



**Agenda**  
**City of Vernon**  
**Regular Vernon CommUNITY Fund Grant**  
**Committee Meeting**  
**Wednesday, February 19, 2020, 10:00 AM**  
**City Hall, Council Chamber**  
**4305 Santa Fe Avenue**  
**Vernon, California**

**Leticia Lopez, Chair**  
**Juliet Goff, Vice Chair**  
**Michael Gaviña, Committee Member**  
**Mark Gonzalez, Committee Member**  
**Steven Froberg, Committee Member**  
**James Chang, Committee Member**  
**Vacant, Committee Member**

**CALL TO ORDER**

**FLAG SALUTE**

**ROLL CALL**

**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.

**PRESENTATION**

- 1. City Administration**  
[Vernon CommUNITY Fund Grantee Presentation – Echo Center for Non-Violent Education and Parenting](#)  
Recommendation:  
No action required by the Vernon CommUNITY Fund Grant Committee. This item is a presentation only.

**CONSENT CALENDAR**

All matters listed on the Consent Calendar are to be approved with one motion. Items may be removed from the Consent Calendar by any member of the Committee. Those items removed will be considered immediately after the Consent Calendar.

**2. City Clerk**

[Approval of Minutes](#)

Recommendation:

Approve minutes for the November 20, 2019 Regular Vernon CommUNITY Fund Grant Committee Meeting and the December 3, 2019 Special Vernon CommUNITY Fund Grant Committee Meeting.

[1. 2019-11-20 VCFGC Minutes](#)

[2. 2019-12-03 VCFGC Minutes](#)

**GRANT AWARDING**

**3. City Administration**

[Award of Fiscal Year 2019/2020 Docket II Vernon CommUNITY Fund Direct Service Grants](#)

Recommendation:

A. Find that the award of the grants proposed is exempt under the California Environmental Quality Act ("CEQA") because it is a government fiscal 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 even if such action were a "project," it would be exempt from CEQA review 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 2019/2020 Docket II direct service grants totaling \$74,400 to the three (3) applicants identified below at the amounts recommended:

1) Applicant: Boyle Heights Youth Football and Cheer Program

Original Amount Requested: \$20,000

Amount Recommended: \$14,400

Proposed Term: 1 year

2) Applicant: LA Family Housing\*

Original Amount Requested: \$75,000

Amount Recommended: \$45,000

Proposed Term: 1 year

\*Returning Grantee

3) Applicant: Libros Schmibros\*

Original Amount Requested: \$35,000

Amount Recommended: \$15,000

Proposed Term: 1 year

\*Returning Grantee

[1. FY 2019/2020 VCF Docket II Transmittal Report](#)

[2. FY 2019/2020 VCF Docket II Grant Recommendation Forms](#)

[3. VCF Direct Service Grant Form Agreement](#)

**NEW BUSINESS**

**4. City Administration**

**Vernon CommUNITY Fund Temporary Advisory Committee Grantmaking Program Recommendations**

Recommendation:

A. Find that adopting recommendations of the Vernon CommUNITY Fund Temporary Advisory Committee for Grantmaking is exempt under the California Environmental Quality Act ("CEQA") because a government fiscal 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 even if such action were a "project," it would be exempt from CEQA review 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. Discuss the recommended modifications for the Vernon CommUNITY Fund grantmaking program to be effective in Fiscal Year 2020/2021, as proposed by the Vernon CommUNITY Fund Grant Committee Temporary Advisory Committee, and authorize staff to propose the following changes to the Vernon City Council for review and approval: 1) Elimination of Capital Grants; 2) Two meetings per year (vs. four); and 3) Specified grant application deadlines.

**ORAL REPORTS**

Brief reports, announcements, or directives to staff.

**ADJOURNMENT - Next Regular Meeting: Wednesday, May 20, 2020, at 10:00 a.m.**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Regular and Adjourned Regular meeting agendas may be amended up to 72 hours in advance of the meeting. Dated this 13<sup>th</sup> day of February, 2020.

By:   
Lisa Pope, City Clerk

# Vernon Community Fund Grant Committee Agenda Item Report

Agenda Item No. COV-99-2018  
Submitted by: Diana Figueroa  
Submitting Department: City Administration  
Meeting Date: February 19, 2020

## **SUBJECT**

Vernon CommUNITY Fund Grantee Presentation – Echo Center for Non-Violent Education and Parenting

## **Recommendation:**

No action required by the Vernon CommUNITY Fund Grant Committee. This item is a presentation only.

## **Background:**

The Center for Non-Violent Education and Parenting (now known as the Echo Center) has a mission is to "teach effective nonviolent child raising techniques based on empathy and compassion in order to deepen adult-child relationships and move toward a culture of peace and understanding." The Center serves the greater Los Angeles community by hosting various classes, trainings, workshops, presentations, festivals and conferences. The organization partners with schools, social welfare and maternal/child health organizations, and the curriculum has evolved into a best practice. Through their partnership with the the Boyle Heights Wellness Center at the revitalized County General Hospital, Echo Center is able to provide parenting classes, home visits, parent coaching and other support services to vulnerable families in the Vernon Area. The organization was awarded a Vernon CommUNITY Fund grant in the amount of \$20,000 in November of 2018 in order to advance their important work.

## **Fiscal Impact:**

None.

## **Attachments:**

# Vernon Community Fund Grant Committee Agenda Item Report

Agenda Item No. COV-1-2020  
Submitted by: Sandra Dolson  
Submitting Department: City Clerk  
Meeting Date: February 19, 2020

## **SUBJECT**

Approval of Minutes

## **Recommendation:**

Approve minutes for the November 20, 2019 Regular Vernon CommUNITY Fund Grant Committee Meeting and the December 3, 2019 Special Vernon CommUNITY Fund Grant Committee Meeting.

## **Background:**

Staff has prepared draft minutes and hereby submits the minutes for Committee approval.

## **Fiscal Impact:**

There is no fiscal impact associated with this report.

## **Attachments:**

- [1. 2019-11-20 VCFGFC Minutes](#)
- [2. 2019-12-03 VCFGFC Minutes](#)

**MINUTES**  
**VERNON COMMUNITY FUND GRANT COMMITTEE**  
**REGULAR MEETING**  
**WEDNESDAY, NOVEMBER 20, 2019**  
**COUNCIL CHAMBER, 4305 SANTA FE AVENUE**

**CALL TO ORDER & FLAG SALUTE**

Chair Lopez called the meeting to order at 10:05 a.m. and led the Flag Salute.

Members Present: Michael Gaviña, Juliet Goff, Mark Gonzalez, and Leticia Lopez,  
Members Absent: James Chang, Steven Froberg

**CHANGES TO THE AGENDA**

City Clerk Pope announced that there were no changes to the agenda.

**PUBLIC COMMENT**

None.

**PRESENTATION**

**1. Vernon CommUNITY Fund Grant Committee Conflict of Interest Overview Presentation**

Recommendation:

No action required by the Grant Committee. This is a presentation only.

Senior Deputy City Attorney Moussa presented a PowerPoint on Conflict of Interests.

**MINUTES**

**2. Minutes of the Regular Vernon CommUNITY Fund Grant Committee held on May 15, 2019**

Recommendation: A. Receive and File.

**MOTION**

Vice Chair Goff moved and Chair Lopez seconded a motion to approve the Minutes of the Regular Vernon CommUNITY Fund Grant Committee held on May 15, 2019, pending verification of Committee Member Gaviña's noted conflict of interests relating to Proyecto Pastoral on page 3. The motion carried 4-0, Members Chang and Froberg absent.

The Committee requested reordering the agenda to hear Item 4 prior to Grant Awarding.

## **NEW BUSINESS**

### **4. Report on Fiscal Year 2018/2019 Vernon CommUNITY Fund Grant Committee Activity and Planned Allocation for Fiscal Year 2019/2020**

Recommendation:

- A. Find that this report on Vernon CommUNITY Fund Grant Committee Fiscal Year ("FY") 2018/2019 activity and planned FY 2019/2020 grant activity is exempt from California Environmental Quality Act ("CEQA") review, because it is an administrative action 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 recommended FY 2019/2020 Capital Grants fund distribution in the amount of \$81,375 (25% of available funds);
- C. Approve recommended FY 2019/2020 Direct Service Grants fund distribution in the amount of \$244,125; and
- D. Approve recommended FY 2019/2020 Scholarship Grants fund distribution in the amount of \$20,000.

Administrative Analyst Figueroa provided a summary of Fiscal Year 2019/2020 Capital Grants, Direct Service Grants, and Scholarship Grants fund distribution activity and planned allocation.

A discussion ensued between the Committee Members and staff relating to the administrative component cost of the process, allocation of funds, modifications to make the process more cost efficient, distribution of capital funds, targeted focus grants, in-house grant review, and new strategies to evaluate and revise the program.

## **CONSENSUS**

By consensus, the Committee directed staff to bring back an item to create an ad hoc committee at a special meeting on December 3, 2019, at 1:00 p.m.

## **MOTION**

Committee Member Gaviña moved and Chair Lopez seconded a motion to: A. Find that this report on Vernon CommUNITY Fund Grant Committee Fiscal Year ("FY") 2018/2019 activity and planned FY 2019/2020 grant activity is exempt from California Environmental Quality Act ("CEQA") review, because it is an administrative action 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 recommended FY 2019/2020 Capital Grants fund distribution in the amount of \$81,375 (25% of available funds); C. Approve recommended FY 2019/2020 Direct Service Grants fund distribution in the amount of \$244,125; and D. Approve recommended FY 2019/2020 Scholarship Grants fund distribution in the amount of \$20,000. The motion carried 4-0, Members Chang and Froberg absent.

## **GRANT AWARDING**

### **3. Award of Fiscal Year 2019/2020 Docket I Vernon CommUNITY Fund Direct Service Grants**

Recommendation:

A. Find that the award of the grants proposed is exempt under the California Environmental Quality Act (“CEQA”) because it is a government fiscal 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 even if such action were a “project,” it would be exempt from CEQA review 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 2019/2020 Docket I direct service grants totaling \$75,000 to the three (3) applicants identified below at the amounts recommended:

1) Applicant: Jovenes, Inc.\*

Original Amount Requested: \$100,000

Amount Recommended: \$25,000

Proposed Term: 1 year

\*Returning Grantee

2) Applicant: Neighborhood Music School\*

Original Amount Requested: \$85,000

Amount Recommended: \$25,000

Proposed Term: 1 year

\*Returning Grantee

3) Applicant: Southeast Community Foundation

Original Amount Requested: \$250,000

Amount Recommended: \$25,000

Proposed Term: 1 year

Fran Jemmott, Jemmott-Rollins Group, reported on the grant applications from Jovenes, Inc., Neighborhood Music School, and Southeast Community Foundation.

Eddie Tafoya, Executive Director, Southeast Community Foundation, provided a brief overview of the Foundation’s academic and enrichment programs, hours of operation, sessions, and teacher’s credentials.

## **MOTION**

Committee Member Gonzalez moved and Vice Chair Goff seconded a motion to: A. Find that the award of the grants proposed is exempt under the California Environmental Quality Act (“CEQA”) because it is a government fiscal 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 even if such action were a “project,” it would be exempt from CEQA review 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 \$25,000 to Jovenes, Inc. and \$25,000 to Neighborhood Music School. The motion carried 4-0, Members Chang and Froberg absent.

**MOTION**

Vice Chair Goff moved and Committee Member Gaviña seconded a motion to award \$25,000 to Southeast Community Foundation. The motion carried 3-1, Chair Lopez abstaining and Members Froberg and Chang absent.

**ORAL REPORTS**

James Hull, Jemmott-Rollins Group, conducted a PowerPoint Presentation summarizing the grants awarded and grant distribution areas.

**ADJOURNMENT**

With no further business, Chair Lopez adjourned the meeting at 11:43 a.m.

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LETICIA LOPEZ, Chair

ATTEST:

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LISA POPE, City Clerk

**MINUTES**  
**VERNON COMMUNITY FUND GRANT COMMITTEE**  
**SPECIAL MEETING**  
**TUESDAY, DECEMBER 3, 2019**  
**COUNCIL CHAMBER, 4305 SANTA FE AVENUE**

**CALL TO ORDER & FLAG SALUTE**

Chair Lopez called the meeting to order at 1:05 p.m. and led the Flag Salute.

Members Present: James Chang, Michael Gaviña, Juliet Goff (arrived at 1:13 p.m.),  
Mark Gonzalez, and Leticia Lopez  
Members Absent: Steven Froberg

**PUBLIC COMMENT**

None.

**NEW BUSINESS**

**1. Establish Temporary Advisory Committee to Evaluate Vernon CommUNITY Fund Grantmaking Program and Related Parameters**

Recommendation:

A. Find that the establishment of a Temporary Advisory Committee to evaluate the Vernon CommUNITY Fund Grantmaking Program is exempt under the California Environmental Quality Act (“CEQA”) because it is a government fiscal 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 even if such action were a “project,” it would be exempt from CEQA review 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. Establish a Temporary Advisory Committee composed of less than a quorum of the Vernon CommUNITY Fund Grant Committee for the sole purpose of evaluating the future purpose and structure of the Vernon CommUNITY Fund Grantmaking Program and related parameters, and assign a maximum of three members of the existing Vernon CommUNITY Fund Grant Committee to serve as participants on the Temporary Advisory Committee.

Administrative Analyst Figueroa presented the staff report.

**RECESS**

Chair Lopez called a recess at 1:10 p.m. The meeting reconvened at 1:13 p.m. with all Committee Members present except Committee Member Froberg.

The Committee discussed the catalyst for reconsideration of the future purpose and structure of the grantmaking program; recommendations for focus of grant funds; and the need for the advisory committee.

**MOTION**

Committee Member Gaviña moved and Committee Member Gonzalez seconded a motion to: A. Find that the establishment of a Temporary Advisory Committee to evaluate the Vernon CommUNITY Fund Grantmaking Program is exempt under the California Environmental Quality Act (“CEQA”); and B. Establish a Temporary Advisory Committee composed Committee Members Chang, Gaviña and Goff for the sole purpose of evaluating the future purpose and structure of the Vernon CommUNITY Fund Grantmaking Program and related parameters. The motion carried unanimously

**ADJOURNMENT**

With no further business, Chair Lopez adjourned the meeting at 1:22 p.m.

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LETICIA LOPEZ, Chair

ATTEST:

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LISA POPE, City Clerk

# Vernon Community Fund Grant Committee Agenda Item Report

Agenda Item No. COV-33-2020  
Submitted by: Diana Figueroa  
Submitting Department: City Administration  
Meeting Date: February 19, 2020

## **SUBJECT**

Award of Fiscal Year 2019/2020 Docket II Vernon CommUNITY Fund Direct Service Grants

## **Recommendation:**

A. Find that the award of the grants proposed is exempt under the California Environmental Quality Act ("CEQA") because it is a government fiscal 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 even if such action were a "project," it would be exempt from CEQA review 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 2019/2020 Docket II direct service grants totaling \$74,400 to the three (3) applicants identified below at the amounts recommended:

1) Applicant: Boyle Heights Youth Football and Cheer Program

Original Amount Requested: \$20,000

Amount Recommended: \$14,400

Proposed Term: 1 year

2) Applicant: LA Family Housing\*

Original Amount Requested: \$75,000

Amount Recommended: \$45,000

Proposed Term: 1 year

\*Returning Grantee

3) Applicant: Libros Schmibros\*

Original Amount Requested: \$35,000

Amount Recommended: \$15,000

Proposed Term: 1 year

\*Returning Grantee

## **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.

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 and principles governing the grant-making process.

On February 4, 2014, the City Council adopted Ordinance No. 1218, as amended by Ordinances No. 1238 and No. 1257 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 2019/2020 Funding

Pursuant to Vernon Municipal Code Section 2.164, the City Council may appropriate funds to the VCF. Through the normal budgetary process, City Council authorized an amount of \$500,000 to the VCF for fiscal year 2019/2020. The Grant Committee is required to allocate funds for fiscal year 2019/2020 in accordance with the following formula:

- 1) Administrative Costs shall be determined for the fiscal year and the amount shall be allocated for payment from funds appropriated to the VCF.
- 2) After Administrative Costs, 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.
- 3) The remainder of available funds in any fiscal year may be awarded to proposals to expend funds on direct services and/or scholarship grants. No single grant of this type shall be in an amount more than \$250,000.

In consideration of Administrative Costs of \$174,500 and the minimum required set aside for capital projects, the total maximum amount of grant funds available for award to proposals for direct services and scholarships during Fiscal Year 2019/2020 is \$244,125. With \$20,000 dedicated to scholarship awards, \$224,125 remains for direct service grants. As a general guideline, JRG and City staff recommend the Grant Committee award approximately \$74,708 in grants at each of the meetings proposed to occur this fiscal year (a total of three, including this meeting, are scheduled). 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 2019/2020 Docket II Grant Applications

Docket II and 2019/2020 year to date information is summarized in the Grant Review Committee Transmittal Report attached hereto as Attachment 1.

As previously indicated, the second VCF grant docket for FY 2019/2020 contains three (3) 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 2019/2020 Docket II is \$74,400.

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 19, 2020 meeting. The full applications are publicly available and can be accessed at the City Clerk's Office at Vernon City Hall, or via the City's website [www.CityofVernon.org](http://www.CityofVernon.org) wherein Docket II grant applicant information is posted online in "Public Meetings" under the "Vernon CommUNITY Fund Grant Committee (VCFGC)" link.

### 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 2019/2020 Docket II total recommended grant award amount of \$74,400 is included in the 2019/2020 City Budget, is within the recommended per meeting allocation, and is also within the recommended fiscal year allocation of \$244,125.

### **Attachments:**

1. [FY 2019/2020 VCF Docket II Transmittal Report](#)
2. [FY 2019/2020 VCF Docket II Grant Recommendation Forms](#)
3. [VCF Direct Service Grant Form Agreement](#)



Grant Review Committee  
 Transmittal Report  
 February 19, 2020

Current Cycle: Docket II FY2019-2020

Standard Grants	
Total \$ Amount of Grant Requests	\$ 130,000
Grant Budget – Current Cycle	\$ 74,417
Total # Recommended Grants	3
Average Recommended Grant Amount	\$24,800

Summary of Recommended Grants

STANDARD GRANTS			
ORGANIZATION	REQUESTED AMOUNT	RECOMMENDED AMOUNT	COMMUNITIES SERVED
Boyle Heights Youth Football	\$ 20,000	\$ 14,400	Boyle Heights
LA Family Housing (2 <sup>nd</sup> )	\$ 75,000	\$ 45,000	Boyle Heights
Libros Schimbros (3 <sup>rd</sup> )	\$ 35,000	\$ 15,000	Bell, Boyle Heights, Commerce, Huntington Park, Maywood, Unincorporated East Los Angeles, Vernon
TOTAL RECOMMENDED AMOUNT		\$74,400	

Year to Date FY19-20: Docket I

Total \$ Amount of Grant Requests	\$ 235,000
Total Awarded Amount	\$ 75,000
Total # Grants Awarded	3
Average Awarded Grant Amount	\$ 25,000



General Applicant Information

Applicant Organization: Boyle Heights Youth Football and Cheer Program

Type of Organization: Community-based (Sports/Recreation) Year Founded: 1988

Annual Budget: \$90,592.58

No. of Board Members: 11

Amount Requested: \$20,000

Recommended Amount: \$14,400

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

[x] First Time Applicant [ ] Returning Grantee Prev. Award amount: \_\_\_\_\_

Brief Narrative description of the organization
For over 30 years, the Boyle Heights Youth Football and Cheer Program (Program) has been grooming model citizens and productive community members by providing a safe, healthy outlet and alternative to gangs, street violence and the drug trade for the youth of the Boyle Heights neighborhood and surrounding communities.
Founded in 1988 by a youth who wanted to bring football to the neighborhood so families did not have to travel to other cities for that opportunity, the Program's mission is to keep youth off the streets and teach them the fundamentals of teamwork, competition and leadership. They have now grown to serving approximately 250 boys and girls annually, training them in additional and important life skills including self-esteem, responsibility to self and each other, community pride, etc.
The organization asks \$85 per participating youth, but accepts all interested children, regardless of her/his ability to pay. Collected fees are the lowest in their Conference and are just enough to meet Conference fees and facility expenses.

Organizational strengths:
This all-volunteer organization fund-raises all year long. They stretch every dollar, replacing, for example, uniforms and sports equipment only when they are too worn to perform their function or if the safety of participating youth might be compromised.
The Program encourages academics and requires all participants maintain at least a C average; they check report cards at the beginning of each season.
Many "alumni" of the Program are now productive members of the community and return to the Program as volunteers, fund raisers and living-breathing role models for the youth, proving that they, too, can overcome life's challenges.



## Proposal Details

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

Age Range: 5 - 14 Family Type: All  
Gender: Girls and boys Military Status: \_\_\_\_\_  
Race/Ethnicity: Primarily Latinx Sexual Orientation: \_\_\_\_\_  
Economic Status: VLI, LI, LMI 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. The lion's share of grant funds will be utilized in the February - December season.

Cost/Benefit:		Beneficiaries and/or potential impact on the non-profit/governmental landscape:	It costs taxpayers more than \$16k per year per youth under juvenile supervision
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## Staff Analysis

### Documents reviewed

Audit/IRS Form 990 (dated: 2017 / and / 2018 )

Proposal Budget

Organizational Budget

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

The Program falls primarily under VCF's Youth Programming priority area, with some overlap to Family/Community Services, since the Program focuses on family-centric values and involvement not just with the sports aspects, but holistically in youth development as well.

The Program addresses four of VCF's six goals, specifically:

- 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; and
- To promote effective and responsible leadership at every level of society.

Are there any activities planned to acknowledge VCF as a funder of this project/program/organization?

The grantee will share the news with all families involved with the Program, provide hyper links on their web page and facebook page and create a banner acknowledging VCF as a funder to be displayed at all home games.

What previous projects has the applicant successfully implemented?

To strengthen community ties and nurture relationships and partnerships, the Program organizes and encourages its youth and families to participate in community events and service projects, including National Night Out, Christmas parades, toy drives, donations to the local homeless, etc.

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

The slow but steady rise in prices of equipment, uniforms, Conference fees, etc. may ultimately necessitate revised fundraising strategies, including nurturing/enhancing new/existing donor relationships.

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### Funding Recommendation

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

Recommended Amount:	\$14,400
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Suggested revision(s) to proposal/fund amount, if applicable:

None.

Staff reviewer:	Jonathan "Mac" Macaranas
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Signed: \_\_\_\_\_

Date: 01 / 22 / 20



General Applicant Information

Applicant Organization: LA Family Housing

Type of Organization: Health/Human Services Year Founded: 1983

Annual Budget: \$41,201,807

No. of Board Members: 23

Amount Requested: \$75,000

Recommended Amount: \$45,000

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

[ ] First Time Applicant [x] Returning Grantee Prev. Award amount: \$60,000 FY2017-2018

Brief Narrative description of the organization
LAFH was founded in 1983 by a group of interfaith leaders to address homelessness and poverty through a continuum of housing-enriched and supportive health and human services. Initially starting out by purchasing and renovating a motel in the San Fernando Valley to provide temporary housing for 40 homeless families and individuals, LAFH has now become the largest housing and supportive services provider in Los Angeles, helping 11,000 clients in 2018. LAFH flagship programs are focused in four main areas:
• Street Outreach, Engagement, and Intervention
• Housing Services
• Supportive Services
• Real Estate Development
LAFH successfully met all objectives from VCF's previous \$60,000 grant, including providing crisis housing for 28 families of which 3 families were placed into permanent homes. Additionally, LAFH provided holistic health and human services, including medical and mental health care, legal assistance, job training, etc.

Organizational strengths:
LAFH's board of directors, executive leadership, and senior program managers are experts in all of LAFH's major program areas.
The organization has achieved an impressive 97% housing retention rate, which earned them the role of Lead Agency for their region's Coordinated Entry System (CES), a network of homeless service agencies, healthcare providers, and social service agencies working together to streamline and optimize efforts to end homelessness.
LAFH manages multiple affordable and transitional housing developments and oversees a multimillion dollar operating budget supported by multiple donors, funders, and earned income revenue streams.

## Proposal Details

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

Age Range: All (ages 0 - 54) Family Type: All  
 Gender: All Military Status: All  
 Race/Ethnicity: Latinx Sexual Orientation: All  
 Economic Status: VLI, LI, LMI Other (specify): Homeless

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

VCF grant funds will be applied to programs and operations for LAFH's Comunidad Cesar Chavez (CCC) housing development, a 27-unit building founded in 1989, offering emergency shelter and wraparound services for homeless and high-needs families in Boyle Heights, Vernon and surrounding communities. The funds will support 28 resident families with utilities, supplies, food/clothing, youth services, occupancy expenses, salaries for program personnel, etc.

The target demographic comprises 59% female; over 50% age 17 or younger; 100% of clients below 80% of area median income, with most falling below 30-50% of AMI; average monthly income far below poverty level; 52% Hispanic/Latino; 5% African-American/Black; 9% Caucasian/White; 2% multiracial.

Cost/Benefit:	\$1607 in housing support per CCC's resident families (28).	Beneficiaries and/or potential impact on the non-profit/governmental landscape:	Grant of \$45,000 supports housing for 28 families
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## Staff Analysis

### Documents reviewed

- Audit/IRS Form 990 (dated: 2017 / and / 2018 )  Proposal Budget
- Organizational Budget

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

Funding to LAFH's CCC site supports VCF goals to strengthen and support non-profit organizations that benefit residents and neighborhoods.

Are there any activities planned to acknowledge VCF as a funder of this project/program/organization?

LAFH will include the VCF grant in "Grant Spotlight," their quarterly newsletter email-blast to all its partners and constituents. They will also promote VCF on their website and all other social media outlets. VCF will be highlighted in LAFH's biannual printed report and all communications and event collateral.

LAFH is happy to discuss additional promotional ideas, including volunteer opportunities.

**What previous projects has the applicant successfully implemented?**

As a nonprofit affordable housing developer, LAFH has constructed and/or acquired the following affordable housing projects, complete with active social, health and wraparound services for homeless individuals and families. These are a few examples of the multiple sites LAFH owns and operates:

- Hyde Park, a 25-unit complex in Inglewood.
- Klump, a 15-unit complex in North Hollywood.
- Martin Luther King Jr, a 7-unit complex in Los Angeles.
- Casa Figueroa, a 4-unit complex in Los Angeles.

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

Recent studies and statistics by government and community agencies mark a dramatic and unexpected increase in homeless families and individuals in Metro LA and particularly in the areas and cities LAFH's proposal is targeting. Since that data is historical, there is a distinct possibility the crisis is currently worse than the historical data show, potentially overwhelming LAFH's current resources and ability to provide critical services. However, LAFH has extensive experience, expertise, and existing partnerships in homelessness issues, making them well-prepared to address any such situations.

**Funding Recommendation**

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

Recommended Amount:	<b>\$45,000</b>
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**Suggested revision(s) to proposal/fund amount, if applicable:**

Suggesting \$30,000 less than amount requested due to limited funds availability for the VCF FY2019-2020.

Staff reviewer: **Jonathan "Mac" Macaranas**

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

Date: 01 / 22 / 20



General Applicant Information

Applicant Organization: Libros Schimbros

Type of Organization: Community Service Year Founded: 2010

Annual Budget: \$270,000

No. of Board Members: 6

Amount Requested: \$50,000

Recommended Amount: \$15,000

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

[ ] First Time Applicant [x] Returning Grantee Prev. Award amount: \$35,000 FY2017-2018

Brief Narrative description of the organization
A project of Community Partners, Libros Schimbros (LS) was founded in 2010 as a lending library with a mission that champions the pleasure of literature and its power to change lives. Currently focusing programmatic efforts in Boyle Heights and nearby communities, LS works with local residents artists, writers, readers, and public officials dedicated to exploring literature as a means of improving the lives of Southern Californians.
While only in operation for 5 short years, LS accomplishments include:
• Due to its popularity, extended an initially slated 6-week parallel residence to 10 weeks at the Hammer Museum.
• Conducted over 100 community events.
• Engaged over 2,000 members.
• Established the Young Writers, Summer Fellowship, Parents Reading Group, and innovative Bicycle Libraries programs.
• Circulated over 30,000 books to eager readers in Boyle Heights and the greater Eastside.

Organizational strengths:
LS has been able to engage and successfully obtain funding from a myriad of donors and supporters, including the City of Vernon, Durfee Foundation, The Metabolic Studio, Los Angeles Department of Cultural Affairs, and Los Angeles County Supervisor Hilda L. Solis to name a few.
Organizational partners and allies include the Hammer Museum, CalTech, Sony Pictures, LA County Arts Commission, etc.
LS has demonstrated a deep understanding of its target population and is able to convene them in various and creative gatherings to promote its goals in literature, reading, education, etc.
LS small but dedicated staff provide expert and courteous assistance, providing stability and consistency with library visitors that enhance and nurture important community relationships.

## Proposal Details

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

Age Range: 5 - 54 Family Type: All  
Gender: All Military Status: All  
Race/Ethnicity: All 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)

LS successfully achieved all objectives from VCF's previous grant, including establishing extended hours of operation, realigning the Summer Fellowship program, and launching the Summer Literary Academy.

VCF funds will continue supporting LS's lending library programs that put culturally appropriate books and related reading materials into the hands of children and adult residents in Boyle Heights and the surrounding communities at little or no-cost. Additional new programs supported include Storytelling, Conversations with Young Writers, and Libros Schimbros Film Series.

Cost/Benefit:	Up to 100% discount from retail outlets, and better access than with public facilities.	Beneficiaries and/or potential impact on the non-profit/governmental landscape:	Residents traveling locally are more apt to patronize local small businesses, keeping neighborhood economies vibrant.
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## Staff Analysis

### Documents reviewed

Audit/IRS Form 990 (dated: 12 / 18 / 18 )

Proposal Budget

Organizational Budget

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

LS addresses VCF's goal to strengthen and support non-profit organizations that benefit residents and neighborhoods.

Are there any activities planned to acknowledge VCF as a funder of this project/program/organization?

LS will list VCF on its website's donors page as well as in any written communications slated for external distribution.

What previous projects has the applicant successfully implemented?

LS has successfully implemented the following programs: Young Writers, Bicycle Libraries, Children's Reading Hour, Parents Reading Group, and Summer Fellowship.

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

None.



### Funding Recommendation

Fund this proposal?

Yes

No

Recommended Amount: **\$15,000**

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

Suggesting \$35,000 less than the requested amount due to limited funds availability for the VCF FY2019-2020.

Staff reviewer:

**Jonathan "Mac" Macaranas**

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

Date: 01 / 22 / 20





## **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 the Vernon CommUNITY Fund by phone at 323.351.1198 or by email at [vernoncommunityfund@ci.vernon.ca.us](mailto:vernoncommunityfund@ci.vernon.ca.us).

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. Promotion and Publicity. Recognition of the grant brings valuable attention to the mission and activities of both Grantee and Grantor. Grantee agrees that Grantor may include information regarding Grantee and/or this grant, including the amount and purpose of the grant, any photographs or materials Grantee has provided for promotional purposes, Grantee's logo or trademark, and/or other information or materials about Grantee's organization and activities, in Grantor's periodic public reports, newsletters, events, and media releases. Grantee may, subject to Grantor's right of approval in its reasonable discretion, promote Grantor and/or this grant by:

1. Reporting on the partnership with Grantor in Grantee's communication materials, including but not limited to, newsletters, events, media interviews, website posts, and promotional e-mails;
2. Assisting Grantor on cross-promotional events and endeavors.

Grantor must review and approve all materials (including website postings) that use its name or logo, prior to production or publication. Such approval will not be unreasonably withheld.

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.

[Signatures begin on next page]

IN WITNESS WHEREOF, the parties have executed this Grant Agreement effective on the \_\_\_\_ day of \_\_\_\_\_, 2020.

[INSERT NAME], Grantee

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

CITY OF VERNON, Grantor

ATTEST:

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

\_\_\_\_\_  
Lisa Pope, City Clerk

Name: Carlos R. Fandino, Jr.

Title: City Administrator

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

# Vernon Community Fund Grant Committee Agenda Item Report

Agenda Item No. COV-39-2020  
Submitted by: Diana Figueroa  
Submitting Department: City Administration  
Meeting Date: February 19, 2020

## **SUBJECT**

Vernon CommUNITY Fund Temporary Advisory Committee Grantmaking Program Recommendations

### **Recommendation:**

- A. Find that adopting recommendations of the Vernon CommUNITY Fund Temporary Advisory Committee for Grantmaking is exempt under the California Environmental Quality Act ("CEQA") because a government fiscal 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 even if such action were a "project," it would be exempt from CEQA review 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. Discuss the recommended modifications for the Vernon CommUNITY Fund grantmaking program to be effective in Fiscal Year 2020/2021, as proposed by the Vernon CommUNITY Fund Grant Committee Temporary Advisory Committee, and authorize staff to propose the following changes to the Vernon City Council for review and approval: 1) Elimination of Capital Grants; 2) Two meetings per year (vs. four); and 3) Specified grant application deadlines.

### **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. On February 4, 2014, the City Council adopted Ordinance No. 1218, as amended by Ordinances No. 1238 and No. 1257 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.

Pursuant to Vernon Municipal Code Section 2.164, the City Council may appropriate funds to the VCF. Through the normal budgetary process, City Council authorized an amount of \$500,000 to the VCF for fiscal year ("FY") 2019/2020 (a \$500,000 decrease from \$1,000,000 in fiscal year 2018/2019). In consideration of its limited amount of funds in this fiscal year, and in anticipation of a similarly reduced allocation in future years, the VCF Grant Committee discussed at its November 20, 2019 meeting the prospect of adjusting the Vernon CommUNITY Fund grantmaking program to be aligned with the current economic trajectory of the City. As such, a Temporary Advisory Committee whose sole purpose was to evaluate the parameters associated to the existing model alongside VCF consultant, Jemmott Rollins Group ("JRG") and City staff was formed at the Grant Committee's Special Meeting on December 3, 2019. Subsequent to its formation, the Temporary Advisory Committee, JRG, and City staff convened and discussed possible opportunities for re-structuring the program.

As a result of their due diligence efforts, the Temporary Advisory Committee is recommending the following for the City's grantmaking program to be effective in FY 2020/2021:

## Elimination of Capital Grants

The City's Municipal Code is presently designed to ration 25% of the VCF's fiscal year allocation toward capital grants (after subtracting administrative costs). Therefore, in FY 2019/2020, the Grant Committee is obligated to apportion approximately half of its \$500k VCF yearly allocation towards administrative costs and capital grants. The proposal to eliminate capital grants is mainly to alleviate the administrative component that accompanies the multifaceted evaluation of applicants, tracking of their projects, complex on-site inspections, and involved contract management. Currently, JRG and staff dedicate significant amounts of time to administering VCF capital grants and it is the consensus of the Temporary Advisory Committee that the moneys spent in this area could be better served by re-purposing funds into the Direct Service/Scholarship grant categories of the program. As a result of the elimination of capital grant administration, costs for management of the grant program would be reduced.

## Two Meetings Per Fiscal Year

In an effort to further curtail administrative cost components of the grantmaking program, the Temporary Advisory Committee is proposing two meetings per fiscal year, in November and May, as opposed to quarterly meetings (a total of four) during the fiscal year. November and May meetings would coincide with grant application acceptance windows applicable for the given meeting. Direct Service grant applications would be received from July 1st through September 30th, evaluated in October, and then recommended for award in November. Scholarship grant applications would be received from January 1st through March 31st, evaluated in April, and then recommended for award in May. With the elimination of the rolling grant application process and multiple meetings per year, the VCF grantmaking program would be simplified and would require less administration on the part of JRG and City staff.

## Conclusion

A multitude of factors were weighed when evaluating the proposed course for the Vernon CommUNITY Fund grantmaking program. In a concerted effort to make the most of City allocated funding, the Temporary Advisory Committee considered how best to maximize grant dollars for the greatest impact in the Vernon Area. Based upon the limited funding available and the need to cover administrative costs as a portion of its yearly VCF allocation, it was determined that a rebalance was important. The approach brought forth for VCF Grant Committee deliberation at its February 19th meeting ensures that the grantmaking program requires proportional administration to the fiscal year allocation, and that the program is closely aligned with grantmaker best practices to streamline internal operations and administrative costs.

In addition to the re-structuring of the VCF grantmaking program, the Temporary Advisory Committee is recommending that the City investigate government funded grant opportunities that may be used to bolster City development projects that will benefit Vernon and surrounding communities.

Ultimately, if there is a consensus to implement modifications to the VCF grantmaking program, suggestions for revisions will be brought to City Council for review and approval. Thereafter, City Council may authorize updates to the VCF related ordinance/policy as necessary and appropriate.

## **Fiscal Impact:**

There is no fiscal impact associated with this report.

## **Attachments:**