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

Americans with Disabilities Act (“ADA”): In compliance with the ADA, if you need special assistance to participate in the meeting, please contact the Office of the City Clerk at (323) 583-8811. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Agenda
City of Vernon
Regular Vernon CommUNITY Fund Grant Committee Meeting
Wednesday, February 20, 2019, 10:00 AM
City Hall, Council Chamber
4305 Santa Fe Avenue
Vernon, California
Leticia Lopez, Chairperson
Juliet Goff, Vice Chairperson
Julia Juarez, Committee Member
Michael Gavina, Committee Member
David Juarez, Committee Member
Steven Froberg, Committee Member
James Chang, Committee Member

CALL TO ORDER & FLAG SALUTE

CHANGES TO THE AGENDA

PUBLIC COMMENT
At this time the public is encouraged to address the Grant Committee on any matter that is within the subject matter jurisdiction of the Grant Committee. The public will also be given a chance to comment on matters which are on the posted agenda during deliberation on those specific matters.

ELECTION

1. City Clerk
   Election of Chairperson and Vice-Chairperson to serve until the next annual election.

Recommendation:
A. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") review, because it is an administrative activity that will not result in direct or indirect
physical changes in the environment, and therefore does not constitute a "project" as defined by CEQA Guidelines section 15378; and

B. Elect one of its members as Chairperson for a one-year term; and

C. Elect one of its members as Vice-Chairperson for a one-year term.

PRESENTATION

2. City Administration
   Vernon CommUNITY Fund Grantee Presentation - Southeast Community Development Corporation (SCDC)
   Presentation by: Cesar Zaldivar-Motts

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

3. City Administration
   Vernon CommUNITY Fund Grantee Presentation - LA Family Housing
   Presentation by: Hilary Mandel

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

MINUTES

4. City Clerk
   Minutes of the Regular Vernon CommUNITY Fund Grant Committee Held on November 28, 2018

   Recommendation:
   A. Receive and File
   1. VCFGC Minutes 11-28-18

GRANT AWARDING

5. City Administration
   Award of Fiscal Year 2018/2019 Docket III Vernon CommUNITY Fund Grants
Recommendation:
A. Find that the award of the grants proposed in this staff report is exempt under the California Environmental Quality Act ("CEQA") 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 2018/2019 Docket III grants totaling $138,200 to the five applicants identified below at the amounts recommended:

1) Applicant: Family Health Care Centers of Greater Los Angeles*
   Original Amount Requested: $28,200
   Amount Recommended: $28,200
   Proposed Term: 1 year
   *Returning Grantee

2) Applicant: Helpline Youth Counseling*
   Original Amount Requested: $80,000
   Amount Recommended: $30,000
   Proposed Term: 1 year
   *Returning Grantee

3) Applicant: Human Services Association*
   Original Amount Requested: $65,000
   Amount Recommended: $30,000
   Proposed Term: 1 year
   *Returning Grantee

4) Applicant: The Whole Child
   Original Amount Requested: $10,000
   Amount Recommended: $10,000
   Proposed Term: 1 year

5) Applicant: Woodcraft Rangers*
   Original Amount Requested: $40,000
   Amount Recommended: $40,000
   Proposed Term: 1 year
   *Returning Grantee

1. FY 2018/2019 Docket III Transmittal Report
2. FY 2018/2019 Docket III Recommendation Forms
3. Form Grant Agreement
Next regular meeting: Wednesday, May 15, 2019 at 10 a.m.

**ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Vernon City Hall, located at 4305 Santa Fe Avenue, Vernon, California, and on the City’s website, not less than 72 hours prior to the meeting date set forth on this agenda. Dated this 14th day of February, 2019.

By:  

__________________________________  
Maria E. Ayala  
City Clerk
Vernon Community Fund Grant Committee Agenda Item Report

Agenda Item No. COV-95-2019
Submitted by: Maria Ayala
Submitting Department: City Clerk
Meeting Date: February 20, 2019

SUBJECT
Election of Chairperson and Vice-Chairperson to serve until the next annual election.

Recommendation:
A. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") review, because it is an administrative activity that will not result in direct or indirect physical changes in the environment, and therefore does not constitute a "project" as defined by CEQA Guidelines section 15378; and

B. Elect one of its members as Chairperson for a one-year term; and

C. Elect one of its members as Vice-Chairperson for a one-year term.

Background:
It is recommended that the Vernon CommUNITY Fund Grant Committee conduct its annual election of Chairperson and Vice Chairperson pursuant to the Vernon Municipal Code. Section 2.160(a) of the Vernon Municipal Code states that “[t]he Grant Committee shall have a Chairperson and Vice Chairperson, who shall be from different appointing categories pursuant to section 2.158.” Section 2.160(b) of the Vernon Municipal code states that “[t]he Grant Committee members shall elect the Chairperson and Vice Chairperson at its first meeting and annually thereafter. No Grant Committee member may serve as Chairperson for more than two (2) consecutive terms. The Chairperson shall preside over all Committee meetings. The Vice Chairperson shall, in the absence of the Chairperson, perform the duties of the Chairperson.”

Following are the members, their respective category, and their term:
Name: Steven Froberg
Classification: Vernon Area Rep. No. 3
Term: June 2019

Name: Michael Gavina
Classification: Vernon Area Rep. No. 2
Term: June 2019

Name: Julia Juarez
Classification: Legislative Rep. No. 2
Term: June 2019

Name: Leticia Lopez (currently serving as Chair)
Classification: Council Member
Term: June 2019
Name: James Chang  
Classification: Vernon Area Rep. No. 1  
Term: June 2020

Name: Juliet Goff (currently serving as Vice-Chair)  
Term: June 2020

Name: David Juarez  
Classification: Legislative Rep. No. 1  
Term: June 2020

**Fiscal Impact:**  
None.

ATTACHMENTS  
•
SUBJECT
Vernon CommUNITY Fund Grantee Presentation - Southeast Community Development Corporation (SCDC)
Presentation by: Cesar Zaldivar-Motts

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

Background:
Founded in 1994 by a strategic coalition of six southeast LA County cities, Southeast Community Development Corporation (SCDC) provides services to adults and children from communities surrounding Vernon. Their mission is to promote community and economic development in the cities of Bell, Bellflower, Bell Gardens, Commerce, Cudahy, Downey, Huntington Park, Maywood, South Gate, Lynwood, Vernon and unincorporated Walnut Park. The organization serves as a technology hub for the region by increasing utilization of digital technology among workers, students, and households, and advocating for the closure of the digital divide. SCDC’s grant from the Vernon CommUNITY Fund provided funding for the Digital Literacy Program Southeast Technology Initiative which was applied to the repair and refurbishment of computers, and to generate a technology awareness and enthusiasm among Vernon Area residents.

The SCDC was awarded a Vernon CommUNITY Fund grant in the amount of $75,000 in fiscal year 2015 in order to support their Digital Literacy Program Southeast Technology Initiative.

Fiscal Impact:
None.

ATTACHMENTS


SUBJECT
Vernon CommUNITY Fund Grantee Presentation - LA Family Housing
Presentation by: Hilary Mandel

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

Background:
LA Family Housing's (LAFH) mission is to help families and individuals transition out of homelessness and poverty through a continuum of housing enriched with supportive services. Founded in 1983, LAFH owns and operates 22 properties, including three shelters and 19 apartment buildings designated as permanent affordable housing. On an annual basis, the organization helps approximately 500 households transition to housing stability, and reaches over 5,000 people in its multi-tiered housing and services network. Essentially, LAFH's efforts fall into three categories: temporary housing, permanent housing, and supportive services. Housing resources, employment training and placement, financial literacy, life skills training, and health referrals are components of the comprehensive services provided by LAFH.

LAFH was awarded a Vernon CommUNITY Fund grant in the amount of $75,000 in fiscal year 2016 and another in the amount of $60,000 in fiscal year 2018 in support of their programs and services for the Vernon Area communities.

Fiscal Impact:
None.

ATTACHMENTS
•
MINUTES OF THE REGULAR RESCHEDULED VERNON COMMUNITY FUND GRANT COMMITTEE MEETING OF THE CITY OF VERNON HELD WEDNESDAY, NOVEMBER 28, 2018, IN COUNCIL CHAMBER OF CITY HALL LOCATED AT 4305 SANTA FE AVENUE, VERNON, CALIFORNIA

Members Present: Juliet Goff, Julia Juarez, Michael Gavina, David Juarez, Steven Froberg
Members Absent: Leticia Lopez

CALL TO ORDER & FLAG SALUTE

Vice Chair Juliet Goff called the meeting to order at 10:05 a.m. and lead the flag salute.

CHANGES TO THE AGENDA

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

PUBLIC COMMENT

No public comment provided.

PRESENTATION

1. Vernon CommUNITY Fund Grantee Presentation - East Los Angeles Community Corporation
   Presentation by: Isela Gracian
   Recommendation: No action required by the Vernon CommUNITY Fund Grant Committee. This is a presentation only.

   Ms. Adalia Rodriguez, Vice President of Human Capital, provided a brief summary of the highlights of the East Los Angeles Community Corporation’s programs and thanked the Committee for the support provided to the East Los Angeles Community.

   Committee Member Julia Juarez inquired about the number of people who come in to use the space.

   Ms. Rodriguez replied that East Los Angeles Community serves an average of 3,000 community residents in Boyle Heights per year and they also use the space to deliver some of the other programs.

2. Vernon CommUNITY Fund Grantee Presentation - City of Bell
   Presentation by: Allan Perdomo
   Recommendation: No action required by the Vernon CommUNITY Fund Grant Committee. This is a presentation only.

   City Clerk Maria Ayala announced that Allan Perdomo will be providing the Committee with a PowerPoint presentation.
City of Bell Community Services Director Alan Perdomo conducted the presentation.

Vice Chair Goff inquired if there are public schools adjacent to the park and inquired if they have access to the field.

Mr. Perdomo replied that the Ernest Debs Field Park is between two schools and Orchard Academy (to the left of the park) is a charter school. Both schools have access to the field. Mr. Perdomo invited the Committee Members and staff to attend the ribbon cutting ceremony and thanked the Committee for the help and support provided to make the project possible.

Fran Jemmott, Jemmott-Rolling Group inquired about the use of the light on the park were turned on in the evenings and a discussion ensued between Committee Member, staff, and presenter regarding the hours of operation of the park and type of lighting used.

**MINUTES**

3. Minutes of the Regular Vernon Community Fund Grant Committee Meeting held on August 15, 2018

   **Recommendation:** A. Receive and File

It was moved by Steven Froberg and seconded by Michael Gavina to approve the Minutes of the Regular Vernon CommUNITY Fund Grant Committee Meeting held on November 8, 2017 and the minutes of the Regular Vernon CommUNITY Fund Grant Committee Meeting held on August 15, 2018. Motion carried, 4 – 0.

   Yes: Julia Juarez, Michael Gavina, David Juarez, Steven Froberg
   No: None
   Abstained: Juliet Goff

**GRANT AWARDING**

4. Award of Fiscal Year 2018/2019 Docket II Vernon CommUNITY Fund Grants

   **Recommendation:** A. Find that the award of the grants proposed in this staff report is exempt under the California Environmental Quality Act (“CEQA”) 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 2018/2019 Docket II grants totaling $150,000 to the five applicants identified below at the amounts recommended:

   1) Applicant: Alzheimer's Greater Los Angeles*
Maya Cacavas, Jemmott-Rolling Group, reported on the first grant applicant, Alzheimer’s Greater Los Angeles. Ms. Cacavas advised the Committee that this is a returning grantee applying for their second grant for the Alzheimer’s Latinos Family Caregiver Education Project which provides bilingual education services.

A discussion ensued between Committee Members and staff regarding the grant recommended amount. Committee Members and staff came to a consensus to amend the recommended grant amount to $40,000 (due to a typographical error on the agenda).

Committee Member David Juarez inquired about the procedures to determine the grant award recommended amounts.

Fran Jemmott explained that there is discussion between Jemmott-Rolling Group and City Administration team to review, support, recommend changes, and redistribute the funds.

Finance Director William Fox further explained the collaborative process.

Committee Member Michael Gavina disclosed that a family member belongs to the organization’s Board, sought legal counsel’s advice regarding his voting participation on the item.
Senior Deputy City Attorney Zaynah Moussa advised Mr. Gavina that his participation in the vote for this item would not be a conflict of interest.

Maya Cacavas, Jemmott-Rolling Group, reported on the second grant applicant, CA Derby Dolls, and advised the Committee Members that the organization is applying for general operating support to cover 12% of their total operating budget.

Vice Chair Juliet Goff inquired as to why the organization was applying for a general operating support grant. A dialogue ensued between the Committee and staff regarding the specific services the organization provides to neighborhood residents, social services, and the City of Vernon population.

Committee came to a consensus to approve the general operating support grant as presented.

Fran Jemmott reported on the third grant applicant, Echo (formerly Center for Nonviolent Education & Parenting). Ms. Jemmott provided a quick overview of the services rendered by the organization.

Vice Chair Goff inquired as to how the organization will verify that local residents will benefit from the services rendered through the grant.

Echo Program Manager Sofia Teodoro addressed Vice Chair Goff’s concerns and provided a brief summary about the Echo parenting programs, tracking, and recruiting of the participants.

Ms. Cacavas, Jemmott-Rolling Group reported on the fourth grant applicant, Girl Scouts of Greater Los Angeles. Ms. Cacavas informed the Committee that the organization is a returning grantee seeking a general operating support grant.

Committee Member Julia Juarez inquired about the newly hired staff.

Ms. Cacavas responded that the organization hired a Community Outreach Specialist. Member J. Juarez inquired as to the number of girls that benefit from the program and a dialogue ensued between Committee Members and staff regarding the number of girls serviced through the Vernon service area, strategic plans, parent testimonials of the success of this program and personalized testimonial of the benefits received, verification that this program services the local community rather than a larger organization.

The Committee further discussed new revised guidelines for returning applicants to provide testimonials on how the previous grant was utilized and evidence of recognition to the Vernon CommUNITY Fund Grant Committee.

Fran Jemmott reported on the fifth grant applicant, Girls on the Run of Los Angeles County.

Vice Chair Juliet Goff commented that the Girls on the Run is a fantastic program, it is a very well run organization with highly trained volunteers.
It was moved by Michael Gavina and seconded by David Juarez to approve the proposed grants with correction to Item No. 1, grant recommended amount of $40,000. 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 2018/2019 Docket II grants totaling $150,000 to the five applicants identified below at the amounts recommended: Motion carried, 5 - 0.

1) Applicant: Alzheimer's Greater Los Angeles*
   Original Amount Requested: $50,000
   Amount Recommended: $40,000
   Proposed Term: 1 year
   *Returning Grantee

2) Applicant: CA Derby Dolls
   Original Amount Requested: $50,000
   Amount Recommended: $40,000
   Proposed Term: 1 year

3) Applicant: Echo (formerly Center for Nonviolent Education & Parenting)
   Original Amount Requested: $40,000
   Amount Recommended: $20,000
   Proposed Term: 1 year

4) Applicant: Girl Scouts of Greater Los Angeles*
   Original Amount Requested: $50,000
   Amount Recommended: $30,000
   Proposed Term: 1 year
   *Returning Grantee

5) Applicant: Girls on the Run of Los Angeles County
   Original Amount Requested: $25,000
   Amount Recommended: $20,000
   Proposed Term: 1 year.

Yes: Juliet Goff, Julia Juarez, Michael Gavina, David Juarez, and Steven Froberg
No: None

NEW BUSINESS

5. Vernon CommUNITY Fund Scholarship Program Applicant Package and VCF Scholarship Applicant Evaluation Form
**Recommendation:** A. Find that the approval of the Vernon CommUNITY Fund Scholarship Program Applicant Package is exempt under the California Environmental Quality Act (“CEQA”) because it is an administrative activity that will not result in direct or indirect physical changes in the environment and, therefore, does not constitute a “project” as defined by CEQA Guidelines section 15378. And, 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. Approve the VCF Scholarship Program Applicant Package, in substantially the same form as submitted herewith, for implementation and distribution to the Vernon Area Scholarship candidate pool beginning January 2019; and

C. Approve the VCF Scholarship Applicant Evaluation Form, in substantially the same form as submitted herewith, for the purpose of assessing all VCF scholarship applications in a uniform, consistent, equitable manner.

Committee Member Gavina excused himself from the meeting at 12:09 pm

Administrative Analyst Diana Figueroa discussed the proposed.

Committee Member Gavina rejoined the discussion at 12:11 p.m.

Vice-Chair Goff expressed her disappointment that children related to City employees will not be able to apply for a scholarship. A discussion ensued between Committee and staff regarding this item. Committee and staff came to a consensus to delete the word “relative” from one of the eligibility criteria listed on page 44:

- Not a City of Vernon employee or relative dependent of a City of Vernon employee, Vernon City-appointed official, or Vernon City-elected official.

No public comment provided.

It was moved by Julia Juarez and seconded by Steven Froberg to approve with amendment to Eligibility Requirement on page 44, deletion of word “relative” on last bullet point. A. Find that the approval of the Vernon CommUNITY Fund Scholarship Program Applicant Package is exempt under the California Environmental Quality Act (“CEQA”) because it is an administrative activity that will not result in direct or indirect physical changes in the environment and, therefore, does not constitute a “project” as defined by CEQA Guidelines section 15378. And, 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. Approve the VCF Scholarship Program Applicant Package, in substantially the same form as submitted herewith, for implementation and distribution to the Vernon Area Scholarship candidate pool beginning January 2019; and C. Approve the VCF Scholarship Applicant
Evaluation Form, in substantially the same form as submitted herewith, for the purpose of assessing all VCF scholarship applications in a uniform, consistent, equitable manner. Motion carried, 5 - 0

Yes: Juliet Goff, Julia Juarez, Michael Gavina, David Juarez, Steven Froberg
No: None

**ORAL REPORTS**

No oral reports provided.

**ADJOURNMENT**

With no further business, at 12:28 p.m. Vice Chair Goff adjourned the meeting.

Leticia Lopez  
Chair

ATTEST:

Maria E. Ayala  
City Clerk
SUBJECT
Award of Fiscal Year 2018/2019 Docket III Vernon CommUNITY Fund Grants

Recommendation:
A. Find that the award of the grants proposed in this staff report is exempt under the California Environmental Quality Act (“CEQA”) 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 2018/2019 Docket III grants totaling $138,200 to the five applicants identified below at the amounts recommended:

1) Applicant: Family Health Care Centers of Greater Los Angeles*
   Original Amount Requested: $28,200
   Amount Recommended: $28,200
   Proposed Term: 1 year
   *Returning Grantee

2) Applicant: Helpline Youth Counseling*
   Original Amount Requested: $80,000
   Amount Recommended: $30,000
   Proposed Term: 1 year
   *Returning Grantee

3) Applicant: Human Services Association*
   Original Amount Requested: $65,000
   Amount Recommended: $30,000
   Proposed Term: 1 year
   *Returning Grantee

4) Applicant: The Whole Child
   Original Amount Requested: $10,000
   Amount Recommended: $10,000
   Proposed Term: 1 year

5) Applicant: Woodcraft Rangers*
   Original Amount Requested: $40,000
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 2018/2019 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 $1,000,000 to the VCF for fiscal year 2018/2019. The Grant Committee is required to allocate funds for fiscal year 2018/2019 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 during Fiscal Year 2018/2019 is $619,125. As such, JRG and City staff recommend the Grant Committee award approximately $154,781 in grants for direct services at each of the meetings proposed to occur this fiscal year, including this meeting. This will assure the availability of resources throughout the year and a level playing field for applicants.

Criteria for Ranking Grant Proposals

Pursuant to Vernon Municipal Code Section 2.166, no grant shall be awarded unless doing so serves a municipal purpose of the City, and the Executive Director and Grant Committee must rank all proposals from eligible applicants using the following factors:

1) The extent to which the funds will promote the health, safety, and welfare of persons residing or working within the Vernon Area.
2) The benefit anticipated to accrue to the Vernon Area.
3) The extent to which the public will appreciate that the benefits of the proposed actions were a direct result of the funding provided by the City of Vernon.
4) Evidence that the funds will be used by an organization with sufficient capacity to do the work, and will be used effectively and without inefficiencies, waste or fraud.
5) For proposals for capital projects, the ability and commitment to fund the maintenance and repair of the project over the long term.

FY 2018/2019 Docket III Grant Applications

Docket III and 2018/2019 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 2018/2019 contains five 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 2018/2019 Docket III is $138,200.

JRG staff has prepared a written summary for each grant application describing its merits and potential risks, which is attached hereto as Attachment 2. These materials and recommendations are to be used only as guiding documents for the Grant Committee’s deliberation. The Grant Committee is expected to debate the content of each application at its February 20, 2019 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 (VCFGCC)” 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 2018/2019 Docket III total recommended grant award amount of $138,200 is included in the 2018/2019 City Budget and is within the recommended quarterly allocation of $154,781 for direct service grants.

ATTACHMENTS

- 1. FY 2018/2019 Docket III Transmittal Report
- 2. FY 2018/2019 Docket III Recommendation Forms
- 3. Form Grant Agreement
Grant Review Committee
Transmittal Report
February 20

Current Cycle: Docket III FY2018-19

<table>
<thead>
<tr>
<th>Standard Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total $ Amount of Grant Requests</td>
</tr>
<tr>
<td>Grant Budget - Current Cycle</td>
</tr>
<tr>
<td>Total # Recommended Grants</td>
</tr>
<tr>
<td>Average Recommended Grant Amount</td>
</tr>
</tbody>
</table>

Summary of Recommended Grants

<table>
<thead>
<tr>
<th>STANDARD GRANTS</th>
<th>REQUESTED AMOUNT</th>
<th>RECOMMENDED AMOUNT</th>
<th>COMMUNITIES SERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Health Care Centers of Greater Los Angeles (2nd)</td>
<td>$28,200</td>
<td>$28,200</td>
<td>Bell, Boyle Heights, Commerce, Huntington Park, Maywood, Vernon</td>
</tr>
<tr>
<td>Helpline Youth Counseling (2nd)</td>
<td>$80,000</td>
<td>$30,000</td>
<td>Bell, Commerce, Huntington Park, Maywood, Vernon</td>
</tr>
<tr>
<td>Human Services Association (2nd)</td>
<td>$65,000</td>
<td>$30,000</td>
<td>Bell, Boyle Heights, Commerce, Huntington Park, Maywood, Southeast Los Angeles, Vernon</td>
</tr>
<tr>
<td>The Whole Child</td>
<td>$10,000</td>
<td>$10,000</td>
<td>Bell, Commerce, Huntington Park, Maywood, East Los Angeles, Vernon</td>
</tr>
<tr>
<td>Woodcraft Rangers (2nd)</td>
<td>$40,000</td>
<td>$40,000</td>
<td></td>
</tr>
<tr>
<td>TOTAL RECOMMENDED AMOUNT</td>
<td></td>
<td>$138,200</td>
<td></td>
</tr>
</tbody>
</table>

Year to Date FY2018-19

| Total $ Amount of Grant Requests | $410,320/ year |
| Total Awarded Amount             | $310,000      |
| Total # Grants Recommended       | 9             |
| Average Recommended Grant Amount | $34,444       |

Projections

| Total Grants Awarded – Dockets I, II,III | 14            |
| Total $ Amount of Grants – Dockets I, II, III | $448,200 |
General Applicant Information

<table>
<thead>
<tr>
<th>Applicant Organization:</th>
<th>Family Health Care Centers of Greater Los Angeles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Organization:</td>
<td>Community-based (Health/Human Services)</td>
</tr>
<tr>
<td>Year Founded:</td>
<td>1926</td>
</tr>
<tr>
<td>Annual Budget:</td>
<td>$9,567,400</td>
</tr>
<tr>
<td>No. of Board Members:</td>
<td>8</td>
</tr>
<tr>
<td>Amount Requested:</td>
<td>$28,200</td>
</tr>
<tr>
<td>Recommended Amount:</td>
<td>28,200</td>
</tr>
<tr>
<td>First Time Applicant:</td>
<td>☐</td>
</tr>
<tr>
<td>Returning Grantee:</td>
<td>☑</td>
</tr>
<tr>
<td>Prev. Award amount:</td>
<td>$60,000 [Q4, FY2014-15]</td>
</tr>
</tbody>
</table>

Brief Narrative description of the organization

Family Health Care Centers of Greater Los Angeles (FHCGLA) is a federally qualified health center (FQHA) offers linguistically and culturally appropriate health care services to low income and marginalized in the communities of focus of the Vernon CommUNITY Fund. The organization operates five health care sites serving residents who live at or below 200% of federal poverty guidelines. In 2017 FHCGLA provided services to 13,882 patients in 52,088 patient visits. The organization is governed by a board of directors composed of a patient majority members (as required by federal policy) who are representative of the community’s population groups.

The organization has been providing uninterrupted health care services for poor people since 1925. The organization seeks to reduce and eliminate barriers to health care for the populations it serves including transportation, emergency and after hour care, acceptance of medicare and mediciCal and does not turn anyone away for financial reasons.

Organizational strengths:

Organizational strengths include cost-effective management and administration assuring that funds primarily focus on care. A clean audit was issued in June 2017, also a requirement for federal and other funding. FHCGLA was recently awarded a $30k HRSA (Health Resources Services Administration, US Dept of HHS) to support services at the Maywood Family Health Center, the site where the new equipment and perinatal services will be located.

The organization not only provides health care; rather its services are designed to address the poor health status consistent with lower economic status in this area. It conducts extensive community outreach, patient education, needs assessments and other methods to remain current with changes in environmental conditions that influence health outcomes. Importantly, the services reduce risks for homelessness by maintaining referrals and treatment for substance abuse and mental health issues and connection to a wide range of community resources.

FHCGLA received and successfully implemented a previous general operating grant from the VCF in the amount of $60,000 that expanded hours of care at the Maywood site.
Proposal Details

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

- Age Range: All
- Gender: All
- Race/Ethnicity: Primarily Latinx
- Economic Status: At or below poverty level
- Family Type: All
- Military Status: N/A
- Sexual Orientation: N/A
- 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)

FHCGLA is requesting funding to support expansion and improvement in perinatal services at the Maywood Clinic. $28,200 will be used to purchase a kiosk that enables patients to check-in and record updated information and needs electronically. Along with purchasing the kiosk, staff will be trained on its use and data will be collected on its use. Data is expected to demonstrate that patients using the kiosk will reduce their waiting time and more patients will be seen during the clinic's hours of operation.

Cost/Benefit:
- Cost savings in personnel and data management could amount to $20k per year.

Beneficiaries and/or potential impact on the non-profit/governmental landscape:
- Patients and staff are primary beneficiaries; efficiencies will allow the clinic to expand patient population

Staff Analysis

Documents reviewed
- Audit/IRS Form 990 (dated: 6 / 30 / 2017)
- Proposal Budget
- Organizational Budget

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

The VCF goals that this proposal addresses include:
- Promote health, safety and welfare of persons residing or working within the designated geographic areas;
- Demonstrate capacity by the applicant organization to ably manage and achieve intended results in an effective and efficient manner.

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

The grantee will again publicize the contribution on its website. If approved, VCF will be visually acknowledged in the waiting room where the patient kiosk will be located.
What previous projects has the applicant successfully implemented?

FHCGLA has engaged in and successfully met conditions for a range of state and county funded projects. These include the Comprehensive Perinatal Services, a state-funded program that operates at the Bell Gardens site. The success of the program in supporting pregnant and post-natal care for women is the incentive to expand to Maywood.

FHCGLA also successfully operates a family health center within a school-based health clinic in Bell Gardens. Over their 90 year history the organization has achieved many milestones with consistent quality services to our communities.

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

It is possible that installation of an electronic kiosk and ultrasound machine will take more time and training to achieve the intended level of success. Such setbacks would be mitigated through training and consistent monitoring of technical aspects by the vendors who install and service the machines.

Funding Recommendation

Fund this proposal?  
☑ Yes  
☐ No  

Recommended Amount: $28,200

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

This application was originally submitted as a capital grant. However because of the amount of the request and its connection to service delivery and improved services, JRG recommends treating the application as a general operating request without need for the applicant to withdraw and resubmit.

Staff reviewer: Fran Jemmott

Signed: ___________________________  
Date: 2___ / 03 / 2019
**General Applicant Information**

<table>
<thead>
<tr>
<th>Applicant Organization:</th>
<th>Helpline Youth Counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Organization:</strong></td>
<td>Community Based (Health/Human Services)</td>
</tr>
<tr>
<td><strong>Year Founded:</strong></td>
<td>1971</td>
</tr>
<tr>
<td><strong>Annual Budget:</strong></td>
<td>$7,171,149</td>
</tr>
<tr>
<td><strong>Amount Requested:</strong></td>
<td>$80,000</td>
</tr>
<tr>
<td><strong>Recommended Amount:</strong></td>
<td>$30,000</td>
</tr>
<tr>
<td><strong>No. of Board Members:</strong></td>
<td>10</td>
</tr>
</tbody>
</table>

**Type of support requested:**
- [ ] General Operating
- [x] Project/Program
- [ ] First Time Applicant
- [x] Returning Grantee

**Prev. Award amount:** $45,000 [Q2 FY2015-16]

**Brief Narrative description of the organization**

Incorporated in 1971, Helpline Youth Counseling (HYC) promotes the development of strong individuals and families in communities of focus to the VCF. HYC is one of the largest agencies serving communities in Southeast Los Angeles where 5000 clients are served annually; 89% of whom are low income. The ten member Board of Directors provides governance and oversight to an organization in which services are delivered at 94 elementary, middle and high school campuses in twenty school districts.

The organization is a Coordinated Entry Services for Los Angeles Homeless Services Agency as well a contractor for LA County Mental Health Services in SPA 7 and utilizes a range of evidence-based approaches to deliver services including Aggression Replacement Training and Trauma Focused Cognitive Behavior Therapy among others. Their services are culturally appropriate for young children to seniors. Approximately 300 clients in the Vernon area receive services each year.

**Organizational strengths:**

Organizational strengths include:

- Highly competent and qualified staff;
- Significant partnerships with community partners important to provide seamless and wrap around services;
- Know for provision of comprehensive homelessness outreach and housing issues which results in permanent placements in housing for those living on the streets in the Vernon area;
- Partnership in the Gateway Connections initiative of the Gateway Council of Governments;
- Participant in the Coordinated Entry System (CES) with support from United Way, Kaiser Permanente and Los Angeles Homeless Services Agency (LAHSA) providing access to Prop HHH resources.
Proposal Details

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

Age Range: All
Gender: All
Race/Ethnicity: All
Economic Status: Primarily low income
Family Type: All
Military Status: N/A
Sexual Orientation: N/A
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)

Helpline Youth Counseling requests funding to support client intake and processing, case management, housing and community outreach for persons who are homeless or at risk of homelessness in the Vernon area. The program will provide life skills training and practice to optimize chances that clients will successfully remain in permanent, affordable rental housing and practice on-going self sufficiency.

Cost/Benefit: Cost of service ranges from $250 per person per month for outreach to $750 per month for intensive case management

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

$30k provides approximately 120 hours of services at the $250 rate; support outreach and placement for 15 homeless or at risk individuals.

Staff Analysis

Documents reviewed
[✓] Audit/IRS Form 990 (dated: 12 / 31 / 2017)
[✓] Organizational Budget

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

The proposal aligns with the VCF goal of improving health and social outcomes for children and their families; reducing the numbers of homeless people living on the streets and along the fences of businesses of Vernon and neighboring communities which alters the outlook of residents for their environment.

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

Helpline Youth Counseling will credit the contribution of the Vernon CommUNITY Fund on its website and Annual Report which is widely read among civic and government leaders.
What previous projects has the applicant successfully implemented?

Helpline Youth Counseling received a Vernon CommUNITY fund grant that ended in December of 2016. The Homeless Services Program assisted 269 unduplicated homeless persons with intensive case management and supportive services. HYC placed 144 persons into stable rental housing and continued to support those individuals for one year beyond the grant period.

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

Outreach and placement of homeless persons remains a challenge in the current real estate market where demand far outpaces supply. This challenge is overcome through collaboration and networking among the public and private sectors which HYC continues to do.

Funding Recommendation

Fund this proposal?  
✓ Yes  
□ No  

Recommended Amount: $30,000

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

The recommendation of $30,000 is not a reflection of the merit of the application or the need in community. Rather the recommendation allows several applications to be considered, making a focused contribution by Vernon to address homelessness in the immediate area.

Staff reviewer: Fran Jemmott

Signed: ____________________________

Date: 2__/03/2019
General Applicant Information

<table>
<thead>
<tr>
<th>Applicant Organization:</th>
<th>Human Services Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Organization:</td>
<td>Community-based</td>
</tr>
<tr>
<td>Year Founded:</td>
<td>1940</td>
</tr>
<tr>
<td>Annual Budget:</td>
<td>$18,500,000</td>
</tr>
<tr>
<td>No. of Board Members:</td>
<td>8</td>
</tr>
<tr>
<td>Amount Requested:</td>
<td>$65,000</td>
</tr>
<tr>
<td>Recommended Amount:</td>
<td>$30,000</td>
</tr>
<tr>
<td>Type of support requested:</td>
<td></td>
</tr>
<tr>
<td>General Operating</td>
<td>☐</td>
</tr>
<tr>
<td>Project/Program</td>
<td>☑</td>
</tr>
<tr>
<td>First Time Applicant</td>
<td>☐</td>
</tr>
<tr>
<td>Returning Grantee</td>
<td>☑</td>
</tr>
<tr>
<td>Prev. Award amount:</td>
<td>FY2015-2016 DII $35,000</td>
</tr>
</tbody>
</table>

Brief Narrative description of the organization

Founded in 1940, Human Services Association (HSA) is the largest community, multiservice nonprofit organization in Southeast Los Angeles. HSA's mission is to provide families with comprehensive and compassionate care to promote wellness and build strong communities in fulfillment of their vision of safe, healthy, happy and thriving families. Their services focus on four core areas which include Early Childhood Education, Family, Community & Senior Services. Annually the organization serves over 20,000 children, adults & seniors at 43 different locations & congregate sites across Southeast Los Angeles.

Organizational strengths:

Strong leadership team that has worked together in various capacities for over 15 years;

Proven track record of developing and implementing a broad range of culturally-competent services;

Steady increase in public funding levels to pilot and expand successful programs;

Successful, long-term relationships with service providers, operators and agencies in SPA 7/Southeast Los Angeles.
**Proposal Details**

<table>
<thead>
<tr>
<th>Specific population(s) targeted by grant request (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Age Range:</strong> Seniors (Age 55+)</td>
</tr>
<tr>
<td><strong>Gender:</strong> ALL</td>
</tr>
<tr>
<td><strong>Race/Ethnicity:</strong> ALL</td>
</tr>
<tr>
<td><strong>Economic Status:</strong> low-income</td>
</tr>
</tbody>
</table>

**Description of the proposal to which funds would apply**

(if no particular project is specified, please note General Operating Support in this area)

If awarded, funds would be applied towards HSA’s Care Management Supportive Services, assisting seniors in obtaining necessary services & allowing them to remain at home safely. Services include ongoing care management, an individual client assessment and care plan, client advocacy (medical, dental, financial and other needs), service coordination, referrals & resources.

**Cost/Benefit:**

- 139 seniors can be served at one time/$30,000 recommended award = ~$216 per client.

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

Senior citizens who are home bound and require assistance in Vernon/surrounding areas.

---

**Staff Analysis**

**Documents reviewed**

- Audit/IRS Form 990 (dated: **06** / **30** / **2017**)
- Proposal Budget
- Organizational Budget

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

**Goals:**
- To encourage an inspire positive social development in Vernon and neighboring communities;
- To promote positive social development of children, youth, families and senior residents in Vernon and surrounding areas.

**Eligibility:**
- Promote the health, safety and welfare of persons residing or working within the designated geographic areas;
- Demonstrate capacity by the applicant organization to ably manage and achieve intended results in an effective and efficient manner;

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

If awarded, Human Services Association will acknowledge the City of Vernon on their organization’s website, social media accounts (including Facebook, Twitter & Instagram) and Community Newsletters/Newspapers.
What previous projects has the applicant successfully implemented?

Human Services Association successfully provided parenting classes to 180 parents with the funds previously awarded to them. The classes proved to be a success as parents requested continued classes in their cities. HSA achieved all outlined objectives & expended all funds from their previous grant award.

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

There are no currently foreseeable challenges in the implementation of this project should HSA be awarded.

---

**Funding Recommendation**

<table>
<thead>
<tr>
<th>Fund this proposal?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

**Recommended Amount:** $30,000

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

Due to available funds for FY2018-2019 DIII, an award in the amount of $30,000 is recommended.

---

**Staff reviewer:** Maya Cacavas

**Signed:**

**Date:** 2 January 2019
**General Applicant Information**

<table>
<thead>
<tr>
<th>Applicant Organization:</th>
<th>The Whole Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Organization:</td>
<td>Community-based (Health/Human Services)</td>
</tr>
<tr>
<td>Annual Budget:</td>
<td>$10,776,563</td>
</tr>
<tr>
<td>No. of Board Members:</td>
<td>12</td>
</tr>
<tr>
<td>Amount Requested:</td>
<td>$10,000</td>
</tr>
<tr>
<td>Recommended Amount:</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

**Type of support requested:**
- ✔ General Operating
- □ Project/Program
- ✔ First Time Applicant
- □ Returning Grantee

**Prev. Award amount:**

**Brief Narrative description of the organization**

The Whole Child is a 60 year old organization successfully providing comprehensive services to low-income, at-risk, homeless children and families throughout Southeastern Los Angeles County. Services include housing/mental health services, parent enrichment & nutrition education programs. TWC's program structure affords them the unique ability to cross-refer their clients while addressing key areas designed to stabilize low-income, minority & single-parent families. The overall goal is to empower families to create nurturing environments where children can thrive in every aspect, thus caring for 'The Whole Child'.

**Organizational strengths:**

- Strong leadership at the board and professional staff levels;
- Community Partnerships with local schools/cities;
- Funding agencies & donors comprised of prominent community support organizations, including First 5 LA and Los Angeles Homeless Services Authority;
- Organization metrics and financials easily accessible and well organized.
Proposal Details

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

Age Range: Children, Youth, Adolescents (0-17)  Family Type: low-income, at-risk, & homeless families
Gender: ALL  Military Status: n/a
Race/Ethnicity: ALL  Sexual Orientation: n/a
Economic Status: Low-income, at-risk children  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)

Funding from the City of Vernon would be applied towards general operating support to cover less than 1% of their total operating budget. The Whole Child is 90% government funded and the remaining 10% sourced from outside funders allows TWC flexibility to assist children/families beyond the constraints of government contracting.

Cost/Benefit:
It costs $2,700 to provide 20 hours of parent/child therapy; a $10,000 award would fully fund 3 families and partially fund a 4th.

Beneficiaries and/or potential impact on the non-profit/governmental landscape:
Low-income, at-risk/homeless children and families in the Southeast Los Angeles area.

Staff Analysis

Documents reviewed
✓ Audit/IRS Form 990 (dated: 05/18/2018)  □ Proposal Budget
✓ Organizational Budget

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

Goals:
To strengthen and support non-profit organizations that benefit residents and neighborhoods;
To encourage and inspire positive social development in Vernon and neighboring communities;
To promote positive social development of children, youth, families and senior residents in Vernon and surrounding areas;

Eligibility:
Promote the health, safety and welfare of persons residing or working within the designated geographic areas;
Demonstrate capacity by the applicant organization to ably manage and achieve intended results in an effective and efficient manner;

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

If awarded, The Whole Child will send a special email blast and post across their social media accounts (Instagram, Facebook, LinkedIn, Twitter) an announcement thanking the City of Vernon for their generous donation to their cause. They will also recognize funding in their 2019-2020 Annual Report which is posted for public viewing on their website.
What previous projects has the applicant successfully implemented?

TWC's program success is demonstrated in the permanency and expansion of their programs. They began as a mental health agency in 1957 and have since adding programming for parent enrichment, nutrition & housing services. TWC served 9,500 individuals in the last fiscal year including 604 children and/or adults in families within the VCF service area.

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

Although it is a continuous challenge to meet the growing and evolving needs of at-risk children and families through the SELA region, The Whole Child is committed to continue developing innovative and effective methods to successfully serve these vulnerable communities.

Funding Recommendation

<table>
<thead>
<tr>
<th>Fund this proposal?</th>
<th>Yes</th>
<th>Recommended Amount: $10,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

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

Recommended funding in the total requested amount of $10,000.

Staff reviewer: Maya Cacavas

Signed: [Signature]  Date: 2/01/2019
### General Applicant Information

<table>
<thead>
<tr>
<th>Applicant Organization:</th>
<th>Woodcraft Rangers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Organization:</strong></td>
<td>Community-based (Community Service)</td>
</tr>
<tr>
<td><strong>Year Founded:</strong></td>
<td>1922</td>
</tr>
<tr>
<td><strong>Annual Budget:</strong></td>
<td>$9,541,154.</td>
</tr>
<tr>
<td><strong>No. of Board Members:</strong></td>
<td>13</td>
</tr>
<tr>
<td><strong>Amount Requested:</strong></td>
<td>$40,000</td>
</tr>
<tr>
<td><strong>Recommended Amount:</strong></td>
<td>40,000</td>
</tr>
<tr>
<td><strong>Type of support requested:</strong></td>
<td>General Operating, Project/Program</td>
</tr>
<tr>
<td><strong>First Time Applicant</strong></td>
<td>✔</td>
</tr>
<tr>
<td><strong>Returning Grantee</strong></td>
<td>✔</td>
</tr>
<tr>
<td><strong>Prev. Award amount:</strong></td>
<td>$40,000 in Q2 FY2015-16</td>
</tr>
</tbody>
</table>

### Brief Narrative description of the organization

Woodcraft Rangers was founded in 1902 to guide young people as they explore pathways to purposeful lives. The organization implements a range of after school programs at sites across the county to supplement educational services including science/technology, engineering, STEM programs. Their robotics program as well as the visual/media and performing arts are effective and important complements to the regular academic curricula. Services are provided to Title 1 Schools with low academic rankings. Expanded learning programs are offered in 73 locations to 15,000 youth annually.

The organization is governed by the 13 member Board of Directors and it's budget reflects a balanced portfolio of restricted, unrestricted and earned income along with federal and state funding. A new executive director and COO are stabilizing the organization following a leadership transition over the past two years. The current budget reflects a drop in program services fees since FY 2016-7. However the overall financial picture is positive with more than $100k in unrestricted net assets.

Residential summer camps are uniquely planned to offer youth first-ever experiences and outdoor adventures and the area of focus for the current application.

### Organizational strengths:

Woodcraft Rangers is a respected and recognized provider of services with many programs operating in communities of focus of the Vernon CommUNITY Fund. Established at the turn of the 19th century its model is based on group experiences to more effectively socialize juvenile delinquents. Founder Ernest Thompson Seton also served as the first chief scout of BSA however Woodcraft Rangers remained independent of both Boy Scouts and Camp Fire Clubs. Today the organization continues to work locally and serves children and youth without regard to race, religion and gender.

The organization and its leaders have been recognized by United Way, the City and County of Los Angeles and named by the Latino Business Association as a non-profit of the year.
**Proposal Details**

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

<table>
<thead>
<tr>
<th>Age Range:</th>
<th>Elementary</th>
<th>Family Type:</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender:</td>
<td>All</td>
<td>Military Status:</td>
<td>N/A</td>
</tr>
<tr>
<td>Race/Ethnicity:</td>
<td>All</td>
<td>Sexual Orientation:</td>
<td>N/A</td>
</tr>
<tr>
<td>Economic Status:</td>
<td>primarily lower income</td>
<td>Other (specify):</td>
<td></td>
</tr>
</tbody>
</table>

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

Woodcraft Rangers requests $40,000 to support a residential summer camp experience for up to 100 individuals at its new camp location adjacent to Yosemite National Park in Kings County. Woodcraft Rangers will prioritize students at the Vernon School where they provide after school programs and where a number of children of Vernon businesses attend. Objectives for the 2019 summer camp anticipate that 80% of campers will try new activities that help expand vocabulary and school year activities; increase their interest in nature, science and STEM subjects; increase knowledge about the natural sciences; learn how to work with others in a team.

<table>
<thead>
<tr>
<th>Cost/Benefit:</th>
<th>$400 per child per week including all expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiaries and/or potential impact on the non-profit/governmental landscape:</td>
<td>100 children and youth expand their understanding of nature and benefit from increased social experiences with children from diverse socio-economic environments.</td>
</tr>
</tbody>
</table>

**Staff Analysis**

**Documents reviewed**

- [x] Audit/IRS Form 990 (dated: _____ / _____ / _____ )
- [x] Proposal Budget
- [x] Organizational Budget

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

Grant award aligns with the goals of improving the social development of residents including children; expands opportunities to work in groups with other children and form bonds that promote neighborhood and community appreciation; health and mental health benefits for children and respite for their caretakers for a week during the summer.

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

Woodcraft Rangers' donor recognition actions include feature stories of campers and families in publications and on their website. Vernon CommUNITY Grant Committee and/or City of Vernon officials will be invited to attend recognition events.
What previous projects has the applicant successfully implemented?

Woodcraft Rangers completed the funded project that provided 100 Vernon area youth with a one week camp experience at a camp in the San Bernardino Mountains licensed to the organization. The final report included testimony from some campers and their parents about the value of their experience. Woodcraft Rangers provides after school services in several LAUSD schools and at area parks. Parents of school aged children are familiar with their personnel and programs and demand for their services exceeds their resources. The $40,000 received was expended toward fulfillment of the objectives outlined in the grant application.

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

The proposed grant for 2019 will provide a camper experience for elementary and middle school youngsters in a new setting near Yosemite National Park. As such there are more costs to cover travel and some potential risks associated with housing, feeding and supervising 100 young people. The risks are mitigated by the experienced team providing the support and trained to keep campers safe. To mitigate risks for the City of Vernon, Woodcraft Rangers will provide $2 million in general liability insurance and co-insuring the City of Vernon.

---

**Funding Recommendation**

**Fund this proposal?**

☑ Yes

☐ No

**Recommended Amount:** $40,000

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

This is the requested amount.

---

Staff reviewer: **Fran Jemmott**

Signed: ____________________________

Date: 2___ / 03 / 2019
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 _______________, 2018.

[INSERT NAME], Grantee

__________________________________________
Authorized Signature

__________________________________________
Printed Name

__________________________________________
Title

__________________________________________
Date

CITY OF VERNON, Grantor

By: ________________________________

ATTEST:

__________________________________________
Maria E. Ayala, City Clerk

Name: Carlos R. Fandino, Jr.

Title: City Administrator

Date: ________________________________