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**Americans with Disabilities Act ("ADA"):** In compliance with the ADA, if you need special assistance to participate in a meeting, please contact the City Clerk's office at (323) 583-8811. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.



**Agenda**  
**Regular Vernon CommUNITY Fund**  
**Grant Committee Meeting**  
**November 18, 2015, 10:00 a.m.**  
**Council Chamber**  
**City Hall, 4305 Santa Fe Avenue**  
**Vernon, California 90058**

*Michael Gavina, Chairperson*  
*Jessica Maes, Vice Chairperson*  
*Lawrence Cooper, Committee Member*  
*William Davis, Committee Member*  
*Juliet Goff, Committee Member*  
*Steve Veres, Committee Member*  
*Rafael Gonzalez, Committee Member*

**CALL TO ORDER & FLAG SALUTE**

**CHANGES TO THE AGENDA**

**PUBLIC COMMENT** - At this time the public is encouraged to address the Grant Committee on any matter that is within the subject matter jurisdiction of the Grant Committee. The public will also be given a chance to comment on matters which are on the posted agenda during deliberation on those specific matters.

**PRESENTATIONS**

- 1. Presentation by City Consultant Fred MacFarlane of a proposed Vernon CommUNITY Fund logo package to be used by grant recipients. The Grant Committee will be requested to approve the proposed package or provide feedback related to any proposed revisions to the package."**

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**MINUTES – TO BE RECEIVED AND FILED**

2. [Minutes of the Regular Vernon CommUNITY Fund Grant Committee Meeting held on August 19, 2015.](#)
3. [Minutes of the Special Vernon CommUNITY Fund Grant Committee Meeting held on September 30, 2015.](#)

**GRANT AWARDING**

4. [Award of Fiscal Year 2015/2016 Docket II Vernon CommUNITY Fund Grants.](#)

**Recommendation:**

- A. Find that the award of the proposed grants are exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the general rule that CEQA only applies to projects that may have an effect on the environment; and
- B. Award Fiscal Year 2015/2016 Docket II grants totaling \$188,000 to the six applicants identified below at the amounts recommended:

<b>Applicant</b>	<b>Original Amount Requested</b>	<b>Amount Recommended</b>	<b>Proposed Term</b>
Helpline Youth Counseling	\$107,023	\$45,000	1 year
Hispanas Organized for Political Equality (HOPE)	\$15,000	\$10,000	1 year
Human Services Association	\$250,000/2 years	\$35,000	1 year
Opportunity Fund	\$100,000	\$40,000	1 year
South Central Family Health Center (Huntington Park Family Health Center Location)	\$250,000/2 years	\$38,000	1 year
Woodcraft Rangers	\$40,000	\$20,000	1 year

**ORAL REPORTS**

5. Update on capital grants program review and analysis.
6. Brief reports on activities, other brief announcements, and directives to staff.

7. Next regular meeting: February, 17, 2016

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**ADJOURNMENT**

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I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Vernon City Hall, located at 4305 Santa Fe Avenue, Vernon, California, and on the City's website, not less than 15 days prior to the meeting set forth on this agenda. Dated this 2<sup>nd</sup> day of November 2015.

By: \_\_\_\_\_  
Maria E. Ayala, Secretary

MINUTES OF THE REGULAR VERNON COMMUNITY FUND  
GRANT COMMITTEE MEETING OF THE CITY OF VERNON HELD  
WEDNESDAY, AUGUST 19, 2015, AT 10:00 A.M. IN THE CITY  
HALL COUNCIL CHAMBER, LOCATED AT 4305 SANTA FE  
AVENUE, VERNON, CALIFORNIA

MEMBERS PRESENT: Michael Gavina, Jessica Maes, Lawrence Cooper, Juliet Goff,  
Rafael Gonzalez, and Steve Veres

MEMBERS ABSENT: William Davis

Chairperson Gavina called the meeting to order at 10:13 a.m. and also led the flag salute.

Gavina announced that there were no changes to the agenda.

City Clerk Maria Ayala, reminded the Committee to speak into their microphones to ensure a complete audio recording of the meeting proceedings.

**PUBLIC COMMENT**

Chairperson Gavina announced that this was the time allotted for public comment and inquired whether anyone in the audience wished to address the Committee. The public will also be given a chance to comment on matters which are on the posted agenda during Committee deliberation on those specific matters.

No public comment.

**ELECTION**

- 1. Election of Chairperson and Vice Chairperson to serve until the next annual election in August 2016.**

**Recommendation:**

- A. Find that election of chairperson and vice chairperson does not constitute a “project” pursuant to section 15378(b)(2) of the Guidelines to the California Environmental Quality Act (“CEQA”), because it constitutes an administrative activity; and even if the adoption of the proposed resolution did constitute a project, it would be exempt from CEQA in accordance with Section 15061(b)(3), the general rule that CEQA only applies to projects that may have an effect on the environment; and
- B. Elect one of its members as Chairperson for a one year term; and
- C. Elect one of its members as Vice Chairperson for a one year term.

It was moved by Maes and seconded by Goff to appoint Gavina as the Chairperson. Motion carried, 5-0.

It was moved by Cooper and seconded by Goff to appoint Maes as the Vice Chairperson. Motion carried, 5-0.

**MINUTES**

- 2. Minutes of the Regular Vernon CommUNITY Fund Grant Committee Meeting held on February 18, 2015.**
- 3. Minutes of the Regular Vernon CommUNITY Fund Grant Committee Meeting held on May 20, 2015.**

It was moved by Maes and seconded by Gonzalez to approve the Minutes for the following Regular Vernon CommUNITY Fund Grant Committee Meetings of February 18, 2015 and May 20, 2015. Motion carried, 5-0.

**FISCAL YEAR 2014/2015 YEAR-END SUMMARY**

It was agreed by the Committee to hear this item after Agenda Item No. 5, as the monitors were not properly working in order to display the corresponding presentation.

**4. Vernon CommUNITY Fund Year-End Summary for Fiscal Year 2014/2015.**

**Recommendation:**

- A. Receive and file a report prepared by City consultant Jemmott Rollins Group, Inc. summarizing the activities and results of the first year of the Vernon CommUNITY Fund.
- B. Provide feedback to City consultant and City staff regarding the contents of the report, experiences and impressions over the first year, and potential improvements that could be made to the Vernon CommUNITY Fund grant making process.

Committee Member Veres entered the meeting at 10:19 a.m.

**GRANT AWARDING**

**5. Award of Fiscal Year 2015/2016 Docket I Vernon CommUNITY Fund Grants.**

**Recommendation:**

- A. Find that the award of the proposed grants are exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the general rule that CEQA only applies to projects that may have an effect on the environment; and
- B. Award Fiscal Year 2015/2016 Docket I grants totaling \$180,000 to the five applicants identified below at the amounts recommended:

<b>Applicant</b>	<b>Original Amount Requested</b>	<b>Amount Recommended</b>	<b>Proposed Term</b>
Holy Angels Church of the Deaf	\$43, 620	\$45,000	1 year
Inner City Struggle	\$150,000 / 2 years	\$35,000	1 year
Los Angeles County Bicycle Coalition	\$44,000	\$35,000	1 year
Proyecto Pastoral	\$75,000	\$40,000	1 year
Weingart East Los Angeles YMCA	\$125,000	\$25,000	1 year

The Committee agreed to hear each grantee’s application and consider the award of fiscal year 2015-2016 Docket I Vernon CommUNITY Fund grants in one collective motion.

Fran Jemmott and Hayley Roberts, from Jemmott Rollins Group, provided individual presentations on each of the grant applicants.

The Committee held significant dialogue and deliberations over the grant applicants, the amounts requested, and the amounts recommended to be granted from Jemmott Rollins Group. Ms. Jemmott and Ms. Roberts provided additional information and input in response to various questions from the Committee.

Upon conclusion of the presentation of the grant applicants, a motion was made to approve a REVISED 2015-2016 Docket I Vernon CommUNITY Fund grants as follows:

<b>Applicant</b>	<b>REVISED Amount Recommended</b>
Holy Angels Church of the Deaf	\$44,000
Inner City Struggle	\$25,000
Los Angeles County Bicycle Coalition	\$35,000
Proyecto Pastoral	\$35,000
Weingart East Los Angeles YMCA	\$41,000

On a motion by Veres and a second by Goff, the Committee voted to approve a REVISED 2015-2016 Docket I Vernon CommUNITY Fund grants. Motion DENIED, 3 Ayes (Veres, Goff, and Maes) to 3 Noes (Gonzalez, Gavina, and Cooper).

A second motion was made to approve the original 2015-2016 Docket I Vernon CommUNITY Fund grants as follows:

<b>Applicant</b>	<b>Amount Recommended</b>
Holy Angels Church of the Deaf	\$45,000
Inner City Struggle	\$35,000
Los Angeles County Bicycle Coalition	\$35,000
Proyecto Pastoral	\$40,000
Weingart East Los Angeles YMCA	\$25,000

On a motion by Gonzalez and a second by Maes, the Committee voted to approve the 2015-2016 Docket I Vernon CommUNITY Fund grants. Motion Carried, 4 Ayes (Gavina, Gonzalez, Cooper, and Maes) to 2 Noes (Veres and Goff).

The following items, Agenda Items No. 4, 6 and 7, were tabled until the next meeting.

**FISCAL YEAR 2014/2015 YEAR-END SUMMARY**

**~~4. Vernon CommUNITY Fund Year-End Summary for Fiscal Year 2014/2015.~~**

**Recommendation:**

- ~~A. Receive and file a report prepared by City consultant Jemmott Rollins Group, Inc. summarizing the activities and results of the first year of the Vernon CommUNITY Fund.~~
- ~~B. Provide feedback to City consultant and City staff regarding the contents of the report, experiences and impressions over the first year, and potential improvements that could be made to the Vernon CommUNITY Fund grant making process.~~

**DISCUSSION ITEMS AND POSSIBLE DIRECTIVES TO STAFF**

**~~6. Discussion regarding potential expansion of the Vernon Area.~~**

**Recommendation:**

- ~~A. Hold a discussion regarding the potential expansion of the Vernon Area and provide specific recommendations to City staff and City Council regarding any such expansion.~~

**~~7. Discussion regarding rolling grant dockets and capital grants.~~**

**Recommendation:**

- ~~A. Hold a discussion regarding the advantages and disadvantages of rolling grant dockets and provide recommendations to City staff regarding the continuation of rolling grant dockets or alternatives to rolling grant dockets.~~
- ~~B. Hold a discussion regarding how to most appropriately and effectively address capital grant funding and awards and provide related recommendations to City staff and City Council.~~

**ORAL REPORTS**

- 8. Brief reports on activities, other brief announcements, and directives to staff.

No reports provided.

Deputy City Administrator Kristen Enomoto announced that although the tabled items were not urgent, a special meeting of the Committee might be considered in order to address these items prior to the next regularly scheduled meeting.

With no further business, Chairperson Gavina adjourned the meeting at 11:56 a.m.

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Michael Gavina  
Chairperson

ATTEST:

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Maria E. Ayala  
Secretary

MINUTES OF THE SPECIAL VERNON COMMUNITY FUND  
GRANT COMMITTEE MEETING OF THE CITY OF VERNON HELD  
WEDNESDAY, SEPTEMBER 30, 2015, AT 10:00 A.M. IN THE CITY  
HALL COUNCIL CHAMBER, LOCATED AT 4305 SANTA FE  
AVENUE, VERNON, CALIFORNIA

MEMBERS PRESENT: Michael Gavina, William Davis, Juliet Goff, Rafael Gonzalez, and Steve Veres

MEMBERS ABSENT: Lawrence Cooper and Jessica Maes

Chairperson Gavina called the meeting to order at 10:13 a.m. and led the flag salute.

It was confirmed that there were no changes to the agenda.

**PUBLIC COMMENT**

Chairperson Gavina announced that this was the time allotted for public comment and inquired whether anyone in the audience wished to address the Committee. The public will also be given a chance to comment on matters which are on the posted agenda during Committee deliberation on those specific matters.

No public comment provided.

**FISCAL YEAR 20142015 YEAR-END SUMMARY**

**1. Vernon CommUNITY Fund Year-End Summary for Fiscal Year 2014/2015.**

**Recommendation:**

- A. Receive and file a report prepared by City consultant Jemmott Rollins Group, Inc. summarizing the activities and results of the first year of the Vernon CommUNITY Fund.
- B. Provide feedback to City consultant and City staff regarding the contents of the report, experiences and impressions over the first year, and potential improvements that could be made to the Vernon CommUNITY Fund grant making process.

Hayley Roberts of Jemmott Rollins Group provided the oral report.

The Committee held a discussion and requested the following information on future reporting: additional data and statistics on the grant categories such as environmental impact, number of people impacted per grant, and closeout on how funds were utilized.

It was moved by Davis and seconded by Goff to receive and file the year-end summary report. Motion carried, 5-0.

**DISCUSSION ITEM AND POSSIBLE DIRECTIVES TO STAFF**

**2. Discussion regarding potential expansion of the Vernon Area.**

**Recommendation:**

- A. Hold a discussion regarding the potential expansion of the Vernon Area and provide specific recommendations to City staff and City Council regarding any such expansion.

Deputy City Administrator Kristen Enomoto reported on the current Vernon area structure and consideration for grant applicants. Enomoto further presented on staff's recommendation to: keep the Vernon area as is; collect data on the homeless issue and agencies working to improve conditions; assess funding for homeless population in Vernon area; and report back on opportunities or challenges for the Committee to address the issue.

In response to Member Veres' inquiry on grant recipients that are not located in the Vernon area, Fran Jemmott of Jemmott Rollins Group explained that the services provided are within the Vernon area.

Members Goff and Gonzalez were in agreement with staff's recommendation.

Jemmott further advised that some grants do serve undomiciled individuals; it may not be their primary focus. If the Committee chooses to address the issue specifically it may require an initiative type of grant making and may additionally require changes to the ordinance governing the Committee.

The Committee held some discussion on the issue, and expressed an interest in a needs assessment and impact study to ensure that resources are applied in the most critical areas.

### **3. Discussion regarding rolling grant dockets and capital grants.**

#### **Recommendation:**

- A. Hold a discussion regarding the advantages and disadvantages of rolling grant dockets and provide recommendations to City staff regarding the continuation of rolling grant dockets or alternatives to rolling grant dockets.
- B. Hold a discussion regarding how to most appropriately and effectively address capital grant funding and awards and provide related recommendations to City staff and City Council.

Fran Jemmott of Jemmott Rollins Group reported on the potential risk of carrying a backlog of grant applicants. Jemmott advised that it is common practice to establish application deadlines and decline grants even though they have satisfied the criteria. Jemmott presented staff's recommendation to perform the following: set limit on general operating grant requests of \$5,000 to \$75,000; for project specific request, require proof of other funders; and provide more narrative on how each grant recommendation aligns with the docket and stronger rationale for recommendation.

The Committee held some discussion.

The Committee was in agreement with staff's recommendation regarding rolling grant dockets with minor revisions as follows: set limit on general operating and project grant requests of \$5,000 to \$75,000; for project specific request, request proof of other funders but not require; and provide more narrative on how each grant recommendation aligns with the docket and stronger rationale for recommendation. All were in agreement that grants will not carry over.

Anne-Marie Jones of Jemmott Rollins Group presented on staff's recommended next steps on how to appropriately and effectively address capital grants as follows: accept Committee input; study and report back on effective capital funding programs conducted by other organizations that specialize in this area; assess the potential for funding partner intermediaries; and report back to Committee in November.

The Committee held some discussion including the potential for initiative based grant funding.

Senior Advisor to the City Administrator Fred MacFarlane reported on the Salt Lake Park Soccer Circle and LA Legacy Hazardous Park Armory projects.

Committee member Goff spoke on the possibility of being involved in the LA River project.

The Committee was in agreement with the proposed next steps.

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**4. Discussion Regarding Minimum Branding and Recognition Requirements for Vernon CommUNITY Fund Grant Recipients.**

**Recommendation:**

- A. Hold a discussion regarding the minimum branding and recognition requirements for Vernon CommUNITY Fund grant recipients.

Anne-Marie Jones of Jemmott Rollins Group presented on examples of possible branding and staff's recommendation on the next steps as follows: for approved grants, including requirement in grant agreement regarding appropriate use and recognition of Vernon CommUNITY Fund Grant Committee as funder; access to approved language, logo, and graphic standards on grantee section of website; recommendation for final approval on language and related material in November.

Senior Advisor to the City Administrator Fred MacFarlane advised on a need for a logo package.

Committee member Veres stated that branding should be consistent with the logo.

Committee member Goff advised that the logo should define where funds came from, the Vernon business and people that conduct business in Vernon.

All were in agreement with staff's proposed next steps.

**ORAL REPORTS**

- 5.** Brief reports on activities, other brief announcements, and directives to staff.

Fran Jemmott of Jemmott Rollins Group (JRG) announced the leave of Hayley Roberts from JRG. Jemmott advised that Anne-Marie Jones will be taking over Robert's responsibilities.

With no further business, Chairperson Gavina adjourned the meeting at 12:03 p.m.

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Michael Gavina  
Chairperson

ATTEST:

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Maria E. Ayala  
Secretary

**DISCUSSION ITEMS AND POSSIBLE DIRECTIVES TO STAFF**



**RECEIVED**

OCT 29 2015

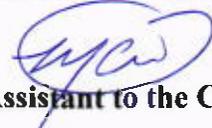
CITY CLERK'S OFFICE

## STAFF REPORT CITY ADMINISTRATION

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**DATE:** November 18, 2015

**TO:** Honorable Members of the Vernon COMMUNITY Fund Grant Committee

**FROM:** Mark C. Whitworth, Executive Director   
Originator: Lilia Hernandez, Executive Assistant to the City Administrator

**RE:** Award of Fiscal Year 2015/2016 Docket II Vernon COMMUNITY Fund Grants

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### Recommendation

- A. Find that the award of the grants proposed in this staff report is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the general rule that CEQA only applies to projects that may have an effect on the environment.
- B. Award Fiscal Year 2015/2016 Docket II grants totaling \$188,000 to the six applicants identified below at the amounts recommended:

Applicant	Original Amount Requested	Amount Recommended	Proposed Term
Helpline Youth Counseling	\$107,023	\$45,000	1 year
Hispanas Organized for Political Equality (HOPE)	\$15,000	\$10,000	1 year
Human Services Association	\$250,000/2 years	\$35,000	1 year
Opportunity Fund	\$100,000	\$40,000	1 year
South Central Family Health Center (Huntington Park Family Health Center Location)	\$250,000/2 years	\$38,000	1 year
Woodcraft Rangers	\$40,000	\$20,000	1 year

## **Background**

As one of the key elements of the City's good governance reforms, the City Council created the Vernon CommUNITY Fund ("VCF") to provide grants to charitable and governmental entities for projects and programs that benefit those residing and working in Vernon. Given the exclusively industrial nature of Vernon, the City Council determined that the VCF was in best interest of the City and its residents, businesses, and workers.

On September 1, 2013, the City retained the services of Jemmott Rollins Group, Inc. ("JRG") to provide consultation, guidance, research and specialized administrative support services to the City Administrator and City staff related to the VCF. JRG has extensive experience in non-profit grant-making and grants management and specialized knowledge of ethics principles governing the grant-making process.

On February 4, 2014, the City Council adopted Ordinance No. 1218 to establish the Vernon CommUNITY Fund Grant Committee ("Grant Committee") and provide the basic guidelines and operational procedures for said Committee and its officers, including those related to the allocation of funds and the processes for reviewing and ranking applications and awarding grants.

## **Fiscal Year 2015/2016 Funding**

Pursuant to Vernon Municipal Code Section 2.164, the City Council appropriated \$1,000,000 to the VCF for fiscal year 2015-2016. The Grant Committee is required to allocate funds in accordance with the following formula:

- 1) No less than 25% of funds available in any fiscal year shall be awarded to proposals to expend funds on capital projects with a projected useful life of 10 years or more, or otherwise reserve such funds for such projects to be awarded in the future.
- 2) The remainder of available funds in any fiscal year may be awarded to proposals to expend funds on direct services. No single grant of this type shall be in an amount less than \$5,000 or more than \$250,000.
  - a) The Grant Committee may award multi-year grants. For such grants, all funds necessary to fund the entire grant must be available to the Committee in the year of the award. The total amount of any grant may not exceed \$250,000, regardless of the number of years over which the grant funds are to be spent. The Grant Committee shall reserve sufficient funds to ensure that the grant can be fully funded without the appropriation of additional City funds in future years.

In consideration of the minimum required set aside for capital projects, the total maximum amount of grant funds available for award to proposals for direct services during Fiscal Year 2015/2016 is \$750,000. As such, JRG and City staff recommend the Grant Committee award approximately \$187,500 in grants for direct services at each of four quarterly meetings proposed to occur this fiscal year, including this meeting. This will assure the availability of resources throughout the year and a level playing field for applicants.

## **Criteria for Ranking Grant Proposals**

Pursuant to Vernon Municipal Code Section 2.166, no grant shall be awarded unless doing so serves a municipal purpose of the City, and the Executive Director and Grant Committee must rank all proposals from eligible applicants using the following factors:

- 1) The extent to which the funds will promote the health, safety, and welfare of persons residing or working within the Vernon Area.
- 2) The benefit anticipated to accrue to the Vernon Area.
- 3) The extent to which the public will appreciate that the benefits of the proposed actions were a direct result of the funding provided by the City of Vernon.
- 4) Evidence that the funds will be used by an organization with sufficient capacity to do the work, and will be used effectively and without inefficiencies, waste or fraud.
- 5) For proposals for capital projects, the ability and commitment to fund the maintenance and repair of the project over the long term.

## **FY 2015/2016 Docket II Grant Applications**

Docket II and 2015/2016 year to date information is summarized in the Grant Review Committee Transmittal Report attached hereto as Attachment 1.

As previously indicated, the second grant docket for the VCF contains six applications for review, deliberation, and award by the Grant Committee. All applicants meet the eligibility requirements set forth in Section 2.165 of the Vernon Municipal Code and all applications were thoroughly vetted by JRG and City staff using the aforementioned ranking criteria.

Based on the application criteria, JRG's due diligence findings, and the amount of funding available, the total amount of grant funding recommended for Fiscal Year 2015/2016 Docket II is \$188,000.

JRG staff has prepared a written summary for each grant application describing its merits and potential risks, which is attached hereto as Attachment 2. These materials and recommendations are to be used only as guiding documents for the Grant Committee's deliberation. The Grant Committee is expected to debate the content of each application at its November 18, 2015 meeting. The full applications are publicly available and can be accessed online at <https://jemmottrollinsgroup.fluidreview.com> or at the City Clerk's Office at Vernon City Hall.

## **Grant Agreement**

Upon award of grants by the Grant Committee, each grant recipient shall be required to execute a Grant Agreement in substantially the same form as attached hereto as Attachment 3. The Grant Agreement sets forth the terms and conditions of the grant, including the amount and purpose(s) of the grant, written reporting requirements, the return of any unused portion, and requirements respecting the use of the VCF logo.

### **Fiscal Impact**

The Fiscal Year 2015/2016 Docket II total recommended grant award amount of \$188,000 is included in the 2015/2016 City Budget and is in line with the recommended quarterly allocation of approximately \$187,500 for this fiscal year.

### **Attachment(s)**

1. Grant Review Committee Transmittal Report
2. FY 2015/2016 Docket II Grant Application Summaries
3. Form Grant Agreement

# Attachment 1

## Grant Review Committee Transmittal Report



## Grant Review Committee Transmittal Report

### Current Cycle: Docket II FY2016

Total \$ Amount of Grant Requests	\$512,023 for one year
Total Grant Budget – Current Cycle	\$188,000
Total # Recommended Grants	6
Average Recommended Grant Amount	\$31,250

### Summary of Recommended Grants

ORGANIZATION	REQUESTED AMOUNT	RECOMMENDED AMOUNT	COMMUNITIES SERVED
Helpline Youth Counseling	107,023	45,000	City of Vernon, Bell, Bell Gardens, Commerce, Cudahy, Huntington Park, Maywood, South Gate
Hispanas Organized for Political Equality (HOPE)	15,000	10,000	City of Vernon, Maywood, Bell, Huntington Park, Commerce
Human Services Association	250,000/ 2 years	35,000/ 1 year	Huntington Park, Bell, Maywood, Commerce
Opportunity Fund	100,000	40,000	City of Vernon, Maywood, Huntington Park, Bell, Commerce, Boyle Heights, East LA
So Central Family Health Center (Huntington Park Family Health Center Location)	250,000/2 years	38,000/1 year	Huntington Park
Woodcraft Rangers	40,000	20,000	City of Vernon and adjacent communities

### Comments/Observations

- This is the first docket where the majority of requests are not for work focused on Boyle Heights and unincorporated parts of East LA
- VCF received the largest request for homeless services this cycle
- Starting to receive requests for a more varied mix of programs in SE Los Angeles, such as services for small business owners

### Application Pipeline (As of 10/5/2015)

Number of Pending Applications	7
Total \$ Amount of Grant Requests	\$470,000 for one year

### Year to Date FY2016 – Prior to Current Cycle

Total \$ Amount of Grant Requests	\$312,620
Total Grant Amount – Prior Cycle(s)	\$187,000
Total # Grants Recommended	5
Average Recommended Grant Amount	\$37,400

# Attachment 2

## FY 2015/2016 Docket II Grant Application Summaries



Vernon Community Fund

## GRANT RECOMMENDATION FORM

### General Applicant Information

Applicant Organization:	Helpline Youth Counseling (HYC)
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Type of Organization:	Community Based (Health and Human Services)	Year Founded:	1971
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Annual Budget:	\$3,509,652	No. of Board Members:	8
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Amount Requested:	\$107,023	Recommended Amount:	\$45,000
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Type of support requested:	<input type="checkbox"/> General Operating
	<input checked="" type="checkbox"/> Project/Program

#### Brief Narrative description of the organization

Incorporated in 1971, Helpline Youth Counseling has a mission of promoting the development of strong individuals and families in their community, and does so through the provision of integrated programs and services, including mental health counseling; education and life skills development programs for children, youth and adults; family support services, and housing placement assistance and case management for homeless individuals. The agency serves over 12,000 low-income children, youth and families over broad swath of Southeast Los Angeles County.

#### Organizational strengths:

HYC has established partnerships with local governmental agencies serving LA County's homeless population; -They've proven adept at navigating the complicated channels of government funding and contract management.

-HYC has become a leader in local collaborative efforts to address homelessness, including the SPA 7 Homeless Prevention and Rapid Rehousing Collaborative, and the Gateway Connections Initiative of the Gateway City Council of Governments.

-The organization has established a solid history of service delivery in a relatively short time, in particular with regard to services for homeless individuals and families. On average, 250-300 homeless individuals and families have been served annually, with 70% of those from the VCF area.

## Proposal Details

### Specific population(s) targeted by grant request (if applicable)

Age Range: Adults Family Type: Single adults  
 Gender: \_\_\_\_\_ Military Status: Veterans  
 Race/Ethnicity: African-American; Latino; Mixed/2+ Sexual Orientation: \_\_\_\_\_  
 Economic Status: Low-income Other (specify): Homeless; Mentally Ill

Description of the proposal to which funds would apply  
 (if no particular project is specified, please note General Operating Support in this area)

HYC is seeking funds from VCF to contribute to the ongoing delivery of services for homeless individuals in Southeast Los Angeles. A fully funded program has the following goals:  
 1) Provide intensive case management and supportive services for 300 unduplicated homeless persons living on the streets of the City of Vernon, Bell, Bell Gardens, Commerce, Cudahy, Huntington Park, Maywood and South Gate  
 2) Provide housing placement services to 70 homeless persons in the same geographic area move them into secure, stable, permanent rental housing  
 3) Provide access to housing stabilization services for a period of one year after clients are placed in permanent housing  
 Additional detail on the population served: 36% experience substance abuse issues; 33% have one or more chronic health conditions; 22% have a mental health diagnosis; and 16% are Veterans; 69% are single adult males

Cost/Benefit:

At a cost of about \$360/person, HYC is able to provide an array of comprehensive direct services to approximately 200 homeless people living on the streets of the VCF area.

Beneficiaries and/or potential impact on the non-profit/governmental landscape:

HYC is a current contractor with local and county government agencies and is one of the few organizations based in Southeast LA that are addressing the growing problem of homelessness in Southeast LA. There is minimal risk and significant potential benefit in funding this organization.

## Staff Analysis

### Documents reviewed

- Audit/IRS Form 990 (dated: 06 / 30 / 2014 )
- Organizational Budget
- Proposal Budget

How does the proposal align with the goals of the Fund?

The proposal most closely aligns with the following VCF goal:  
 -To strengthen and support non-profit organizations that benefit residents and neighborhoods

Funding HYC supports services for this vulnerable population, in addition to supporting HYC's ability to help lead collaborations to coordinate service delivery and leverage funding across the entire Southeast LA region to more effectively address homeless and housing issues.

What previous projects has the applicant successfully implemented?

-The Community Helpline Hotline, a peer counseling service that reaches more than 9,000 people annually

-School-based Counseling Services, in partnership with the ABC Unified School District at multiple district sites

-The Homelessness Services Program, originally established in 2010 and referenced in this recommendation

List any foreseeable challenges that the applicant may encounter in the implementation of this proposal or in general:

Providing services for homeless individuals and families is difficult because the population is highly mobile, there are often concurrent mental health and substance abuse issues, and most importantly, there is shortage of affordable housing and affordable supportive housing. This is an ongoing challenge is one that HYC appears to be able to meet.

### Funding Recommendation

Fund this proposal?	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> No

Recommended Amount: 45,000

Suggested revision(s) to proposal/fund amount, if applicable:

Staff reviewer: Anne-Marie Jones

Signed: \_\_\_\_\_

Date: 10 / 19 / 2015



**General Applicant Information**

Applicant Organization:	Hispanas Organized for Political Equality (HOPE)
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Type of Organization:	Civic Organization	Year Founded:	1989
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Annual Budget:	\$1,265,646	No. of Board Members:	11
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Amount Requested:	\$15,000	Recommended Amount:	\$10,000
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Type of support requested:	<input type="checkbox"/> General Operating
	<input checked="" type="checkbox"/> Project/Program

**Brief Narrative description of the organization**

Founded in 1989, Hispanas Organized for Political Equality (HOPE) is a statewide California nonprofit, nonpartisan organization whose mission is to ensure political and economic parity for Latinas through leadership, education, training and advocacy, to benefit all communities and the status of women. HOPE currently serves more than 3000 Latinas annually, and has reached 50,000 women since its inception. The organization's programs include: The HOPE Leadership Institute; The HOPE Youth Leadership Institute; The HOPE State of Latinas reports and research; Latina History Day Conference; Latina Action Day Conference

**Organizational strengths:**

- Strong network of engaged Latinas (young women, professionals, community leaders) throughout the state, who have been brought together in various forums, seminars and classes, to focus on leadership, civic engagement and how to strengthen communities
- Diverse set of long-term funders and supporters, including but not limited to: PG&E, AT&T, Disney, SoCal Gas, ZeroDivide, The California Endowment, and the Eli Lilly Foundation.
- A history of focused program activity and proven track record of working effectively in local communities with local organizations to build their network.

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## Proposal Details

### Specific population(s) targeted by grant request (if applicable)

Age Range: Adults (18-64) Family Type: \_\_\_\_\_  
Gender: Female Military Status: \_\_\_\_\_  
Race/Ethnicity: Latina Sexual Orientation: \_\_\_\_\_  
Economic Status: \_\_\_\_\_ Other (specify): \_\_\_\_\_

Description of the proposal to which funds would apply  
(if no particular project is specified, please note General Operating Support in this area)

HOPE is seeking a grant to support its leadership and training work in Southeast Los Angeles. The Latina Appointments Collaborative is a pilot project, developed by HOPE, that is being tested in the Fresno Area, the San Gabriel Valley, the eastern Coachella Valley, and Southeast Los Angeles. The goal of this effort is to increase the Latina representation in local municipalities and on county boards, by educating, preparing, positioning, and supporting individuals in communities to serve in decision-making roles on public boards and commissions. HOPE anticipates that approximately 40 - 50 women will be served directly in Southeast Los Angeles in this first year of the pilot project.

**Cost/Benefit:**

The \$250/participant cost of the recommended grant amount will cover the cost of the follow-up meetings and coaching that will occur in Southeast Los Angeles, including trainer fees, seminar materials, and travel stipends.

**Beneficiaries and/or potential impact on the non-profit/governmental landscape:**

The benefit for the VCF communities is significant. The cities of Southeast Los Angeles have the opportunity to improve the representation rates of Latinas on local boards and commission by funding an organization that prepares interested local residents to be knowledgeable, engaged, highly-qualified applicants.

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## Staff Analysis

### Documents reviewed

- Audit/IRS Form 990 (dated: 12 / 31 / 2013 )
- Organizational Budget
- Proposal Budget

How does the proposal align with the goals of the Fund?

This proposal aligns closely with the VCF Goal:  
-To promote effective and responsible leadership at every level of society

The leadership training and education that will be provided with this pilot project, and which potentially will be a fully institutionalized program at HOPE in the future, has a primary focus of preparing local residents to be engaged, informed, responsible leaders within the civic structures of their communities.

What previous projects has the applicant successfully implemented?

The organization has successfully implemented the following programs:

-The HOPE Leadership Institute, with more than 90% of alumnae have attained leadership positions in their community or careers;

-The HOPE Youth Leadership Institute, serves 300 students annually for college and civic participation, with 90% of alumnae enrolling in college;

-The HOPE State of Latinas reports and research, often cited by government agencies and nonprofits to help inform program and policy development

List any foreseeable challenges that the applicant may encounter in the implementation of this proposal or in general:

The primary challenge facing the applicant is in the schedule of appointments and the availability of open seats on boards and commissions. While the training and preparation can be carried out in a timely manner, placements and appointments happen on an as needed basis. It conceivably could take up to 4 years before results can be measured to provide a fuller picture of impact.

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### Funding Recommendation

Fund this proposal?	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> No

Recommended Amount:	10,000
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Suggested revision(s) to proposal/fund amount, if applicable:

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Staff reviewer:	Anne-Marie Jones
Signed: _____	Date: 10 / 19 / 2015



**General Applicant Information**

Applicant Organization:	Human Services Association (HSA)
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Type of Organization:	Community Service (Health/Human Services)	Year Founded:	1940
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Annual Budget:	14,879,609	No. of Board Members:	10
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Amount Requested:	250,000 / 2 years	Recommended Amount:	\$35,000
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Type of support requested:	<input type="checkbox"/> General Operating <input checked="" type="checkbox"/> Project/Program
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Brief Narrative description of the organization
<p>Founded in 1940, Human Services Association (HSA) is the largest community, multiservice nonprofit organization in Southeast Los Angeles. HSA's mission is to provide families with compassionate and comprehensive care to promote wellness and build strong communities.</p> <p>HSA has four core services areas: Early Childhood Education, Family, Community, and Senior Services. Annually, the organizations serves over 25,000 children, adults and seniors at 22 different locations across Southeast Los Angeles.</p>

Organizational strengths:
<p>Strong leadership team that has worked together in various capacities for over 15 years.</p> <ul style="list-style-type: none"><li>-Proven track record of developing and implementing a broad range of culturally-competent services;</li><li>-Steady increase in public funding levels to pilot and expand successful programs</li><li>-Successful , long-term relationships with service providers, operators and agencies in SPA 7/Southeast Los Angeles</li></ul>

## Proposal Details

### Specific population(s) targeted by grant request (if applicable)

Age Range: \_\_\_\_\_ Family Type: Parents  
 Gender: \_\_\_\_\_ Military Status: \_\_\_\_\_  
 Race/Ethnicity: Latino Sexual Orientation: \_\_\_\_\_  
 Economic Status: low to moderate income Other (specify): \_\_\_\_\_

Description of the proposal to which funds would apply  
 (if no particular project is specified, please note General Operating Support in this area)

HSA originally applied for a 2-year, \$250,000 grant to continue implementation of "Triple P," an evidence-based Positive Parenting Program. However, because of a lack of sustained, dedicated funding, HSA was forced to sunset that particular program in Summer 2015.

Parenting education continues to be a critical part of the services that the agency provides in their Family Preservation programs and as a part of other prevention and early intervention services. Modifying their request, HSA is seeking funding for staff to augment parenting education as a part of service delivery that is occurring at HSA locations in the Vernon CommUNITY Fund area: 5 sites in Huntington Park, 1 site in Bell, 1 site in Maywood, 1 site in Commerce.

**Cost/Benefit:**

Roughly \$195/parent served: This calculation is based upon a Parent Educator being able to conduct 12-15 discussion groups & 150 individual parent consultations on an annual basis

**Beneficiaries and/or potential impact on the non-profit/governmental landscape:**

The City of Vernon has minimal risk in making this grant. This is a long-standing community partner that is already operating at a number of sites in Southeast Los Angeles. It is difficult to refute that an entire community is strengthened when its members have healthy, supportive, loving familial relationships, which is promoted by parenting education.

## Staff Analysis

**Documents reviewed**

- Audit/IRS Form 990 (dated: 06 / 30 / 2014 )
- Organizational Budget
- Proposal Budget

How does the proposal align with the goals of the Fund?

This proposal aligns with the following VCF goals:

- To promote positive social development of children, youth, families and senior residents in Vernon and surrounding areas;
- To strengthen and support non-profit organizations that benefit residents and neighborhoods

What previous projects has the applicant successfully implemented?

HSA has implemented myriad social services programs since its inception. A few examples are:

- Pasitos Early Headstart Program for low-income families in Bell Gardens, Cudahy and South Gate
- AB1733 Child Abuse Prevention and Intervention Program
- Domestic Violence Support Services for CalWORKS enrollees
- Partnerships for Families (PFF), a DCFS referral program for high-risk pregnant women and teens

List any foreseeable challenges that the applicant may encounter in the implementation of this proposal or in general:

The applicant is well-positioned to augment parenting education services with this grant. Infrastructure and networks are in place, the demand for services has been documented, and experienced staff is prepared to begin immediately.

As with most social service agencies, diversification of funding is an ongoing challenge, as is the ability to predict long-term public sector funding availability. This challenge is to be expected in our current environment and to date, HSA has dealt with this circumstance admirably

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### Funding Recommendation

Fund this proposal?	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> No

Recommended Amount: \$35,000

Suggested revision(s) to proposal/fund amount, if applicable:

Staff reviewer: Anne-Marie Jones

Signed: \_\_\_\_\_

Date: 10 / 19 / 2015



General Applicant Information

Applicant Organization: Opportunity Fund

Type of Organization: Community Development Financial Inst. Year Founded: 1994

Annual Budget: \$11,448,511 No. of Board Members: 11

Amount Requested: \$100,000 Recommended Amount: \$40,000

Type of support requested: [ ] General Operating [x] Project/Program

Brief Narrative description of the organization

Opportunity Fund is a nonprofit financial institution that advances the economic well-being of entrepreneurs in California by helping them earn, save, and invest in their future. This organization is the state's largest nonprofit microlender, and a national leader in microsavings. Opportunity Fund offers a range of microfinance products and services that are designed for working people to achieve financial stability and economic mobility. Opportunity Fund clients have a 90% business success rate, and see an average increase in revenues of 20% after receiving a loan. Opportunity Fund statewide client demographics: 75% low to moderate income; 69% Latino; 7% African American; 10% Asian; 40% Women. Their average annual income is just over \$26,000.

Organizational strengths:

- A business model that has allowed for successful program expansion for more than 20 years
-The organization is nationally recognized as an innovator and thought leader in micro-lending and microsavings
-Good range of private funders, including the Weingart Foundation, the Ralph M. Parsons Foundation, and the Annenberg Foundation
-Collaborative public agency and community partners, such as the Vermont Slauson Economic Development Corporation, Los Angeles's Business Source Office, and the Small Business Development center
-Local Opportunity Fund staff has positive, long-term ties with community members and business owners and local bank branches (Bank of America, Chase, and Wells Fargo)

## Proposal Details

### Specific population(s) targeted by grant request (if applicable)

Age Range: Adults (18 - 64) Family Type: \_\_\_\_\_  
 Gender: \_\_\_\_\_ Military Status: \_\_\_\_\_  
 Race/Ethnicity: Latino Sexual Orientation: \_\_\_\_\_  
 Economic Status: Low to Moderate Income Other (specify): \_\_\_\_\_

Description of the proposal to which funds would apply  
 (if no particular project is specified, please note General Operating Support in this area)

Opportunity Fund is seeking a grant in the amount of \$100,000 to increase the level of investment and available capital in Southeast Los Angeles. If approved, the grant would facilitate the hiring of an additional staff member for the Huntington Park office, as well as cover some program expenses.

Opportunity Fund anticipates that a fully funded grant from the VCF will: allow for the deployment of \$500,000 in new capital to qualifying businesses in the VCF area; create and sustain 1250 jobs; generate \$850,000 in new annual economic activity in the region through new spending, wages, and tax revenues

#### Cost/Benefit:

The direct return on this grant is 5:1, in terms of the deployment of capital, with approximately 40 borrowers served by the recommended amount. The ripple effect is substantial, with approximately 500 jobs created or sustained by a recommended grant of \$40,000.

#### Beneficiaries and/or potential impact on the non-profit/governmental landscape:

The potential risk associated with this grant is very low. This is an investment in entrepreneurship and commerce, making economic stability and mobility available to a much broader section of the public in Southeast Los Angeles.

## Staff Analysis

### Documents reviewed

- Audit/IRS Form 990 (dated: 06 / 30 / 2014 )
- Organizational Budget
- Proposal Budget

How does the proposal align with the goals of the Fund?

Opportunity Fund aligns most closely with the following two goals of the VCF:  
 -To strengthen and support non-profit organizations that benefit residents and neighborhoods;  
 -To support and assist organizations that expand opportunities for training and development of residents for potential employment in businesses located in Vernon and surrounding communities

OF's innovative microlending programs promote economic growth for a sector of the population that otherwise has no access to financial products and services offered by traditional banks. Business owners and employees with improved skills, more experience, and an understanding of local commerce contribute to a strong, robust workforce.

What previous projects has the applicant successfully implemented?

-OF began its first Microlending program in the Bay Area in 1995

-Its innovative Microsavings program was launched in 1999, in partnership with the Silicon Valley Community Foundation. This program offered a range of incentives for individuals and families who previously did not have established banking services with traditional lenders. The Silicon Valley Community Foundation partnered with their donors to match dollars deposited in these new savings account, resulting in 4,600 new accounts established.

-OF launched its Southern California office in 2012.

List any foreseeable challenges that the applicant may encounter in the implementation of this proposal or in general:

The demand for capital and commercial growth is ongoing. Small business and entrepreneurship are a long-standing method of wealth creation in California. Raising capital to meet the need is an ongoing challenge.

On a programmatic level, the primary issue that OF is facing as it looks down the road is the abundance of predatory lenders whose primary targets are undercapitalized small business that do not have access to traditional financial products and services. Many of their clients have suffered significant losses in the past due to exorbitant interest rates, fees and disadvantageous terms characteristic of predatory lending practices.

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### Funding Recommendation

Fund this proposal?	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> No

Recommended Amount:	\$40,000
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Suggested revision(s) to proposal/fund amount, if applicable:

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Staff reviewer:	Anne-Marie Jones
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Signed: \_\_\_\_\_

Date: 10 / 26 / 2015



**General Applicant Information**

Applicant Organization:	South Central Family Health Center
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Type of Organization:	Community Based (Health and Human Services)	Year Founded:	1981
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Annual Budget:	\$14,296,212	No. of Board Members:	9
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Amount Requested:	\$250,000 / 2 years	Recommended Amount:	\$38,000
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Type of support requested:	<input type="checkbox"/> General Operating <input checked="" type="checkbox"/> Project/Program
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Brief Narrative description of the organization

South Central Family Health Center (SCFHC) is a private non-profit organization that has been delivering high-quality primary care and preventive health services to residents of impoverished communities in South and East Los Angeles, since 1981. SCFHC patients comprise a community of largely uninsured, low-income and high-risk for multiple chronic health conditions. There are 4 clinic locations and satellites through South and East Los Angeles.

The Huntington Park location, known as the Huntington Park Family Health Center, was established in 2010, with an expansion of services and facilities in 2012.

Organizational strengths:

- SCFHC is a Federally Qualified Health Center (FQHC), demonstrating a level of management and compliance that meets stringent federal audit and service delivery requirements
- History of quality services and management in LA County Service Planning Areas (SPAs) 6 & 7
- Huntington Park Family Health Center leadership is experienced developing and implementing an integrated, behavioral health services program at another FQHC

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## Proposal Details

### Specific population(s) targeted by grant request (if applicable)

Age Range: \_\_\_\_\_ Family Type: \_\_\_\_\_  
Gender: \_\_\_\_\_ Military Status: \_\_\_\_\_  
Race/Ethnicity: Latino Sexual Orientation: \_\_\_\_\_  
Economic Status: Low Income Other (specify): \_\_\_\_\_

Description of the proposal to which funds would apply  
(if no particular project is specified, please note General Operating Support in this area)

SCFHC is seeking funds to support an integrated on-going behavioral health program for the community served by the Huntington Park Family Health Center. Over 4,000 patients are seen on an annual basis at this site, which translates to about 12,000 patient visits per year.

Primary health care and dental services are already provided at the Health Center. Medical staff and organization leadership are interested in supporting a behavioral health component in an effort to better serve patients. Key components of this program include; An integrated, individualized treatment plan; culturally and linguistically appropriate mental and physical health treatment protocols; peer counseling and support; targeted case management.

#### Cost/Benefit:

SCFHC initially requested of \$125,000/year to be able to help provide behavioral health services to approximately 500 individuals/year, which equates to a VCF cost of about \$250/person served.

#### Beneficiaries and/or potential impact on the non-profit/governmental landscape:

The benefits of supporting a FQHC in Southeast Los Angeles are numerous. Health services for low-income residents are in short supply. If the City of Vernon approves this grant, it will be a solid step in establishing a relationship with a credible, qualified, respected service provider.

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## Staff Analysis

### Documents reviewed

- Audit/IRS Form 990 (dated: 12 / 31 / 2014 )
- Organizational Budget
- Proposal Budget

How does the proposal align with the goals of the Fund?

This proposal aligns most closely with the following goal:  
-To promote positive social development of children, youth, families and senior residents in Vernon and surrounding areas

Improving access to services by co-locating them at one site and focusing particular attention on integrating mental health and behavioral health treatments with chronic disease management are key methods for ensuring better health outcomes for residents served at the Huntington Park Family Health Center.

What previous projects has the applicant successfully implemented?

- Establishment of a new health center in Huntington Park in 2010
- Expansion of an existing health center, including construction of physical space and establishing program to provide dental services
- Establishment of 2 satellite health centers at school sites in South Los Angeles

List any foreseeable challenges that the applicant may encounter in the implementation of this proposal or in general:

Implementing a behavioral health program at Huntington Park Family Health Center could be a relatively seamless ramp up, as systems are in place to be able to accommodate the anticipated changes.

As with many organizations in Southeast Los Angeles, securing funding to provide the volume of services to meet the needs of the community are the primary challenge for South Central Family Health Center and the programs at their Huntington Park Family Health Center.

**Funding Recommendation**

Fund this proposal?	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> No

Recommended Amount:	\$38,000
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Suggested revision(s) to proposal/fund amount, if applicable:

Staff reviewer:	Anne-Marie Jones
Signed: _____	Date: 10 / 19 / 15



General Applicant Information

Applicant Organization: Woodcraft Rangers

Type of Organization: Community-based, youth dev Year Founded: 1922

Annual Budget: \$9,980,000 No. of Board Members: 13

Amount Requested: \$40,000 Recommended Amount:

Type of support requested: [X] General Operating [ ] Project/Program

Brief Narrative description of the organization
Woodcraft Rangers (WR) is a 93 year old, youth development community-based organization whose mission to guide young people as they explore pathways to purposeful lives. This nonprofit is one of LA County's most pioneering and successful expanded learning programs for low-income/at-risk youth ages 6 - 18 and their families with over 1.1 million children and youth served since inception. They work in over 63 public elementary, middle, and high schools serving low-income students and their families. WR's independent research spans the last eight years and boasts an 81.9% graduation rate compared to 61.6% for LAUSD general student population.
WR constituency comprises low-income families which are 80% Hispanic, 9% African American, 9% Asian, and 2% Caucasian; 51% male, 49% female; and with a significant portion of students who are living with a single parent or are otherwise raised by legal guardians or other family members (grandparents, other relatives, etc.).
WR's programs and services provide critical outlets and valuable opportunities to engage marginalized children and youth in academic enrichment and life skills pursuits such as STEM projects, conservation, problem-solving, collaboration, critical thinking, goals-setting, etc. WR keeps many of our most vulnerable youth from active gang recruitment, slave trafficking, drugs, and other malicious activities.

Organizational strengths:
Strong Leadership WR's Staff and multi-disciplinary Board of Directors are reflective of constituency target populations.
o CEO Chris Johnson has over 25 years of leadership, communications and business development accomplishments and with critical skills including interpersonal communication, strategic planning, crisis management, creative abilities and strong negotiating skills.
WR has a diverse group of funders and supporters including government, business, and public/private community resources.
o Diverse supporters include Ralphs, Food 4 Less, Creative Artists Agency, Daimler, Zappos, Japanese American National Museum, Nickelodeon, LAUSD, etc.
Programs are high quality and flexible. The hallmark of WR's programs are that they are designed with each individual school and their students in mind.
o They are also, Youth Choice, Youth Driven and Youth Led ensuring engagement and active participation.
o Over 480 employees in 81 different cities or districts in LA County spend over 630 hours per student annually.
o WR skillfully adjusts to the needs of the community to stay relevant and important.
WR's programs and services are highly regarded by other institutions including United Way, Latino Business Journal, the State of California, the County of Los Angeles, and the City of Los Angeles. Awards and recognition include:
o United Way's Outstanding Agency Award
o Latino Business Journal's Latino Advocacy Award
Online staff reviews show many current and former employees are/were very happy overall with the work environment, mission & vision of WR, benefits, etc.
WR has been working in the City of Vernon for 16+ years, and over 20 years in the neighboring cities. Overall, WR invested over \$800 million in Southern Californian communities and employed over 32,000 Southern Californians.

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## Proposal Details

### Specific population(s) targeted by grant request (if applicable)

Age Range: Elementary age youth Family Type: All  
Gender: All Military Status: N/A  
Race/Ethnicity: Primarily Latino Sexual Orientation: N/A  
Economic Status: Low income Other (specify): \_\_\_\_\_

Description of the proposal to which funds would apply  
(if no particular project is specified, please note General Operating Support in this area)

WR requests funding for the 2015 Summer Camp Program which engages up to 100 children and youth from the Vernon Elementary School. The summer camp offers outdoor activities to enrich and support academic studies, provide physical activities and enhance life skills. A cadre of counselors provide a fun, tactile, project-based learning curriculum in the earth sciences, literacy & language arts, and math designed to prepare participants for the new academic year. Few of the participating youth are believed to have ventured outside their neighborhoods or have accessed the many environmental attractions available throughout the region.

WR has provided these week-long summer camps over ninety (90) years.

#### Cost/Benefit:

The cost for each student is \$400 which includes fees, transportation, and materials and supplies for scheduled activities.

#### Beneficiaries and/or potential impact on the non-profit/governmental landscape:

Fifty children will benefit as will their parents who get relief from providing out-of-school supervision and activities for a week. Students are able to maintain academic achievements during their summer vacation.

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## Staff Analysis

### Documents reviewed

- Audit/IRS Form 990 (dated: \_\_\_\_ / \_\_\_\_ / 2013 )
- Organizational Budget
- Proposal Budget

How does the proposal align with the goals of the Fund?

Woodcraft Rangers' program fulfills a goal of the Vernon CommUNITY Frund to promote positive social development of children, youth, families and senior residents in Vernon and surrounding areas.

What previous projects has the applicant successfully implemented?

Woodcraft Rangers contracts with many school districts to provide after school activities and academic support program. The organization serves thousands of students each year; employs young adults and provides significant work experience for college level students. The organization also operates Summer Learning Day Camps in several cities – while programmatically similar to their Summer Camp Program in Big Bear, these day camps focus solely on academic retention and prep in targeted cities.

A range of interest clubs supported by Woodcraft Rangers spark and assist students in schools to express their talents and interests in Fine Arts, Visual & Performing Arts, Skateboarding, Photography, Robotics, etc.

List any foreseeable challenges that the applicant may encounter in the implementation of this proposal or in general:

Foreseeable challenges facing the applicant include declining revenue over the past several years as education budgets have been cut; in addition camping budgets may be challenged by increased transportation and personnel costs take effect. The organization maintains a robust development effort to diversify its revenue portfolio.

**Funding Recommendation**

Fund this proposal?	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> No

Recommended Amount:	\$20,000
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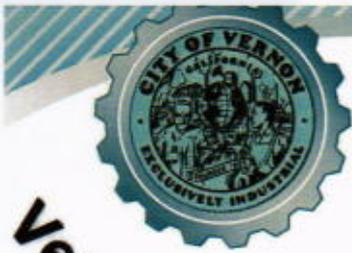
Suggested revision(s) to proposal/fund amount, if applicable:

The requested amount of \$40,000 was reduced by half to \$20,000 and restricted to funding camperships for the 2016 Summer Camp season.

Staff reviewer:	Fran Jemmott
Signed: _____	Date: 10 / 25 / 2015

# Attachment 3

## Form Grant Agreement



# Vernon CommUNITY Fund

Vernon Means Business

www.vernoncommunityfund.org

(323) 351-1198

## Vernon CommUNITY Fund Grant Agreement

On [INSERT DATE] the Vernon CommUNITY Fund (Grantor) awarded a grant to [INSERT ORGANIZATION] (Grantee) in the amount of \$[INSERT AMOUNT] to support the following purposes: To support [INSERT ORGANIZATION MISSION AND PROJECT DESCRIPTION].

Grantor and Grantee agree to the following terms and conditions of the grant:

### **1. Scope of Work:**

Grantee shall use the grant funds solely for the purposes stated below, and Grantee shall repay to Grantor any portion of the amount granted which is not used for those purposes. Any changes in the purposes for which grant funds are spent must be approved in writing by Grantor before implementation.

[INSERT SCOPE]

### **2. Amount of Grant:**

\$(INSERT AMOUNT), payable upon the Vernon CommUNITY Fund's receipt of this executed Grant Agreement.

### **3. Conditions of Agreement:**

Grantee agrees to the following conditions:

A. Reports. Grantee shall submit written reports to The Vernon CommUNITY Fund as follows:

- A narrative report describing in detail the use of the granted funds, compliance with the terms of the grant and the progress made toward achieving the purposes of the grant. A financial report detailing all expenditures resulting from the grant.
- A copy of materials (if applicable) produced as part of the grant.

The schedule for such reports is:

Final report: [INSERT DATE]

Please submit your report using your FluidReview account. If you have any questions about the grant report, please reach out to Hayley Roberts, Senior Program Associate, The Vernon CommUNITY Fund by email at [vernoncommunityfund@ci.vernon.ca.us](mailto:vernoncommunityfund@ci.vernon.ca.us) or call her at 323.351.1198.

**B. Expenditure of Grant Funds.** Any funds not expended in accordance with the terms of this agreement must be returned to Grantor. Grantee shall not use any portion of the funds granted herein to engage in any grassroots or direct lobbying, to intervene in any political campaign on behalf of or in opposition to any candidate for public office, to fund union activity, to induce or encourage violations of law or public policy, to cause any improper private benefit to occur, nor to take any other action inconsistent with Section 501(c)(3) of the Internal Revenue Code.

**C. PATRIOT Act.** Grantee agrees that it will use the grant funds in compliance with all applicable anti-terrorist financing and asset control laws, regulations, rules and executive orders, including but not limited to the USA Patriot Act of 2001.

**D. Return of Funds.** If Grantor, in its sole discretion, determines that Grantee violates or fails to carry out any provision of this Agreement, Grantor may, in addition to any other legal remedies it may have, refuse to make any further payments to Grantee, and Grantor may demand the return of all or part of the unexpended grant funds, which the Grantee shall immediately repay to Grantor.

**E. Records and Audits.** Grantee must maintain these grant funds in a separate fund dedicated to charitable purposes. A systematic accounting record shall be kept by Grantee of the receipt and expense of such funds. Grantee shall retain original substantiating documents related to specific expenditures and make these records available for Grantor's review upon request. Grantee shall be responsible for maintaining adequate financial records of this grant.

**F. No Further Obligations by Grantor.** This grant is made with the understanding that Grantor has no obligation to provide other or additional support or grants to Grantee.

**G. Subgrantees.** With regard to the selection of any subgrantees to carry out the purposes of this grant, Grantee retains full discretion and control over the selection process, acting completely independently of Grantor. There is no agreement, written or oral, by which Grantor may cause Grantee to choose any particular subgrantee.

**H. Licensing and Credentials.** Grantee hereby agrees to maintain, in full force and effect, all required governmental or professional licenses and credentials for itself, its facilities and for its employees and all other persons engaged in work in conjunction with this agreement.

**I. Organizational and Staff Changes.** Grantee agrees to provide immediate written notice to Grantor if significant changes or events occur during the term of this Agreement which could potentially impact the progress or outcome of the grant, including, without limitation, changes in: a) the Grantee's executive staff or key staff responsible for achieving the grant purposes, or b) losses in funding. In the event that Grantee ceases its operations, Grantee shall transfer any property purchased with the grant funds to Grantor.

**J. Liability, Disclaimers and Insurance Requirements.** Grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Grantor, its officers, directors, trustees, employees and agents, from and against any and all claims, liabilities, losses and expenses (including reasonable attorneys' 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 the funds furnished pursuant to the grant or in carrying

out the program or project to be funded or financed by the grant, except to the extent that such claims, liabilities, losses or expenses arise from or in connection with any act or omission of Grantor, its officers, directors, trustees, employees or agents. Grantees receiving grants in the amount of \$75,000 or more shall obtain from their insurance carriers certificates of insurance naming the City of Vernon as additional insured.

K. Identification of Grantor. Grant does not imply Grantor’s sponsorship or endorsement. All of Grantee’s proposed external communications regarding Grantor or this grant, including approval of any Grantor sponsorships, endorsements or use of the Grantor’s logo, shall be submitted first to Grantor for its review and approval. Grantor may request specific Vernon CommUNITY Fund branding provisions at any time during the term of this grant.

L. Entire Agreement. Grantor reserves the right to withhold or suspend payments of grant funds if Grantee fails to comply strictly with any of the terms and conditions of the Agreement. This Agreement shall supersede any prior oral or written understandings or communications between the parties and constitutes the entire agreement of the parties with respect to the subject matter hereof. This Agreement may not be amended or modified, except in a written document signed by both Grantor and Grantee.

IN WITNESS WHEREOF, the parties have executed this Grant Agreement effective on the day of \_\_\_\_\_, 20\_\_\_\_.

[INSERT NAME], Grantee

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

CITY OF VERNON, Grantor

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_  
Maria E. Ayala, City Clerk

Name: Mark Whitworth

Title: City Administrator

Date: \_\_\_\_\_