Professional Services remains committed to serving underserved communities with dignity, compassion, professionalism, and accessibility. With the support of community partners and funding organizations, we believe this community wellness and accessibility initiative will significantly improve access to essential services, strengthen family stability, reduce social isolation, and create lasting positive impact throughout the communities we serve.

We understand that trusted community relationships are essential when serving seniors, families, and vulnerable populations, and we remain committed to maintaining those relationships through reliable and compassionate service.

Through this initiative, we hope to demonstrate how trusted neighborhood businesses and community organizations, combined with accessible transportation support, can improve senior wellness, community engagement, and neighborhood connectivity throughout Bayview Hunters Point and surrounding communities.