

California Public Records Act ("PRA"): In compliance with the PRA, the documents pertaining to agenda items, including attachments, which are presented to the Vernon CommUNITY Fund Grant Committee in open session are available for public inspection. They may be inspected during regular business hours in the City Clerk's Office at Vernon City Hall, 4305 Santa Fe Avenue, Vernon, California 90058, and on the City's website at www.cityofvernon.org. No prior appointment is required.

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.



SECOND AMENDED AGENDA
Regular Vernon CommUNITY Fund
Grant Committee Meeting
February 17, 2016, 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.

MINUTES – TO BE RECEIVED AND FILED

1. [Minutes of the Regular Vernon CommUNITY Fund Grant Committee Meeting held on November 18, 2015.](#)

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GRANT AWARDING

REFERENCE AMENDED AGENDA ITEM NO. 2

2. Award of Fiscal Year 2015/2016 Docket III Vernon CommUNITY Fund Grants.

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 III grants totaling \$175,000 to the four applicants identified below at the amounts recommended:

Applicant	Original Amount Requested	Amount Recommended	Proposed Term
Girl Scouts of Greater Los Angeles	\$60,000	\$35,000	I year
Self Help Graphics & Arts	\$50,000	\$40,000	I year
Los Angeles Center For Law and Justice	\$50,000	\$50,000	I year
Neighborhood Music School Association	\$50,000	\$50,000	I year

NEW BUSINESS

****Note: The “Recommendation” for Agenda Item No. 3 has been amended as follows:**

3. Amendment No. 1 to the Vernon CommUNITY Fund Grant Agreement with California Children’s Academy

Recommendation

- A. Find that the action 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. Approve Amendment No. 1 to the December 22, 2014 Vernon CommUNITY Fund Grant Agreement with California Children’s Academy to authorize the reallocation of \$40,000 of its Vernon CommUNITY Fund Grant toward the development of an infant/toddler program, to extend the term of the grant to June 30, 2016, and to extend the deadline for the final report to July 31, 2016.

- ~~A. Find that the action 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. Approve Amendment No. 1 to the December 22, 2014 Vernon CommUNITY Fund Grant Agreement with California Children's Academy to authorize the reallocation of \$40,000 of its Vernon CommUNITY Fund Grant toward the development of an infant/toddler program and to extend the term of the grant to April 30, 2016.~~

DISCUSSION ITEMS AND POSSIBLE DIRECTIVES TO STAFF

4. Discussion regarding the prioritization and structure for the fiscal year 2016-2017 grant application process.

City consultant Jemmott Rollins Group will present and review related options and considerations and seek feedback from the Committee regarding the development of a final plan to present for approval at the May 18, 2016 meeting.

Recommendation:

- A. Authorize Jemmott Rollins Group to temporarily close the application process until a new process is established for fiscal year 2016-2017.

5. Discussion regarding the continued review and development of a capital grants program.

City consultant Jemmott Rollins Group will present and review additional options for consideration and discussion and seek feedback from the Committee regarding the further development of a capital grants program.

ORAL REPORTS

- 6. City consultant Jemmott Rollins Group to provide a summary of the fiscal year 2014-2015 Interim Grant Reports.
- 7. Brief reports on activities, other brief announcements, and directives to staff.
- 8. Next regular meeting: May 18, 2016

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ADJOURNMENT

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 11th day of February, 2016.

By: _____
Maria E. Ayala, CMC
Secretary

MINUTES OF THE REGULAR VERNON COMMUNITY FUND
GRANT COMMITTEE MEETING OF THE CITY OF VERNON HELD
WEDNESDAY, NOVEMBER 18, 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, Juliet Goff, and Lawrence Cooper

MEMBERS ABSENT: William Davis, Rafael Gonzalez, and Steve Veres

Chairperson Gavina called the meeting to order at 10:20 a.m. and also led the flag salute.

Gavina announced 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.

PRESENTATION

- 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."**

Consultant Fred MacFarlane reported on the standardization and use of the Vernon CommUNITY Fund logo package. MacFarlane also reported the potential change to the Vernon City seal and the impact it would have on the community Fund logo.

Member Goff noted the need to communicate the involvement and contribution of the business community to the CommUNITY Fund. Potentially address this through personalization and message that the funds come from the business community.

MacFarlane advised that this messaging could be accomplished through the CommUNITY Fund website.

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.**

It was moved by Goff and seconded by Cooper to approve the Minutes for the above listed meetings. Motion carried, 4-0.

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:

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

Fran Jemmott of Jemmott Rollins Group introduced the item. Jemmott noted the recommendation to change the recommended award amount for Woodcraft Rangers to their original application amount of \$40,000.

It was moved by Goff and seconded by Maes to approve the grant in the increased award amount of \$40,000 to Woodcraft Rangers. Motion carried, 4-0.

Anne-Marie Jones of Jemmott Rollins Group reported on each of the proposed grant recipients. Staff responded to various committee inquiries.

The Committee approved the recommendations for the remaining grant applicants as presented as follows:

It was moved by Maes and seconded by Cooper to approve the grant for Helpline Youth Counseling. Motion carried, 4-0.

It was moved by Maes and seconded by Goff to approve the grant for Hispanas Organized for Political Equality (HOPE). Motion carried, 4-0.

It was moved by Maes and seconded by Goff to approve the grant for Human Services Association. Motion carried, 4-0.

It was moved by Goff and seconded by Gavina to approve the grant for Opportunity Fund. Motion carried, 4-0.

It was moved by Maes and seconded by Goff to approve the grant for South Central Family Health Center (Huntington Park Family Health Center Location). Motion carried, 4-0.

Chairperson Gavina noted that some of the applications and program information are still a little unclear until discussions are had. Member Goff added that it would be beneficial to see how each proposed grant meets the guiding principles for grant recipients. The Committee should be mindful of this criteria.

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ORAL REPORTS

5. Update on capital grants program review and analysis.

Fran Jemmott of Jemmott Rollins Group proposed that a portion of subsequent meetings be dedicated to how grants are reviewed and how grant applications are qualified. Consider possible adjustments to the policies.

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

Fran Jemmott of Jemmott Rollins Group noted that enough grant applicants are currently in the queue for the next docket. One returning grant recipient has applied for a new grant. Staff will be providing progress reports on grant recipients at an upcoming meeting which will give the Committee an opportunity to reflect over what worked well or didn't.

7. Next regular meeting: February, 17, 2016

The next regular meeting was noted.

With no further business, Chairperson Gavina adjourned the meeting at 11:44 a.m.

Michael Gavina
Chairperson

ATTEST:

Maria E. Ayala, CMC
Secretary



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CITY CLERK'S OFFICE

STAFF REPORT CITY ADMINISTRATION

DATE: February 17, 2016

TO: Honorable Members of the Vernon CommUNITY Fund Grant Committee

FROM: A.J. Wilson, Executive Director 
Originator: Lilia Hernandez, Executive Assistant to the City Administrator

RE: Award of Fiscal Year 2015/2016 Docket III Vernon CommUNITY Fund Grants

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 III grants totaling \$175,000 to the four applicants identified below at the amounts recommended:

Applicant	Original Amount Requested	Amount Recommended	Proposed Term
Girl Scouts of Greater Los Angeles	\$60,000	\$35,000	1 year
Self Help Graphics & Arts	\$50,000	\$40,000	1 year
Los Angeles Center for Law and Justice	\$50,000	\$50,000	1 year
Neighborhood Music School Association	\$50,000	\$50,000	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 III Grant Applications

Docket III 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 third grant docket for the VCF contains four 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 III is \$175,000.

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 February 17, 2016 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 III total recommended grant award amount of \$175,000 is included in the 2015/2016 City Budget and is within 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 III Grant Application Summaries
3. Form Grant Agreement

Attachment 1

Grant Review Committee Transmittal Report



**Grant Review Committee
Transmittal Report**
February 2016

Current Cycle: Docket III FY15-16

Total \$ Amount of Grant Requests	\$210,000
Total \$ Amount of Grant Recommendations	\$175,000
Total # Recommended Grants	4
Average Recommended Grant Amount	\$43,750

Summary of Recommended Grants

ORGANIZATION	REQUESTED AMOUNT	RECOMMENDED AMOUNT	COMMUNITIES SERVED
Girl Scouts of Greater Los Angeles	60,000	35,000	Bell, Boyle Heights, Commerce, East Los Angeles, Huntington Park, Maywood, Vernon
Self Help Graphics & Arts	50,000	40,000	Boyle Heights, unincorporated East Los Angeles, Commerce
Los Angeles Center for Law and Justice	50,000	50,000	Bell, Boyle Heights, Commerce, unincorporated East Los Angeles, Huntington Park, Maywood, Vernon
Neighborhood Music School Association	50,000	50,000	Boyle Heights, unincorporated East Los Angeles
TOTAL RECOMMENDED AMOUNT		\$175,000	

Comments/Observations

- All four grants requests have a significant focus on Boyle Heights
- All four grant requests have a significant portion, if not all of their organizational focus, on children, teens, and young adults
- Two of the four organizations have arts and culture as the primary focus of their mission

Year to Date FY15-16: Docket I & II

Total \$ Amount of Grant Requests	\$874,643
Total Grant Amount	\$388,000
Total # Grants Recommended	11
Average Recommended Grant Amount	\$35,272

Application Pipeline (As of 1/8/2016)

Number of Pending Applications	5
Total \$ Amount of Grant Requests	\$455,000 for one year (\$570,000 total)

Projections

Total Grants Awarded – Dockets I, II, III	15
Total \$ Amount of Grants – Dockets I, II, III	\$563,000
Remaining Budget for Docket IV	\$187,000

Attachment 2

FY 2015/2016 Docket III Grant Application Summaries



GRANT RECOMMENDATION FORM

General Applicant Information

Applicant Organization:	Girl Scouts of Greater Los Angeles
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Type of Organization:	Community Based (Community Services)	Year Founded:	1958
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Annual Budget:	\$17,111,063	No. of Board Members:	23
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Amount Requested:	\$60,000	Recommended Amount:	\$35,000 (Project)
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Type of support requested:	<input checked="" type="checkbox"/> General Operating <input type="checkbox"/> Project/Program
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Brief Narrative description of the organization
<p>The Girl Scouts is one of the most recognized and one of the largest organizations serving girls and women in the United States. Having been active in the Los Angeles area since 1926, with a formal founding in 1958, Girl Scouts of Greater Los Angeles (GSGLA) "builds girls of courage, confidence and character, who make the world a better place. "</p> <p>Scouting curriculum and programs focus on building leadership and life skills in girls and young women, using community service projects as a primary mechanism for testing out and refining those skills. GSGLA serves approximately 650 girls annually in the Vernon CommUNITY Fund area, with the support of over 300 adult volunteers.</p>

Organizational strengths:
<p>A high profile brand and reputation for excellence - In the Southern California region, GSGLA serves 40,000 girls annually, including many girls and their families who return to be involved with scouting over the course of a decade or more.</p> <p>Award winning management and leadership - In the last 5 years, the organization and leadership team has been recognized by The Los Angeles Business Journal; as a winner in the Los Angeles Times Readers Choice Competition; and as a PBS SoCal Community Champion</p> <p>Diversified revenue streams - As one might imagine, the bulk of their income is generated from cookie sales (\$12 million) and program fees, but a good portion of public support stems from individual donations, foundations and corporations.</p>

Proposal Details

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

Age Range: Children, Youth, Teens Family Type: n/a
 Gender: Girls Military Status: n/a
 Race/Ethnicity: n/a Sexual Orientation: n/a
 Economic Status: n/a Other (specify): n/a

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

It is recommended that funds be allocated for general program expenses for Southeast Los Angeles and the VCF area. This includes assistance and grants for scouts in this area, and a portion of staff staff costs for the after-school program.

Girl Scout staff provide after-school programming at 23 school and community sites, as well as support for the 65 active troops in the area.

Cost/Benefit:

With a \$35,000 grant and anticipating 650 girls, the VCF is contributing approximately \$54/scout.

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

Youth leadership programs developed specifically for girls are rare. In Southeast Los Angeles, GSGLA is working with schools and after-school programs to focus specifically on serving the needs of girls in the area.

Staff Analysis

Documents reviewed

- Audit/IRS Form 990 (dated: 09 / 30 / 2014)
- Organizational Budget
- Proposal Budget

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

When assessing this proposal against the goals of the fund, it most closely aligns with the following:
 -To promote positive social development of children, youth, families and senior residents in Vernon and surrounding areas
 -To promote effective and responsible leadership at every level of society

In looking at the eligibility criteria, this proposal ranks highest in the following areas:

- Promote the health, safety and welfare of persons residing or working within the designated geographic areas
- Garner appreciation from the public and recognize the contribution from the City of Vernon

What previous projects has the applicant successfully implemented?

With over 50 years of history in operating a successful nonprofit, GSGLA has completed a variety of projects that demonstrate their capacity and effectiveness. A recent solid example of an extremely successful undertaking is the regional consolidation of Councils that occurred in 2009. Six different Girls Scout Council districts merged under the larger umbrella of GSGLA. Reducing administrative duplication, leveraging existing resources, and increasing program capacity resulted from this regional effort a national initiative in the Girl Scouting movement.

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

Ongoing efforts in Southeast Los Angeles will center on extending outreach to more girls in the area, building on strong relationships with local schools and community organizations, and encouraging parent leadership. These efforts are not significant barriers, but do represent the anticipated priorities for implementation in Southeast Los Angeles.

Funding Recommendation

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

Recommended Amount:	\$35,000
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Suggested revision(s) to proposal/fund amount, if applicable:

Funding will be directed to specific programs in the communities off the Vernon CommUNITY Fund area. As a percentage of overall activity, the VCF area is relatively small, thus the recommendation for project support instead of general operating support.

This recommended amount will cover the annual budget for assistance and grants for scouts in the Southeast LA area, as well as a portion of the costs for staff associated with after-school programming in the VCF area.

Staff reviewer: Anne-Marie Jones

Signed: _____

Date: 01 / 23 / 2016



GRANT RECOMMENDATION FORM

General Applicant Information

Applicant Organization:	Self Help Graphics & Art
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Type of Organization:	Community Arts Organization	Year Founded:	1973
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Annual Budget:	\$356,000	No. of Board Members:	11
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Amount Requested:	\$50,000	Recommended Amount:	\$40,000
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Type of support requested:	<input checked="" type="checkbox"/> General Operating <input type="checkbox"/> Project/Program
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<p>Brief Narrative description of the organization</p> <p>Self Help Graphics' (SHG) mission is to drive the creation of new work by Chicano and Latino artists through fine art printmaking and multiple visual art forms. Self Help Graphics' vision is to be the preeminent center for Latino art in printmaking, exhibition and training, and to be a resource for young and emerging artists.</p> <p>Since its founding, SHG has served as a vehicle for young people in Boyle Heights to engage in the community, find their voice, and be able to express themselves through cultural and artistic activities, all in a safe, welcoming environment located in their own neighborhood. Public serving programs include: Art Para Hoy! Youth and Community art programs; Barrio Mobile Arts Studio (BMAS); and Public Art Workshops.</p> <p>On an annual basis through its comprehensive arts and culture programming, SHG reaches over 30,000 people throughout Los Angeles County. The Art Para Hoy! Youth and Community art programs focus primarily on youth living in VCF areas, and 1400 youth participate in these programs alone on an annual basis. At their community events, 90 creative entrepreneurs have had the opportunity to host "pop-up" shops. Additionally, 150 local artists have had the opportunity to showcase their work at exhibitions at Self Help Graphics in over the course of the last year.</p>
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<p>Organizational strengths:</p> <ul style="list-style-type: none"> -History and reputation as an artistic powerhouse in the community, integral to the Chicano Art movement of the 1970s, and launching the careers of notable local and internationally known artists -The organization's artistic and programmatic vision has evolved to reflect the interests and societal changes that impact youth today, including the integration of technology, devices, and digital arts, while still teaching and providing space for their traditional strengths of professional printmaking and silk screening -Strengthened administrative infrastructure, with a reinvigorated Board of Directors and an innovative formalized leadership structure, using two energetic, complementary, co-directors. The organization is also participating in the 2-year Bloomberg Arts Management Program, with a focus on diversifying revenue, increasing BOD capacity, and enhancing existing productive partnerships. -Grants from a diverse set of funders, such as California Community Foundation, Bank of America, James Irvine Foundation, and AARP
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Proposal Details

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

Age Range: youth and teens Family Type: n/a
Gender: n/a Military Status: n/a
Race/Ethnicity: Latino Sexual Orientation: n/a
Economic Status: n/a Other (specify): n/a

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

General Operating Support

Cost/Benefit:

There are a few methods for quantifying the value of a \$40,000 general operating support grant. If looking at the youth programming component, the VCF contribution, if approved, equates to roughly \$30/participant.

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

Self Help Graphics has a rich history in Boyle Heights and in the City of Los Angeles. Supporting this community-based arts organization is low risk and has tremendous benefit for youth and families in the area. SHG is widely recognized by arts institutions, artists, nonprofit organizations, residents, and local elected officials as an innovative, authentic and critical partner in promoting vibrant communities in the City.

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?

SHG most closely aligns with the following VCF goals:

- To encourage and inspire positive social development in Vernon and neighboring communities;
- 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

When this proposal is weighed against VCF eligibility criteria, the results are strongest in the following categories:

- Promote the health, safety and welfare of persons residing or working within the designated geographic areas;
- Garner appreciation from the public and recognize the contribution from the City of Vernon
- Demonstrate capacity by the applicant organization to ably manage and achieve intended results in an effective and efficient manner

What previous projects has the applicant successfully implemented?

-Over the last 18 months, SHG successfully project managed significant repairs to the city-owned facility where the SHG headquarters are located. The organization has moved back into the building and re-opened their studios to local artists and residents. In the interim, SHG focused on public workshops at partner locations and the Barrio Mobile Arts Studio, which can take place in multiple locations.

-The Summer of Youth (S.O.Y.) Artista program is a five-week summer art workshop for youth aged 12 -18. Youth are recruited from local youth groups, schools, and other community centers on the eastside of Los Angeles. The program is offered free to young people during summer breaks, when youth programming and school-related activities are scarce in local neighborhoods. In some instances, students have used the work created in the program as part of their admission porfolios for LA County High School for the Arts.

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

A significant challenge for the organization in the future is permanent site acquisition of their headquarters location. SHG has the majority of funding committed that would facilitate the purchase of the city-owned property, but they are awaiting further guidance and approval from the relevant city departments. There is some concern that available funding might expire if the City of Los Angeles continues to delay its decision making and approval processes. If that does indeed become the case, SHG will continue to rent the space on the affordable long-term lease that is already in place.

Funding Recommendation

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

Recommended Amount: \$40,000

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

At 11% of the organizational budget, the recommended amount of \$40,000 is in keeping with common foundation practice on appropriate grant levels, and is in line with the other grants that the organization has received over the last several years.

Staff reviewer: Anne-Marie Jones

Signed: _____

Date: 12 / 22 / 2015



GRANT RECOMMENDATION FORM

General Applicant Information

Applicant Organization:	Los Angeles Center for Law and Justice
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Type of Organization:	Community-based (community services)	Year Founded:	1973
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Annual Budget:	\$2,499,963	No. of Board Members:	19
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Amount Requested:	\$50,000	Recommended Amount:	\$50,000
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Type of support requested:	<input checked="" type="checkbox"/> General Operating <input type="checkbox"/> Project/Program
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<p>Brief Narrative description of the organization</p> <p>The mission of the Los Angeles Center for Law and Justice (LACLJ) is "to fight for the rights of vulnerable families and advocate for a more just legal system." The organization provides free legal services to clients in four main areas: domestic violence, teen legal advocacy, immigration services, and access to justice (which is centered primarily on unrepresented parents in high-conflict custody cases).</p> <p>Client Profile: 85% are women; 85% live below the federal poverty line; 87% are Latino; 74% are survivors of domestic violence and sexual assault; 60% are immigrants; 33% are teens or young parents. Because of the challenges that many of their clients face, LACLJ has incorporated a holistic, trauma-informed approach to their legal services, which includes the integration of MSW interns in the clients' legal team. Interns provide psycho-education, social service referrals and court accompaniment.</p> <p>The ultimate goal is to help "build violence-free homes in order to build a stronger Southeast community where families are safe, stable and free from injustice."</p>
--

<p>Organizational strengths:</p> <ul style="list-style-type: none"> -Strong reputation and history of successful impact litigation on behalf of the community. Early leaders of the organization included Antonia Hernandez, now President of the California Community Foundation; Nancy Ramirez, current Los Angeles Superior Court Commissioner; and the Hon. Georgina Torres Rizk, a judge on the Superior Court of Los Angeles -Successful implementation of the most recent Strategic Plan, which included strengthening administrative systems to increase organizational capacity, improving the diversification of funding sources, and adding in a more robust evaluation component of their programming -The inclusion of a client-focused supportive services component to the legal team of each client, which impacts a client's capacity across a range of activities, from being able to adequately testify in court cases on their own behalf, to being able to maintain the positive outcomes from a restraining order without returning to an abusive living situation. -Highly competent leadership team, and a staff of family law attorneys averaging nine years of experience

Proposal Details

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

Age Range: Teens, Young Adults, Adults Family Type: n/a
Gender: Female Military Status: n/a
Race/Ethnicity: Latino Sexual Orientation: n/a
Economic Status: low and very low-income Other (specify): survivors of domestic violence and sexual a

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

General Operating Support

Cost/Benefit:

LACLJ will serve 485 clients in legal matters this year. The VCF contribution works out to \$103/client in direct services. In addition to those clients, LACLJ anticipates that 500 children in client families will also receive benefit from the services provided.

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

LACLJ is a key piece in assuring that the justice system is accessible and serves the needs of people who cannot afford representation. LACLJ has held county and state contracts to provide services for many years, demonstrating the quality of services they provide. That, and their ongoing relationships with civil rights leaders from the LA legal community, indicates a low risk in making this grant, with potential to make a significant contribution to residents in the VCF area.

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?

In terms of the goals of the VCF, the proposal from LACLJ most closely aligns with the following:

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

In terms of eligibility criteria, the proposal from LACLJ is especially strong when assessed against the following:

- Promote the health, safety and welfare of persons residing or working within the designated geographic areas
- Demonstrate a measurable benefit to residents of Vernon and surrounding areas
- Demonstrate capacity by the applicant organization to ably manage and achieve intended results in an effective and efficient manner

What previous projects has the applicant successfully implemented?

-In 2003, LACLJ launched the only teen-centered legal services program in Los Angeles. Because of its success, the program was expanded by a Department of Justice grant to specifically include teen survivors of sexual assault.

-In 2011, LACLJ was selected as one of seven projects selected statewide under the Sargent Shriver Civil Counsel Act to provide free legal representation to low-income families in high-conflict custody disputes

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

There are no notable challenges in LACLJ's ability to carry out their mission, beyond the commonplace issues that many nonprofits face in the Los Angeles area: the need is very high and resources are limited.

Funding Recommendation

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

Recommended Amount:	\$50,000
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Suggested revision(s) to proposal/fund amount, if applicable:

The amount being recommended for general operating support is 2% of the total operating budget. It is an appropriate amount in terms of standard funder practice, alignment with other grant funders for this particular organization, and alignment with other VCF grants.

Staff reviewer: Anne-Marie Jones

Signed: _____

Date: 12 / 21 / 2015



GRANT RECOMMENDATION FORM

General Applicant Information

Applicant Organization:	Neighborhood Music School Association
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Type of Organization:	Community-based (Music education)	Year Founded:	1914
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Annual Budget:	\$520,282	No. of Board Members:	12
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Amount Requested:	\$50,000/2 years	Recommended Amount:	\$50,000/1 year
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Type of support requested:	<input checked="" type="checkbox"/> General Operating <input type="checkbox"/> Project/Program
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Brief Narrative description of the organization
<p>The Neighborhood Music School (NMS) was established in 1914 to provide quality, private music instruction and performance opportunities to families living in Boyle Heights and the surrounding communities. NMS currently offers low-cost private instruction in piano, violin, viola, cello, percussion, guitar, trumpet, flute, clarinet, saxophone, and voice, however, classes for other instruments can be added on an as needed basis. Over 350 students are engaged in weekly instruction, with 100 of those students participating in the Student Scholarship Program, which brings fees to as low as \$1/week for qualifying students.</p>

Organizational strengths:
<p>1) A long-standing, excellent reputation - The organization has been recognized by various civic leaders within the City of Los Angeles as a valued partner in enriching the cultural and artistic landscape of the community and the city</p> <p>2) High-quality music instruction/program services - Many of the instructors are professional musicians, in addition to those who are on faculty at local music schools and universities</p> <p>3) Active participation from Board members - Board members come from a variety of disciplines and bring their areas of expertise to support the organization in several significant ways, including fundraising, donor cultivation, and establishing ties with local universities to engage instructors and professionals</p> <p>6) Consistent, solid management performance - Solid financial and management performance, with a history of small annual surpluses, full enrollment, and the securing of a major gift to establish an endowed fund in 2014</p>

Proposal Details

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

Age Range: 3-18 years old Family Type: n/a
 Gender: n/a Military Status: n/a
 Race/Ethnicity: Latino Sexual Orientation: n/a
 Economic Status: Low-Income Other (specify): n/a

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

General Operating Support

Cost/Benefit:

The organization serves approximately 350 students/year. A \$50,000 general operating grant is a contribution of approximately \$140/student.

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

The Neighborhood Music School is a local institution. Providing high-quality, affordable music instruction in this community fills a significant pervasive gap in arts education in underserved communities due to lack of funding in the public school system. NMS provides a critical piece of a holistic education that would otherwise go unfulfilled for NMS students.

Staff Analysis

Documents reviewed

- Audit/IRS Form 990 (dated: 02 / 28 / 2014)
- Organizational Budget
- Proposal Budget

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

In terms of goals of the Vernon CommUNITY Fund, this proposal most closely aligns with the following:
 -To strengthen and support non-profit organizations that benefit residents and neighborhoods;
 -To promote positive social development of children, youth, families and seniors in Vernon and surrounding areas

In terms of eligibility criteria, the proposal is very competitive when assessed against the following:
 -Promote the health, safety and welfare of persons residing or working within the designated geographic areas
 -Demonstrate capacity by the applicant organization to ably manage and achieve results in an effective and efficient manner

What previous projects has the applicant successfully implemented?

The applicant organization has been in operation for over 100 years in the Boyle Heights community. NMS has operated uninterrupted since that time, becoming a nonprofit organization in 1933. Over the course of various economic cycles in the last century, they have maintained full enrollment.

In an earthquake in 1987, they successfully completed a large capital project to retrofit their school facility, a historic Victorian home that now holds their administrative offices, 8 practice rooms and recital space for students.

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

No significant challenges are anticipated with the implementation of this proposal, beyond the standard challenges that many nonprofits arts organizations face in this current environment: fundraising, maintaining quality services in the most efficient manner possible, and meeting ongoing demand for affordable programs.

Funding Recommendation

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

Recommended Amount:	\$50,000/ 1 year
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Suggested revision(s) to proposal/fund amount, if applicable:

The Executive Director informed JRG that the original request was intended to be \$50,000/one year. A former grant writer of the organization made an error while submitting the application and indicated that it was for a 2-year period. A grant recommendation of \$50,000 for one year aligns with philanthropic best practices for general operating grants, with a maximum range of 10% - 15% of the organizational budget.

Staff reviewer: Anne-Marie Jones

Signed: _____

Date: 01 / 23 / 2016

Attachment 3

Form Grant Agreement



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:

Interim report: [INSERT DATE]

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 Anne-Marie Jones at The Vernon CommUNITY Fund by email at 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: A. J. Wilson

Title: Interim City Administrator

Date: _____



STAFF REPORT

CITY ADMINISTRATION

DATE: February 17, 2016

TO: Honorable Members of the Vernon CommUNITY Fund Grant Committee

FROM: A.J. Wilson, Executive Director
Originator: Kristen Enomoto, Deputy City Administrator

RE: Amendment No. 1 to the Vernon CommUNITY Fund Grant Agreement with California Children's Academy

Recommendation

- A. Find that the action 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. Approve Amendment No. 1 to the December 22, 2014 Vernon CommUNITY Fund Grant Agreement with California Children's Academy to authorize the reallocation of \$40,000 of its Vernon CommUNITY Fund Grant toward the development of an infant/toddler program, to extend the term of the grant to June 30, 2016, and to extend the deadline for the final report to July 31, 2016.

Background

Effective December 22, 2014, the City of Vernon ("City") entered into a Vernon CommUNITY Fund Grant Agreement ("Grant Agreement") with the California Children's Academy ("CCA") for the award of a grant to the CCA in the amount of \$60,000 for a capital improvement planning process and general operating costs.

The development of a capital improvement plan prepared by a qualified architect or engineer was intended to assist the organization in prioritizing its capital needs and improve its ability to obtain the necessary permitting and matching funds from the City of Los Angeles. However, after further discussion and research by CCA, the capital improvements originally considered no longer appear feasible.

Upon further evaluation, CCA has determined a greater demand in the community for a fully licensed center-based infant program. As such, CCA is requesting to reallocate the remaining \$40,000 of its VCF grant funds toward making the necessary changes to the existing classrooms

and play yard, as well as purchasing cribs, bedding, and age-appropriate classroom items to implement said program, to extend the term of the grant agreement to June 30, 2016, and to extend the deadline for the final report to July 31, 2016. (See Attachment 1 – California Children’s Academy Letter Dated January 26, 2016)

City consultant Jemmott Rollins Group (“JRG”) has reviewed the CCA request and has held several follow-up discussions with the organization regarding its request. JRG has advised that such requests are not uncommon in the grant making process, and is recommending approval of the CCA request. (See Attachment 2 – Jemmott Rollins Group Memo Dated February 8, 2016; and Attachment 3 – Amendment No. 1 to the Vernon CommUNITY Fund Grant Agreement with California Children’s Academy)

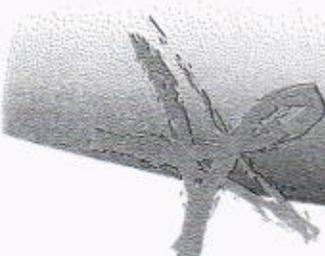
Fiscal Impact

There is no fiscal impact associated with the reallocation of existing funds or the extension of the grant term.

Attachment(s)

1. California Children’s Academy Letter dated January 26, 2016
2. Jemmott Rollins Group Memo dated February 8, 2016
3. Amendment No. 1 to Grant Agreement with California Children’s Academy

ATTACHMENT 1



CALIFORNIA CHILDREN'S ACADEMY

EST. 1971

January 26, 2016

City of Vernon
Vernon CommUNITY Fund Grants Committee
4305 S. Santa Fe Ave.
Vernon, CA 90058

Dear Members of the Grants Committee:

The intent of this letter is to respectfully request to repurpose the funds received from the Vernon CommUNITY Fund in December 2014.

We spent approximately \$20,000 on termite extermination, furnishings the play areas in 4 classrooms, and an air conditioner for the kitchen. Thank you so much- what a difference it makes!

We have \$40,000 remaining which we were to spend on development of a plan for capital improvements by a qualified architect or engineer that would specifically prioritize capital improvements needed at our Early Learning Center (ELC) campus located in Boyle Heights. While evaluating our needs, we have found there to be a greater demand in the community for a fully licensed center-based infant program.

We would, therefore, like to propose an alternative plan to spend what is remaining. We would like to begin the process of obtaining a new license for ELC to add an infant/toddler program. Currently, the Boyle Heights area is considered Priority Level 1, according to the County of Los Angeles Office of Child Care Needs Assessment 2013, "Subsidized Child Development Capacity for Low-income Working Families-2013". The number of low-income, eligible families with infants/toddlers needing childcare in the immediate Boyle Heights area is about 700.

In order to add such a program to ELC, we would need to make several changes to the existing classrooms and play yard, as well as purchase cribs, bedding and related age-appropriate classroom items. We plan to secure the services of an early childhood infant licensing consultant who would assess the facility and let us know what specific changes must be made to accommodate the 0-2 age group. The budget for the conversion to an infant/toddler program is attached.

We would like to be done with construction and be able to submit our licensing application in April 2016.

Please let us know if you feel that this is a feasible alternative.
If you have any questions or need more information, please contact me.
Thank you for your generosity and support.

Sincerely,

Barbara Shoji
VP Finance
323 223-3313 x231
barbara@californiachildrensacademy.org

cc: Jemmott Rollins Group

CALIFORNIA CHILDREN'S ACADEMY
PROJECTED COST OF ADDING INFANT/TODDLER PROGRAM
1.26.16

Licensing Consultant	\$	750
Licenses		993
Changing tables, sinks, countertops, cabinets		1,600
Fencing		1,700
Artificial turf for toddler yard		5,400
Construction/plumbing		17,950
Cribs, linens, shelving, room/yard equipment and furnishings		27,495
Total	<u>\$</u>	<u>55,888</u>

ATTACHMENT 2

MEMORANDUM

TO: Vernon CommUNITY Fund Grant Committee
FROM: Fran Jemmott, JRG Grants Management Team
RE: Request for Budget Modification and No-Cost Extension
DATE: February 8, 2016

Attached is a letter from the California Children's Academy requesting a budget modification to redirect existing funds from planned capital project research to a new purpose. If approved, the ending date for the grant would change from December 31, 2015 to April 30, 2016.

This is the first instance for VCF where a grantee is making a request for a no-cost extension and to use a portion of their grant for an objective that differs from the original application. These requests occur in other philanthropy organizations and is not out of the ordinary. Depending on the amount of unexpended funding and the length of the extension, most of these requests are handled by program staff. In that the request from the California Children's Academy is for \$60,000 – more than the amount of many full grants subsequently made to many applicant organizations – JRG believes the VCF Grant Committee ought to approve the transaction.

Grant History:

On November 12, 2014 the Vernon CommUNITY Fund (Grantor) awarded a grant to the California Children's Academy (Grantee) in the amount of \$60,000 for one (1) year to support the California Children's Academy, an organization which helps families become financially independent by providing affordable child care to low income families.

Funding from the Vernon CommUNITY Fund will support the California Children's Academy's capital improvement planning process and general operating costs.

As a condition of this grant, the grantee must provide demographic data on the number of children served from the cities of Bell, Boyle Heights, Commerce, Huntington Park, Maywood, Vernon and unincorporated East Los Angeles in the interim and final grant reports.

Current Request:

The California Children's Academy is housed in a building owned by the City of Los Angeles. They have approved occupancy to operate a child care program for families residing in the Boyle Heights area. Their original request for funds to undertake capital improvements would have upgraded the facilities and added better lighting, play space and other improvements. After research and implementing the most urgent improvements (plumbing and termite abatement), the grantee learned that the City of Los Angeles would not provide matching funds for additional improvements. Also in researching facilities and funding, the grantee learned of the dire shortage of infant and toddler child care programs for low-income working parents.

Instead of moving forward with a more rigorous capital improvement project, The California Children's Academy now proposes to use their core operating grant from VCF to convert existing space from a classroom environment for preschoolers to a nursery and infant day care environment to meet a pressing community need. The grantee is in full compliance with reporting and other grant conditions.

This request requires a no-cost extension of the grant performance period through April 30, 2016. The grantee fully expects to have the special requirements needed for the Infant and Toddler Center and to have expended the funds by April 30th, 2016. The licensing process would take an additional two months to complete and their hope is to have the Center operational by June 30, 2016.

Recommendation:

JRG recommends approval of the request for a no-cost extension in that the original grant was given for core operating support, and the changes planned do not substantially alter the original intent of the grant.

ATTACHMENT 3

**AMENDMENT NO. 1 TO THE VERNON COMMUNITY FUND GRANT AGREEMENT
WITH CALIFORNIA CHILDREN'S ACADEMY**

This Amendment ("Amendment No. 1") to that certain Grant Agreement for an award of a grant in the amount of \$60,000 for a capital improvement planning process and general operating costs, dated December 22, 2014, (the "Agreement"), is made as of February 17, 2016, by and between the Vernon CommUNITY Fund on behalf of the City of Vernon, (the "Grantor"), and the California Children's Academy, (the "Grantee").

WHEREAS, the Grantor and Grantee are parties to a written Agreement dated December 22, 2014, for the award of a grant to the Grantee in the amount of \$60,000 for a capital improvement planning process and general operating costs (the "Agreement"); and

WHEREAS, Grantor and Grantee mutually desire to amend the Agreement to authorize the reallocation of \$40,000 of Grantees' Vernon CommUNITY Fund Grant toward the development of an infant/toddler program, to extend the term of the grant to June 30, 2016, and to extend the deadline for the final report to July 31, 2016. A copy of the correspondence dated January 26, 2016, provided by Grantee is attached hereto as Exhibit A.

NOW, THEREFORE, the parties to this Amendment No. 1 agree as follows:

1. The Agreement is hereby amended to reallocate \$40,000 of the California Children's Academy Vernon CommUNITY Fund Grant toward the development of an infant/toddler program, the Agreement has been extended to June 30, 2016, and the deadline for the final report has been extended to July 31, 2016.

2. Except as expressly modified by this Amendment No. 1, all provisions of the Agreement shall remain in full force and effect.

3. The provisions of this Amendment No. 1 shall constitute the entire agreement of the parties with respect to the subject matter included in this Amendment No. 1 and shall supersede any other agreement, understanding, or arrangement, whether written or oral, between the parties with respect to the subject matter of this Amendment No. 1.

4. The person or persons executing this Amendment No. 1 on behalf of each party warrants and represents that he or she has the authority to execute this Amendment No. 1 on behalf of that party, and has the authority to bind that party to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties have signed this Amendment No. 1 as of the date stated in the introductory clause.

[SIGNATURES FOLLOW ON NEXT PAGE]

GRANTEE
CALIFORNIA CHILDREN'S ACADEMY

Authorized Signature

Printed Name

Title

Date

GRANTOR
CITY OF VERNON

By: _____

Name: A.J. Wilson

Title: Interim City Administrator

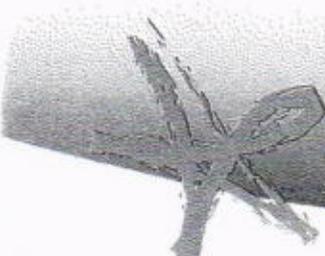
Date: _____

ATTEST:

Maria E. Ayala, City Clerk

APPROVED AS TO FORM:

Hema Patel, City Attorney



CALIFORNIA CHILDREN'S ACADEMY

EST. 1971

January 26, 2016

City of Vernon
Vernon CommUNITY Fund Grants Committee
4305 S. Santa Fe Ave.
Vernon, CA 90058

Dear Members of the Grants Committee:

The intent of this letter is to respectfully request to repurpose the funds received from the Vernon CommUNITY Fund in December 2014.

We spent approximately \$20,000 on termite extermination, furnishings the play areas in 4 classrooms, and an air conditioner for the kitchen. Thank you so much- what a difference it makes!

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We would, therefore, like to propose an alternative plan to spend what is remaining. We would like to begin the process of obtaining a new license for ELC to add an infant/toddler program. Currently, the Boyle Heights area is considered Priority Level 1, according to the County of Los Angeles Office of Child Care Needs Assessment 2013, "Subsidized Child Development Capacity for Low-income Working Families-2013". The number of low-income, eligible families with infants/toddlers needing childcare in the immediate Boyle Heights area is about 700.

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We would like to be done with construction and be able to submit our licensing application in April 2016.

Please let us know if you feel that this is a feasible alternative.
If you have any questions or need more information, please contact me.
Thank you for your generosity and support.

Sincerely,

Barbara Shoji
VP Finance
323 223-3313 x231
barbara@californiachildrensacademy.org

cc: Jemmott Rollins Group

CALIFORNIA CHILDREN'S ACADEMY
PROJECTED COST OF ADDING INFANT/TODDLER PROGRAM
1.26.16

Licensing Consultant	\$	750
Licenses		993
Changing tables, sinks, countertops, cabinets		1,600
Fencing		1,700
Artificial turf for toddler yard		5,400
Construction/plumbing		17,950
Cribs, linens, shelving, room/yard equipment and furnishings		<u>27,495</u>
Total	\$	<u>55,888</u>