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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
August 17, 2016, 10:00 a.m.
Council Chamber
City Hall, 4305 Santa Fe Avenue
Vernon, California 90058

Michael Gavina, Chairperson
Vacant, Vice Chairperson
Lawrence Cooper, Committee Member
Leticia Lopez, 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.

ELECTION

1. **[Election of Chairperson and Vice Chairperson to Serve Until the Next Annual Election in August 2017](#)**

Recommendation:

(Items A-C)

- 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.

MINUTES – TO BE RECEIVED AND FILED

- 2. [Minutes of the Regular Vernon CommUNITY Fund Grant Committee Meeting held on February 17, 2016](#)
- 3. [Minutes of the Special Vernon CommUNITY Fund Grant Committee Meeting held on June 14, 2016](#)

GRANT AWARDING

4. [Award of Fiscal Year 2016/2017 Docket I 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 2016/2017 Docket I grants totaling \$115,000 to the three applicants identified below at the amounts recommended:

Applicant	Original Amount Requested	Amount Recommended	Proposed Term
Southeast Community Development Corporation	\$50,000	\$50,000	1 year
Libros Shmibros	\$50,000/2 years	\$15,000	1 year
Southeast Churches Services Center	\$50,000	\$50,000	1 year

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NEW BUSINESS

City Administration Department

5. [Approval of the Revised Vernon CommUNITY Fund Capital Grants Program Guidelines/Notice of Fund Availability](#)

Recommendation:

- A. Find that approval of the Vernon CommUNITY Fund Capital Grants program proposed in this staff report is exempt from California Environmental Quality Act (“CEQA”) review, because it is a continuing administrative activity that will not result in direct or indirect physical changes in the environment, and therefore does not constitute a “project” as defined by CEQA Guidelines section 15378.
- B. Approve the revised Vernon CommUNITY Fund Capital Grants program guidelines – Notice of Fund Availability (NOFA).

ORAL REPORTS

- 6. Summary of Grant Report for Fiscal Year 2015/2016
- 7. Vernon CommUNITY Fund Grant Committee Term Renewals and New Appointments
- 8. Brief reports on activities, other brief announcements, and directives to staff.
- 9. Next regular meeting: November 16, 2016

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 August 2016.

By: _____
Maria E. Ayala, Secretary

RECEIVED

AUG 11 2016

CITY CLERK'S OFFICE



RECEIVED

AUG 10 2016

CITY ADMINISTRATION

CF/DF

STAFF REPORT

CITY CLERK DEPARTMENT

DATE: August 17, 2016

TO: Honorable Members of the Vernon CommUNITY Fund Grant Committee

FROM: Maria E. Ayala, City Clerk *MEA*
 Originator: Matthew Ceballos, Deputy City Clerk *MRC*

RE: Election of Chairperson and Vice Chairperson to serve until the next annual election in August 2017

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.

Background

It is recommended that the Vernon CommUNITY Fund Grant Committee conduct its annual election of Chairperson and Vice Chairperson pursuant to the Vernon Municipal Code.

Section 2.160(a) of the Vernon Municipal Code states that "[t]he Grant Committee shall have a Chairperson and Vice Chairperson, who shall be from different appointing categories pursuant to section 2.158."

Section 2.160(b) of the Vernon Municipal code states that "[t]he Grant Committee members shall elect the Chairperson and Vice Chairperson at its first meeting and annually thereafter. No Grant Committee member may serve as Chairperson for more than two (2) consecutive terms. The Chairperson shall preside over all Committee meetings. The Vice Chairperson shall, in the absence of the Chairperson, perform the duties of the Chairperson."

Fiscal Impact

None.

Attachment(s)

None.

MINUTES OF THE REGULAR VERNON COMMUNITY FUND GRANT COMMITTEE MEETING OF THE CITY OF VERNON HELD TUESDAY, FEBURARY 17, 2016, AT 10:00 A.M. IN THE CITY HALL COUNCIL CHAMBER, LOCATED AT 4305 SANTA FE AVENUE, VERNON, CALIFORNIA

MEMBERS PRESENT: Michael Gavina, Juliet Goff, William Davis, Rafael Gonzalez (Late), Lawrence Cooper, and Steve Veres (Late).

MEMBERS ABSENT: Jessica Maes

Chairperson Gavina called the meeting to order at 10:09 a.m.; Chairperson Gavina led the flag salute.

Chairperson 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 provided.

MINUTES – TO BE RECIVED AND FILED

1. Minutes of the Regular Vernon CommUNITY Fund Grant Committee Meeting held on November 18, 2015.

It was moved by Goff and seconded by Cooper to approve Minutes of the Regular Vernon CommUNITY Fund Grant Committee Meeting held on November 18, 2015. Motion carried, 4-0. Committee Member Davis abstained.

GRANT AWARDING

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 20 15/2016 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

Fran Jemmott, Jemmott Rollins Group, introduced Anne-Marie Jones to present the grant applicants.

Anne-Marie Jones, Jemmott Rollins Group, reported on the first grant applicant, Girl Scouts of Greater Los Angeles.

Committee Member Davis commented on the Girl Scout organization and inquired as to how many Girl Scouts were in Vernon. Ms. Jones did not have an exact number.

Committee Member Goff spoke about the struggles of getting equal opportunities for the Girl Scouts of Greater Los Angeles.

Committee Member Gonzalez joined the meeting at 10:16 a.m.

It was moved by Cooper and seconded by Goff to approve the grant for Girl Scouts of Greater Los Angeles. Motion carried, 5-0.

Ms. Jones reported on the second grant applicant, Self Help Graphics & Arts.

Committee Member Goff commented on the lack of art programs in schools.

Committee Member Gonzalez supported this grant applicant.

It was moved by Goff and seconded by Davis to approve the grant for Self Help Graphics & Arts. Motion carried, 5-0.

Ms. Jones reported on the third grant applicant, Los Angeles Center for Law and Justice.

Committee Member Goff had a question about amount spent on clientele. Ms. Jones responded stating the amount noted was what Vernon would contribute per client.

Committee Member Veres joined the meeting at 10:22 a.m.

Chairperson Gavina and Committee Member Goff noted how well the docket was put together.

Committee Member Veres spoke about the struggles to get free legal advice and supported the grant.

It was moved by Goff and seconded by Gonzalez to approve the grant for Los Angeles Center for Law and Justice. Motion carried, 6-0.

Ms. Jones reported on the fourth grant applicant, Neighborhood Music School Association.

Committee Member Goff spoke to the importance of this organization.

Committee Member Cooper spoke to the benefits of learning arts and music.

Committee Member Goff requested a site visit.

Committee Member Veres asked for clarification on the grant request. Ms. Jones explained the grant would be used for general operation and why it would be used in that manner.

It was moved by Goff and seconded by Gonzalez to approve the grant for Neighborhood Music School Association. Motion carried, 6-0.

Chairperson Gavina asked whether it was more expensive to customize a project or to support on the general level. Ms. Jemmott responded that projects are harder to sustain and general operating is more consistent to meet the needs of the members of the communities.

Committee Member Veres commented that general purpose funding creates a dependent relationship with the grantee and grantor. Ms. Jemmott wanted to note that these grant awards are not ongoing.

Committee Member Gonzalez spoke about the flexibility of general purpose funding and having project goals in mind.

Committee Member Goff suggested finding a creative ways to garner recognition for funding grants, may include moving away from supporting general operating grants.

Ms. Jemmott spoke about the policy decisions that affect non-profits.

Committee Member Goff requested to see, geographically, where the funds are distributed. She also made other suggestions for grant applicants.

Committee Member Veres requested to explore options to facilitate programs outside established non-profits.

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.~~

Ms. Jemmott reported on the on the proposed.

Interim City Administrator A.J. Wilson spoke about the merits of the Children’s Academy.

Committee Member Goff inquired as to the location of the building and who owned it. Ms. Jemmott confirmed the location and ownership.

Interim City Administrator Wilson and Committee Member Goff had a dialogue about the building use.

Committee Member Gonzalez inquired about the address of the facility. Ms. Jemmott replied that the facility was on North Main Street.

Fred MacFarlane, Senior Advisor to the City Administrator, briefly spoke about the site visit.

Interim City Administrator Wilson suggested a condition on the amendment that states the lease would be for an additional 5 years.

Committee Member Veres made a friendly amendment to the recommendation of a 5 year timeline on the lease.

It was moved by Cooper and seconded by Veres to approve the amendment with a condition of a 5 year timeline. Motion carried, 6-0.

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.

Ms. Jemmott presented a PowerPoint Presentation on grant budget allocations.

Committee Member Veres asked where inner city youth would be categorized, in education preparedness or youth development. Ms. Jemmott replied that it was categorized under youth development.

Committee Member Veres saw gaps in funding, and would like to see more direct uses of funds within areas of inner city youth.

Ms. Jemmott asked for clarification on how Committee Member Veres defined the term “inner city youth”. Committee Member Veres clarified.

Committee Member Goff spoke about her perspective in dealing with limited resource, and expanding definitions of the five general categories of grant applicants.

Ms. Jones spoke about what the current categories entailed.

Committee Members Goff, Gonzalez, and Veres spoke about the possibility to update and revamp the criteria and categories for grants.

Ms. Jemmott suggested a prioritization for the current categories. Interim City Administrator also spoke about prioritization.

Chairperson Gavina spoke about different methods to find out where the needs are in the community and a reevaluation of what groups are deserved of grants. Committee Members Goff, Cooper, Gonzalez, and Veres added their ideas and thoughts to the discussion.

Deputy City Administrator Kristen Enomoto, clarified that the item would halt any acceptance of applications not already in the cue until the new fiscal year.

Committee Member Veres suggested they start a subcommittee to come up with criteria, categories, etc.

Committee Member Goff asked when they need to have everything ready for the new fiscal year. Ms. Jemmott replied that it would ideally be ready for the next regularly scheduled meeting in May.

Committee Members Goff, Gonzalez, and Veres were all willing to participate in subcommittee the next regular committee meeting in May.

It was moved by Goff and seconded by Gonzalez to Authorize Jemmott Rollins Group to temporarily close the application process until a new process is established for fiscal year 2016-2017. Motion carried, 6-0.

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.

Ms. Jones provided a PowerPoint Presentation on a capital grants program.

Committee Member Goff inquired about her term ending in June and how to proceed. Deputy City Administrator Kristen Enomoto explained that it would be similar appointment process as the initial appointment, advised the Committee Member to reapply.

ORAL REPORTS

6. City consultant Jemmott Rollins Group to provide a summary of the fiscal year 2014-2015 Interim Grant Reports.

Ms. Jemmott provided a summary of the fiscal year 2014-2015 Interim Grant Reports.

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

Ms. Jemmott gave a brief update on grant applicants currently in the queue for the next docket; returning grant awardee that applied for a new grant; and progress reports on grant recipients. She proposed that a portion of subsequent meetings be dedicated to how grants are reviewed and how grant applications are qualified and also to consider possible adjustments to the policies.

Committee Member Veres gave a brief update on the Exide cleanup effort.

Mr. MacFarlane briefly spoke about the tours and site visits of current and upcoming grant applicants; and noted that the CommUNITY Fund Grant Committee would be highlighted in the Vernon Quarterly.

Interim City Administrator Wilson gave a brief update on the amendment to the Grant Agreement with California Children's Academy.

8. Next regular meeting: May, 18, 2016

Chairperson Gavina announced the next regular meeting.

With no further business, Chairperson Gavina adjourned the meeting at 12:09 p.m.

Michael Gavina
Chairperson

ATTEST:

Maria E. Ayala, CMC
Secretary

MINUTES OF THE SPECIAL VERNON COMMUNITY FUND
GRANT COMMITTEE MEETING OF THE CITY OF VERNON HELD
TUESDAY, JUNE 14, 2016, AT 10:30 A.M. IN THE CITY HALL
COUNCIL CHAMBER, LOCATED AT 4305 SANTA FE AVENUE,
VERNON, CALIFORNIA

MEMBERS PRESENT: Michael Gavina, Juliet Goff, Rafael Gonzalez, Leticia Lopez and
Lawrence Cooper

MEMBERS ABSENT: Jessica Maes and Steve Veres

Chairperson Gavina called the meeting to order at 10:31 a.m. and also led the flag salute.

Chairperson 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 provided.

Committee Member Lopez was introduced.

PRESENTATIONS

1. Summary of Interim Grant Report for fiscal year 2014/2015 and 2015/2016

Fran Jemmott, Jemmott Rollins Group, provided the presentation.

Ebony Jones, Jemmott Rollins Group, briefly updated the Committee on that status of the grants that have been expended.

Chairperson Gavina wanted to know more about the grant that was denied.

Ms. Jemmott explained it was a County project to set up a youth boxing club, it was denied because it would have given grant funds to a County government and duplicated service in other grants that were handed out.

Committee Member Goff arrived at 10:42 a.m.

Committee Member Gonzalez wanted to make the distinction between giving a grant directly to the County verses giving a grant to a third party who partners with the County.

Ann Marie-Jones, Jemmott Rollins Group, clarified as to the reports that were being produced.

James Hull, Jemmott Rollins Group, briefly reported on the grant totals. Mr. Hull explained he would provide annual figures at a later date.

GRANT AWARDING

2. Award of Fiscal Year 2015/2016 Docket IV 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 IV grants totaling \$187,000 to the four applicants identified below at the amounts recommended:

Applicant	Original Amount Requested	Amount Recommended	Proposed Term
CicLAvia	\$50,000	\$40,000	1 year
LA Family Housing	\$150,000/2 years	\$75,000	1 year
Big Citizen HUB	\$50,000	\$50,000	1 year
Coalicion de Latinos Americanos (CODELA)	\$235,000/ 2 years	\$22,000	1 year

Ms. Jones reported on the first grant applicant, CicLAvia.

Committee Member Goff voiced her opposition in supporting the CicLAvia grant application.

Committee Member Gonzalez asked if the City was recognized as a sponsor in the May event and views CicLAvia as more than a one day event. Ms. Jones spoke about the ongoing activities and partnerships CicLAvia brings to the community. Ms. Jones also stated that the City was not recognized for the May event.

Committee Member Goff explained her hesitation in granting funds to CicLAvia at this time.

A discussion of process in handling the grant applicant ensued between Chairperson Gavina, City Clerk Maria Ayala, and Economic Development Manager Alex Kung.

Committee Member Goff asked if the allocated amount could be earmarked for the next fiscal year docket. Ms. Jemmott explained that the usual process would be a denial of the grant and the grant applicant would resubmit in the next fiscal year.

Committee Member Goff clarified that the Committee would not need to distribute the possible allocated funds.

Committee Member Cooper asked if the funds would disappear if not used this fiscal year. Ms. Jemmott informed the Committee that they would.

Director of Public Works, Water and Development Services Derek Wieske informed the Committee of a potential future CicLAvia event.

Committee Member Cooper expressed interest in the events but also was wary of funding past events.

Committee Member Gonzalez recommended getting future clarification on what CicLAvia plans to do with the grant funds if awarded.

City Administrator Carlos Fandino clarified that the funds would indeed roll over, not be lost, and be reallocated next fiscal year.

Ms. Jemmott suggested requesting additional feedback from CicLAvia on how this grant would be implemented into their operating budget. Committee Member Goff requested to see their plan.

Committee Member Gonzalez asked about having a special meeting to hear a revised grant application. Mr. Kung stated the fiscal years end was impending and a special meeting might not be feasible.

It was moved by Cooper and seconded by Goff to deny the grant for CicLAvia, roller over allocated grant funds to next grant (cycle) fiscal year, and have CicLAvia resubmit application for future event. Motion carried, 4-1. Noes: Gonzalez

Ms. Jones reported on the second grant applicant, LA Family Housing.

Committee Member Goff wanted to know how the Committee was going to be recognized. Ms. Jones stated that they would be recognized in newsletters, events, and possibly signage. Committee Member Goff asked if a member would be encouraged to attend events. Ms. Jones stated that it could be one of the options.

Fred MacFarlane, Senior Advisor to the City Administrator, briefly spoke about publicity opportunities and site visits.

Committee Member Gonzalez wanted to know if the CommUNITY Fund was part of the Southern California Grant Makers, if not, would they be interested in joining. Deputy City Attorney Brian Byun recommended agendizing this topic for a future meeting.

Director of Finance William Fox suggested adding the manner in which the Committee receives recognition be part of the application process.

A dialogue ensued about recognition and strategic plans between Ms. Jemmott, Chairperson Gavina, and Committee Member Goff. Deputy City Attorney Byun recommended the discussion topic be agendized for a future meeting.

It was moved by Goff and seconded by Gonzales to approve the grant for LA Family Housing. Motion carried, 5-0.

Ms. Jones reported on the third grant applicant, Big Citizen HUB.

Committee Member Goff asked about the way the students would be recognized. Ms. Jones answered that a possibility of a t-shirt was in the works.

Committee Member Gonzalez inquired about the coverage area of the grant. Ms. Jones responded that the partnership was relationship-based and distribution priority was in the southeast.

It was moved by Gonzales and seconded by Goff to approve the grant for Big Citizen HUB. Motion carried, 5-0.

Ms. Jemmott reported on the fourth grant applicant, Coalicion de Latinos Americanos (CODELA).

Committee Member Goff asked how the committee would be recognized. Ms. Jemmott explained that the recognition would be limited.

Committee Member Gonzalez explained that these types of organizations, with limited capacity, would be more prevalent in the southeast region.

Ms. Jemmott acknowledged that although these organizations were run by community members, they did have an understanding of non-profit finance.

It was moved by Cooper and seconded by Goff to approve the grant for Coalicion de Latinos Americanos (CODELA). Motion carried, 5-0.

NEW BUSINESS

3. Approval and Adoption of the Proposed Vernon CommUNITY Fund Capital Grants Program

Recommendation:

- A. Find that approval of the Vernon CommUNITY Fund Capital Grants program proposed in this staff report is exempt from California Environmental Quality Act (“CEQA”) review, because it is a continuing administrative activity that will not

result in direct or indirect physical changes in the environment, and therefore does not constitute a “project” as defined by CEQA Guidelines section 15378; and

- B. Approve and adopt the proposed Vernon CommUNITY Fund Capital Grants Program

Ms. Jemmott reported on the proposed.

Committee Member Cooper wanted clarification on the notification of a successful bid. Ms. Jemmott explained that this was a prioritizing process where initial bids would be selected.

A lengthy discussion between the Committee, Ms. Jemmott, Director Fox, and Manager Kung ensued about the, timeline of the capital grants application period, method of selecting organizations, and the type of capital grants that should be selected.

It was moved by Cooper and seconded by Goff to approve and adopt proposed Vernon CommUNITY Fund Capital Grants Program. Motion carried, 5-0.

4. Development of a Scholarship Fund

Recommendation:

- A. Hold a discussion regarding the development of a scholarship fund; and
- B. Authorize the formation of a subcommittee to further consider and possibly develop a scholarship fund.

Chairperson Gavina reported on the proposed.

Committee Member Gonzalez recommended a joint effort with other organizations.

Committee Members Cooper and Goff expressed support for the idea of a scholarship fund.

A subcommittee on scholarships was formed to include the following members: Chairperson Gavina and Committee Members Cooper and Lopez.

Committee Member Gonzalez left the meeting at 12:02 p.m.

5. Discussion and Potential Recommendations to City Council Regarding Amending the Allocation of the Funding Ratio and the Prioritization of Funding Areas for the Vernon CommUNITY Fund

Recommendation:

- A. Find that the discussion and potential action(s) in this staff report is exempt from California Environmental Quality Act (“CEQA”) review, because it is a continuing administrative activity that will not result in direct or indirect physical changes in the environment, and therefore does not constitute a “project” as defined by CEQA Guidelines section 15378; and
- B. Hold a discussion to propose amending the allocation of the funding ratio and the prioritization of funding areas for the Vernon CommUNITY Fund; and
- C. Provide direction to staff regarding any recommendations to the City Council to amend Ordinance No. 1218 that could allow up to 50% of available grant dollars in each quarterly docket budget, excluding capital, to be directed toward previous grant awardees; and
- D. Provide direction to staff regarding any recommendations to the City Council to amend Ordinance No. 1218 to prioritize grant applications focusing on the following areas:

- a. Open Space/Parks/Environment/Environmental Health
- b. Family Services/Community Services
- c. Youth Programming

Economic Development Manager Alex Kung reported on the proposed.

Ms. Jemmott briefly spoke about returning grantees and the three areas of focus.

Manager Kung suggested broadening the ordinance to allow for flexibility. Committee Member Goff concurred.

Chairperson Gavina asked whether the 50% of available grant dollars meant 50% had to be new grants at all times. Committee Member Goff clarified. Chairperson Gavina also inquired if they would be leaving themselves at risk for only renewing grant applicants.

A dialogue about ordinance procedure and grant policy ensued between Chairperson Gavina, Committee Member Goff, Committee Member Cooper, and Deputy City Attorney Brian Byun.

Deputy City Attorney Byun clarified that funding decisions do not have to be made on the ordinance.

Manager Kung suggested that direction can come from the Committee right before the Fiscal Year.

The Committee reached to a consensus, and directed staff that 50% of available grant dollars in each quarterly docket budget, excluding capital grants, to be directed toward previous grant awardees.

Deputy City Attorney Byun suggested prioritization be included in the grant application documents and not in the Ordinance.

It was moved by Goff and seconded by Cooper to recommend to Council and Staff to not amend the Ordinance No. 1218, and allocation of available grant dollars and identified priorities be handled as a policy decision by the Committee. Motion carried, 4-0.

ORAL REPORTS

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

No reports were provided.

7. Next regular meeting: August 17, 2016

The next regular meeting was noted.

With no further business, Chairperson Gavina adjourned the meeting at 12:27 p.m.

Michael Gavina
Chairperson

ATTEST:

Maria E. Ayala, CMC
Secretary



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CITY CLERK'S OFFICE

STAFF REPORT CITY ADMINISTRATION

DATE: August 17, 2016

TO: Honorable Members of the Vernon CommUNITY Fund Grant Committee

FROM: Carlos Fandino, Executive Director *CF 8-10-16*
Originator: Lilia Hernandez, Executive Assistant to the City Administrator

RE: Award of Fiscal Year 2016/2017 Docket I 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 2016/2017 Docket I grants totaling \$115,000 to the three applicants identified below at the amounts recommended:

Applicant	Original Amount Requested	Amount Recommended	Proposed Term
Southeast Community Development Corporation	\$50,000	\$50,000	1 year
Libros Shmibros	\$50,000/2 years	\$15,000	1 year
Southeast Churches Services Center	\$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 the best interest of the City and its residents, businesses, and workers.

On September 1, 2013, the City retained the services of Jemcott 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 2016/2017 Funding

Pursuant to Vernon Municipal Code Section 2.164, the City Council appropriated \$1,000,000 to the VCF for fiscal year 2016-2017. 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.

Additionally, at the Grant Committee meeting held on June 14th, it was decided that an amount of \$40,000 that was not being awarded during the last docket of the 2015/2016 fiscal year would roll over and be reallocated in the 2016/2017 fiscal year.

In consideration of the minimum required set aside for capital projects, and the rollover amount noted above, the total maximum amount of grant funds available for award to proposals for direct services during Fiscal Year 2016/2017 is \$790,000. As such, JRG and City staff recommend the Grant Committee award approximately \$197,500 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 2016/2017 Docket I Grant Applications

Docket I and 2016/2017 year to date information is summarized in the Grant Review Committee Transmittal Report attached hereto as Attachment 1.

As previously indicated, the first grant docket for the VCF contains three 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 2016/2017 Docket I is \$115,000.

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 August 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 2016/2017 Docket I total recommended grant award amount of \$115,000 is included in the 2016/2017 City Budget and is within the recommended quarterly allocation of approximately \$197,500 for this fiscal year.

Attachment(s)

1. Grant Review Committee Transmittal Report
2. FY 2016/2017 Docket I Grant Application Summaries
3. Form Grant Agreement

Attachment 1

Grant Review Committee Transmittal Report



**Grant Review Committee
Transmittal Report**

August 2016

Current Cycle: Docket I FY16-17

Total \$ Amount of Grant Requests	\$150,000/1 year
Total Grant Budget – Current Cycle	\$790,000
Total # Recommended Grants	3
Average Recommended Grant Amount	\$38,333

Summary of Recommended Grants

ORGANIZATION	REQUESTED AMOUNT	RECOMMENDED AMOUNT	COMMUNITIES SERVED
Southeast Community Development Corporation	50,000	50,000	Bell, Boyle Heights, Commerce, Huntington Park, Maywood, unincorporated East Los Angeles, Vernon
Libros Shmibros	50,000/ 2 years	15,000/ 1 year	Bell, Boyle Heights, Commerce, Huntington Park, Maywood, unincorporated East Los Angeles, Vernon
Southeast Churches Services Center	50,000	50,000	Bell, Boyle Heights, Commerce, Huntington Park, Maywood, unincorporated East Los Angeles, Vernon
TOTAL RECOMMENDED AMOUNT		\$115,000	

Comments/Observations

- 2 of the requests are for renewing organizations.
- 2 of the requests are for organizations that serve the southern-most part of VCF area
- 1 of the of the requests is for support for economic development and skills building

Year to Date FY16-17: Docket I

Total \$ Amount of Grant Requests	\$150,000
Total # Grants Recommended	3
Average Recommended Grant Amount	\$38,333

Application Pipeline (As of August 2016)

Number of Pending Applications	2
Total \$ Amount of Grant Requests	\$175,000

Attachment 2

FY 2016/2017 Docket I Grant Application Summaries



GRANT RECOMMENDATION FORM

General Applicant Information

Applicant Organization:	Southeast Community Development Corporation		
Type of Organization:	Community Economic Development	Year Founded:	1994
Annual Budget:	\$500,000	No. of Board Members:	6
Amount Requested:	\$50,000	Recommended Amount:	\$50,000
Type of support requested:	<input type="checkbox"/> General Operating <input checked="" type="checkbox"/> Project/Program		

Brief Narrative description of the organization

Southeast Community Development Corporation (SCDC) was established in 1994 by several cities in the southeast region of Los Angeles County. The mission of the organization is to "promote community and economic development in the California cities of Bell, Bellflower, Bell Gardens, Commerce, Cudahy, Downey, Huntington Park, Maywood, South Gate, Vernon, Lynwood, and unincorporated Walnut Park."

Over the organization's history, they have focused on technology as a tool of economic growth and community well being. Improving residents' skills, building digital literacy and increasing access to technology are key components of the organization's activities.

The Vernon CommUNITY Fund previously awarded a grant of \$75,000 to Southeast Community Development Corporation.

Organizational strengths:

- Strong support from local municipalities
- Clarity of targets and goals in their programming
- Established track record of serving local communities, and in developing partnerships with corporate and private sector entities

Proposal Details

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

Age Range: youth and adults Family Type: all
 Gender: all Military Status: all
 Race/Ethnicity: Latino Sexual Orientation: all
 Economic Status: all 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)

They are requesting \$50,000 to support their participation in the Southeast Technology Initiative. It is anticipated that over 2,000 residents will be served by this program, which includes computer classes for adults and youth, drop-in access to computers and high-speed internet for all community residents at regional centers, and low-cost internet service for up to 1,500 residents of the Vernon COMMUNITY Fund Area.

Cost/Benefit:

It is estimated that the cost per individual for the entire Southeast Technology Initiative is \$191/person.

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

This project will have far reaching impacts for residents and the workforce of Southeast Los Angeles. The effort is preparing adults and youth for the economies and communities of the 21st century, to support their ability to compete and thrive.

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 project aligns most closely with the the following eligibility criteria:
 -Invest in workforce development, particularly for young people ages 14 – 24;
 -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?

1) The Mobile Technology Unit - Funded by the Cit of Vernon in 2008, among other achievements, over 4,000 children and 3,000 adults were able to take classes on digital literacy, financial literacy, health education and job skills.

2) Regional Centers - SCDC founded 5 regional computer centers throughout the southeast Los Angeles area during the period from 2009 - 2013. Those centers are still operating successfully and have served over 4,000 local residents.

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

There is always some amount of risk associated with large scale collaboratives with multiple partners. However, SCDC appears to have taken the appropriate steps to mitigate these risks and create a foundation for success: clarity of initiative goals; working with partners where there is an established relationship; expertise and history in the local community where programming occurs.

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:

There are no revisions to the funding amount.

Staff reviewer:	Anne-Marie Jones
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Signed: _____

Date: 07 / 20 / 2016



GRANT RECOMMENDATION FORM

General Applicant Information

Applicant Organization:	Libros Schmibros (fiscal sponsor is Community Partners)		
Type of Organization:	Community Based	Year Founded:	2010
Annual Budget:	145,000	No. of Board Members:	6
Amount Requested:	50,000 / 2 years	Recommended Amount:	15,000 / 1 year
Type of support requested:	<input checked="" type="checkbox"/> General Operating <input type="checkbox"/> Project/Program		

Brief Narrative description of the organization

"Founded in 2010, Libros Schmibros offers low or no-cost literature and literary events...to local residents, artists, writers, readers and public officials. Libros Schmibros is dedicated to both the exploration of literature and the study, questioning, celebration, and betterment of Southern California."

The organization has two primary areas of activity: 1) a community lending library and 2) literary events and public programs at their brick and mortar location and throughout the greater Los Angeles area. Their lending library has a collection of 7,000 books at their primary location in Boyle Heights, and an additional 15,000 books in storage at any given time. Open 4 days a week (including weekends), Libros Schmibros serves approximately 200 patrons weekly at that site alone. Community reading space, reading circles, and literary programs for families are a few of the activities that are available for visitors to Libros Schmibros.

Organizational strengths:

- Highly visible leadership with deep connection to the arts and culture communities across the entire city
- Wide variety of community-based partnerships
- A fiscally sponsored project of Community Partners, a well-respected fiscal sponsor in Los Angeles, which indicates strong financial management and oversight of program activities.

Proposal Details

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

Age Range: 5 - 34 Family Type: all
Gender: all Military Status: all
Race/Ethnicity: Latinos Sexual Orientation: all
Economic Status: all 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)

General Operating Support

Cost/Benefit:

With a recommended grant of \$15,000, the investment in this organization is the equivalent of about \$1.50 per patron.

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

This grant will support education and literary arts programming in Boyle Heights. The organization is well-known in the immediate community, but also has a leadership role in the broader Los Angeles arts and culture community.

Staff Analysis

Documents reviewed

- Audit/IRS Form 990 (dated: 06 / 30 / 2015)
- Organizational Budget
- Proposal Budget

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

In terms of eligibility, the proposal will measure up well in the following 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;
-Garner appreciation from the public and recognize the contribution from the City of Vernon;

In terms of meeting the goals of the Fund, the proposal is aligned with the following:
-To strengthen and support non-profit organizations that benefit residents and neighborhoods;
-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;

What previous projects has the applicant successfully implemented?

In addition to successfully operating their lending library for 6 years, LS has also successfully partnered with larger cultural institutions to present programs and exhibitions in the Los Angeles area:

- A four-month library installation at the Hammer Museum in 2012
- A semi-annual conference on James Joyce hosting 500 national and international scholars, in partnership with the Huntington Library and Caltech in 2011

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

There are no significant challenges that would be anticipated in the ongoing implementation of Libros Schmibros programs.

Funding Recommendation

Fund this proposal?

Yes
 No

Recommended Amount: \$15,000 for 1 year

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

The recommended amount is based on a standard practice of general operating grants of no more than approximately 10% of the annual budget.

Staff reviewer:

Anne-Marie Jones

Signed: _____

Date: 07 / 20 / 2016



General Applicant Information

Applicant Organization:	Southeast Churches Service Center
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Type of Organization:	Community Based/Community Service	Year Founded:	1983
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Annual Budget:	\$230,674	No. of Board Members:	6
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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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Brief Narrative description of the organization
<p>Southeast Churches Service Center is a direct services and basic needs organization. They provide a range of specific assistance, such as emergency food assistance (groceries); emergency rental assistance, emergency utility assistance; and transportation assistance, as well as clothing, household items, and furniture. The organization also provides information, resource and referral services to additional public and private programs and services to support stabilization of individuals and families.</p> <p>Demographic information for their clients is as follows: Almost half of the people served by Southeast Churches Service Center are homeless; approximately 10% are survivors of intimate partner violence; approximately 20% are senior citizens; almost 25% are unemployed.</p> <p>This organization received a grant of \$50,000 from VCF in Feb 2015.</p>

Organizational strengths:
<ul style="list-style-type: none">-Serving a low-income, underserved population in Southeast Los Angeles-Exceeded service goals in 2015, serving 1,822 people, meeting a variety of immediate/emergency needs-A strong network of churches and faith-based organizations support the work of the organization

Proposal Details

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

Age Range: all Family Type: all
Gender: all Military Status: all
Race/Ethnicity: all Sexual Orientation: all
Economic Status: low-income, very 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)

General Operating Support

Cost/Benefit:

A grant of \$50,000 represents an investment of approximately \$25/person served by the organization

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

The Southeast Los Angeles County area does not have a strong nonprofit infrastructure. Organizations such as Southeast Churches Service Center are important in building networks and relationships among the existing nonprofits and in serving the community.

Staff Analysis

Documents reviewed

- Audit/IRS Form 990 (dated: 12 / 31 / 2015)
 Organizational Budget
 Proposal Budget

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

This proposal most closely aligns with the following goals:

- strengthen and support non-profit organizations that benefit residents and neighborhoods;
- 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

In terms of eligibility, the proposal is strongest in the following areas:

- 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?

The organization has been in operation for over 30 years. As a previous VCF grantee, they reported successful performance on goals outlined in that grant. Over 1800 people were served by this organization during the course of a year.

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

Challenges for this organization continue to be securing enough funding to expand staff and resources to be able to meet the ongoing demand from people in need in the Southeast Los Angeles area.



Funding Recommendation

Fund this proposal?

Yes
 No

Recommended Amount: \$50,000

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

Although this grant represents 20% of the budget of this organization, we are recommending a grant of this amount because the organization is addressing emergency needs in the Southeast Los Angeles community. Their focus is on providing direct assistance in the form of food, rental and utility assistance, clothing, etc. It is also consistent with the grant that was awarded last year.

Staff reviewer:

Anne-Marie Jones

Signed: _____

Date: 07 / 20 / 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: Carlos R. Fandino, Jr.

Title: City Administrator

Date: _____



RECEIVED

AUG 10 2016

CITY CLERK'S OFFICE

STAFF REPORT CITY ADMINISTRATION

DATE: August 17, 2016

TO: Honorable Members of the Vernon CommUNITY Fund Grant Committee

FROM: Carlos R. Fandino Jr., Executive Director
Originator: Diana Figueroa, Administrative Secretary *CF 8-10-16*

RE: Approval of the Revised Vernon CommUNITY Fund Capital Grants Program Guidelines/Notice of Fund Availability

Recommendation

- A. Find that approval of the Vernon CommUNITY Fund Capital Grants program proposed in this staff report is exempt from California Environmental Quality Act ("CEQA") review, because it is a continuing administrative activity that will not result in direct or indirect physical changes in the environment, and therefore does not constitute a "project" as defined by CEQA Guidelines section 15378.
- B. Approve the revised Vernon CommUNITY Fund Capital Grants program guidelines – Notice of Fund Availability (NOFA).

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. Subsequently, on February 4, 2014, the City Council adopted Ordinance No. 1218 to establish the Vernon CommUNITY Fund Grant Committee (Grant Committee) and to 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.

Pursuant to Vernon Municipal Code Section 2.164, the City Council appropriated \$1,000,000 to the VCF for fiscal year 2016-2017. The Grant Committee is required to allocate funds thoughtfully. 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. Currently, \$750,000 is available for capital projects for fiscal year 2016-2017. This amount consists of \$500,000

previously reserved funds for capital projects and \$250,000 included in the FY 2016-2017 citywide budget.

At the Special Vernon CommUNITY Fund Grant Committee meeting held on June 14, 2016, the Grant Committee approved and adopted the Capital Grants Program. Within the Vernon CommUNITY Fund Notice of Fund Availability (NOFA) Capital Grants document, guidelines for the Capital Grants were detailed and a timeline was established for the Capital Grant process. Since the June 14th meeting, a small number of alterations to the formatting and timeline were made to the NOFA (as evidenced in the redlined version attached). It is recommended that the Grant Committee approve and adopt the revised Vernon CommUNITY Fund Capital Grants program guidelines – Notice of Fund Availability.

Fiscal Impact

There is no known or anticipated fiscal impact associated with the action proposed in this staff report.

Attachment(s)

1. Vernon CommUNITY Fund Capital Grants Program Notice of Fund Availability (NOFA) Document (Redlined)



Vernon CommUNITY Fund

VERNON COMMUNITY FUND
NOTICE OF FUND AVAILABILITY (NOFA)
CAPITAL GRANTS

The Vernon CommUNITY Fund is pleased to announce the availability of funds for capital expenditures. Potential applicants are encouraged to review the City of Vernon web site (www.cityofvernon.org) and click on the Vernon CommUNITY Fund button. The following general information appears on the web site as well as more details about the history of grants awarded

Background:

Founded in 1905 as the first exclusively industrial city in the Southwestern United States the City of Vernon is an industrial city of 5.2 square miles located several miles to the southeast of Downtown Los Angeles in Southern California. Vernon currently houses more than 1,800 businesses that employ approximately 50,000 people, serving as a vital economic engine in the region. Vernon maintains strong philanthropic ties with the neighboring communities where much of its workforce lives, providing significant financial support for public services including health care and education.

The Vernon CommUNITY Fund (VCF) contributes to the health, well-being and quality of life in surrounding communities. The Fund is administered by a diverse group of appointed volunteers serving as the Grant Committee which reviews and approves applications from community and faith-based organizations as well as local governments.

VCF Mission:

The Vernon CommUNITY Fund provides charitable contributions to community-based organizations and governmental agencies in support of efforts to improve the quality of life, strengthen families and affirm Vernon's ties with neighboring communities in pursuit of bright futures.

Goals:

- To strengthen and support non-profit organizations that benefit residents and neighborhoods;
- To improve the built environment of Vernon and nearby communities;
- To encourage and inspire positive social development in Vernon and neighboring communities;
- 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;
- 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

Values:

- Shared responsibility for the well-being of our neighbors now and into the future;
- Integrity and accountability for fair decisions using high ethical standards;
- Unity of purpose and commitment to succeed at fulfilling our mission

Definition and Funds Available:

Capital Grants are specific one-time funding awards that are most often time limited and related to physical acquisition, repurposing and improvement of property that supports an organization's charitable involvement in the community. Capital grants typically do not support personnel, general operating costs or programs. The Vernon CommUNITY fund will award up to \$750,000 for one or more capital grant(s) in 2016/2017 and no less than 25% of the total CommUNITY fund annual budget in subsequent fiscal years.

Consideration will be given for the following purposes with useful life of 10 years or more:

- Equipment, furnishing, and other major material purchases
- Renovations, refurbishment, remodeling, rehabilitation, etc. for outdated facilities
- Construction or purchase of new facilities
- Land purchases
- Capital campaigns (formal approaches to major construction projects)
- Matching/challenge grants for capital campaigns

Eligibility and application process:

Capital Grants are for projects located in the area served by the Vernon CommUNITY Fund. All eligibility criteria for the general fund will apply for consideration of a Capital Grant as well as additional criteria outlined here.

The application for a capital grant is different than the typical operating or project support grant.

The application process is initiated with a formal letter of interest (LOI) signed by the Executive Director and the Chair of the Board of Directors. This is not the formal proposal. Rather this letter requests the VCF to consider capital grants funding for a specific purpose that is outlined in the letter.

Required Information for the LOI (2 pages maximum):

- Description of the purpose for which an award would be used;
- Estimated cost of the total project;
- Time period in which funds will be spent;
- Site Readiness Information (Please see explanation below for more detail.)
- Description of final product and value added to Vernon and the surrounding community.

Additional requirements:

- A copy of the organization's IRS determination letter;
- Most recent Form 990

- Most recent financial audit
- List of the board of directors
- List of other funding partners

A description of the purpose for which an award would be used is required along with the estimated cost of the total project; list and amounts pledged from other funders; time period in which funds will be spent; final product and value added to Vernon and the surrounding community. The letter of interest cannot exceed two pages.

Attached to the letter of interest, applicants must include an IRS determination letter; latest Form 990, most recent financial audit, list of the board of directors and list of other funding partners.

Site Readiness:

The letter of intent for a capital project must contain an accurate physical description of the location for which funds will be used if the applicant is awarded a grant.

The VCF grant review will include a full review of the following:

Site control: who owns and has title to the property? If not the applicant, what is the relationship between the property owner and applicant? If property is a government agency and tenant is the applicant non-profit, what is the length and terms of the lease? Is the applicant able to assure ten or more years of continuous tenancy? Why is the tenant and not the owner applying for funds?

Proposed use of funds: The letter of interest must demonstrate intent well beyond the idea stage of development. Is transparency and approval evident in records of the Board of Directors, its committees and planning meetings? Are other funders of the organization supportive of the capital project, even if they will not be direct contributors? Why does the applicant believe the use of capital grants is feasible to achieve its goals? What is the proposed total estimate of costs and how was it derived?

Project Management: What is the proposed plan for managing capital expenditures? What key staff/personnel will be involved? What is their experience with capital grants? What consultant expertise will be used? How will consultants be chosen?

Ongoing Maintenance: Is there a plan and budget developed for ongoing maintenance of the capital project? Who will maintain the capital project after completion?

Request for Proposal (RFP):

The VCF Grant Committee will select the most promising applications to advance to the RFP stage. Applicants may expect site visits, meetings with City of Vernon consultants and Administrative Staff of the City.

Timeline:

July 5: Monday, July 18

Release of Notice of Fund Availability;

September 5 Thursday, Sept 8
by 8/25/16)

Bidders conference (time and place to be determined

<u>Monday</u> , October 17	Deadline to submit LOI
<u>Monday</u> , November 14	Notification of successful bid & <u>Request for Proposal issued</u>
<u>Manday</u> , January 30, 2017	Deadline for submission of proposal
May 2017	Presentation for approval by VCF Grants Committee Grant Agreement Letter issued
June 2017	Grant funded

For additional information, please contact vernoncommunityfund@ci.vernon.ca.us or call (323) 351-1198.

DRAFT