



**Agenda
City of Vernon
Regular Vernon CommUNITY Fund Grant
Committee Meeting
Wednesday, May 20, 2020, 10:00 AM
City Hall, Council Chamber
4305 Santa Fe Avenue
Vernon, California**

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

THIS MEETING WILL BE CONDUCTED PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20

The public is encouraged to view the meeting at <http://www.cityofvernon.org/webinar> or by calling (415) 655-0060, Access Code 892-249-098#.

You may submit comments to PublicComment@ci.vernon.ca.us with the subject line "May 20, 2020 Vernon CommUNITY Fund Grant Committee Meeting Public Comment Item #__." Comments received prior to 8 a.m., Wednesday, May 20, 2020, will be read into the record.

CALL TO ORDER

FLAG SALUTE

ROLL CALL

APPROVAL OF 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.

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.

1. City Clerk

[Approval of Minutes](#)

Recommendation:

Approve the February 19, 2020 Regular Vernon CommUNITY Fund Grant Committee meeting minutes.

[1. 2020-02-19 VCFGC Minutes](#)

NEW BUSINESS

2. City Administration

[Vernon CommUNITY Fund Grant Committee Meetings](#)

Recommendation:

A. Find that adoption of the proposed resolution 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. Adopt a resolution to set the Vernon CommUNITY Fund Grant Committee ("VCF") regular meeting schedule to be on the third Wednesday of May and November (two meetings per year) at 10:00 a.m., repealing all resolutions in conflict herewith.

[1. VCFGC Resolution - Establishing Meeting Dates and Times](#)

3. City Administration

[Fiscal Year 2019/2020 Docket III 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 III direct service grants totaling \$74,725 to the two (2) applicants identified below at the amounts recommended:

1) Applicant: Inclusive Action for the City

Original Amount Requested: \$60,000

Amount Recommended: \$34,725

Proposed Term: 1 year

2) Applicant: YMCA Metropolitan Los Angeles*

Original Amount Requested: \$100,000

Amount Recommended: \$40,000

Proposed Term: 1 year

*Returning Grantee

[1. FY2019/2020 VCF Docket III Direct Service Grants Transmittal Report](#)

[2. FY2019/2020 Docket III Direct Service Grant Recommendation Forms](#)

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

4. City Administration**[Fiscal Year 2019/2020 Vernon CommUNITY Fund Capital Grants](#)****Recommendation:**

A. Find that the award of the grants proposed in this staff report 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. As to the proposed capital projects, the City of Vernon is not a “lead agency” for purposes of CEQA, and the grant agreement requires that recipients submit proof of approvals under CEQA for any applicable work to be completed with grant funds; and

B. Award Fiscal Year 2019/2020 capital grants totaling \$81,375 to the three (3) applicants identified below at the amounts recommended:

1) Applicant: LA Music and Art School

Original Amount Requested: \$31,600

Amount Recommended: \$31,600

Proposed Term: 1 year

2) Applicant: Mark Taper Foundation Shelter

Original Amount Requested: \$35,906

Amount Recommended: \$24,775

Proposed Term: 1 year

3) Applicant: Southeast Community Foundation

Original Amount Requested: \$25,000

Amount Recommended: \$25,000

Proposed Term: 1 year

[1. FY2019/2020 VCF Capital Grants Transmittal Report](#)

[2. FY2019/2020 VCF Capital Grant Recommendation Forms](#)

[3. VCF Capital Grant Form Agreement](#)

5. City Administration**Fiscal Year 2019/2020 Vernon CommUNITY Fund Scholarship Grants**

Recommendation:

A. Find that the award of the grants proposed in this staff report 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 scholarship grants totaling \$20,000 to the eight (8) applicants identified below at the amounts recommended:

- 1) Applicant: #6 - Mariela Barrales
Amount: \$2,000
School: Garfield High School
Resident City: East Los Angeles
- 2) Applicant: #8 - Angelica Garcia
Amount: \$2,000
School: Garfield High School
Resident City: East Los Angeles
- 3) Applicant: #2 - Daniel Gonzalez
Amount: \$3,000
School: Maywood Center for Enriched Studies Magnet School
Resident City: Bell
- 4) Applicant: #4 - Britney Juarez
Amount: \$2,000
School: Garfield High School
Resident City: East Los Angeles
- 5) Applicant: #3 - Sara Lopez
Amount: \$3,000
School: Garfield High School
Resident City: East Los Angeles
- 6) Applicant: #1 - Arely Ordonez
Amount: \$3,000
School: Bell High School
Resident City: Huntington Park
- 7) Applicant: #7 - Samantha Tomayo
Amount: \$2,000
School: Bell High School
Resident City: Huntington Park
- 8) Applicant: #5 - Citlaly Zazueta
Amount: \$3,000
School: Marquez School of Social Justice
Resident City: Huntington Park

1. FY2019/2020 VCF Scholarship Evaluation Summary Forms


DISCUSSION ITEMS AND POSSIBLE DIRECTIVES TO STAFF

ORAL REPORTS

Brief reports, announcements, or directives to staff.

ADJOURNMENT

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 14th day of May, 2020.

By:  _____
Sandra Dolson, Administrative Secretary

Vernon Community Fund Grant Committee Agenda Item Report

Agenda Item No. COV-109-2020
Submitted by: Sandra Dolson
Submitting Department: City Clerk
Meeting Date: May 20, 2020

SUBJECT

Approval of Minutes

Recommendation:

Approve the February 19, 2020 Regular Vernon CommUNITY Fund Grant Committee meeting minutes.

Background:

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

Fiscal Impact:

There is no fiscal impact associated with this report.

Attachments:

1. [2020-02-19 VCFGC Minutes](#)

**MINUTES
VERNON COMMUNITY FUND GRANT COMMITTEE
REGULAR MEETING
WEDNESDAY, FEBRUARY 19, 2020
COUNCIL CHAMBER, 4305 SANTA FE AVENUE**

CALL TO ORDER

Chair Lopez called the meeting to order at 10:02 a.m.

FLAG SALUTE

Committee Member Gaviña led the Flag Salute.

ROLL CALL

PRESENT: Leticia Lopez, Chair
Juliet Goff, Vice Chair
Steven Froberg, Committee Member
Michael Gaviña, Committee Member
Mark Gonzalez, Committee Member

ABSENT: James Chang, Committee Member

STAFF PRESENT:

Diana Figueroa, Administrative Analyst
Zaynah Moussa, Senior Deputy City Attorney
Lisa Pope, City Clerk
Frances Jemmott, City Consultant
James Hull, City Consultant

CHANGES TO THE AGENDA

None.

PUBLIC COMMENT

None.

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.

Sofia Peodoro, Program Manager, Echo Center Representative presented a PowerPoint highlighting the program *Trauma – Informed Non-Violent Parenting*. She discussed the program goal, ECHO Team, services, classes, outcomes, participant reflection and challenges and successes.

CONSENT CALENDAR

MOTION

Vice Chair Goff moved and Committee Member Gonzalez seconded a motion to approve the Consent Calendar. The question was called and the motion carried unanimously.

The Consent Calendar consisted of the following item:

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.

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

Fran Jemmott, Jemmott-Rollins Group, summarized the applicants, requested grant amount and recommendation.

MOTION

Vice Chair Goff moved and Committee Member Gaviña seconded a motion to: A. Find that the award of the grants proposed are 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 a Fiscal Year 2019/2020 Docket II direct service grant to Boyle Heights Youth Football and Cheer Program in the amount of \$14,400. The question was called and the motion carried unanimously.

MOTION

Vice Chair Goff moved and Committee Member Gonzalez 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 a Fiscal Year 2019/2020 Docket II direct service grant to LA Family Housing in the amount of \$45,000. The question was called and the motion carried unanimously.

MOTION

Vice Chair Goff moved and Committee Member Froberg 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 a Fiscal Year 2019/2020 Docket II direct service grant to Libros Schimbros in the amount of \$15,000. The question was called and the motion carried unanimously.

James Hull, Jemmott-Rollins Group, reviewed the transmittal report.

In response to Committee questions, Mr. Hull and Ms. Jemmott explained the applicant pool and rolling application date.

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.

Administrative Analyst Figueroa presented the staff report.

In response to Committee questions, Administrative Analyst Figueroa explained the reasoning for proposing to eliminate the capital grants and discussed efforts of obtaining grants for projects within the City, such as Community Development Block Grant funds.

MOTION

Vice Chair Goff moved and Committee Member Gaviña seconded a motion to: 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. Directed staff to present to the City Council the proposed modifications to the Vernon CommUNITY Fund grantmaking program to be effective in Fiscal Year 2020/2021: 1) Elimination of Capital Grants; 2) Two meetings per year (vs. four); and 3) Specified grant application deadlines. The question was called and the motion carried unanimously.

ORAL REPORTS

Ms. Jemmott provided an update on the Capital Grant Funds, which would be presented to the Committee on May 20, 2020.

ADJOURNMENT

With no further business, Chair Lopez adjourned the meeting at 11:00 a.m.

LETICIA LOPEZ, Chair

ATTEST:

LISA POPE, City Clerk
(seal)

Vernon Community Fund Grant Committee Agenda Item Report

Agenda Item No. COV-95-2020
Submitted by: Diana Figueroa
Submitting Department: City Administration
Meeting Date: May 20, 2020

SUBJECT

Vernon CommUNITY Fund Grant Committee Meetings

Recommendation:

- A. Find that adoption of the proposed resolution 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. Adopt a resolution to set the Vernon CommUNITY Fund Grant Committee ("VCF") regular meeting schedule to be on the third Wednesday of May and November (two meetings per year) at 10:00 a.m., repealing all resolutions in conflict herewith.

Background:

On February 4, 2014, the Vernon City Council adopted Ordinance No. 1218, as amended by Ordinance No. 1238, No. 1257, and No. 1265 which established the Vernon CommUNITY Fund Grant Committee ("Committee"). Pursuant to Vernon Municipal Code Article XX, Section 2.162, the Committee shall have regular meetings at least twice per year, on dates and at times established by a resolution of the Committee.

At each meeting, the Committee shall review grant proposals, consider the recommendations of the Executive Director, and determine whether to award grants based upon the requirements set forth in Article XX of the Vernon Municipal Code.

City staff is recommending the Committee adopt a resolution establishing meetings on the third Wednesday of May and November at 10: 00 a.m., to be held in the Vernon City Council Chambers, beginning November 18, 2020. The Executive Director has the ability to set special meetings with proper 10-day notification pursuant to the Vernon Municipal Code.

Fiscal Impact:

There is no fiscal impact associated with this report.

Attachments:

- [1. VCFGC Resolution - Establishing Meeting Dates and Times](#)

RESOLUTION NO. VCF-__

A RESOLUTION OF THE VERNON COMMUNITY FUND GRANT COMMITTEE OF THE CITY OF VERNON SETTING THE DATE, TIME AND PLACE FOR REGULAR MEETINGS

WHEREAS, on February 4, 2014, the City Council of the City of Vernon adopted Ordinance No. 1218 establishing the Vernon CommUNITY Fund Grant Committee (the "Committee"); and

WHEREAS, on November 12, 2014, the Committee adopted Resolution No. VCF-1 setting the date, time and place for the regular meetings of the Committee; and

WHEREAS, on October 16, 2018, the City Council of the City of Vernon adopted Ordinance No. 1257 amending Sections 2.164 through 2.166 of the Vernon Municipal Code to modify Vernon CommUNITY Fund ("VCF") grant allocation provisions and include the specific eligibility and selection criteria for scholarship applicants; and

WHEREAS, on April 21, 2020, the City Council of the City of Vernon adopted Ordinance No. 1265 amending Section 2.162 regarding the schedule of Grant Committee meetings depending on allocations of funds to the VCF, and Sections 2.164 through 2.166 of the Vernon Municipal Code to modify VCF grant allocation provisions and criteria to eliminate the capital grant offering from the program; and

WHEREAS, pursuant to Article XX, Section 2.162 of the Vernon Municipal Code the Committee desires, by resolution, to change the date, time and place of regular meetings of the Committee.

NOW, THEREFORE, BE IT RESOLVED BY THE VERNON COMMUNITY FUND GRANT COMMITTEE OF THE CITY OF VERNON AS FOLLOWS:

SECTION 1: The Vernon CommUNITY Fund Grant Committee hereby finds and determines that the above recitals are true and

correct.

SECTION 2: Effective May 20, 2020, the Vernon CommUNITY Fund Grant Committee hereby establishes a regular schedule of meetings to be held bi-annually in the City Council Chambers at 4305 Santa Fe Avenue, Vernon, California, on the third Wednesday of the months of May and November at the hour of 10:00 a.m. If a regular meeting of the Committee is scheduled to fall on a recognized holiday, said meeting shall be cancelled.

SECTION 3: All resolutions or parts of resolutions in conflict with this resolution are hereby repealed.

SECTION 4: The Secretary of the Committee shall certify to the passage, approval and adoption of this Resolution, and the Secretary shall cause this Resolution and the Secretary's certification to be entered in the File of Resolutions of the Committee.

APPROVED AND ADOPTED this 20th day of May, 2020.

Name: _____

Title: Mayor / Mayor Pro-Tem

ATTEST:

Lisa Pope, Secretary

APPROVED AS TO FORM:

Arnold M. Alvarez-Glasman,
Grant Committee Counsel

STATE OF CALIFORNIA)
) ss
COUNTY OF LOS ANGELES)

I, Lisa Pope, Secretary of the Vernon CommUNITY Fund Grant Committee of the City of Vernon, do hereby certify that the foregoing Resolution, being Resolution No. VCF-___, was duly passed, approved and adopted by the Vernon CommUNITY Fund Grant Committee of the City of Vernon at a regular meeting of the Committee duly held on Wednesday, May 20, 2020, and thereafter was duly signed by the Chairperson or Vice Chairperson of the Committee.

Executed this ____ day of _____, 2020, at Vernon, California.

Lisa Pope, Secretary

(SEAL)

Vernon Community Fund Grant Committee Agenda Item Report

Agenda Item No. COV-164-2020
Submitted by: Diana Figueroa
Submitting Department: City Administration
Meeting Date: May 20, 2020

SUBJECT

Fiscal Year 2019/2020 Docket III 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 III direct service grants totaling \$74,725 to the two (2) applicants identified below at the amounts recommended:

- 1) Applicant: Inclusive Action for the City
Original Amount Requested: \$60,000
Amount Recommended: \$34,725
Proposed Term: 1 year
- 2) Applicant: YMCA Metropolitan Los Angeles*
Original Amount Requested: \$100,000
Amount Recommended: \$40,000
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, were 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 III Grant Applications

Docket III 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 third VCF grant docket for FY 2019/2020 contains two (2) 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 III is \$74,725.

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 May 20, 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 wherein Docket III 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 III total recommended grant award amount of \$74,725 is included in the 2019/2020 City Budget and is within the recommended fiscal year allocation of \$244,125.

Attachments:

1. [FY2019/2020 VCF Docket III Direct Service Grants Transmittal Report](#)
2. [FY2019/2020 Docket III Direct Service Grant Recommendation Forms](#)
3. [VCF Direct Service Grant Form Agreement](#)



**Grant Review Committee
Transmittal Report
May 20, 2020**

Current Cycle: Docket III FY2019-2020

Direct Service Grants	
Total \$ Amount of Grant Requests	\$160,000
Total Grant Budget – Current Cycle	\$74,725
Total # Recommended Grants	2

Summary of Recommended Grants

Direct Service Grants			
Organization	Requested Amount	Recommended Amount	Communities Served
Inclusive Action	\$60,000.00	\$34,725	Vernon, Bell, Boyle Heights, Commerce, Huntington Park, Unincorporated East Los Angeles
YMCA of Metropolitan Los Angeles (3rd)	\$100,000.00	\$40,000.00	Vernon, Bell, Boyle Heights, Commerce, Huntington Park, Unincorporated East Los Angeles
TOTAL RECOMMENDED AMOUNT		\$74,725	

Year to Date FY2019-20: Docket I - II

Total \$ Amount of Grant Requests	\$365,000.00
Total Awarded Amount	\$149,400.00
Total # Grants Recommended	6
Average Recommended Grant Amount	\$24,900.00

Projections

Total Grants Awarded – Dockets I, II, III	8
Total \$ Amount of Grants – Dockets I, II, III	\$224,125



General Applicant Information

Applicant Organization: Inclusive Action for the City

Type of Organization: Community Service Year Founded: 2008

Annual Budget: \$1,106,670 No. of Board Members: 15

Amount Requested: \$60,000 Recommended Amount: \$34,725

Type of support requested: [X] General Operating [] Project/Program [X] First Time Applicant [] Returning Grantee Prev. Award amount: _____

Brief Narrative description of the organization
Inclusive Action for the City, a 501(c)(3) charitable purposes organization was formed in 2015 as an outgrowth of LURN, the Leadership for Urban Renewal Network. LURN engaged committed urban planners, entrepreneurs and civic leaders in research and community action to better understand and partner with community residents to improve economic conditions in low income areas of Los Angeles, including Boyle Heights and other areas of concern to VCF. They embarked on an aggressive advocacy plan with street vendors, home based- businesses and food purveyors. The success of their campaigns and civic engagement led to formation of Inclusive Action for the City, a community development non-profit. The organization is governed by a ten member Board of Directors and managed by five staff with expertise in finance, marketing, business development and capitalization. The organization's mission is to bring people together to build strong local economies that uplift low income urban communities through advocacy and transformative economic development.

Organizational strengths:
Inclusive Action for the City includes on its Board of Directors many recognizable leaders among a new generation of well-educated and highly effective communicators. Many of the organization's leaders grew up in East LA and received scholarships to study at this nation's most prestigious schools. They connected through Graduate Programs at UCLA and other area schools concerned with improving communities after social disruption. The organization's impact can be understood in its achievements over its history - \$500,000 in low-income loans to food entrepreneurs, nearly 90,000 lbs of fresh affordable produce procured to support and make businesses profitable and more than 7,000 participants in educational programs and workshops to advance knowledge to improve economic development in local communities. In response to current circumstances surrounding the COVID-19 pandemic, Inclusive Action (in conjunction with East LA Community Corporation and Public Counsel) have established an emergency relief program - Street Vendor Emergency Fund - to provide funding support to small businesses in the area surrounding the city of Vernon. The target businesses are those likely to have been overlooked by other, more broadly distributed federal and municipal support services or that require further financial assistance.

Proposal Details

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

Age Range: 18 and over Family Type: multi-generational families
 Gender: all Military Status: NA
 Race/Ethnicity: all Sexual Orientation: NA
 Economic Status: low-income Other (specify): Immigrants

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

The applicant proposes to engage small business owners, primarily restaurant owners in the City of Vernon, to assist them in recovery from the economic impacts of the COVID-19 shut down of their establishments. They will recruit and interview qualified business owners, provide technical assistance and coaching in applying for loans and grants to regenerate their businesses and assist with financial management.

Cost/Benefit:	Not known at this time	Beneficiaries and/or potential impact on the non-profit/governmental landscape:	Improved earnings and contributions to tax base of Vernon businesses
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Staff Analysis

Documents reviewed

Audit/IRS Form 990 (dated: 12 / 31 / 2018)

Proposal Budget

Organizational Budget

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

The proposed program specifically aligns with the VCF goal to strengthen and support non-profit organizations that benefit residents and neighborhoods, and recognizes the value of shared responsibility for the well-being of neighboring communities now and into the future. Under current circumstances the program additionally provides valuable economic relief to small businesses in the VCF area during a broad-reaching social and economic crisis.

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

The program, if funded, will be featured on the organization's web site.

What previous projects has the applicant successfully implemented?

Inclusive Action was a prominent participant in the campaign to create a permit system for street vendors in Los Angeles and established the Community Markets Purchasing Real and Affordable Foods (COMPRA) initiative - a purchasing cooperative with the goal of providing healthy, locally sourced produce to small markets in "food deserts". This particular initiative has currently distributed over 200,000 pounds of produce to over 120 stores.

Their micro-lending program (Semi'a Fund) has distributed a total of \$460,000 to 48 small businesses.

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

The timing of the grant allocation may preclude the organization with assisting businesses to acquire resources currently available through Federal Cares ACT and Payroll Protection Programs.

Funding Recommendation

Fund this proposal?

Yes
 No

Recommended Amount: \$34,725

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

The applicant initially applied for \$60,000 however available funds at the end of the fiscal year preclude a grant of that amount. Applicant will be encouraged to reapply for funding in the next fiscal year for the City of Vernon if small businesses find the services helpful.

Staff reviewer: Fran Jemmott

Signed: _____



Date: 04 / 26 / 2020



General Applicant Information

Applicant Organization: YMCA Metropolitan LA for Weingart East LA YMCA

Type of Organization: Community Support - Sports & Recreation Year Founded: 1844

Annual Budget: \$4,222,414

No. of Board Members: 81

Amount Requested: \$100,000

Recommended Amount: \$40,000

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

[] First Time Applicant [checked] Returning Grantee Prev. Award amount: \$35,000 FY2016-2017

Brief Narrative description of the organization
YMCA Metropolitan LA is is a charitable, tax-exempt non-profit organization governed by a 58 member Board of Directors and managed by a staff of over three thousand and over nine thousand volunteers annually, based on their 2017 990.
YMCA Metropolitan LA operates approximately 12 community centers in the Los Angeles area--A network of sites that include Weingart East Los Angeles YMCA and the Southeast Rio Vista YMCA within the VCF catchment area. YMCA serves over 1000 residents of Unincorporated East LA, Bell, Boyle Heights, Commerce, Huntington Park, Maywood and Vernon.

Organizational strengths:
The Weingart East LA YMCA exhibits many strengths as demonstrated by virtual site visits, a thorough review of documents and discussions with leaders at the Metro YMCA.
The branch enjoys the support of many local businesses and civic leaders, is a center of the community and is responsive to the needs of its diverse residents.
The YMCA Metropolitan LA serves over 1,000 residents from the Vernon area. It brings stronger, more sustainable efforts to encourage senior support, civic engagement and local collaboration, all of which result in deeper community bonds. Due to COVID-19, The YMCA has taken on additional programs that will serve families in need: weekly blood drives in partnership with The American Red Cross; food and meal distribution with LA's Grab & Go food program; as well as essential worker "pop up" childcare and 2020 Census outreach.
This shows their incredible ability to be flexible to and advocate for the needs of their clients and the communities they serve.

Proposal Details

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

Age Range: All Family Type: All
Gender: All Military Status: N/A
Race/Ethnicity: All Sexual Orientation: N/A
Economic Status: LI 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 in response to communities most effected by COVID-19

Cost/Benefit:	228 non-duplicated resident memberships in the VCF area at \$175 per individual	Beneficiaries and/or potential impact on the non-profit/governmental landscape:	Youth, individuals, families and seniors
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Staff Analysis

Documents reviewed

Audit/IRS Form 990 (dated: 6 / 14 / 2018)

Proposal Budget

Organizational Budget

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

The Vernon CommUNITY Fund promotes the physical, emotional and social well-being of residents and is especially concerned with low-income residents and their quality of life. The YMCA's goals, programs and outcomes demonstrate alignment with VCF goals—to strengthen and support non-profit organizations that benefit residents and neighborhoods and the value of shared responsibility for the well-being of neighboring communities now and into the future.

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

The YMCA's recognition efforts include press releases to all major and local media markets in the region, social media campaigns and email blasts to new and current subscribers. The YMCA will also mention VCF on its website and in board and corporate presentations, as well as in their annual report.

What previous projects has the applicant successfully implemented?

A previous grantee of the 2016-2017 VCF, the YMCA of Metropolitan Los Angeles reported that the Southeast Rio Vista branch achieved the objectives stated in their last grant proposal, thanks in part to assistance from the VCF. Over 8,000 individuals were served--including 6,000 family memberships in one year, from December of 2014 to 2015--98% of whom were Hispanic. They were also able to launch Viva Bien, a no-cost senior wellness program, in collaboration with White Memorial Hospital.

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

The YMCA will be challenged to sustain membership growth in an area with lower income levels. Because no one is turned away if unable to pay, the fundraising challenges are higher in communities served by the Southeast Rio Vista YMCA. The Metro YMCA continues to support Southeast Rio Vista and three other Urban YMCA's using additional resources to ensure equity across all branches

Funding Recommendation

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

Recommended Amount: **\$40,000**

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

The original requested amount was \$100,000. The recommended amount is \$40,000 due to a decrease in funding for the 2019-2020 fiscal year.

Staff reviewer: **LaTeesha Pinkney**

Signed: *LaTeesha Pinkney*

Date: 4 / 15 / 2020



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.

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-163-2020
Submitted by: Diana Figueroa
Submitting Department: City Administration
Meeting Date: May 20, 2020

SUBJECT

Fiscal Year 2019/2020 Vernon CommUNITY Fund Capital Grants

Recommendation:

A. Find that the award of the grants proposed in this staff report 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. As to the proposed capital projects, the City of Vernon is not a “lead agency” for purposes of CEQA, and the grant agreement requires that recipients submit proof of approvals under CEQA for any applicable work to be completed with grant funds; and B. Award Fiscal Year 2019/2020 capital grants totaling \$81,375 to the three (3) applicants identified below at the amounts recommended:

- 1) Applicant: LA Music and Art School
Original Amount Requested: \$31,600
Amount Recommended: \$31,600
Proposed Term: 1 year
- 2) Applicant: Mark Taper Foundation Shelter
Original Amount Requested: \$35,906
Amount Recommended: \$24,775
Proposed Term: 1 year
- 3) Applicant: Southeast Community Foundation
Original Amount Requested: \$25,000
Amount Recommended: \$25,000
Proposed Term: 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.

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.

The Committee adopted a Capital Grants Program on May 18, 2016 which defined, among other things, the parameters of the capital award process and procedures for applicants, and criteria and timeline for awards.

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, the 25% allocation reserved for capital project funding in FY 2019/2020 equates to \$81,375, with the remaining amount of VCF funds available for award to proposals for direct services and/or scholarship grants totaling \$244,125. As such, JRG and City staff recommend that three (3) capital grants be awarded in the amounts specified in this staff report for a total amount of \$81,375.

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 Capital Grant Applications

FY 2019/2020 capital grant information is summarized in the Capital Grant Review Committee Transmittal Report attached hereto as Attachment 1.

As previously indicated, the VCF capital 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 the Fiscal Year 2019/2020 capital grant docket is \$81,375.

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 May 20, 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 wherein FY 2019/2020 capital grant applicant information is posted online in "Public Meetings" under the "Vernon CommUNITY Fund Grant Committee (VCFGC)" link.

Grant Agreement

Upon award of capital grants by the Grant Committee, each grant recipient shall be required to execute a Capital 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 total recommended capital grant award amount of \$81,375 is included in the 2019/2020 City Budget and complies with the yearly VCF allocation percentage for capital grants.

Attachments:

1. [FY2019/2020 VCF Capital Grants Transmittal Report](#)
2. [FY2019/2020 VCF Capital Grant Recommendation Forms](#)
3. [VCF Capital Grant Form Agreement](#)

**Grant Review Committee
Transmittal Report
May 20, 2020**



Capital Grants	
Total \$ Amount of Grant Requests	\$92,506
Total Grant Budget – Current Cycle	\$81,375
Total # Recommended Grants	3

Summary of Recommended Grants

Standard Grants			
Organization	Requested Amount	Recommended Amount	Communities Served
LA Music and Art School	\$31,600	\$31,600	Unincorporated East Los Angeles
Mark Taper Foundation Shelter	\$35,906	\$24,775	Bell, Boyle Heights, Commerce, Huntington Park, Unincorporated East Los Angeles
Southeast Community Foundation	\$25,000	\$25,000	Maywood, Huntington Park, Commerce, Vernon
TOTAL RECOMMENDED AMOUNT		\$81,375	



CAPITAL GRANT RECOMMENDATION FORM

General Applicant Information

Applicant Organization:	Los Angeles Music and Art School
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Type of Organization:	Community Service, Arts & Education	Year Founded:	1945
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Amount Requested:	\$31,600	Recommended Amount:	\$31,600
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Total Project Amount:	\$75,000	Percentage of project that the Requested Amount Represents:	30%
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Organizational Annual Budget:	~\$800,000
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Estimated Useful Lifespan:	25+ years
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Brief Narrative description of the applicant
<p>Los Angeles Music and Art School (LA MusArt) is a charitable, tax-exempt non-profit organization governed by a 12 member Board of Directors and managed by a staff of eight. The organization's latest annual report for 2018 indicated it served 536 unduplicated students through a variety of classes that operate six days a week from 2 pm in the afternoon until 8 pm in the evening. More than 22,000 lessons were provided with 48% of the student body receiving subsidized instruction. Typical classes cost \$16 with many supplementary activities including orchestra and mariachi provided free of charge. LA Music and Art is supported by a number of prominent donors and foundations. The organization requests support for reasonable capital improvements for a building which it owns and over which it retains full site control.</p>

Applicant strengths:
<p>LA Music and Art successfully manages hundreds of classes each year as well as public performances and programs. Their robust fundraising activities result from a energetic and colorful website, testimonials on other social media sites, and consistently addressing growing multicultural needs of the community. These teaching artists bring their lived experience to their work with students, further enhancing the creative environment in which students can be inspired by successful artists who look like them, are working professionally, and are giving back to their communities. The organization has demonstrated the strength to grow and sustain itself over more than 70 years. Proposed capital improvements will support the continued usefulness of the existing structure and reduce costs by eliminating the need to rent storage spaces.</p>

Proposal Details

Brief Description of the proposal

Los Angeles Music and Art School (LAMusArt) seeks financial support for several renovations to their campus that include:

- Accessibility upgrades to classrooms and storage
- Repurposing of structures for more efficient usage of space
- Updating communal spaces
- Upgrading parking lots and parking structures

Proposed Project Timeline:

May/June 2020: Completion of Phase 5 - Communal Staff Spaces: Roller shades, LED lighting

July 6-10 2020: Installation of 16 LED light panels in lobby

August 2020: Initiation of Phase 5 - Exterior Spaces: Removal and installation of new signage at front of building

September 2020: Restripe and paint parking lot

October 2020: Level and gravel adjoining dirt parking lot, Install LED parking lot lights

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

Beneficiaries include the hundreds of students and their families, as well as the community at large. Many studies document the relationship between artistic and creative expression and school achievement. Music, visual arts, dance and drama contribute to the cultural vibrancy and community pride. Quality instruction may also lead to successful careers and improved socioeconomic outcomes for students.

Staff Analysis

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

Funding the proposed capital grant would support renovation of communal environment that aligns almost fully with the goals of the VCF. Specifically it would:

Strengthen and support a non-profit organization that benefits residents,

Improve the built environment of communities in the VCF area,

Encourage positive social development in Vernon and neighboring communities, and

Assist an organization that expands opportunities for training and the development of residents for potential employment, and promotes the positive social development of children, youth, families and senior residents in Vernon and surrounding areas.

Summarized Notes:

The application was reviewed by a qualified interior architect and found to be an effective and efficient use of funds.

Planned capital improvements will assist the organization to increase the viability of spaces within the building and add efficiencies to the outdoor spaces, to maintain the value of the building itself and contribute to the access and parking facilities that support programs.

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

The on-line Annual Report lists donors: in the most current edition of the Annual Report many prominent foundations give at the \$25,000 level, putting VCF in a prominent position in the report.

Funding Recommendation

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

Recommended Amount:	\$31,600
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Suggested revision(s) to proposal/fund amount, if applicable:

Staff reviewer:	Fran Jemmott
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Signed: *Fran Jemmott*

Date: 4 / 26 / 2020



General Applicant Information

Applicant Organization:	Shelter Partnership, Inc.
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Type of Organization:	Health/Human Services	Year Founded:	1985
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Amount Requested:	\$35,906	Recommended Amount:	\$24,775
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Total Project Amount:	\$43,406	Percentage of project that the Requested Amount Represents:	~42%
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Organizational Annual Budget:	\$1,769,500
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Estimated Useful Lifespan:	~15+ years
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Brief Narrative description of the applicant
<p>Shelter Partnership is a California Non Profit Public Benefit Corporation established out of an assessment that determined the need for an organization to help develop housing and other resources for the growing numbers of homeless people then evident throughout LA County. The organization opened in 1985 and has since become a leader in the fight against homelessness through focused efforts including the S. Mark Taper Foundation Shelter Resource Bank.</p> <p>The Foundation Shelter Resource Bank solicits, collects, sorts, and distributes large amounts of new, unused goods. The project operates from a secure and fully operational 108,000 sq ft warehouse in the City of Bell that it now owns. The Foundation Shelter Resource Bank is unique in Los Angeles and is one of the largest resource facilities in the nation.</p> <p>The Shelter Partnership is under the leadership of a 16 member Board of Directors with diverse credentials in law, banking, retail, marketing and other related expertise.</p>

Applicant strengths:
<p>In addition to the Shelter Partnership's strong Board of Directors, it features a strong community network, nurtured by its partnerships with community agencies through which it efficiently distributes goods free of charge. The organization leverages relationships with small businesses, start-ups, movie studios and Fortune 500 companies to obtain products. It estimates more than \$210 million in goods went to 600 agencies serving the homeless and the very poor.</p> <p>Shelter Partnership serves as a broker to receive goods and store them in the warehouse before distribution. Products include household goods, furnishings, linens, clothing, baby and child care equipment, etc. Providing these goods free of charge enables the direct service agencies to focus their resources on direct care.</p> <p>In addition to the Shelter Resource Bank, the organization provides technical assistance to agencies (this assistance has helped secure \$1billion in federal funding), conducts and disseminates research studies to inform public policy and promotes community education.</p>

Proposal Details

Brief Description of the proposal

The S. Mark Taper Foundation Shelter Resource Bank (Shelter Partnership) requests financial support to purchase an electronic warehouse forklift. This equipment will be used and maintained by workers at their distribution center located in the City of Bell. The forklift will be used by staff for the management and distribution of donated goods to those non-profit community partners with which Shelter Partnership operates.

The 5,000 pound load bearing equipment is a Hyster Model E50XN to be purchased from Pape Materials in City of Industry. The proposal includes cost comparisons and total estimated costs.

Proposed Project Timeline:

Anticipated start date: June 2020

Anticipated completion date: July 2020

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

The primary beneficiaries of this capital grant would be homeless shelter providers and other agencies that serve very poor people, those in foster care and other congregate living facilities. The employees of those agencies and volunteers of the Shelter Resource Bank will benefit from a more effective storage of inventory and the delivery of goods for distribution. Ultimately, end users will benefit from the receipt of new goods available to support their needs.

Staff Analysis

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

Funding this capital grant would provide necessary equipment to an organization that acts as a valuable resource to several service providers in the VCF area. As such, this capital grant specifically promotes the VCF goals of: supporting non-profit organizations that benefit residents and neighborhoods, inspiring positive social development in Vernon and neighboring communities and promoting the positive social development of children, youth, families and senior residents in Vernon and its surrounding areas.

Summarized Notes:

See attached illustration of equipment.

The product conforms to industry standards and the purchase is recommended to support this important part of the homeless services program delivery.

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

To be determined. Because of agency closures and the unavailability of non-essential personnel, we are unable to verify the proposed plans. We expect to have this information in advance of the VCF Grants Committee Meeting.

Funding Recommendation

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

Recommended Amount:	\$24,775
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Suggested revision(s) to proposal/fund amount, if applicable:

None

Staff reviewer:	Fran Jemmott
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Signed: 

Date: 4 / 23 / 2020



CAPITAL GRANT RECOMMENDATION FORM

General Applicant Information

Applicant Organization:	Southeast Community Foundation
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Type of Organization:	Community Service/Training	Year Founded:	2015
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Amount Requested:	\$25,000	Recommended Amount:	\$25,000
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Total Project Amount:	\$254,063	Percentage of project that the Requested Amount Represents:	~10%
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Organizational Annual Budget:	\$440,979
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Estimated Useful Lifespan:	8 - 15 years
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Brief Narrative description of the applicant
<p>Southeast Community Foundation (SECF) is a Vernon-based charitable organization established in 2015 to improve educational outcomes for students in Vernon and surrounding communities. SECF provides educational enrichment, tutoring, mentoring and scholarships to young people seeking higher education. The organization employs teachers and methods to assure that students testing at or below grade level receive intensive support to actually acquire the academic skills needed to succeed in more higher class levels and college.</p> <p>The organization recently received a \$25,000 general operating grant from Vernon CommUNITY Fund in November 2019 and now seeks additional funding for capital improvements. SECF operates programs from a donated space in an underutilized paper factory in Vernon that is spacious and has been organized to promote individual and small group learning activities. It currently features waiting spaces for parents who bring their children to sessions and other space for small conferences and teacher/tutor preparation. The donated space requires improvements to the ventilation system as well as equipment to improve internet connection and on-line learning.</p> <p>SECF is actively engaged in partnerships with the YMCA and focuses on recruitment of students living in Vernon and Maywood.</p>

Applicant strengths:
<p>SECF demonstrates increased capacity to grow its programs and raise funds, and is positioned to achieve its goals of serving more students in the coming school year. SECF is especially committed to keep students from falling behind in their school work as a result of COVID-19 related school closures. The organization anticipates serving 350 students through its Enrichment Tutoring Academy at no cost to their families.</p> <p>The organization is governed by a ten member Board of Directors and employs a full time executive director as well as a Program coordinator and five certified teachers.</p> <p>Since receiving the general operating grant from VCF, SECF has secured funding from local foundations and corporate giving programs.</p>

Proposal Details

Brief Description of the proposal

Southeast Community Foundation requests support for a technology upgrade as well as renovations to the HVAC system at their facility, specifically the installation of HEPA air filter purifiers. Technology upgrades include: the purchase of ten Computer Desktops, sixty Chrome Book Laptops, two Laptop Charging Station Carts, five Desktop Wireless Inkjet Printers, and one Interactive LED Smart Board.

Proposed Project Timeline:

Anticipated start date: June 22, 2020

Anticipated end date: August/early September 2020

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

The Enrichment Tutoring Academy directly benefits more than 350 young people in grades K-12 and indirectly benefits their families often including monolingual Spanish speaking parents and younger siblings. Their knowledge of the internet along with their study skills improve their educational outcomes and connects their families to important resources.

Staff Analysis

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

Support for this capital grant proposal aligns specifically with the VCF goal of supporting and assisting organizations that expand opportunities for training and development of residents for potential employment in businesses located in Vernon and surrounding communities, as well as improving the built environment of Vernon and nearby communities.

Summarized Notes:

The virtual site visit reviewed the equipment costs and ascertained that the organization had connected to Tech Soup, a leading computer hardware/software non-profit that provides equipment obtained from corporate donations and sold at reduced cost to community-based organizations.

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

Southeast Community Foundation is an enthusiastic and visible champion of the Vernon COMMUNITY Fund. They promote the fund and its values to communities at civic and social events and on their website.

Funding Recommendation

Fund this proposal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Recommended Amount:	\$25,000
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Suggested revision(s) to proposal/fund amount, if applicable:

Because of availability of funds, the requested amount was reduced from the original \$25,000 request.

Staff reviewer:	Fran Jemmott
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Signed: *Fran Jemmott*

Date: 04 / 26 / 2020



**CAPITAL GRANT AGREEMENT BETWEEN THE VERNON COMMUNITY FUND AND
[INSERT GRANTEE RECIPIENT NAME] FOR [INSERT BRIEF DESCRIPTION OF PROJECT]**

This capital grant agreement ("Agreement") is made and entered into on this ___ day of ____, 20__ (the "**Effective Date**") by the Vernon CommUNITY Fund ("Grantor"), and [Insert Organization Name] ("**Grantee**").

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

1. The "Grant" Defined:

- a) The Grant shall be available to Grantee in two parts:
 - i) In Vernon's fiscal year [insert year], Grantee may receive, pursuant to the procedure set forth in Section 3(d) of this Agreement, the Grant up to a maximum amount of \$[insert amount] (the "FY [insert year] Grant Amount").
 - ii) In Vernon's fiscal year [insert year], Grantee may receive, pursuant to the procedure set forth in Section 4(d) of this Agreement, the Grant up to a maximum amount of \$[insert amount] (the "FY [insert year] Grant Amount").
- b) Prior to Grantor's 's disbursement of and as a condition of Grantee's receipt of any Grant funds, Grantee shall submit proof of approval, including but not limited to approvals under the California Environmental Quality Act ("CEQA"), by the City of Los Angeles and by any other applicable public agencies for any construction work to be completed with any Grant funds. For the avoidance of any doubt, the City of Vernon and/or the Vernon CommUNITY Fund shall not be a "lead agency" for purposes of CEQA and shall not be liable for determination of CEQA applicability to the Project or for initiating or completing any study, report, or negative declaration with respect to the Project.
- c) All Grant funds must be applied to the "Project", as defined in Section 3 of this Agreement.
- d) No unused amount of the FY [insert year] Grant Amount may be "rolled over" to FY [insert year]. No unused amount of the FY [insert year] Grant Amount may be "rolled over" to a subsequent fiscal year.
- e) The last day that Grantee may request Grant funds in Vernon's fiscal year [insert year] is [insert date], after which date, any remaining funds in the FY [insert year] Grant

Amount shall be deemed forfeited by the Grantee.

- f) The last day that Grantee may request Grant funds in Grantor's fiscal year [insert year] is [insert date], after which date, any remaining funds in the FY [insert year] Grant Amount shall be deemed forfeited by Grantee.
- g) Under no circumstances shall the amount of money paid by Grantor to Grantee under this Agreement exceed \$[insert amount] during this term of this Agreement.
- h) Each installment of the Grant funds must be approved by City Council prior to disbursement.

2. The "Project" Defined:

- a) Grantee can utilize Grant funds solely for actions listed in this Section 2 (which actions shall be known as the "**Project**"). If the maximum amount of the Grant is insufficient to complete the Project, Grantee will timely complete the Project with its own funds or with funds that it is able to secure from source(s) other than the Grant.
- b) Grantee shall undertake the activities described in its Workplan (**Exhibit 1**) and Budget (**Exhibit 2**), or subsequent updates thereof to be approved by Grantor. The Project shall include only the following:
 - i) [Include brief description of Grantee's overall mission and the project to be completed]
 - ii) Funds shall be maintained in an account separate from the organization's operating funds and restricted to use for the following Project related costs:
 - (1) renovations or purchase of physical property;
 - (2) design, plans, and plan approval fees;
 - (3) consultant support to review and assist the organization in drafting and reviewing RFP and RFQ documents for prospective contractors and vendors;
 - (4) demolition, construction, interior design, repairs, and renovation;
 - (5) purchase or long term lease of equipment.
 - iii) Funds shall not be used for Grantee's:
 - (1) payroll and wages;
 - (2) maintenance;

(3) operating expenses.

3. Grantee's duties:

- a) Grantee as Project Manager. Grantee or its designee shall be the project manager of the Project and ensure that the Project is completed with due diligence. In its role as project manager, Grantee may contract with third parties to complete the Project, subject to Section 3(j) of this Agreement.
- b) Project Commencement. Grantee shall commence work on Phase 1 of the Project no later than thirty (30) days from receipt of the fully executed grant agreement and initial payment from Grantor. If work on the Project is not commenced by that date, Grantee must submit a letter to Grantor describing steps taken to commence work on the Project, reasons for delay, and the expected Project commencement date. If work on the Project is not commenced within sixty (60) days of the date of this Agreement, Grantee must submit a second letter explaining the additional delay in implementation. Grantor may, after reviewing the circumstances, consider Grantee in default in accordance with Section 4(c) and may terminate the Agreement in accordance with Section 4(b).
- c) Reports. Grantee shall submit written reports to Grantor as follows: (a) a narrative report describing in detail the use of the Grant funds, compliance with the terms of the Grant and the progress made toward achieving the purposes of the Grant (b) a financial report detailing all expenditures resulting from the Grant; (c) a copy of materials (if applicable) produced as part of the Grant; and (d) a report on accountability measures to be undertaken to assure competent stewardship of Grant funds.

The schedule for such reports shall be:

- FY [insert year] Grant Amount Interim Report: [insert date]
- FY [insert year] Grant Amount Final Report: [insert date]
- FY [insert year] Grant Amount Interim Reports: [insert date] and [insert date]
- FY [insert year] Grant Amount Final Report: Within thirty (30) days of completion of the Project and no later than [insert date].

- d) Payment Procedure. In order to receive Grant funds, Grantee shall submit a Phase Budget Request as described below:
- i) Phase Budget Request. Grantee shall request Grant funds in bulk by submitting to Grantor an internally approved itemized budget for each phase of the Project (each, a "**Phase Budget**") up to the limits set forth in Section 1(a). Approval, partial approval or denial by Grantor shall be provided within thirty (30) days of receipt, and any denial or partial approval shall provide a written specification of any deficiency.
- (1) Contingency Fund Request. Between submission of Phase Budgets, if Grantee requires additional Grant funds, then, subject to availability as prescribed in Section 2(a), Grantee may complete and submit to Grantor a

Prescribed Requisition Form (sample Prescribed Requisition Form appears as **Exhibit 4** hereto) showing that the requested funds: (1) have been incurred or approved by Grantee; and (2) are necessary and reasonable to further the Project. With the written request, where applicable, Grantee shall provide a copy of third party quotes documenting the anticipated cost of goods or services required. Grantor shall approve the individual request if it is complete and if it is consistent with the scope of the Project. Approval, partial approval or denial shall be provided within thirty (30) days of receipt, and any denial or partial approval shall provide a written specification of any deficiency.

- ii) Disbursement of Funds. All funds shall be disbursed only to Grantee, either as reimbursement or advancement, consistent with the aforementioned payment procedures. No funds shall be disbursed by Grantor directly to any third party on behalf of Grantee.

- e) Cost Overruns. Grantee shall be solely responsible for Project cost overruns and for any actions it takes or costs that it incurs for actions that are not within the scope of the Project. Notwithstanding any other provision in this Grant to the contrary, under no circumstances will the total money that may be disbursed to Grantee during the term of this Agreement exceed \$[insert amount of grant award].

- f) Demonstrated Financial Ability. Grantee must demonstrate financial resources sufficient to support the Project on an ongoing basis throughout its useful life. In addition, Grantee must provide a projected plan of operations for the upcoming five fiscal years. Funding will not be granted unless Grantee can assure Grantor that Grantee has the financial ability to maintain the Project for at least five years.

- g) Licensing and Credentials. Grantee hereby agrees to maintain, in full force and effect, all required governmental permits, or professional licenses and credentials for itself, its facilities and liability, auto and workers compensation insurance for its employees and all other persons engaged in work and/or sponsored activities in connection with this Agreement, as required by Grantor.

- h) 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.

- i) Organization 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 Project, including, without limitation, changes in: (a) Grantee's executive staff or key staff responsible for achieving the Grant purposes or (b) losses in funding other than the Grant. In the event that Grantee ceases its operations, Grantee shall transfer, assign and deliver title and physical possession of any and all property purchased with the Grant funds to Grantor.
- j) Competitive Bidding or Selection. Grantee shall bear the burden and submit proof that it is in compliance with any applicable competitive bidding and competitive selection requirements. Grantee shall submit proof it is in compliance with applicable requirements prior to Grantor's disbursement of any Grant funds.
- k) Subcontracts, Successors and Assignments. Grantee shall not enter into any subcontracts for any of the Project activities required by this Agreement without Grantor's prior written consent. Grantee shall require any subcontracts to comply in writing with the terms and conditions of this Agreement and provide the same assurances as Grantee must in its use of the Grant funds. Grantor's consent to any subcontract shall not relieve Grantee of any of its duties or obligations under this Agreement.
 - i) This Agreement shall be binding upon and inure to the benefit of Grantor, Grantee, and their respective successors and assigns, except that Grantee may not assign or transfer its rights or obligations hereunder or any interest herein without the prior consent in writing of Grantor.

4. General Provisions

- a) Audit. Grantor shall have the right to conduct a financial and compliance audit of Grantee at any time upon reasonable written notice to Grantee. Grantee shall maintain Project-related records for at least three (3) years from the Effective Date of this Agreement and shall make such records promptly accessible to Grantor upon its request.
- b) Termination of Agreement. Unless terminated earlier pursuant to the default provisions below, the Agreement shall terminate, and any duties Grantor may have to Grantee under this Agreement shall terminate upon the earlier to occur of: (1) three years from the Effective Date of this Agreement; (2) complete disbursement by Grantor of the maximum amount of the Grant funds; or (3) issuance of a certificate of completion of the Project by the applicable local governmental or regulatory authority.
- c) Default. A default under this Agreement shall exist upon the occurrence of any of the following events:

- i) Either party fails to perform, observe or discharge any of its covenants, agreements or obligations contained herein or in any exhibit attached hereto; or
 - ii) Any representation, warranty or statement made by Grantee herein or in any documents or reports relied upon by Grantor to measure progress on the Project, the expenditure of Grant moneys or the performance by Grantee is untrue in any material respect when made; or
 - iii) Grantee (a) applies for or consents to the appointment of, or the taking of possession by, a receiver, custodian, trustee, or liquidator of itself or of substantially all of its property, (b) admits in writing to its inability, or is generally unable, to pay its debts as they become due, (c) makes a general assignment for the benefit of its creditors, (d) is adjudicated a bankrupt or insolvent, (e) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (f) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (g) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the Bankruptcy Code, or (h) takes any action for the purpose of effecting any of the foregoing.
- d) Remedies upon Default. If Grantee's default is not cured within fifteen (15) days of written notice thereof to Grantor or such longer period as Grantor may authorize in its sole discretion, Grantor may pursue any remedies available under this Agreement, at law or in equity. Such remedies include, but are not limited to, termination of this Agreement, return of all or a portion of the Grant funds paid to Grantee or turnover of title and physical possession of property purchased with Grant funds, payment of interest earned on the Grant funds. If, as a result of Grantee's default, Grantor demands return of all or a portion of the Grant funds and/or payment of interest earned on the Grant funds, Grantee may, at Grantee's option, satisfy such demand by paying to Grantor the amount demanded or permitting Grantor to recover the amount by deducting that amount from future payments to Grantee from Grantor. If Grantee fails to repay the amount demanded within fifteen (15) days of the demand, Grantee shall be deemed to have elected the deduction option and Grantor may deduct the amount demanded from any future payment from Grantor to Grantee, including but not limited to, any payment to Grantee from Grantor under this Agreement and any payment to Grantee from Grantor under any other contract or agreement, present or future, between Grantee and Grantor.
- e) Indemnity and Insurance. Neither party shall be required to indemnify the other except to the extent that liability is allocated pursuant to a court of law, arbitration or other dispute resolution process. Grantee shall determine its own needs in procurement of insurance to cover potential liabilities. Grantor will not defend or indemnify Grantee should Grantee be sued for any reason.
- f) Expenditure of Grant Funds. Any funds not expended in accordance with the terms of this Grant Agreement must be returned to Grantor. Grantee shall not use any portion

of the funds granted herein to engage in any grassroots campaign for public office, nor to fund union activity.

- g) In writing. All notices, bills, invoices, consents and other communications between the parties shall be in writing, and shall be sent by certified mail (return receipt requested) or other delivery service which provides evidence of delivery, using the following addresses:

Grantee: [Insert contact information]

Grantor: Vernon CommUNITY Fund
Attention: Carlos R. Fandino, Jr. City Administrator
4305 Santa Fe Avenue
Vernon, CA 90058

Mailed notices shall be deemed communicated as of the day of receipt.

- h) No Joint Venture or other Relationship. Grantee has determined to undertake the Project at its sole cost and risk, and to assume all liability for any and all costs above the amount of the Grant. This Agreement does not create a partnership, or a joint venture, or any business relationship between Grantee and Grantor, and it does not create an obligation for Grantor to refund or reimburse any costs incurred by Grantee beyond the maximum Grant amounts set forth in Section 1(a). Grantee understands and agrees that it is a grantee of Grantor and not an employee, agent, consultant or independent contractor of Grantor, and that Grantee is not providing services for or on behalf of Grantor.
- i) Binding Nature and Assignment. This agreement shall be binding upon and inure to the benefit of Grantor, Grantee, and their respective successors and assigns, except that Grantee may not assign or transfer its rights or obligations hereunder or any interest herein without the prior consent in writing of Grantor.
- j) Entire Agreement. This Grant Agreement represents the entire integrated agreement between Grantee and Grantor, and supersedes all prior negotiations, representations or agreements, either written or oral.
- k) No Implied Waiver, Cumulative Remedies. The failure of Grantor to exercise, and any delay in exercising any right, power, or privilege under this Agreement shall not operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or privilege under this Agreement preclude any other or further exercise thereof or the exercise of any other such right, power, or privilege. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.
- l) Amendment to Grant Agreement. No portion of this Grant Agreement may be waived, altered, modified, supplemented, or amended except by a written instrument signed by both Grantee and Grantor.

- m) Governing Law. The rights, obligations, duties and liabilities of the parties to this Grant and the interpretation of this Agreement shall be governed by California law, without regard to California's laws regarding choice of applicable law.
- n) Venue and Jurisdiction. For all court proceedings relating to this Grant, venue shall be proper in Los Angeles County.
- o) Voluntary Agreement. The Parties hereto, and each of them, represent and declare that they have carefully read this Grant Agreement and know the contents thereof and have been advised by their own counsel or had the opportunity to do so, and that each has signed this Grant freely and voluntarily. As such, the Parties agree that the normal rule of construing an agreement against the drafter of the document shall not apply here.
- p) Headings. The section headings in this Agreement are included for convenience only, do not give full notice of the terms of any portion of this Agreement and are not relevant to the interpretation of any provision of this Agreement.
- q) Counterparts. This Agreement may be executed in counterpart originals, duplicate originals, or both, each of which is deemed to be an original for all purposes.
- r) Severability. If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.
- s) No Third Party Beneficiaries. Grantor and Grantee are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons.
- t) Attorney Fees. In the event of any action to enforce rights under this Agreement, the prevailing party shall be entitled its costs and expenses, including reasonable attorney's fees, incurred in connection with such action.

[Signatures Begin on Next Page].

IN WITNESS WHEREOF, the Parties have signed this Grant Agreement as of the date stated in the introductory clause.

City of Vernon, a California charter city and
California municipal corporation

[Insert Grantee Name], a California
corporation

By: _____
Carlos R. Fandino, Jr.,
City Administrator

By: _____
Name: _____
Title: _____

ATTEST:

Lisa Pope, City Clerk

By: _____
Name: _____
Title: _____

APPROVED AS TO FORM:

Arnold Alvarez-Glasman,
Interim City Attorney

EXHIBIT 1

WORKPLAN

EXHIBIT 2

PHASE BUDGETS

EXHIBIT 3

SAMPLE PRESCRIBED REQUISITION

Between submission of Phase Budgets, if Grantee requires additional Grant funds, then, subject to availability as prescribed in Section 2(a), Grantee may complete and submit to Grantor a Prescribed Requisition Form showing that the requested funds: (1) have been incurred or approved by Grantee; and (2) are necessary and reasonable to further the Project. With the written request, where applicable, Grantee shall provide a copy of third party quotes documenting the anticipated cost of goods or services required. Grantor shall approve the individual request if it is complete and if it is consistent with the scope of the Project. Approval, partial approval or denial shall be provided within thirty (30) days of receipt, and any denial or partial approval shall provide a written specification of any deficiency. Notwithstanding any other provision in the Grant Agreement to the contrary, under no circumstances will the total money that may be disbursed to Grantee during the term of the Agreement exceed \$[insert amount of grant award].

[A sample letter can be found on the next page.]

Date: [Insert date]
To: Carlos R. Fandino, Jr., City Administrator
From: [Organization name and Grantee contact]
Subject: Request for Additional Funds

As per Section 3(d)(i)(1) of the Vernon CommUNITY Fund Capital Grant Agreement, [Grantee] requests funding in the amount of [insert amount] for the purpose of [description].

The following expenses have been incurred or approved by Grantee and are necessary and reasonable to further the Project.

[Itemize activities/expenses incurred for project]

[Grantee] understands that approval, partial approval, or denial shall be provided within thirty (30) days of receipt of this request.

If you have any questions, please contact [name] at [contact information].

[Grantee]

By: _____

City of Vernon

By: _____

Requisition # [insert number]

Vernon Community Fund Grant Committee Agenda Item Report

Agenda Item No. COV-165-2020
Submitted by: Diana Figueroa
Submitting Department: City Administration
Meeting Date: May 20, 2020

SUBJECT

Fiscal Year 2019/2020 Vernon CommUNITY Fund Scholarship Grants

Recommendation:

A. Find that the award of the grants proposed in this staff report 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 scholarship grants totaling \$20,000 to the eight (8) applicants identified below at the amounts recommended:

1) Applicant: #6 - Mariela Barrales

Amount: \$2,000

School: Garfield High School

Resident City: East Los Angeles

2) Applicant: #8 - Angelica Garcia

Amount: \$2,000

School: Garfield High School

Resident City: East Los Angeles

3) Applicant: #2 - Daniel Gonzalez

Amount: \$3,000

School: Maywood Center for Enriched Studies Magnet School

Resident City: Bell

4) Applicant: #4 - Britney Juarez

Amount: \$2,000

School: Garfield High School

Resident City: East Los Angeles

5) Applicant: #3 - Sara Lopez

Amount: \$3,000

School: Garfield High School

Resident City: East Los Angeles

6) Applicant: #1 - Arelly Ordonez

Amount: \$3,000

School: Bell High School

Resident City: Huntington Park

7) Applicant: #7 - Samantha Tomayo

Amount: \$2,000

School: Bell High School

Resident City: Huntington Park

8) Applicant: #5 - Citlaly Zazueta

Amount: \$3,000

School: Marquez School of Social Justice

Resident City: Huntington Park

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.

At its November 20, 2019 meeting, the VCF Grant Committee approved an allocation in the amount of \$20,000 toward the VCF Scholarship Program.

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/or scholarship grants during Fiscal Year 2019/2020 is \$244,125. The VCF Grant Committee approved an allocation in the amount of \$20,000 toward the VCF Scholarship Program. As such, JRG and City staff recommend the Grant Committee award \$20,000 in scholarship grants in the specified amounts to the individual students identified in this staff report.

Criteria for Ranking Scholarship Grant Applicants

Pursuant to Vernon Municipal Code Section 2.166, all eligible scholarship applicants must be ranked using the following factors:

Award Criteria (not in order of priority)

- (1) Financial need
- (2) Academic achievement
- (3) Community/extracurricular involvement
- (4) Leadership at school or in the community
- (5) Awards and recognition
- (6) Personal and/or family attributes, as demonstrated through scholarship application process

FY 2019/2020 Scholarship Grant Applications

As previously indicated, there are eight (8) FY 2019/2020 Scholarship grant candidates presented 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, due diligence findings, and the amount of funding available, the total amount of scholarship grant funding recommended for Fiscal Year 2019/2020 is \$20,000.

Recommended scholarship recipient information is summarized in each evaluation form attached hereto as Attachment 1. 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 May 20, 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 wherein Docket IV grant applicant information is posted online in "Public Meetings" under the "Vernon CommUNITY Fund Grant Committee (VCFGC)" link.

Fiscal Impact:

The Fiscal Year 2019/2020 total recommended scholarship grant award amount of \$20,000 is included in the 2019/2020 City Budget and is within the recommended allocation of \$20,000 for scholarship grants.

Attachments:

1. [FY2019/2020 VCF Scholarship Evaluation Summary Forms](#)



Vernon CommUNITY Fund Scholarship Program

Vernon CommUNITY Fund Scholarship Applicant Evaluation Form

Applicant: #6 GPA: 4.367
School: James A. Garfield HS Resident City: East Los Angeles

The criteria below will be used to evaluate applicant:

- Financial need (30 points)
- Community/extracurricular involvement and leadership (30 points)
- Academic achievement (20 points)
- Awards and recognition (10 points)
- Personal and/or family attributes and values (10 points)

1. DEMONSTRATED FINANCIAL NEED (30 POINTS POSSIBLE) SCORE 20

The applicant has completed the Financial Analysis Summary to project their anticipated costs for their post-secondary educational pursuits. A VCF Scholarship may be awarded in a dollar amount that considers all financial aid being awarded to applicant and the total cost for their education. Total unmet financial need of applicant is \$ 2,000 - 49,000 - Yale.

2. COMMUNITY INVOLVEMENT AND LEADERSHIP (30 POINTS POSSIBLE) SCORE 30

The Autobiographical Essay, Recommendation Forms (and letters if applicable), and Verification of Community Service Hours should collectively demonstrate the applicant's personal motivation, influences, academic ability, and potential. Consideration should be given to the applicant's unique situation and/or experience, career goals, and how receiving a scholarship will help the applicant. Recommendations should speak favorably to the applicant's dependability, initiative, and maturity, and specify applicant's talents and abilities, such as leadership, artistic abilities, excellence in athletics or extra-curricular activities, etc. Applicant should be viewed as capable of success in college. The applicant's participation in events and/or activities (such as student body office, work experience, special family responsibilities and obligations, and/or community service) leading to the accumulation of knowledge, attitudes and skills needed in post-secondary education should be considered. The quality and quantity of such events in the life of the individual should be assessed.

3. ACADEMIC ACHIEVEMENT (20 POINTS POSSIBLE) SCORE 20

Transcript and report card should validate the applicant's preparedness for post-secondary educational demands. Preparatory courses (e.g. algebra, biology, literature, composition, chemistry, history, government, foreign language) should be completed with passing grades (at a minimum). Through academics, the student should demonstrate their ability to be successful in their pursuit of a trade school/college education.



Vernon CommUNITY Fund Scholarship Program

4. AWARDS AND RECOGNITION (10 POINTS POSSIBLE)

SCORE 10

If application indicates that the student has received awards and/or recognition during their high school career in academics and/or in extracurricular activities, this should be considered. Acknowledgement by others demonstrates how the candidate is regarded and validates their work ethic, spirit, abilities, maturity, and perseverance in efforts to excel.

5. PERSONAL AND/OR FAMILY ATTRIBUTES AND VALUES (10 POINTS POSSIBLE)

SCORE 10

The Autobiographical Essay and Recommendation Forms (and letters if applicable) should convey the applicant's distinguishable characteristics and values. The applicant's ability to be successful in their prospective career will be based upon personal qualities demonstrated in their day-to-day school/work/volunteer activities. Qualities such as motivation, enthusiasm, dedication, and the desire to achieve a successful outcome in their chosen field of study should be assessed.

6. COMMENTS

Applicant excels in almost all aspects relevant to the VCF scholarship. It is estimated that applicant's academic achievement will garner further financial support from alternate scholarship sources for which the applicant has applied - particularly the Gates' Scholarship which could possibly cover full tuition for the student. These circumstances affect the applicant's overall financial need score. Overall, student presented a strong application. She is number one in her class, achieving exceptionally high academic marks while being involved in multiple school clubs, sports, and outside organizations. She has a desire to give back to her community by pursuing a career in public service.

TOTAL SCORE 90

RECOMMENDED FOR VCF SCHOLARSHIP?

Yes No

IF YES, INDICATE RECOMMENDED AWARD AMOUNT:

\$ 2,000



Vernon CommUNITY Fund Scholarship Program

Vernon CommUNITY Fund Scholarship Applicant Evaluation Form

Applicant: #8 GPA: 4.128
School: James A. Garfield HS Resident City: East Los Angeles

The criteria below will be used to evaluate applicant:

- Financial need (30 points)
- Community/extracurricular involvement and leadership (30 points)
- Academic achievement (20 points)
- Awards and recognition (10 points)
- Personal and/or family attributes and values (10 points)

1. DEMONSTRATED FINANCIAL NEED (30 POINTS POSSIBLE) SCORE 24
The applicant has completed the Financial Analysis Summary to project their anticipated costs for their post-secondary educational pursuits. A VCF Scholarship may be awarded in a dollar amount that considers all financial aid being awarded to applicant and the total cost for their education. Total unmet financial need of applicant is \$ ~6,000 - UCLA.

2. COMMUNITY INVOLVEMENT AND LEADERSHIP (30 POINTS POSSIBLE) SCORE 28
The Autobiographical Essay, Recommendation Forms (and letters if applicable), and Verification of Community Service Hours should collectively demonstrate the applicant's personal motivation, influences, academic ability, and potential. Consideration should be given to the applicant's unique situation and/or experience, career goals, and how receiving a scholarship will help the applicant. Recommendations should speak favorably to the applicant's dependability, initiative, and maturity, and specify applicant's talents and abilities, such as leadership, artistic abilities, excellence in athletics or extra-curricular activities, etc. Applicant should be viewed as capable of success in college. The applicant's participation in events and/or activities (such as student body office, work experience, special family responsibilities and obligations, and/or community service) leading to the accumulation of knowledge, attitudes and skills needed in post-secondary education should be considered. The quality and quantity of such events in the life of the individual should be assessed.

3. ACADEMIC ACHIEVEMENT (20 POINTS POSSIBLE) SCORE 18
Transcript and report card should validate the applicant's preparedness for post-secondary educational demands. Preparatory courses (e.g. algebra, biology, literature, composition, chemistry, history, government, foreign language) should be completed with passing grades (at a minimum). Through academics, the student should demonstrate their ability to be successful in their pursuit of a trade school/college education.



Vernon CommUNITY Fund Scholarship Program

4. AWARDS AND RECOGNITION (10 POINTS POSSIBLE)

SCORE 10

If application indicates that the student has received awards and/or recognition during their high school career in academics and/or in extracurricular activities, this should be considered. Acknowledgement by others demonstrates how the candidate is regarded and validates their work ethic, spirit, abilities, maturity, and perseverance in efforts to excel.

5. PERSONAL AND/OR FAMILY ATTRIBUTES AND VALUES (10 POINTS POSSIBLE)

SCORE 10

The Autobiographical Essay and Recommendation Forms (and letters if applicable) should convey the applicant's distinguishable characteristics and values. The applicant's ability to be successful in their prospective career will be based upon personal qualities demonstrated in their day-to-day school/work/volunteer activities. Qualities such as motivation, enthusiasm, dedication, and the desire to achieve a successful outcome in their chosen field of study should be assessed.

6. COMMENTS

Applicant's struggles have reinforced the value of education and student desires to pursue a career as a college counselor. She possesses leadership qualities which are evident in interactions with peers. She was awarded the Excellence in Critical Thinking Award, has successfully balanced her student athletics with academics, has participated in clubs and has been a speaker at a number of high school events. She is mentally strong, but humble, recognizing that there is many more challenges that lie ahead. Because of a number of grants and scholarships, her financial need is not as significant as some of the other applicants and, therefore, her score suffers in that area.

TOTAL SCORE 90

RECOMMENDED FOR VCF SCHOLARSHIP?

Yes No

IF YES, INDICATE RECOMMENDED AWARD AMOUNT:

\$ 2,000



Vernon CommUNITY Fund Scholarship Program

Vernon CommUNITY Fund Scholarship Applicant Evaluation Form

Applicant: #2 GPA: 4.275
School: Maywood Center for Enriched Studies Magnet School Resident City: Bell

The criteria below will be used to evaluate applicant:

- Financial need (30 points)
- Community/extracurricular involvement and leadership (30 points)
- Academic achievement (20 points)
- Awards and recognition (10 points)
- Personal and/or family attributes and values (10 points)

1. DEMONSTRATED FINANCIAL NEED (30 POINTS POSSIBLE) SCORE 30

The applicant has completed the Financial Analysis Summary to project their anticipated costs for their post-secondary educational pursuits. A VCF Scholarship may be awarded in a dollar amount that considers all financial aid being awarded to applicant and the total cost for their education. Total unmet financial need of applicant is \$ ~75,000 - USC.

2. COMMUNITY INVOLVEMENT AND LEADERSHIP (30 POINTS POSSIBLE) SCORE 30

The Autobiographical Essay, Recommendation Forms (and letters if applicable), and Verification of Community Service Hours should collectively demonstrate the applicant's personal motivation, influences, academic ability, and potential. Consideration should be given to the applicant's unique situation and/or experience, career goals, and how receiving a scholarship will help the applicant. Recommendations should speak favorably to the applicant's dependability, initiative, and maturity, and specify applicant's talents and abilities, such as leadership, artistic abilities, excellence in athletics or extra-curricular activities, etc. Applicant should be viewed as capable of success in college. The applicant's participation in events and/or activities (such as student body office, work experience, special family responsibilities and obligations, and/or community service) leading to the accumulation of knowledge, attitudes and skills needed in post-secondary education should be considered. The quality and quantity of such events in the life of the individual should be assessed.

3. ACADEMIC ACHIEVEMENT (20 POINTS POSSIBLE) SCORE 20

Transcript and report card should validate the applicant's preparedness for post-secondary educational demands. Preparatory courses (e.g. algebra, biology, literature, composition, chemistry, history, government, foreign language) should be completed with passing grades (at a minimum). Through academics, the student should demonstrate their ability to be successful in their pursuit of a trade school/college education.



Vernon CommUNITY Fund Scholarship Program

4. AWARDS AND RECOGNITION (10 POINTS POSSIBLE)

SCORE 10

If application indicates that the student has received awards and/or recognition during their high school career in academics and/or in extracurricular activities, this should be considered. Acknowledgement by others demonstrates how the candidate is regarded and validates their work ethic, spirit, abilities, maturity, and perseverance in efforts to excel.

5. PERSONAL AND/OR FAMILY ATTRIBUTES AND VALUES (10 POINTS POSSIBLE)

SCORE 10

The Autobiographical Essay and Recommendation Forms (and letters if applicable) should convey the applicant's distinguishable characteristics and values. The applicant's ability to be successful in their prospective career will be based upon personal qualities demonstrated in their day-to-day school/work/volunteer activities. Qualities such as motivation, enthusiasm, dedication, and the desire to achieve a successful outcome in their chosen field of study should be assessed.

6. COMMENTS

Great investment due to applicant's demonstrated academic superiority as well as passion to serve others, especially the less fortunate. Focused and tenacious regarding goals. Accepted to 9 top colleges and Universities. Realizes injustices in community and has a strong desire to give back. In addition to performing at a high academic level, student developed and served as President of the MESA Program at his high school, served as ASB President, and participates as a member of the school's soccer and cross-country teams. A top student, applicant has character and leadership skills.

TOTAL SCORE 100

RECOMMENDED FOR VCF SCHOLARSHIP?

Yes No

IF YES, INDICATE RECOMMENDED AWARD AMOUNT:

\$ 3,000



Vernon CommUNITY Fund Scholarship Program

Vernon CommUNITY Fund Scholarship Applicant Evaluation Form

Applicant: #4 GPA: 3.933
School: James A. Garfield HS Resident City: East Los Angeles

The criteria below will be used to evaluate applicant:

- Financial need (30 points)
- Community/extracurricular involvement and leadership (30 points)
- Academic achievement (20 points)
- Awards and recognition (10 points)
- Personal and/or family attributes and values (10 points)

1. DEMONSTRATED FINANCIAL NEED (30 POINTS POSSIBLE) SCORE 28

The applicant has completed the Financial Analysis Summary to project their anticipated costs for their post-secondary educational pursuits. A VCF Scholarship may be awarded in a dollar amount that considers all financial aid being awarded to applicant and the total cost for their education. Total unmet financial need of applicant is \$ ~26,000 - UCSD.

2. COMMUNITY INVOLVEMENT AND LEADERSHIP (30 POINTS POSSIBLE) SCORE 28

The Autobiographical Essay, Recommendation Forms (and letters if applicable), and Verification of Community Service Hours should collectively demonstrate the applicant's personal motivation, influences, academic ability, and potential. Consideration should be given to the applicant's unique situation and/or experience, career goals, and how receiving a scholarship will help the applicant. Recommendations should speak favorably to the applicant's dependability, initiative, and maturity, and specify applicant's talents and abilities, such as leadership, artistic abilities, excellence in athletics or extra-curricular activities, etc. Applicant should be viewed as capable of success in college. The applicant's participation in events and/or activities (such as student body office, work experience, special family responsibilities and obligations, and/or community service) leading to the accumulation of knowledge, attitudes and skills needed in post-secondary education should be considered. The quality and quantity of such events in the life of the individual should be assessed.

3. ACADEMIC ACHIEVEMENT (20 POINTS POSSIBLE) SCORE 17

Transcript and report card should validate the applicant's preparedness for post-secondary educational demands. Preparatory courses (e.g. algebra, biology, literature, composition, chemistry, history, government, foreign language) should be completed with passing grades (at a minimum). Through academics, the student should demonstrate their ability to be successful in their pursuit of a trade school/college education.



Vernon CommUNITY Fund Scholarship Program

4. AWARDS AND RECOGNITION (10 POINTS POSSIBLE)

SCORE 8

If application indicates that the student has received awards and/or recognition during their high school career in academics and/or in extracurricular activities, this should be considered. Acknowledgement by others demonstrates how the candidate is regarded and validates their work ethic, spirit, abilities, maturity, and perseverance in efforts to excel.

5. PERSONAL AND/OR FAMILY ATTRIBUTES AND VALUES (10 POINTS POSSIBLE)

SCORE 10

The Autobiographical Essay and Recommendation Forms (and letters if applicable) should convey the applicant's distinguishable characteristics and values. The applicant's ability to be successful in their prospective career will be based upon personal qualities demonstrated in their day-to-day school/work/volunteer activities. Qualities such as motivation, enthusiasm, dedication, and the desire to achieve a successful outcome in their chosen field of study should be assessed.

6. COMMENTS

Applicant has three years of experience volunteering with VCF grantee Innercity Struggle and has shown great investment in civic engagement. Although academic aspect is less strong than others, applicant shows promise in terms of leadership and her commitment to social justice. Despite instances where housing has been unstable, she has found a path to success in her studies. She has learned to use the resources available to her to aid in her in meeting the various challenges she has faced. Student is serious about her education, is open-minded, and has a positive outlook on life and her education.

TOTAL SCORE 91

RECOMMENDED FOR VCF SCHOLARSHIP?

Yes No

IF YES, INDICATE RECOMMENDED AWARD AMOUNT:

\$ 2,000



Vernon CommUNITY Fund Scholarship Program

Vernon CommUNITY Fund Scholarship Applicant Evaluation Form

Applicant: #3 GPA: 4.035
School: James A. Garfield Senior HS Resident City: East Los Angeles

The criteria below will be used to evaluate applicant:

- Financial need (30 points)
- Community/extracurricular involvement and leadership (30 points)
- Academic achievement (20 points)
- Awards and recognition (10 points)
- Personal and/or family attributes and values (10 points)

1. DEMONSTRATED FINANCIAL NEED (30 POINTS POSSIBLE) **SCORE 30**
The applicant has completed the Financial Analysis Summary to project their anticipated costs for their post-secondary educational pursuits. A VCF Scholarship may be awarded in a dollar amount that considers all financial aid being awarded to applicant and the total cost for their education. Total unmet financial need of applicant is \$ ~58,000 - Pepperdine.

2. COMMUNITY INVOLVEMENT AND LEADERSHIP (30 POINTS POSSIBLE) **SCORE 30**
The Autobiographical Essay, Recommendation Forms (and letters if applicable), and Verification of Community Service Hours should collectively demonstrate the applicant's personal motivation, influences, academic ability, and potential. Consideration should be given to the applicant's unique situation and/or experience, career goals, and how receiving a scholarship will help the applicant. Recommendations should speak favorably to the applicant's dependability, initiative, and maturity, and specify applicant's talents and abilities, such as leadership, artistic abilities, excellence in athletics or extra-curricular activities, etc. Applicant should be viewed as capable of success in college. The applicant's participation in events and/or activities (such as student body office, work experience, special family responsibilities and obligations, and/or community service) leading to the accumulation of knowledge, attitudes and skills needed in post-secondary education should be considered. The quality and quantity of such events in the life of the individual should be assessed.

3. ACADEMIC ACHIEVEMENT (20 POINTS POSSIBLE) **SCORE 19**
Transcript and report card should validate the applicant's preparedness for post-secondary educational demands. Preparatory courses (e.g. algebra, biology, literature, composition, chemistry, history, government, foreign language) should be completed with passing grades (at a minimum). Through academics, the student should demonstrate their ability to be successful in their pursuit of a trade school/college education.



Vernon CommUNITY Fund Scholarship Program

4. AWARDS AND RECOGNITION (10 POINTS POSSIBLE)

SCORE 8

If application indicates that the student has received awards and/or recognition during their high school career in academics and/or in extracurricular activities, this should be considered. Acknowledgement by others demonstrates how the candidate is regarded and validates their work ethic, spirit, abilities, maturity, and perseverance in efforts to excel.

5. PERSONAL AND/OR FAMILY ATTRIBUTES AND VALUES (10 POINTS POSSIBLE)

SCORE 10

The Autobiographical Essay and Recommendation Forms (and letters if applicable) should convey the applicant's distinguishable characteristics and values. The applicant's ability to be successful in their prospective career will be based upon personal qualities demonstrated in their day-to-day school/work/volunteer activities. Qualities such as motivation, enthusiasm, dedication, and the desire to achieve a successful outcome in their chosen field of study should be assessed.

6. COMMENTS

Strong applicant to invest in, as she has endured challenges and has proven to herself that she may overcome. With great introspection for a young lady, she states that she is comfortable with the uncomfortable. She has successfully identified areas of weakness and has worked through difficulties by employing a maturity and level of self-awareness that is beyond her years. She is praised as a person who exemplifies empathy, kindness, selflessness, compassion, sincerity, and hard work. Her positivity and solution-minded nature has allowed her to excel in her academic career, while maintaining involvement in extracurricular activities. Applicant shines in all aspects relevant to the VCF scholarship.

TOTAL SCORE 97

RECOMMENDED FOR VCF SCHOLARSHIP?

Yes No

IF YES, INDICATE RECOMMENDED AWARD AMOUNT:

\$ 3,000



Vernon CommUNITY Fund Scholarship Program

Vernon CommUNITY Fund Scholarship Applicant Evaluation Form

Applicant: #1 GPA: 4.026
School: Bell Senior HS Resident City: Huntington Park

The criteria below will be used to evaluate applicant:

- Financial need (30 points)
- Community/extracurricular involvement and leadership (30 points)
- Academic achievement (20 points)
- Awards and recognition (10 points)
- Personal and/or family attributes and values (10 points)

1. DEMONSTRATED FINANCIAL NEED (30 POINTS POSSIBLE) SCORE 28
The applicant has completed the Financial Analysis Summary to project their anticipated costs for their post-secondary educational pursuits. A VCF Scholarship may be awarded in a dollar amount that considers all financial aid being awarded to applicant and the total cost for their education. Total unmet financial need of applicant is \$ ~35,000 - UCSB.

2. COMMUNITY INVOLVEMENT AND LEADERSHIP (30 POINTS POSSIBLE) SCORE 30
The Autobiographical Essay, Recommendation Forms (and letters if applicable), and Verification of Community Service Hours should collectively demonstrate the applicant's personal motivation, influences, academic ability, and potential. Consideration should be given to the applicant's unique situation and/or experience, career goals, and how receiving a scholarship will help the applicant. Recommendations should speak favorably to the applicant's dependability, initiative, and maturity, and specify applicant's talents and abilities, such as leadership, artistic abilities, excellence in athletics or extra-curricular activities, etc. Applicant should be viewed as capable of success in college. The applicant's participation in events and/or activities (such as student body office, work experience, special family responsibilities and obligations, and/or community service) leading to the accumulation of knowledge, attitudes and skills needed in post-secondary education should be considered. The quality and quantity of such events in the life of the individual should be assessed.

3. ACADEMIC ACHIEVEMENT (20 POINTS POSSIBLE) SCORE 18
Transcript and report card should validate the applicant's preparedness for post-secondary educational demands. Preparatory courses (e.g. algebra, biology, literature, composition, chemistry, history, government, foreign language) should be completed with passing grades (at a minimum). Through academics, the student should demonstrate their ability to be successful in their pursuit of a trade school/college education.



Vernon CommUNITY Fund Scholarship Program

4. AWARDS AND RECOGNITION (10 POINTS POSSIBLE)

SCORE 9

If application indicates that the student has received awards and/or recognition during their high school career in academics and/or in extracurricular activities, this should be considered. Acknowledgement by others demonstrates how the candidate is regarded and validates their work ethic, spirit, abilities, maturity, and perseverance in efforts to excel.

5. PERSONAL AND/OR FAMILY ATTRIBUTES AND VALUES (10 POINTS POSSIBLE)

SCORE 10

The Autobiographical Essay and Recommendation Forms (and letters if applicable) should convey the applicant's distinguishable characteristics and values. The applicant's ability to be successful in their prospective career will be based upon personal qualities demonstrated in their day-to-day school/work/volunteer activities. Qualities such as motivation, enthusiasm, dedication, and the desire to achieve a successful outcome in their chosen field of study should be assessed.

6. COMMENTS

Applicant's primary volunteer work is with the CA Latino Leadership Institute (CLLI) - a VCF grantee. Applicant's academic score suffers slightly due to the lowest grades being those that are relevant to the applicant's chosen field of study. This reduction is mitigated by hardships expressed in applicant's essay. She is supportive of her classmates and teammates and of her parents - helping them by working in their family business. She has proven her ability to rise to challenges when necessary. She has learned to tackle difficulties by seeking help from teachers, staying after school, and remaining focused on who she can be.

TOTAL SCORE 95

RECOMMENDED FOR VCF SCHOLARSHIP?

Yes No

IF YES, INDICATE RECOMMENDED AWARD AMOUNT:

\$ 3,000



Vernon CommUNITY Fund Scholarship Program

Vernon CommUNITY Fund Scholarship Applicant Evaluation Form

Applicant: #7 GPA: 4.083
School: Bell Senior HS Resident City: Huntington Park

The criteria below will be used to evaluate applicant:

- Financial need (30 points)
- Community/extracurricular involvement and leadership (30 points)
- Academic achievement (20 points)
- Awards and recognition (10 points)
- Personal and/or family attributes and values (10 points)

1. DEMONSTRATED FINANCIAL NEED (30 POINTS POSSIBLE) **SCORE** 25

The applicant has completed the Financial Analysis Summary to project their anticipated costs for their post-secondary educational pursuits. A VCF Scholarship may be awarded in a dollar amount that considers all financial aid being awarded to applicant and the total cost for their education. Total unmet financial need of applicant is \$ ~10,000 - UCLA.

2. COMMUNITY INVOLVEMENT AND LEADERSHIP (30 POINTS POSSIBLE) **SCORE** 28

The Autobiographical Essay, Recommendation Forms (and letters if applicable), and Verification of Community Service Hours should collectively demonstrate the applicant's personal motivation, influences, academic ability, and potential. Consideration should be given to the applicant's unique situation and/or experience, career goals, and how receiving a scholarship will help the applicant. Recommendations should speak favorably to the applicant's dependability, initiative, and maturity, and specify applicant's talents and abilities, such as leadership, artistic abilities, excellence in athletics or extra-curricular activities, etc. Applicant should be viewed as capable of success in college. The applicant's participation in events and/or activities (such as student body office, work experience, special family responsibilities and obligations, and/or community service) leading to the accumulation of knowledge, attitudes and skills needed in post-secondary education should be considered. The quality and quantity of such events in the life of the individual should be assessed.

3. ACADEMIC ACHIEVEMENT (20 POINTS POSSIBLE) **SCORE** 19

Transcript and report card should validate the applicant's preparedness for post-secondary educational demands. Preparatory courses (e.g. algebra, biology, literature, composition, chemistry, history, government, foreign language) should be completed with passing grades (at a minimum). Through academics, the student should demonstrate their ability to be successful in their pursuit of a trade school/college education.



Vernon CommUNITY Fund Scholarship Program

4. AWARDS AND RECOGNITION (10 POINTS POSSIBLE)

SCORE 8

If application indicates that the student has received awards and/or recognition during their high school career in academics and/or in extracurricular activities, this should be considered. Acknowledgement by others demonstrates how the candidate is regarded and validates their work ethic, spirit, abilities, maturity, and perseverance in efforts to excel.

5. PERSONAL AND/OR FAMILY ATTRIBUTES AND VALUES (10 POINTS POSSIBLE)

SCORE 10

The Autobiographical Essay and Recommendation Forms (and letters if applicable) should convey the applicant's distinguishable characteristics and values. The applicant's ability to be successful in their prospective career will be based upon personal qualities demonstrated in their day-to-day school/work/volunteer activities. Qualities such as motivation, enthusiasm, dedication, and the desire to achieve a successful outcome in their chosen field of study should be assessed.

6. COMMENTS

Applicant is an excellent candidate for the VCF Scholarship. Her personal story speaks to the hard work, dedication, and perseverance required to achieve her academic success. These characteristics will translate to her college career pursuits. It is evident that she enjoys learning and values education. She won the National Academy of Future Scientists and Technologists Award of Excellence, and was also recognized for being ranked in the top 30 of her class. In addition to academics, she has been involved in a variety of extracurricular activities. Due to school closures, she was unable to submit her volunteer verification form, and for this reason her score suffers in that area.

TOTAL SCORE 90

RECOMMENDED FOR VCF SCHOLARSHIP?

Yes No

IF YES, INDICATE RECOMMENDED AWARD AMOUNT:

\$2,000



Vernon CommUNITY Fund Scholarship Program

Vernon CommUNITY Fund Scholarship Applicant Evaluation Form

Applicant: #5 GPA: 4.086
School: Marquez HS School of Social Justice (SSJ) Resident City: Huntington Park

The criteria below will be used to evaluate applicant:

- Financial need (30 points)
- Community/extracurricular involvement and leadership (30 points)
- Academic achievement (20 points)
- Awards and recognition (10 points)
- Personal and/or family attributes and values (10 points)

1. DEMONSTRATED FINANCIAL NEED (30 POINTS POSSIBLE) SCORE 26
The applicant has completed the Financial Analysis Summary to project their anticipated costs for their post-secondary educational pursuits. A VCF Scholarship may be awarded in a dollar amount that considers all financial aid being awarded to applicant and the total cost for their education. Total unmet financial need of applicant is \$ ~17,000 = UCI.

2. COMMUNITY INVOLVEMENT AND LEADERSHIP (30 POINTS POSSIBLE) SCORE 30
The Autobiographical Essay, Recommendation Forms (and letters if applicable), and Verification of Community Service Hours should collectively demonstrate the applicant's personal motivation, influences, academic ability, and potential. Consideration should be given to the applicant's unique situation and/or experience, career goals, and how receiving a scholarship will help the applicant. Recommendations should speak favorably to the applicant's dependability, initiative, and maturity, and specify applicant's talents and abilities, such as leadership, artistic abilities, excellence in athletics or extra-curricular activities, etc. Applicant should be viewed as capable of success in college. The applicant's participation in events and/or activities (such as student body office, work experience, special family responsibilities and obligations, and/or community service) leading to the accumulation of knowledge, attitudes and skills needed in post-secondary education should be considered. The quality and quantity of such events in the life of the individual should be assessed.

3. ACADEMIC ACHIEVEMENT (20 POINTS POSSIBLE) SCORE 20
Transcript and report card should validate the applicant's preparedness for post-secondary educational demands. Preparatory courses (e.g. algebra, biology, literature, composition, chemistry, history, government, foreign language) should be completed with passing grades (at a minimum). Through academics, the student should demonstrate their ability to be successful in their pursuit of a trade school/college education.



Vernon CommUNITY Fund Scholarship Program

4. AWARDS AND RECOGNITION (10 POINTS POSSIBLE)

SCORE 10

If application indicates that the student has received awards and/or recognition during their high school career in academics and/or in extracurricular activities, this should be considered. Acknowledgement by others demonstrates how the candidate is regarded and validates their work ethic, spirit, abilities, maturity, and perseverance in efforts to excel.

5. PERSONAL AND/OR FAMILY ATTRIBUTES AND VALUES (10 POINTS POSSIBLE)

SCORE 10

The Autobiographical Essay and Recommendation Forms (and letters if applicable) should convey the applicant's distinguishable characteristics and values. The applicant's ability to be successful in their prospective career will be based upon personal qualities demonstrated in their day-to-day school/work/volunteer activities. Qualities such as motivation, enthusiasm, dedication, and the desire to achieve a successful outcome in their chosen field of study should be assessed.

6. COMMENTS

Applicant is worth the investment because of strong potential and excellent academic marks; a vigorous, 177 hour, outstanding volunteer track record at school as recognized by teachers, and The City of Huntington Park. Applicant is very focused and determined, shows significant leadership capabilities and follow through. A strong leader, she has achieved academic success while balancing her roles as Captain of Varsity Cheer, President/Founder of FIDM Fashion Club, and Vice-President of Calculus Club. Clearly defined study habits and time management skills have earned her praise.

TOTAL SCORE 96

RECOMMENDED FOR VCF SCHOLARSHIP?

Yes No

IF YES, INDICATE RECOMMENDED AWARD AMOUNT:

\$ 3,000