

MEASURE BP
STAKEHOLDERS OVERSIGHT
COMMITTEE
REGULAR MEETING



Chair
Vice-Chair
Member
Member
Member
Member
Member

Betsy Lara
Pastor Elmer Jackson
Jorge Hernandez
Estela Mata-Carcamo
Gregory Orozco
Sasha Rodriguez
Nghiem Van Nguyen

Agenda

May 14, 2024, 5:00 PM

Welcome to your Stakeholders Oversight Committee Meeting

We welcome your interest and involvement in the City's legislative process. This agenda includes information about topics coming before the Stakeholders Oversight Committee and the action recommended by city staff. You can read about each topic in the staff reports, which are available on the city's website and in the Office of the City Clerk.

Please note that, in the event of a technical issue causing a disruption in the call-in option or internet-based option, the meeting will continue unless otherwise required by law, such as when a Board Member is attending the meeting virtually pursuant to certain provisions of the Brown Act. Electronic devices are to be turned off during the Stakeholders Oversight Committee meetings are in session.

How to watch

The City of Baldwin Park provides two ways to watch a Stakeholders Oversight Committee meeting:

In Person



Most SOC meetings take place at City Hall, 14403 E. Pacific Ave., Baldwin Park, CA 91706

Online



Audio streaming will be available at

https://www.youtube.com/channel/UCFLZ0_dDFRjv59rhiDZ13Fq/featured?view_as=subscriber
http://baldwinpark.granicus.com/ViewPublisher.php?view_id=10

Reasonable Accommodations

Individuals with disabilities may request an agenda packet in appropriate alternative formats as required by the Americans with Disability Act of 1990. Reasonable accommodations and auxiliary aids will be provided to effectively allow participation in the meeting. In compliance with the ADA, if you need special assistance for the meeting, please contact the City Clerk's Office at (626) 960-4011 ext. 466 or squinones@baldwinpark.com. within 24 hours prior to the meeting so the City can make reasonable arrangements to ensure accessibility.

Public Comments

The public is encouraged to address the City Council or any of its Agencies listed on this agenda on any matter posted on the agenda or on any other matter within its jurisdiction. In accordance with Chapter 39 of the Baldwin Park Municipal Code, Speakers must address the Council as a whole and refrain from making impertinent, slanderous, or profane remarks or disrupt the peace of the meeting. Speaker cards are available at the podium and by request with the City Clerk.

Public Communication

There is a three-minute speaking time limit. This is the time set aside to address the City Council or any of its Agencies. Please notify the City Clerk if you require the services of an interpreter. No Action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The legislative body or its staff may: 1) Briefly respond to statements made or questions asked by persons; or 2) Direct staff to investigate and/or schedule matters for consideration at a future meeting. [Government Code §54954.2] If you wish to comment on agenda items and are unable to physically appear in person, please email your name, place of residence, item number or topic and to comments@baldwinpark.com. Written comments will be distributed and will be made part of the written record but will NOT be read verbally at the meeting

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMUNICATIONS

NEW BUSINESS

1. **Measure BP Sales Tax Financial Update**
2. **City and Community Empowerment Investment Opportunity Category- Requests for Funding Framework – Continued from Meeting of April 9, 2024**
It is recommended that the SOC consider the following:
 1. Discuss and develop a framework and criteria by which requests for funding can be submitted by directly by residents, neighborhood groups, community organizations, church organizations and school organizations under the City and Community Investment Category.
 2. Upon ample discussion and deliberation over perhaps several meetings, SOC may approve the framework and criteria for the City and Community Investment Category.
3. **Stakeholders Oversight Committee (SOC) April 9, 2024 Meeting Minutes**
It is recommended that the Committee approve the Minutes of the Regular Measure BP Stakeholders Oversight Meeting held on April 9, 2024.

STAKEHOLDERS OVERSIGHT COMMITTEE/STAFF REQUESTS & COMMUNICATIONS

1. **Next SOC Regular Meeting – Tuesday, June 11, 2024 at 5:00 p.m.**

ADJOURNMENT

CERTIFICATION

I, Shirley Quiñones, Chief Deputy City Clerk of the City of Baldwin Park hereby certify that, under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.



Shirley Quiñones
Chief Deputy City Clerk

For further information regarding agenda items, please contact the office of the City Clerk at (626) 960-4011 ext. 466 or via e-mail at squinones@baldwinpark.com.



Measure BP Sales Tax (TUT)

Financial Update as of May 1, 2024

Revenue

Measure BP Sales Tax

May 2023-April 2024 \$ 6,901,670

Interest Income

Interest Income through April 2024 \$ 101,535

Total Revenue Received

\$ 7,003,204

Expenditures

11 Police new vehicles with 5-year lease approved by SOC on 2/13/2024 & by CC on 3/6/2024 (committed and not yet spent) \$ 1,136,000

Two-Way APX Radio System by Motorola Solutions approved by SOC on 2/13/24 & by CC on 2/21/2024 (committed and not yet spent) \$ 1,297,301

Architectural services for Concept Reports for a proposed sports complex approved by SOC on 2/13/2024 & by CC on 3/6/2024 (committed and not yet spent) \$ 80,000

1 Kubota tractor approved by SOC on 3/12/2024 & by CC on 5/1/2024 (committed and not yet spent) - Purchase \$ 59,000

1 full size crew cab pick-up truck approved by SOC on 3/12/2024 & by CC on 5/1/2024 (committed and not yet spent) - Lease \$ 74,931

Total Expenditures Include Committed

\$ 2,572,301

Projected Fund Balance as of May 1, 2024

\$ 4,430,903

TUT=Transactions & Use Taxes

STAFF REPORT



TO: Chair and Members of the Measure BP Stakeholders Oversight Committee (SOC)

FROM: Enrique C. Zaldivar, Chief Executive Officer

DATE: May 14, 2024

SUBJECT: City and Community Empowerment Investment Opportunity Category- Requests for Funding Framework – Continued from Meeting of April 9, 2024

SUMMARY

At its meeting of April 9, 2024, SOC initiated its discussion on the development of a framework for the creation of a Community Microgrants Program, funded by Measure BP, that would be applied by, and granted directly to members and residents of the City, for neighborhood-based projects.

In continuation of the discussion, SOC requested staff to bring samples of similar programs in other cities as a reference in guiding SOC's development of the Measure BP Community Microgrants Program. The following samples are being presented (alphabetical).

1. City of Baldwin Park, CA – Community Development Block Grant
2. City of Citrus Heights, CA – Grant and Incentive Program
3. City of Emeryville, CA - Community Grant
4. City of Maywood, CA - Community Benefit Fund
5. City of Redwood City, CA – Community Improvement Grant Program
6. City of Santa Clara, CA – Community Grant Application
7. City of Temecula, CA – Community Service Funding Grant Program

RECOMMENDATION

It is recommended that the SOC consider the following:

1. Discuss and develop a framework and criteria by which requests for funding can be submitted by directly by residents, neighborhood groups, community organizations, church organizations and school organizations under the City and Community Investment Category.
2. Upon ample discussion and deliberation over perhaps several meetings, SOC may approve the framework and criteria for the City and Community Investment Category.

FISCAL IMPACT

The cost of community requests for funding will depend on the nature of each of the requests and will also be based on the criteria approved by the SOC as to a cost maximum limit per request and the total allocation for this category.

BACKGROUND

The Investment Opportunity Categories adopted by the SOC provide a clear guideline on the priorities for investment areas for the SOC in its role as an oversight body on recommending use of Measure BP funds to the

City Council. Generally, requests for funding in most Investment Opportunity Categories would originate from a City department thru the CEO. The City and Community Empowerment category, however, is uniquely intended for residents and community organizations to initiate and present requests for funding thru the Office of the CEO, to be presented for consideration by the SOC.

DISCUSSION

Being able to identify and recognize areas of needed improvement at the neighborhood level is most often more effectively done by the residents who live in the neighborhood, or who frequently traverse any one of the city neighborhoods on their way to work, school, to the store, on a walk, etc.,. Such ideas can range from a most basic issue such as a lifted sidewalk, lack of night lighting, over-speeding zones, to more elaborate ideas that would provide an enhancement and beautification to the community, such as tree canopy and landscaping in a given block or an entire community; installation of pet/dog waste stations for the convenience of residents and the prevention of messy and polluting mishaps; conducting community clean ups which mobilize residents to further come for their neighborhood; or even the development of a small pocket park in a neighborhood.

Community and school organizations may for example present requests for funding group field trips to museums, science centers, zoos, government civic centers, further empowering our communities with knowledge. Depending on the nature of the requests under this category, it is anticipated that many will be assigned to a city department for implementation.

A thorough and open discussion by the SOC on this subject will lead to the establishment of a refined and clear criteria for the proposals as well as establishing a process by which the opportunity can be more effectively promoted and advertised to all residents and community organizations, being mindful that the process must be accessible and simplified enough so as to not create unnecessary deterrents or barriers for residents to participate.

ALTERNATIVES

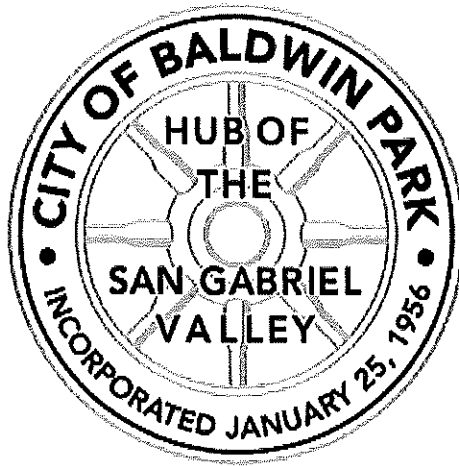
None recommended.

LEGAL REVIEW

This report has been reviewed and approved by the City Attorney as to legal form and content.

ATTACHMENTS

1. City of Baldwin Park, CA – Community Development Block Grant
2. City of Citrus Heights, CA – Grant and Incentive Program
3. City of Emeryville, CA - Community Grant
4. City of Maywood, CA - Community Benefit Fund
5. City of Redwood City, CA – Community Improvement Grant Program
6. City of Santa Clara, CA – Community Grant Application
7. City of Temecula, CA – Community Service Funding Grant Program



**CITY OF BALDWIN PARK
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING APPLICATION
FY 2024/2025**



**Community Development Department
14403 Pacific Avenue
Baldwin Park, CA 91706**

**CITY OF BALDWIN PARK
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION PACKAGE**

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Application packages are due by 5 p.m., on **Thursday, February 8, 2024**

Applications must be submitted by US Postal Service to:

**Baldwin Park Housing Department
14403 E. Pacific Avenue
Baldwin Park, CA 91706**

**LATE APPLICATIONS WILL NOT BE ACCEPTED. APPLICATIONS THAT HAVE
BEEN ALTERED FROM ITS ORIGINAL FORMAT WILL ALSO NOT BE
ACCEPTED.**

ELIGIBILITY REQUIREMENTS

To be eligible for consideration, all applicants must meet the following criteria:

- 1) The organization must be incorporated as a non-profit organization 501(c) (3) or chartered as a local unit and be tax exempt.
- 2) All Agencies must have the following:
 - By-laws that clearly define the Agency's purpose(s), organization and duties of its officers.
 - An elected or appointed governing board that is responsible for the governance of the Agency.
 - Adequate administration of the program to ensure delivery of services.
 - Assurance that it will conduct its business in compliance with the NON-DISCRIMINATION requirements of City, State and Federal governments.
 - An Annual Financial Audit.
- 3) Funding for public service programs comes from the Community Development Block Grant (CDBG) program received through the Department of Housing and Urban Development (HUD). CDBG funds are for the specific purpose of benefiting low to moderate income households. In order to be eligible to receive these funds, an organization must provide a service to the residents of the City of Baldwin Park and be able to document that at least 51 percent of the clientele served by the project/program earn less than the following income limits.

Household Size	Annual Income Limit
1	\$70,650
2	\$80,750
3	\$90,850
4	\$100,900
5	\$109,000
6	\$117,050
7	\$125,150
8	\$133,200

** Income limits are based on 2023 CDBG limits and will be updated in June 2024 for FY 2024/25.*

- 4) Agencies must be willing and able to provide required supporting documentation verifying client information (including but not limited to proof of Baldwin Park residency, pay stubs, income tax forms, W2 forms, etc.)
- 5) Applications must be completed and submitted on or before 5 p.m., **February 8, 2024**. In order for your application to be considered complete, all items listed in the "Application Checklist" must be included. Faxed applications will **not** be accepted. Incomplete applications will not be considered.

APPLICATION CHECKLIST

ORGANIZATION _____

Please complete an Application Form for each proposed program/project. If an item is not applicable, indicate "N/A" in the box. If you need assistance, or have questions, contact **Michelle Bravo** at (626) 960-4011 ext. 354, or by email at mbravo@baldwinpark.com.

1. ☐ APPLICATION FORM
2. ☐ BUDGET PROPOSAL (ATTACHMENT A)
3. ☐ BOARD OF DIRECTORS AFFIDAVIT
4. ☐ ORGANIZATION BY-LAWS
5. ☐ CHARTER OF ARTICLES OF INCORPORATION
6. ☐ IRS TAX EXEMPT STATEMENT
7. ☐ MOST RECENT AUDITED FINANCIAL STATEMENT
8. ☐ PAST AND PROJECTED ACCOMPLISHMENTS

CITY OF BALDWIN PARK

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

AGENCY INFORMATION

5 | Page

PROJECT PROPOSAL AND DESCRIPTION

Grant Amount Requested \$ _____

Scope of Services – Please briefly describe your proposed Project/Program and the objectives.

Beneficiaries – Please briefly describe the clientele that will benefit from your services (i.e. homeless youth, the elderly, disabled, handicapped, etc.).

Describe any special characteristics of your client population.

Increase in Funding Request - If your agency has been previously funded through Baldwin Park's CDBG program, and there is an increase in the amount of funding requested, please explain the purpose for the increase (i.e., increase in type of services or beneficiaries).

CLIENT INTAKE INFORMATION

The U.S. Department of Housing and Urban Development (HUD) requires that agencies obtain intake data from each client/family served. Application intake must be taken on all clients assisted with CDBG Funds. Supporting documentation is also required. Please see page 8 regarding Presumed Benefits.

Does your agency obtain this information? ☐ Yes ☐ No

If yes, does your intake sheet and supporting documentation obtain the following?

- | | | | |
|----|------------------------------------|------------------------------|-----------------------------|
| 1. | Name | ☐ Yes | ☐ No |
| 2. | Address | ☐ Yes | ☐ No |
| 3. | City in which client last resided. | ☐ Yes | ☐ No |
| 4. | Number of family members. | ☐ Yes | ☐ No |
| 5. | Total family (household) income. | ☐ Yes | ☐ No |
| 6. | Race and Ethnicity | ☐ Yes | ☐ No |
| 7. | Female head of household | ☐ Yes | ☐ No |
| 8. | Presumed Benefit Clientele* | ☐ Yes | ☐ No |

**Income eligibility is not required for services provided to "Presumed Benefit" clientele as defined by HUD. The following groups are considered presumed benefit clients: abused children; battered spouses; elderly persons; illiterate persons; persons living with AIDS; severely disabled persons; homeless persons; or migrant farm workers.*

Pursuant to federal requirements, if your agency is unable or unwilling to obtain the above information from its clientele, please do not submit an application for funding.

However, if your agency is willing to accept the responsibility, obtain this information and retain supporting documentation for the required five years, the Executive Director must certify to that effect below:

Print Name

Title of Officer

Signature

Date

ACCOMPLISHMENT DATA

Identify which priority need your organization meets.

☐ Code Enforcement	☐ Housing Rehabilitation	☐ General Public Services
☐ Senior Services	☐ Youth Services	☐ Fair Housing Services
☐ Homeless Services	☐ Public Infrastructure	☐ Public Facilities
☐ Economic Development	☐ Public Infrastructure	☐ Other: _____

Performance Measures/Indicators (check one and indicate proposed performance goal)

- ☐ Estimated total number of unduplicated Baldwin Park beneficiaries to be provided with **new access** to this service or benefit (*new access to a service includes a service offered for the first time or a service that continues to be provided in subsequent years*): _____
- ☐ Estimated total number of unduplicated Baldwin Park beneficiaries to be given **improved access** to this service or benefit (*improved access to a service refers to a previously offered service that now is expanded in terms of size, capacity or location*): _____
- ☐ Estimated total number of unduplicated Baldwin Park beneficiaries expected to receive a service or benefit that is **no longer substandard** (*this is in reference to a public service activity used to meet a quality standard or measurably improved quality*): _____

PROPOSED BUDGET

Please complete the following table with your agency's current budget (including CDBG funds, if currently receiving funding) and the proposed budget, identifying how the funds will be utilized.

	FY 2023/24			FY 2024/25		
	Current Salary and Benefit Budget		Total Funding	Proposed Salary and Benefit Budget		Total Funding
	Baldwin Park CDBG Funding	Other Sources		Baldwin Park CDBG Funding	Other Sources	
Salaries – Please indicate if FT, PT, or Contract Staff						
1.	\$	\$	\$	\$	\$	\$
2.	\$	\$	\$	\$	\$	\$
3.	\$	\$	\$	\$	\$	\$
4.	\$	\$	\$	\$	\$	\$
5.	\$	\$	\$	\$	\$	\$
Benefits – Please list each benefit						
1. Workers Comp	\$	\$	\$	\$	\$	\$
2. Retirement	\$	\$	\$	\$	\$	\$
3. Medical/Dental	\$	\$	\$	\$	\$	\$
4. Other:	\$	\$	\$	\$	\$	\$
Total Salaries and Benefits	\$	\$	\$	\$	\$	\$
Operating Expenses						
1. Rent/Mortgage	\$	\$	\$	\$	\$	\$
2. Utilities	\$	\$	\$	\$	\$	\$
3. Telephone	\$	\$	\$	\$	\$	\$
4. Mileage Reimbursement	\$	\$	\$	\$	\$	\$
5. Supplies	\$	\$	\$	\$	\$	\$
6. Conference/Travel	\$	\$	\$	\$	\$	\$
7. Consultant Services	\$	\$	\$	\$	\$	\$
8. Insurance	\$	\$	\$	\$	\$	\$
9. Other:	\$	\$	\$	\$	\$	\$
Total Operating Costs	\$	\$	\$	\$	\$	\$
TOTAL PROGRAM BUDGET	\$	\$	\$	\$	\$	\$

BOARD OF DIRECTORS

Please list members and officers of the Board of Directors of your Agency (attach an additional sheet, if necessary). If there are changes in the Board membership after the request is submitted, the City of Baldwin Park must be notified in writing.

Name	Title	Term Expires
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Name of Executive Director _____

CERTIFICATION

As the Executive Director, or duly authorized representative of _____ (Agency), I certify that the applicant is fully capable of fulfilling its obligation under this proposal. I also certify that, to the best of my knowledge, the information submitted with this funding application is complete and accurate. I understand the additional information and/or documentation may be required if an award is granted. If award CDBG funding, I understand my organization will enter into a Subrecipient Agreement and must comply with HUD regulations and the City's insurance requirements.

All organizations that submit this application must provide accurate data concerning the number and income level of clients. Estimates are unacceptable except for start-up agencies. This stipulation shall also apply to all organizations which are subsequently awarded funding. Any organization that falsifies information, either accidentally or intentionally, shall be required to reimburse the City for any funds paid out and shall not be permitted to apply for funding in the future.

This application is submitted to provide the services for the City of Baldwin Park as stated in this proposal. If this proposal is approved and funded, it is agreed that relevant federal, state and local regulations and other assurances, as required by the City of Baldwin Park, will be adhered to.

I certify and declare under penalty of perjury that the information provided in this application is true and correct.

Print Name

Title of Officer

Signature

Date

Phone Number

Email Address

Has the agency received notification of findings or concerns in the past 5 years? ☐ Yes ☐ No

If Yes, please explain the concern/finding and corrective actions taken:



Solid roots. New growth.

Grant and Incentive Program Application

Grant or Incentive Program (Specify grant):

Event/Project/Program Title:

Applicant Name & Title (if any):

Organization:

501(c)(3) Number (if applicable):

(Include a copy of the IRS Letter w/Application)

Primary Contact Name:

(If other than the applicant)

E-mail and Phone Number:

Requested Grant Amount (\$):

By signing this document, I agree I have read (1) the Program Guidelines and Terms and Conditions and (2) the City-administered Grant and Incentive Programs Review and Approval Process. I certify that funds will be used for the purpose specified in the application and supplemental documents. I understand that a final report and summary of the award are due no later than 45 days after the final project is completed or within 12 months from the award. I understand that failure to adhere to all program guidelines could prohibit me or my organization from applying for future funding.

Signature and Date:

A completed application packet includes a Project Plan & Description and a Project Budget & Grant Request. See details below. Application packets not containing all parts will be considered incomplete.

Project Plan & Description Check program guideline documents for program-specific submission information

Attach the following details to the application: A maximum of three (3) pages.

- Provide a project description. Detail the steps for implementation and a schedule for completion
- Describe the project's public benefit, the expected outcome, and the area it will impact/improve
- Indicate the anticipated number of Citrus Heights Residents served, if applicable
- List all prior City of Citrus Heights funding awarded to your organization over the past five (5) years.
- Detail the support your organization has from the community (i.e., neighbors, neighborhood associations, REACH, community groups, public agencies, etc.) if applicable
- Share any additional information that the City Council should consider in evaluating your project, including your organization's background and experience delivering the proposed project/program or event

Project Budget & Grant Request

Attach the following details to the application: A maximum of two (2) pages.

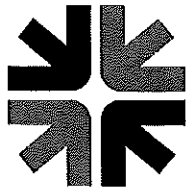
- What are the total project costs? Detail all current and anticipated funding sources. List other organizations/agencies that your organization will receive funding for this project.
- For ongoing programs, describe how your organization will fund future expenses.
- How much of the total project costs is your organization requesting from the City?
- Describe how the funding requested serves only Citrus Heights residents, if applicable.

Application Submittal Process: E-mail the signed application packet and all attachments to communityengagement@citrusheights.net no later than 4:00 p.m. on the application closing date as applicable. Check [program guideline documents](#) for program-specific submission information.

LATE APPLICATIONS WILL NOT BE ACCEPTED

Post Award Reporting Requirements

- All City-Administered Grants and incentive programs require a final project report to demonstrate that the applicant achieved the program's goals and utilized the funding appropriately, providing a framework for accountability and highlighting the organization's worthiness for future funding.
 - All reports are due within 12 months of the project's approval or 45 days after completion. Applicants who fail to provide a final report may be denied future funding.
-



City of Emeryville

CALIFORNIA

Community Grant Application

GRANT PROGRAM DISCRIPTION

The City of Emeryville awards monies to programs or specific community projects that improve the quality of life and build civic pride in Emeryville. The categories covered by this funding are cultural arts, visual arts, education programs or similar activities. In 2022, the City is piloting additional awards exclusively for community organizations and artists working with non-profit sponsors for Visual Arts with a permanent or semi- permanent installation.

REQUIREMENTS FOR GRANT CONSIDERATION

Organizations or individuals wishing to apply for a Community Grant must comply with the following requirements:

- ♣ Organization or individual must be located in Emeryville, or the activity for which the request is being made must occur in Emeryville.
- ♣ Program or project must directly benefit the Emeryville community and provide long-term community benefit.
- ♣ Organization or individual must demonstrate community support.
- ♣ Organization or individual must be non-profit and provide a copy of non-profit status [501(c)(3) tax-exemption form] along with this application or be sponsored by a non-profit fiscal agent.

Further, for 2022 Visual Arts Pilot Applications, applicants must:

- ♣ Sketch a project concept of the installation to be funded by the award
- ♣ Swear to an affidavit they are aware of the City's insurance requirements as presented here (Aee Attachment A)
- ♣ Secure the signature of the property owner and any affected tenants of the location for the proposed visual arts installation prior to application. Should the installation be proposed to be located on public property, applicants must secure a written approval from the Director of the managing department of the City under which the property is operated, or the City Manager, for inclusion in the grant application. (See Attachment B)
- ♣ Secure the signature of the properties adjacent or affording a view of the proposed installation able to reach and indicate how notification of other parties not successfully reached is proposed and what assistance is needed (See Attachment C)

HOW TO APPLY

Applicants must submit one (1) original signed application with supporting documents to the Community Services Department. An organization or individual may propose more than one program or project for consideration; however, each program or project requires a separate application.

APPLICATION PROCESS

When completing the application, please specify the amount that you anticipate you will need for your program or project and submit your application and supporting documents to the Community Services Department. All awards have a funding cap of Ten-Thousand Dollars (\$10,000.00) per application.

Applicants will be invited to present their application(s) to a subcommittee of the Parks and Recreation Committee and the Public Art Committee for consideration. You will be asked to demonstrate your compliance with all requirements during the interview process. After consideration by the subcommittee, recommendations will be made to the Emeryville City Council. The City Council will approve or deny funding requests. If you receive approval for your funding request, an evaluation of your program or project will be required upon completion.

RETURN FORMS TO: COMMUNITY SERVICES DIRECTOR 4727 San Pablo Avenue. Emeryville, CA 94608
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REV121916

Attachment A – Insurance Affidavit
Attachment B – Property Owner Project Support
Attachment C – Neighboring Address Notification

APPLICANT INFORMATION

Name of Organization or Individual:		501(c)(3) Certification: (attach) ☐ YES ☐ NO	
Location Project Address		City: Emeryville	State CA: Zip Code: 94608
Program or Project:	Phone No.:	Website:	
Contact Name:			
Organization/individual Street Address: (if different from above)		City:	State: Zip Code:
Phone No.:	Email:		

FUNDING REQUEST INFORMATION

Amount Requested: \$ 0.00	No. of Residents Served:	Other Sources of Review/Matching Funds:	
Reason for Request: (Please explain in detail your request for funding. Why is this project needed? How will funds/project improve the quality of life for Emeryville residents?)			
Supporting Documents: (Please indicate supporting documents and attach with the completed application)			
☐ Detailed Budget	☐ Brochures	☐ Sketch	☐ Insurance Affidavit
☐ Flyers	☐ Samples	☐ Neighbor Notifications	☐ Signature of Property Owner

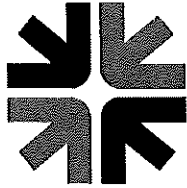
Signature

Print Name

Date

RETURN FORMS TO:
COMMUNITY SERVICES DIRECTOR
4727 San Pablo Avenue, Emeryville, CA 94608

Processing of your request may take 45-60 days. A representative will be requested to appear and discuss the requests on behalf of the individual or organization. Incomplete applications may delay the process.



City of Emeryville

CALIFORNIA

Community Grant Application

Attachment A Insurance Affidavit

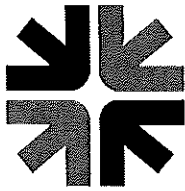
If awarded a Visual Arts Grant from the City of Emeryville I understand all installation work shall require insurance \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate for bodily injury, personal injury and property damage, including without limitation, blanket contractual liability and as a Contractor shall, at its expense, procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work or Services required by the Contract including Contractor, its agents, representatives, employees or subcontractors. Contractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Contract. The insurance coverage shall be primary insurance as respects the City, its officials, employees, agents and authorized volunteers, or if excess, shall stand in an unbroken chain of coverage excess of Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its officials, employees, agents and authorized volunteers shall be excess of Contractor's insurance and shall not be called upon to contribute with it in any way.

Costs for the policy are the sole responsibility of the applicant though policies are an eligible cost of awards.

Signature

Print Name

Date



City of Emeryville

CALIFORNIA

Community Grant Application Attachment B Property Owner Project Support

☐ Private Property ☐ School Property ☐ City Property ☐ Uncertain / need guidance

Address of Installation or Description of Public Space or Infrastructure _____

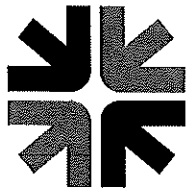
Proposed scope of installation (which wall or location on property (e.g. North wall or walkway entry) _____

Owner _____

Signature

Print Name

Date



City of Emeryville

CALIFORNIA

Community Grant Application Attachment C Neighboring Address Notification

	N	
W		E
	S	

Addresses to the North: _____

Addresses to the West: _____

Addresses to the South: _____

Addresses to the East: _____

Signature indicates you have seen a sketch and support installation

_____ Signature	_____ Address	_____ Print Name	_____ Date
_____ Signature	_____ Address	_____ Print Name	_____ Date
_____ Signature	_____ Address	_____ Print Name	_____ Date
_____ Signature	_____ Address	_____ Print Name	_____ Date
_____ Signature	_____ Address	_____ Print Name	_____ Date

Add sheets as needed

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

I. BACKGROUND

The City of Maywood has established a "Community Benefit Fund" to support community based programs and activities.

II. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the distribution of public funds, which will in turn fund community programs, activities and educational activities conducted by Eligible Organizations that meet the requirements and guidelines set forth by the City Council in this policy.

III. ELIGIBILITY AND POLICY

A. Eligible Organizations. The requesting organization must be: (1) a non-profit agency as defined by the Internal Revenue Service (IRS) with a tax exempt status of 501(c)(3) and is in good standing in the State of California based in the City or provides programs or services to residents of the City; a school or school-based/affiliated organization located in the City; or other City-based organization such as athletic organizations or community groups (collectively called "Eligible Organizations"); (2) must be in existence prior to submittal of an application; and (3) must have a record of successfully providing the type of service, activity or program for which funding is requested.

B. Eligible Services and Activities. To apply for a grant under the City Community Benefit Fund, the Eligible Organization must provide a program, service, activity, event or other similar activities that have a benefit to the residents of the City of Maywood or the specified target group within the City by: (i) enhancing the quality of life or the delivery of services in the City; or (ii) providing educational opportunities for the residents or students of the City. Categories of services and activities eligible for grants include but are not limited to educational programs, cultural activities (i.e. music, art, dance, recreation), youth athletics, civic projects, health and safety programs, services sponsored by Maywood community organizations and public services (i.e. senior services, youth programs, health services). If the request relates to a community event, the event must be advertised and open to the public. Grants will be awarded in maximum amounts of no more than \$5,000. In limited circumstances, the City Council has the discretion to award grants in an amount not to exceed \$10,000.

C. Restrictions and Ineligible Organizations.

1. Grants shall not be used for religious activities or political campaigning purposes or activities.

2. A non-profit entity, a school or school-based/affiliated organization or other City-based organizations such as athletic organizations or community groups that have

CITY OF MAYWOOD COMMUNITY BENEFIT FUND GUIDELINES AND PROCEDURES

as a member of their board or executive leadership a City employee, a City elected or appointed official or members of their family, are not eligible to apply for a Community Benefit Fund grant. Family members include spouse or domestic partner, child, parent, grandparent, grandchild, cousin, aunt, uncle, sibling, niece, nephew, parent-in-law, brother-in-law or sister-in-law, as well as all step relationships.

D. City Projects. This policy does not preclude the City from undertaking and funding projects on its own initiative that would be a benefit to the community.

IV. APPLICATION PROCEDURES

A. Submittal of an Application. Applicants must use the Community Benefit Fund application form. Forms are available on the City website at www.cityofmaywood.org and at Maywood City Hall at 4319 E. Slauson Avenue, Maywood, CA 90270. Applications may be requested by email at claudia.zavala@cityofmaywood.org

B. Application Deadline. The City Council will have quarterly application cycles available to consider requests contingent upon monies being available under the program. The application cycles and deadlines are as follows:

	<u>Application Cycle</u>	<u>Application Deadline</u>
Quarter 1:	July 1 - September 30	June 1
Quarter 2:	October 1 - December 31	September 1
Quarter 3:	January 1 - March 30	December 1
Quarter 4:	April 1 - June 30	March 1

The application must be submitted by 5:00 p.m. on the applicable deadline date addressed to: City of Maywood, Attention: Community Benefit Fund via City Manager's Office, 4319 E. Slauson Avenue, Maywood, CA 90270.

C. General Information

1. Applicants may apply for funds during any application cycle. Notwithstanding, funds must be requested and spent during the same fiscal year in which the award was approved by the City Council.
2. Organizations may submit only one application per fiscal year.
3. Funding to an Eligible Organization will not constitute a precedent for contributions in subsequent fiscal years.

**CITY OF MAYWOOD
COMMUNITY BENEFIT FUND
GUIDELINES AND PROCEDURES**

V. EVALUATION OF APPLICATION AND SELECTION PROCESS

A. Review of Applications. Following the application deadline, City Staff will review the applications. Applicants may be contacted if further information is requested, to answer questions, clarify their application, etc. All applications will be evaluated to ensure that the applicant is an "Eligible Organization" and that purpose for which the grant is sought is consistent with this policy. Applications and recommendations of Staff, if any, will be presented to the City Council during a regular scheduled City Council meeting for the Council's consideration and approval.

B. City Council Action. The City Council will take final action on award of all grants and maintains the discretion to fund in whole or in part any request or not to fund any or all requests during the Application Cycle. Alternatively, the City Council may hold-over any application into the next Application Cycle. In the case of multiple applications that are competing for limited available funds, consideration may be given to applications based on the following criteria: (i) the number of residents who are expected to benefit, participate in or be positively impacted by the program; (ii) the performance of the applicant in prior years, including demonstrated fiscal responsibility and compliance with applicable requirements; (iv) the amount of funding previously award to the applicant or the program or event in prior years; and (v) the total amount of funding requested as a proportion of the total available funds for the applicable fiscal year.

VI. POST AWARD REQUIREMENTS

A. Agreement. All Eligible Organizations elected to receive funds will be required to sign and execute an agreement with the City of Maywood.

B. Reporting. Eligible Organizations must complete a report, within 45 days of fund expenditure, describing the use of the grant and amount expended, the number of participants in the event or program, copies of any publicity of the event or program, and a narrative regarding the benefit to the City of Maywood. The City reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were expended. Failure to submit this required report will make the Eligible Organization ineligible for allocation of future funds until the required report is submitted. These reports will be reviewed and taken into account for evaluating subsequent funding proposals from that entity.

C. Request for Funds. The Eligible Organization receiving the funds is responsible for submitting a funds request to the City's Finance Director and shall allow the City up to 30 days to process the request. If a third-party vendor is the recipient of the funds (i.e. bus company used for field trip), then the request shall include the information regarding that vendor including their Tax Identification Number and the check shall be made payable to that vendor. If the grant is to be used to purchase tangible goods or services, the City has the discretion to purchase the goods or services directly and

**CITY OF MAYWOOD
COMMUNITY BENEFIT FUND
GUIDELINES AND PROCEDURES**

pass-through the goods or services to the Eligible Organization rather than provide the funding.

D. Return of Funds to the City. Unexpended funds must be returned to the City at the end of the fiscal year. Funds must also be returned to the City if the City determines that the applicant has not performed in accordance with the approved application listing the use of the funds.

E. Failure to Abide by Policy. The failure of an Eligible Organization to abide by this Policy will result in the Eligible Organization being denied for funding in the future.

CITY OF MAYWOOD

COMMUNITY BENEFIT FUND APPLICATION

Please Type/Print Information
(attach additional pages as needed)

Date: _____

Application Funding Cycle

- ☐ Q1: July 1 – September 30
☐ Q2: October 1- December 31
☐ Q3: January 1 - March 30
☐ Q4: April 1 - June 30

Application Due Date

June 1
September 1
December 1
March 1

Amount Requested: _____

Organization Name:	Phone Number:
Street Address:	Fax Number:
City, State, Zip:	Federal EIN:
Contact Person:	
Contact Email Address:	

Provide a detailed description of your organization. For example, are you a school, school-based or affiliated entity, youth program, community based organization, etc.

Does your organization have non-profit status with the Internal Revenue Service?

Yes ☐ No ☐ (If yes, attach documentation)

How long has this organization been in existence (provide date)?

Is the organization located/based in Maywood or does it provide programs or services to Maywood residents? Yes ☐ No ☐ If yes, please explain.

Describe how the requested funds will be used? Attach a proposed budget.

What is the anticipated time-frame to provide the proposed program, service, event activity or goods and the expenditure of the requested funds?

Describe the organization's efforts in obtaining funding from other sources?

How will the requested funds have a benefit to Maywood residents?

How will the requested funds enhance the quality of life or the delivery of services for Maywood residents?

How will the requested funds provide educational opportunities for Maywood residents or students?

Has your organization previously received funding from the City of Maywood?

Yes ☐ No ☐ If yes, identify the use of the funds, total amount, and fiscal year in which the funds were received.

Is a member of your organization's board or executive leadership a City employee, an elected or appointed City official, or a family member of a City employee or elected or appointed City official? Yes ☐ No ☐ If yes, please explain.

By my signature below, I hereby certify, under penalty of perjury, that I am qualified to sign for and bind the named organization and that the information contained within and submitted with this application is complete, true and accurate. I have received a copy of the Community Benefit Fund Guidelines and Procedures and agree to abide by its provisions. If awarded funding, an agreement will be required to be executed.

Date:	Signature:			
Print Name and Title:				
Date Received	Eligibility Verified	Date Approved	Date Denied	Amount Awarded



Community Improvement Grant Program (CIGP) Application

Available online at www.redwoodcity.org/cigp.html

Thank you for your interest in the Community Improvement Grant Program. Redwood City wants to help jump-start your neighborhood and community improvement projects and events, and encourages you to get together with your neighbors to plan and implement a great community-building activity! **The purpose of a grant is to help get your project started so that it may become self-sustaining; the program is *not* intended for continual or annual support.**

Grants may be between \$100 and \$300. Actual grant amount will be determined by staff review of your application. Ideas for community-building activities that may qualify include: a block or neighborhood party or large multi-street block party; a neighborhood-shared garden; a community clean-up project; a neighborhood newsletter or website; setting up a neighborhood watch meeting. If yours is an existing (repeated) project, you must show how you will use this grant to expand or broaden its scope, outreach, and community involvement.

Instructions:

- Fill out the application form.
- Call the Redwood City Fire Department at 780-7400 and schedule their attendance for a portion of the event to provide emergency preparedness information, if your project is an event or gathering. (NOTE: Neighborhood Watch meetings that a police officer attends do not require fire department attendance)
- Provide an estimate of expenses; send final expenses and receipts after the project.
- If you have funds left over from this grant, it is appreciated if they are returned to the city.

Applications may be submitted to the City Manager's office in person, by fax 780-7225, by e-mail to mail@redwoodcity.org, or mailed to CIGP, 1017 Middlefield Rd, Redwood City, CA 94063.

Your Name: _____ Daytime Phone: _____

Email: _____ Evening Phone: _____

Your Address: _____

Event/Activity Name: _____

Date of Event/Activity: _____

Address/Location of Event/Activity _____

How did you hear about this grant? _____

Expense Item Description

Estimated Expense

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Once your event is completed, please use the Actual Expenses form to describe your final expenses incurred. Attach receipts for expenses paid.

Amount of your grant request

(maximum \$300 - amount of approved grant may differ)

\$ _____

Please note the dollar amount of other funds that are being provided toward this project/event

\$ _____

I have requested that the Redwood City Fire Department attend this event/activity at approximately _____ (time).

(CONTINUED ON NEXT PAGE)

1. Is this a new event/project? _____
2. If this is an event/project that has been implemented before, **how will you use this grant to expand or broaden its scope, outreach, and community involvement?** (note: the grant program is not intended for continual or annual support, but a grant may be provided to a repeat event if the event is substantially broader in scope)

3. Has your neighborhood received one of these grants before? _____ If yes, how much? \$ _____
4. Number of households expected to attend: _____
5. Names of individuals working on this project with you (**a minimum of three different households is required**).

Name	Address

6. Describe the positive effect this project or event will have on the neighborhood/community:

Signature: _____

Date: _____

Please note that the Fire Department personnel may need to respond to an emergency call before or during their attendance at your activity. If this occurs, they will make every effort to return before the end of your event. If they cannot return that day, it is your responsibility, as part of accepting this grant, to contact the fire department and schedule another suitable date and time for them to provide general information on emergency preparedness – that date could be any other scheduled neighborhood gathering or a gathering specifically to receive emergency preparedness information.

For internal use:

Amount of grant: \$ _____

Revised August, 2011



Community Improvement Grant Program (CIGP) – Actual Expenses

Available online at www.redwoodcity.org/cigp.html

FINAL ACTUAL EXPENSES

Please use this form to provide a list of your final expenses; attached receipts.

Your Name: _____

Event/Activity Name: _____

Date of Event/Activity: _____

Address/Location of Event/Activity _____

Final Expense (attach receipts)

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Total \$ _____



INTRODUCTION

Please review the City of Santa Clara Community Grant Policy and complete this application.

- Applications must be submitted at least ninety (90) days before the planned event/activity.
- Applications for attendance at a youth state, national, or international competition or performance must be submitted within a week of advancing to such competition or performance.
- All applications must be submitted by mail to the City Manager's Office at 1500 Warburton Ave. Santa Clara, CA 95050 or by email to Laura Sunseri, lsunseri@santaclaraca.gov
- Submission of this application in no way obligates the City of Santa Clara to award a grant.
- The City of Santa Clara reserves the right to reject any or all applications, wholly or in part, at any time, without penalty.
- If you have questions, contact Laura Sunseri, lsunseri@santaclaraca.gov (408) 615-2213.

TO BE COMPLETED BY APPLICANT

Name of Individual/Entity/Non-Profit Organization: _____

Address: _____

Tax ID #: _____

Contact Person Name and Title: _____

Contact Person E-mail: _____

Contact Person Phone: _____

Are you a non-profit organization? Yes ☐ No ☐

If yes, please attach proof of non-profit status to this application.

Please mark what type of event/activity you are requesting grant funding for:

Youth competition or performance ☐ Other Type of Eligible Event/Activity ☐

EVENT/ACTIVITY FOR WHICH GRANT FUNDS ARE BEING SOUGHT

Event/Activity Name: _____

Event/Activity Date: _____

Event/Activity Start Time: _____

Event/Activity End Time: _____

Event/Activity Description: _____

Event/Activity Venue: _____

Event/Activity Address: _____

Organization/Event/Activity Website: _____

Expected # of Attendees: _____



DESCRIPTION OF EVENT/ACTIVITY FOR WHICH GRANT FUNDS ARE BEING SOUGHT

Describe in detail what the grant funds will be used for and how it will benefit Santa Clara residents, students, or schools.

Describe how you will promote / advertise your event or activity for awareness to the public.

Describe how your event/activity contributes positively to Santa Clara and aligns with Council goals.

Is your event or activity open to the public? Yes ☐ No ☐

Is your event or activity political or religious in nature? Yes ☐ No ☐

**Have you received grant funding from the City of Santa Clara in the past?
If yes, please describe when, how much was received, and how the funds were used.**

Is your event or activity a fundraiser? Yes ☐ No ☐

If your event is a fundraiser, please describe how the proceeds from the fundraising activity will support programs, services, or events for the residents of Santa Clara.



List all other sources of funding for the event or activity:

Amount of Anticipated Expenses: _____

Amount of Grant Request: _____

Please note that applicants requesting grant funding for any type of event or activity that is not a youth competition or performance are required to submit a completed Special Event Application and a copy of the event/activity budget with this application.

GRANT FUNDING FOR YOUTH COMPETITIONS AND PERFORMANCES ONLY

Please complete this section only if you are applying for grant funding for attendance at a youth state, national, or international competition or performance.

Are you affiliated with a school? Yes ☐ No ☐

If yes, please complete the information requested below.

School Name: _____

Percentage of Students who are Santa Clara Residents: _____

Please provide the anticipated expense breakdown for registration, transportation, hotel, and/or food. Please note that alcohol is not an allowable expense for grant funds.

Registration: \$ _____

Transportation: \$ _____

Hotel: \$ _____

Food: \$ _____

Total Eligible Expenses: \$ _____

20% of Eligible Expenses: \$ _____

Please state the number of students, coaches and/or chaperones being funded below. Please note that the acceptable ratio is six students to one coach/chaperone.

Number of Youth: _____

Number of Coaches/Chaperones: _____



City of Santa Clara

The Center of What's Possible

COMMUNITY GRANT APPLICATION

By my signature below, I have read and understand the Community Grant Policy. I make the following representations and acknowledge agreement to the following terms and conditions:

- Upon approval of this application, as evidenced by the signature of the City Manager below, this application becomes a binding contract between the entity named above and the City of Santa Clara.
- I am the duly authorized representative of the entity named above and can bind the entity to the terms of this Agreement.
- If funds are provided by the City, the funds will be used for the purposes set forth above.
- In no event shall the City's financial responsibility exceed the approved amount, set forth below.
- I bear full responsibility for any and all tax consequences of receiving grant funds including, but not limited to, issuance of a 1099 by the City.
- This application and award of grant shall be subject to the requirements of the Community Grant Policy.
- There is no agency, employment, joint venture or other such relationship created by virtue of award of the grant. The City does not endorse the specific event or activity.
- Applicant shall defend and indemnify the City and its employees from and against any claim, injury, liability, loss, cost and/or expense or damage including all costs and reasonable attorney's fees, arising from or alleged to arise from the activity or event.
- If applicable, the applicant shall satisfy the City's insurance requirements.
- The representations made by applicant in this Application are material terms of the agreement, as is compliance with the requirements of the Community Grant Policy. The City may cancel this agreement at any time upon discovery that any of the information set forth above is inaccurate, that these terms have been violated, or any provision of the Community Grant Policy has been violated.
- If the grant is for competition or performance attendance, Applicant shall abide by the guidelines set forth in the attachment, and will submit to the City Manager's Office proof of expenses actually incurred, as well as allocation of grant funds, in a form acceptable to the City Manager's Office, within thirty (30) days after the competition.

Applicant Signature: _____ Date: _____

TO BE COMPLETED BY CITY STAFF

Community Grant Application Granted? Yes ☐ No ☐

If yes, list amount of grant: _____

If no, provide reason for denial: _____

If no, has notification been sent to applicant? Yes ☐ No ☐

Is insurance required for applicant? Yes ☐ No ☐

Additional requirements for applicant: _____

City Manager Signature: _____ Date: _____

Post-event Audit Completion Date: _____

Signature of Staff Person Completing the Post-event Audit: _____

Community Service Funding Grant

The City of Temecula has allocated \$100,000 in its Operating Budget for its annual Community Service Funding Grant program.

Purpose

The purpose of this Policy and Application is to establish processing and evaluation criteria for funding requests received from community-based organizations that provide community service programs to Temecula residents. Each fiscal year, the City of Temecula may allocate funds toward the Community Service Funding Grant Program ("Community Service Funding") to serve as a funding resource to nonprofit organizations that provide programs or services which benefit Temecula residents..

General Policy

This policy provides a statement of guidelines and criteria for distributing Community Service Funding grants. Community Service Funding is intended to augment the efforts of nonprofit organizations to benefit residents, neighborhoods and communities in Temecula. It is the City's policy to have a program that can channel requests through an application review, thereby ensuring that all requests are evaluated consistently to enter into agreements for specific measurable services and to ensure that recipients are held accountable for providing the agreed upon services within the specified time frame.

Funding Philosophy

Requests for funding received from organizations will be considered during a specified period. Due to limited resources, not all requests can be funded. It is not the City's intention to fund each request received but rather to evaluate each proposal and provide funding to those organizations which most effectively serve the needs and improves the well-being of the residents of Temecula.

Special consideration is given to proposals that replace or enhance services the City is responsible for providing. The City also puts a higher priority on Projects/Programs that have broad community appeal.

The City Council encourages a goal of self-sufficiency for all local organizations. The City Council supports providing grants to organizations that have demonstrated their effectiveness in raising funds and volunteer services for their programs within the community. The Council discourages an over-reliance on City financial assistance to maintain such programs on an ongoing basis. Therefore, all organizations requesting funds from the City should continue efforts to develop stable private funding sources.

Eligibility

To be eligible for funding:

Organizations must be:

- Tax exempt
- A Nonprofit with 501(c)(3) status form
- Providing a project/program/service that benefits the general community of Temecula residents

Organizations cannot include as part of the funding request:

- Salaries
- Scholarships to high school or college students
- Debt

Guidelines

By law, all Community Service Funding may only be spent for a public purpose for the City of Temecula and must comply with all applicable laws. The program or service recommended for funding must be a social welfare program which benefits the general community of Temecula residents, including promotion of the City. Funds can only be granted to tax exempt IRS 501(c)(3) corporations. Expenditures which will involve a mass mailing cannot violate the Political Reform Act regulations involving mass mailings. The City Council authorizes the City Manager to make administrative modifications to the Community Service Funding Grant Program and Application to assist with maintaining proper compliance with applicable laws.

There will be no roll-over of the budgeted funds for the Community Service Funding Grant Program (within the City's operating budget) from one fiscal year to another. Any funds that were not allocated to a nonprofit organization by the end of the fiscal year will be returned to the City's General Fund.

The Project/Program should benefit the general community of Temecula residents.

Community Service Funding grant shall not exceed \$5,000 per organization per fiscal year.

Procedure

All eligible entities shall complete an application for Community Service Funding. Any nonprofit agency/organization located or providing services in the City of Temecula may apply for Community Service Funding. The Application must include a full explanation about the proposed use of the money and include a budget of the Project/Program. The Application shall be submitted to the City, who will review the Application for completeness. Applying for funds does not ensure that the request will be granted. Funding for the City's Community Service Funding Grant Program is limited and some applications, while worthy, will not be funded due to the limited resources.

Community Service Funding is limited to organizations that have completed the Internal Revenue Service (IRS) process to become a 501(c)(3), nonprofit organization. Formal nonprofit status must be up-to-date

and submitted as requested on the Application. Applicants must be in good standing. Nonprofit organizations may apply for funding only if the Project/Program serves a public purpose and follows the laws governing use of public funds.

The contents of the Application shall (at a minimum) include the following:

- Name of organization;
- Organizational history;
- A description of Project/Program, including a physical address of project/program/event;
- Project/Program benefit;
- Organization objective;
- Project/Program budget;
- Areas served;
- Population served;
- Financial information on the requesting organization;
- Compliance documentation up-to-date for any previous Community Service Funding grants awarded to your organization; and
- A signed acknowledgement by the recipient.

Applicants who sign the Application enter into a written agreement with the City that specifies the responsibilities of the organization with respect to the use of the Community Service Funding grant; stipulating that the expenses will be documented and the organization must provide a full accounting of expenditures to substantiate that City funds were spent appropriately. Additional records may be requested by the City to ensure the funds were (or will be) used appropriately. Once approved, the Community Service Funding award will be processed by City staff.

Compliance

As follow-up to Community Service Funding, each awarded entity shall submit proper back up documentation to substantiate that funds were spent appropriately. This includes invoices/receipts, a narrative that explains each expenditure including how it specifically benefitted Temecula residents, and a schedule of the Project/Program's revenues/expenditures.

If funds are not spent in accordance with the approved purpose, the organization will be required to refund the amount of funds. Failure to provide proper documentation may jeopardize any future funding. The City of Temecula reserves the right to conduct an audit and/or require additional back-up information to substantiate how funds received from the City were spent.

To the extent possible, it is strongly encouraged that all purchases made to support projects/programs that are funded by this grant be made at retail/businesses located within the City of Temecula to support our local businesses and economy.

Criteria

In making funding determinations, the City considers the following criteria:

- A. Is the organization currently nonprofit?
- B. Does the organization provide a service to the overall community of Temecula?
- C. Will the organization use the City of Temecula Community Service Funding Grant for the benefit of the citizens of Temecula?
- D. Is the size and make-up of the organization equipped to provide the Project/Program to the overall community?
- E. What is the public reaction to the group?
- F. Does the organization have a high quality level of fiscal management?
- G. Is the group well organized to ensure longevity in the City of Temecula?
- H. Is there evidence of satisfactory service provided to the City's citizens?
- I. Is the organization free from discrimination based on race, color, creed, nationality, sex, marital status, disability, religion, or political affiliation?
- J. Does the organization require attendance or participation in any political, religious or social activity?
- K. Can the organization provide financial statements (prepared using an appropriate method of accounting) to demonstrate sound financial management?
- L. Can the organization provide a budget demonstrating its cost-effectiveness?
- M. Does the organization make its services available to all?
- N. Does the organization possess ongoing program evaluation tools?

Timeline

- Tuesday, July 18, 2023 - Applications are available at City Hall and on the City's website at: <http://temeculaca.gov/grants>
- **Tuesday, September 12, 2023** - Deadline for submitting applications.
- Oct./Nov. 2023 - Award recipients selected
- Dec. 2023/Jan. 2024 - Funding Agreements Finalized.

APPLICATION:

APPLICATION: **Click here to fill out and submit the Application that is due Tuesday, September 12, 2023.**

FOR INFORMATION ONLY: To view the Application questions in PDF form, **click here.**

REQUIRED COMPLIANCE IF SELECTED TO RECEIVE GRANT: [Click here for Compliance Expenditure Report Form that will be due in September 2024.](#)

STAFF REPORT



TO: Chair and Members of the Measure BP Stakeholders Oversight Committee (SOC)

FROM: Shirley Quinones, Chief Deputy City Clerk

DATE: May 14, 2024

SUBJECT: Stakeholders Oversight Committee (SOC) April 9, 2024 Meeting Minutes

SUMMARY

The Committee held the Regular Measure BP Stakeholders Oversight Meeting on April 9, 2024.

RECOMMENDATION

It is recommended that the Committee approve the Minutes of the Regular Measure BP Stakeholders Oversight Meeting held on April 9, 2024.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ALTERNATIVES

None

LEGAL REVIEW

This report does not require legal review.

ATTACHMENTS

1. April 9, 2024 SOC Regular Meeting Minutes

MEASURE BP STAKEHOLDERS
OVERSIGHT COMMITTEE
REGULAR MEETING

Minutes

April 09, 2024, 5:00 PM



Chair	Betsy Lara
Vice-Chair	Pastor Elmer Jackson
Member	Jorge Hernandez
Member	Maria Mata-Carcamo
Member	Gregory Orozco
Member	Sasha Rodriguez
Member	Nghiem Van Nguyen

These minutes are presented in Agenda order.

CALL TO ORDER

The meeting was called to order at approximately 5:06 p.m. by Chair Lara.

INVOCATION

The invocation was led by Vice Chair Pastor Jackson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Lara.

ROLL CALL

Chief Deputy City Clerk Quiñones performed roll call.

MEMBERS:

Member Jorge Hernandez (present)
Member Estela Mata-Carcamo (present)
Member Gregory Orozco (present)
Member Sasha Rodriguez (present)
Member Nghiem Nguyen (present)
Vice-Chair Elmer Jackson (present)
Chair Betsy Lara (present)

PUBLIC COMMUNICATIONS

Chair Lara opened Public Communication at approximately 5:08 p.m. The following spoke:

- | | |
|------------------|----------------|
| 1) Alfred Garcia | 3) John Rios |
| 2) Greg Tuttle | 4) Jesse Plata |

Seeing no one else wishing to speak, Public Communications was closed.

NEW BUSINESS

1. Measure BP Sales Tax Financial Update

Rose Tam, Director of Finance presented the Measure BP Sales Tax Financial Update.

2. Stakeholders Oversight Committee (SOC) March 12, 2024 Meeting Minutes

Motion to approve the Minutes of the Regular Measure BP Stakeholders Oversight Meeting held on March 12, 2024.

MOTION: It was motioned to approve minutes by Elmer Jackson. Seconded by Gregory Orozco. **AYES:** HERNANDEZ, MATA-CARCAMO, OROZCO, RODRIGUEZ, NGUYEN, JACKSON, LARA. Motion Passed [7-0].

3. **City and Community Empowerment Investment Opportunity Category- Requests for Funding Framework**

It is recommended that the SOC consider the following:

1. Discuss and develop a framework and criteria by which Requests For Funding can be submitted by directly by residents, neighborhood groups, community organizations, church organizations and school organizations under the City and Community Investment Category.
2. Upon ample discussion and deliberation over perhaps several meetings, SOC will approve the framework and criteria for the City and Community Investment Category.

The SOC directed staff to research into City Grant Application Procedures for setting eligibility criteria, the framework process, and the review and selection of applications.

Item #3 is continued to the meeting of May 14, 2024.

4. **Proposal- Request For Measure BP Funding- Improvements at Morgan Park**

Motion to:

1. Approve Measure BP Funds for the implementation of improvements at Morgan Park:

Investment Opportunity Category: Recreation and Parks

Subcategory: Parks

Requester: Recreation and Community Services Department (RCS)

Dollar Amount Requested: To Be Further Refined- First Estimate \$1,056,000 for five years (\$211,200 per year)

3. Forward recommendation of approval to the City Council

MOTION: It was moved by Sasha Rodriguez. Second by Nghiem Nguyen.

AYES: HERNANDEZ, MATA-CARCAMO, OROZCO, RODRIGUEZ, NGUYEN, JACKSON, LARA.

SOC directed staff to bring back proposal for Senior Center Upgrades.

STAKEHOLDERS OVERSIGHT COMMITTEE/STAFF REQUESTS & COMMUNICATIONS

5. **Next SOC Regular Meeting – Tuesday, May 14, 2024 at 5:00 p.m.**

ADJOURNMENT

Chair Lara motioned to adjourn the meeting at approximately 7:01 p.m.

ATTEST:

Besty Lara, Chair

Shirley Quiñones, Chief Deputy City Clerk

Approved: **May 14, 2024**